

# Burwash Parish Council

## Full Council Meeting 13<sup>th</sup> February 2024

Burwash Parish Councillors are hereby notified that a meeting of the Full Council of Burwash Parish Council will be held on Tuesday 13<sup>th</sup> February 2024 at **7.00pm** at the Parish Rooms, Burwash.

*Emma Neil*

7<sup>th</sup> February 2024

Emma Neil – Clerk & RFO

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## A G E N D A for 13<sup>th</sup> February 2024

**For Information Only:** Members of the Public and Press are welcome and encouraged to attend. There is no need to book to attend the meeting, everyone is welcome. There is public time at the beginning of the meeting where everyone has a chance to speak. Once the meeting has started, members of the public cannot speak, unless the meeting is paused by the Chair.

If you have a question for Councillors, please contact the Clerk to submit the question. Only items on the agenda below will form the basis of discussion and advice. Anything received post the agenda being published will be included on the next agenda for discussion. To contact the Clerk about a question please email [parishclerk@burwashpc.org.uk](mailto:parishclerk@burwashpc.org.uk).

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**1. Public Time.**

**2. Apologies for Absence.**

**3. Disclosures of Interest.**

To receive any disclosures by Members of personal interests in matters on the agenda, the nature of any such interest and whether the Member regards the interest as a disclosable pecuniary interest under the terms of the Code of Conduct.

**4. Co-option.**

Councillors to discuss and **RESOLVE** to vote on the co-option of Mr David Appleyard.

**5. Reports from District & County Councillors.**

Cllr. Eleanor Kirby-Green and Cllr. John Barnes to verbally update Council on items of change or importance.

**6. Accuracy of the minutes of the previous meeting.**

Councillors to receive and **RESOLVE** to adopt the minutes of the Full Council Meeting held on 09-01-24 as an accurate record of the meeting.

**7. Finance & Administration Committee.**

**7.1** Members of the Finance & Administration Committee **RESOLVE** to agree that the minutes of the meeting dated 07-02-24 are an accurate record of the meeting.

**7.2** Full Council **RESOLVE** to adopt the minutes as an accurate record of the meeting.

# Burwash Parish Council

## Full Council Meeting 13<sup>th</sup> February 2024

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**7.3** Member of Full Council are requested to **RESOLVE** to adopt the following documents:

**7.3.1** **RESOLVE** to adopt the bank statements for January 2024.

**7.3.2** **RESOLVE** to adopt the income & expenditure statements as at 31-01-24.

**7.3.3** **RESOLVE** to adopt the bank reconciliations for January 2024.

**7.3.4** **RESOLVE** to adopt the statutory balance sheet.

**7.3.5** **RESOLVE** to adopt the payments schedule as at 31-01-2024.

**7.3.6** **RESOLVE** to adopt the minutes of the Finance & Administration Committee from 07-02-24.

### **8. Planning Committee.**

**8.1** Members of the Planning Committee **RESOLVE** to agree that the minutes of the meeting dated 25-01-24 are an accurate record of the meeting.

**8.2** Councillors **RESOLVE** to adopt the minutes as above.

### **9. Community & Events Working Party.**

**9.1** Members of the Community & Events Working Party **RESOLVE** to agree that the minutes of the meeting dated 18-01-24 are an accurate record of the meeting.

**9.2** Full Council **RESOLVE** to adopt the minutes as an accurate record of the meeting.

**9.3** Full Council requested to discuss and **RESOLVE** the following recommendations from the working party.

**9.3.1** To agree the allocation of funding to update and publish the Burwash Business Directory every three years.

**9.3.2** To discuss and **RESOLVE** to agree to additional parish noticeboards across the parish and allocate additional funding for this purpose.

**9.3.3** To discuss and **RESOLVE** to agree the proposed dates for a Kipling Festival as July 22<sup>nd</sup> to 3<sup>rd</sup> August 2024.

### **10. Environment & Maintenance Working Party.**

**10.1** Members of the Environment & Maintenance Working Party **RESOLVE** to agree that the minutes of the meeting dated 11-01-24 are an accurate record of the meeting.

**10.2** Full Council **RESOLVE** to adopt the minutes as an accurate record of the meeting.

**10.3** Full Council requested to discuss and **RESOLVE** the following recommendations from the working party.

**10.3.1** Costs of generators and plans for the emergency hubs as per the emergency plan.

**10.3.2** Plans and costs of the proposed wildflower planting at the top of Batemans Lane.

### **11. Traffic & Transport Working Party.**

**11.1** Members of the Traffic & Transport Working Party **RESOLVE** to agree that the minutes of the meeting dated 06-02-24 are an accurate record of the meeting.

**11.2** Full Council **RESOLVE** to adopt the minutes as an accurate record of the meeting.

**11.3** Full Council requested to discuss and **RESOLVE** the following recommendations from the working party.

# Burwash Parish Council

## Full Council Meeting 13<sup>th</sup> February 2024

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- 11.3.1** Full Council to discuss and **RESOLVE** 'to continue to pursue a financially acceptable design to implement the 20mph speed limit thus improving the safety of the High Street'.

### **12. Young Parishioners Working Party.**

- 12.2** Cllr. Crabtree to provide an update on the new 'Friday in the Field' initiative.

### **13. Car Park.**

- 13.1** Clerk to confirm the partial closure of the car park for tree works on 14-02-24.

### **14. Community Hub Update.**

- 14.1** Clerk to present high level costings for the project as well as the initial sketches.  
**14.2** Full Council requested to discuss and **RESOLVE** to agree to the next step of securing the funding for the Community Hub project.

### **15. Public Toilets Refurbishment.**

- 15.1** Clerk to update Councillors on current status of the refurbishment.

### **16. Village Hall.**

- 16.1** Clerk to give a verbal update to Councillors on the progress of the Village Hall custodian trustee status.

### **17. Clerk's Correspondence.**

- 17.1** Clerk to provide a verbal update on recent correspondence to the Clerk.  
**17.1.1** Emails received.  
**17.1.2** Fibre broadband project update.  
**17.1.3** Defibrillator request Strand Meadow / Shrub Lane.

### **18. Standards & Procedural Complaint Update.**

Due to the nature of the business being disclosed, Full Council are requested to **RESOLVE** to exclude members of the public and press for this item under the Public Bodies (Admission to Meetings) Act 1960. This is a closed session.

### **19. Down Meadow.**

Due to the nature of the business being disclosed, Full Council are requested to **RESOLVE** to exclude members of the public and press for this item under the Public Bodies (Admission to Meetings) Act 1960. This is a closed session.

### **20. Items for noting or including on the future agenda.**

### **21. Date of next meeting.**

Tuesday 12<sup>th</sup> March 2024 – 7pm – Burwash Parish Rooms.

**ENDS**