

Berwick Parish Council

Minutes of the Annual General Meeting of Berwick Parish Council held at the Berwick Village Hall on 22nd June 2017 at 7.30pm

1. Present

Cllrs Beryl Smith (Chairman), Chris Bird and K Winter.

District Councillor P Ede, Lord and Lady Lloyd and Alison Stevens (Clerk) were also in attendance.

2. Election of Chairman

Councillor Winter proposed and Councillor Bird seconded Councillor Smith for the role of Chairman. Councillor Smith duly accepted the role of Chairman.

3. Election of Vice-Chairman

Councillor Smith proposed and Councillor Bird seconded Councillor Winter for the role of Vice-Chairman. Councillor Winter duly accepted the role of Vice-Chairman.

4. Apologies for absence

Apologies for absence were received from Councillors Burrough and Carnie and were accepted by those present.

Absence for absence were also received from County Councillor N Bennett.

The meeting was then suspended.

5. Public Question Time

There were no questions from the public on this occasion.

6. Reports from County and District Councillors

There was no report from the County Councillor on this occasion.

District Councillor Ede reported that the;

- planning application (WD/2017/0347/F) for Berwick Stores (Proposed remodel of the roof structure and replacement extension to rear and side elevations forming 3 additional flats) has been refused by Wealden Committee South.
- the planning application (WD/2016/1659/MAJ) for Land At Station Farm, Station Road, Berwick (33 new dwellings, 3 new shops and 2 new offices plus associated works) has been shelved for now.

Initial _____

Berwick Parish Council

The meeting was then re-opened.

7. Minutes of the Parish Council Meetings held on 23rd March 2017 and the 28th April 2017 (previously distributed) and Clerk's Report on any Matters Arising from those Minutes.

The Minutes of the Parish Council Meetings held on 23rd March 2017 and the 28th April 2017 were read, confirmed as a true and accurate record and signed by the Chairman.

The Minutes of the Annual Parish Meeting (Parish Assembly) held on 25th May 2017 were also read, confirmed as a true and accurate record and signed by the Chairman.

The Clerk reported that;

- Highways has looked at the 'Keep Clear' Markings in the Parish and confirmed they meet the required standard. Councillors asked them to look at the ones outside the shop and the garage again because they have faded badly.
- The Lower Wick Street sign is on the Highways maintenance list. Officers are waiting for the stats from the utility companies because they need them before the work can go ahead.
- Mr Anderson, on behalf of Firle Estates, would like to meet representatives from the Parish Council to work on the Firle Estate Open. The Plan is a document which is designed to let the South Downs National Park know what is special about the landscape, villages and people in and around the estate. Councillors Winter and Smith said they would help.

8. To appoint Councillors to serve as Representatives of the Parish Council on the following bodies;

East Sussex ALC Ltd (to attend the AGM)	Cllr Winter
Wealden District Association of Local Councils	Cllr Smith
Village Hall Committee	Cllr Burrough
Tree Warden	Cllr Bird
Cuckmere Community Flood Forum	Cllr Winter
Cuckmere Community Bus	Cllr Smith

9. Payment of Annual Subscriptions and Insurance

Councillors resolved unanimously that the following subscriptions and insurance are paid for 2017-2018;

Wealden District Association of Local Councils
Society of Local Council Clerks
Sussex Association of Local Councils
Zurich Insurance

Initial _____

Berwick Parish Council

10. Meeting Dates 2017-2018

Councillors agreed the meeting dates for 2017-2018 will be;

July 2017	27th
September	28th
November	23 rd
January 2018	25th
March	22 nd
May	24 th
July	26 th

Additional meetings may be called to discuss planning applications when consultation deadlines fall outside of these dates.

11. Bank Signatories

Councillors agreed the signatories for 2017-2018 will be Councillors Burrough, Winter and Smith.

12. Code of Conduct

Councillors resolved to accept the Code of Conduct introduced by Wealden District Council under the Localism Act 2012.

13. To adopt the Standing Orders and Financial Regulations

Councillors resolved to accept the latest NALC Standing Orders and Financial Regulations (2013) which had been distributed before and again at the meeting.

14. General Power of Competence

Berwick Parish Council resolved that it meets the prescribed conditions for the General Power of Competence

15. Planning Applications

There were no planning applications for consideration at this meeting.

16. Reports

- i: Berwick Playing Field – Councillor resolved to accept the recommendations made in the Annual Risk Assessment and accepted the price to carry out the works from Wickstead.

