

Burwash Parish Council

Annual Parish Meeting 14th May 2024

Burwash Parish Councillors are hereby notified that the annual meeting of the Parish of Burwash will be held on Tuesday 14th May 2024 at **7.00pm** at the Parish Rooms, in Burwash.

Emma Neil

2nd May 2024

Emma Neil – Clerk & RFO

Tel: 07375 809 660 Email: parishclerk@burwashpc.org.uk

Address: Burwash Parish Council, Parish Office, High Street, Burwash TN19 7EU

A G E N D A for 14th May 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.

1. Election of the Chair of Burwash Parish Council.

Councillors to propose and second a member to be Chair of Burwash Parish Council (BPC) for the next 12 months.

2. Election of the Vice Chair of Burwash Parish Council.

Councillors to propose and second a member to be Vice Chair of BPC for the next 12 months.

3. Public Time.

4. Apologies for Absence.

5. 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.

6. Reports from District & County Councillors.

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

7. Accuracy of the minutes of the previous meeting.

Councillors to receive and **RESOLVE** to adopt the minutes of the Full Council Meeting held on 09-04-24 as an accurate record of the meeting.

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8. Committees.

8.1 Full Council **RESOLVE** to confirm the following Committees for 2024/25 & their membership.

- i. Down Meadow Committee.
- ii. Finance & Administration Committee.
- iii. Human Resources Committee.
- iv. Planning Committee.

8.2 Full Council **RESOLVE** to confirm the following Working Party's for 2024/25 & their membership.

- i. Community & Events Working Party.
- ii. Environment & Maintenance Working Party.
- iii. Traffic & Transport Working Party.

9. Appointment of Link Councillors.

9.1 Full Council **RESOLVE** to confirm the link Councillors relevant to the following stakeholder groups.

- i. Enforcement / Northern Parishes.
- ii. Internet Hub.
- iii. Rother Association of Local Councils (RALC).
- iv. SLR & Highways.
- v. Police / PCSO.
- vi. Save Our Fields.
- vii. Village Hall.
- viii. Burwash Playing Fields Association & Burwash Common & Weald Pavilion.
- ix. School & Education.
- x. Speedwatch.

10. Standing Items.

10.1 Full Council **RESOLVE** to confirm the standing items on the agenda for 2024/25.

11. Internal Audit 2023/24.

11.1 Full Council to review, accept and **RESOLVE** to adopt any recommendations given in the submitted internal audit report for the financial year 2023/24.

11.2 Full Council **RESOLVE** to adopt the suggested dates for the electors rights to review the financial accounts of 2023/24 as Monday 1st July to Friday 9th August 2024.

12. Finance & Administration Committee.

12.1 Full Council are requested to **RESOLVE** to adopt the following documents:

- 12.1.1 **RESOLVE** to adopt the bank statements as at 30-04-24.
- 12.1.2 **RESOLVE** to adopt the income & expenditure statements as at 30-04-24.
- 12.1.3 **RESOLVE** to adopt the bank reconciliations for April 2024.
- 12.1.4 **RESOLVE** to adopt the statutory balance sheet.
- 12.1.5 **RESOLVE** to adopt the payments schedule as at 30-04-2024.
- 12.1.6 **RESOLVE** to agree the submitted financial risk assessment.
- 12.1.7 **RESOLVE** to agree the submitted fixed asset register.

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12.1.1 RESOLVE to discuss and agree the membership of ESALC & NALC for 2024/25.

12.1.2 RESOLVE to discuss and agree the grant request from Kent & Sussex Air Ambulance for £350.

12.1.3 RESOLVE to adopt the recommendation of movement of funds into the CCLA investment account.

13. Planning Committee.

13.1 Members of the Planning Committee **RESOLVE** to agree that the minutes of the meetings dated 25-04-24 as an accurate record of the meeting.

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

13.3 Cllr. Lloyd to update Full Council on items to note including the following items:

13.3.1 Development at Strand Meadow / Watercress Fields.

13.3.2 Enforcement issues in the parish.

14. Community & Events Working Party.

14.1 Members of the Community & Events Working Party **RESOLVE** to agree the minutes of the meeting held on 30-04-24 as an accurate record of the meeting.

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

14.3 Cllr. Newman to update Full Council on items to note including the following items:

14.3.1 Spring / Summer Newsletter.

14.3.2 Parish Talks, Huw Merriman drop in 03-05-24 feedback.

14.3.3 Kipling event.

15. Environment & Maintenance Working Party.

15.1 Members of the Environment & Maintenance Working Party **RESOLVE** to agree the minutes of the meeting held on 02-05-24.

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

15.3 Cllr. Johns to update Full Council on items to note including the following items:

15.3.1 Update on the generators.

15.3.2 Update on the Wildflower project.

16. Traffic & Transport Working Party.

16.1 Members of the Traffic & Transport Working Party **RESOLVE** to agree that the minutes of the meeting dated 02-04-24 & 07-05-24 are an accurate record of the meeting.

16.2 Full Council **RESOLVE** to adopt the minutes as above, as an accurate record of the meeting.

16.3 Cllr. Franklin to update Full Council on items to note including the following items:

16.3.1 20mph petition to ESCC.

16.3.2 School Hill feasibility study results.

16.3.3 Speed survey results A265 Burwash Weald.

17. Young Parishioners.

17.1 Cllr. Crabtree to provide a verbal update on plans for 'Friday in the Field'.

18. Car Park.

18.1 Clerk to update Full Council on issues relevant to the car park.

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19. Community Hub Update.

- 19.1 Clerk to update Full Council on the status of the Community Hub 'in principle' project & associated resident engagement.

20. Village Hall.

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

21. Defibrillator Strand Meadow / Shrub Lane & Burwash Weald.

- 21.1 Clerk to give a verbal update to Councillors on the progress of funding the 2 agreed defibrillators.

22. Clerk's Correspondence.

- 22.1 Clerk to provide a verbal update on recent relevant correspondence to the Clerk.
- 22.1.1 Residents letter regarding the proposed 'in principle' Community Hub & Clerk's response.
 - 22.1.2 Resident email regarding the abandoned lorry in the car park.
 - 22.1.3 Emails regarding developers parking in Highfields.

23. 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.

24. Items for noting or including on the future agenda.

- AGAR and financial audit documents for financial year 2023-24.

25. Date of next meeting.

Tuesday 11th June 2024 – 7pm – Burwash Parish Rooms.

ENDS