Initial _____

Berwick Parish Council

Councillor Winter reported he has visited the playing field and found everything is in order.

ii: Highways and Transport Matter – ESCC has offered to carry out a fresh speed survey in Station Road at a cost to the Parish Council of £400 plus VAT. Councillors resolved to accept the offer and asked that traffic volume is recorded too. They plan to then use the results as evidence when commenting on planning applications.

Councillors Smith said another hole has appeared in the path outside Bodkins in Station Road and Councillor Winter reported the hedge needs cutting at the junction of Common Lane because it is obscuring drivers vision. The Clerk will report both issues to Highways.

Councillors also asked the Clerk to ask residents whose hedging borders pedestrian pathways to keep them cut back as some are currently impassable and force people to walk on the grass verge or on the roadway and into passing traffic.

17. Finance

i: Approval of payments and receipts – Councillors approved the following payments;

100996	ESALC - Subscriptions	£ 83.12
100997	G Pocock - Grass Cutting	£ 944.68
100998	Simon Goacher - Payroll	£ 132.19
100999	Mass Media - Website	£ 516.00
101000	Peter Frost - Auditor	£ 86.14
101001	A Stevens - Salary April	£ 314.59
101002	A Stevens -Salary May	£ 314.59
101003	ESCC Pension Contributions	£ 300.66
101004	Zurich Insurance	£1292.51
101005	Wicksteed - Play Park Inspections	£ 54.00
101006	A Stevens - Wages - June	£ 314.59
101007	HMRC PAYE	£ 628.80
101008	ESCC Pension Contributions	£ 150.33
101009	Jakk - Village Hall Sign	£ 300.00

ii: Approval of Year End Account and Accounts to 31st May 2017 - Councillors resolved to approve the accounts, the annual governance statement, the risk management document, the asset schedule and the internal audit arrangements for the financial year to 31st March 2017.

Councillors also resolved to approve the accounts to 31st May 2017.

iii: Grant Application from Cuckmere Flood Forum – Councillors considered the request for a grant from the Cuckmere Flood Forum and resolved to award the Forum £70.

18. Berwick Way – update – Councillors asked the Clerk to contact Highways and ask them to cut back the hedge outside Old Leylands Barn so residents can walk on the verge again.

Initial _____

Berwick Parish Council

19. Footpath Marker Sign and Recreation Ground Sign

The new footpath marker sign which shows the location of the Village Hall and Recreation Ground has now been fitted.

Councillors resolved the size of the new plaque for the gate is 600mm wide x 500mm deep and it will fit into the centre area of the large gate between the diagonal braces. The letter height of the upper section will be 25mm, the lower section 20mm. Any smaller and the engraved letters will become hard to differentiate.

Councillors agreed the wording of the recreation ground sign would be as follows;

‘This Recreation Ground is maintained by Berwick Parish Council

Report any problems to: 07501 676 569

In case of emergency there is normally a defibrillator on the south side of Berwick Station’

20. To consider erecting a roadside mirror opposite the Village Hall

The Clerk contacted Highways for permission to erect a roadside mirror opposite the Village Hall. The reply from Highways was as follows;

‘I can advise you that there are strict controls on road markings and traffic signs that can be provided, and East Sussex County Council do not permit the use of traffic mirrors within the limits of the public highway.

Mirrors are not often appropriate because they can exacerbate visibility problems, due to drivers misinterpreting the information from the mirror and assuming it is safe to proceed. Problems can occur during poor weather conditions, and where reflected headlights or low sunlight may dazzle approaching drivers. However, I appreciate that some vehicle accesses are not ideally positioned and visibility may be assisted by the installation of a mirror on private land, provided that the following conditions are met:

1. The mirror is erected outside the limits of the Highway.
2. The mirror will cause no danger to any other road user either by glare from reflected sunlight or headlights at night.
3. The mirror does not overhang the highway so as to obstruct the free passage of any vehicles, pedestrians or equestrians.
4. Any permission from the affected land owner has been given.
5. No costs or liability will be passed on to the Highway Authority.
6. If the mirror does cause problems for other road users, then the County Council reserves the right to have it removed.

I should also point out that any person who installs a mirror may be liable if an incident occurs that can be attributed to its installation, even if it complies with the above conditions.

Initial _____

Berwick Parish Council

In situations such as these, I am aware that many have consulted their own insurers to clarify their personal position should a claim be made against them following an incident in which the mirror is cited as a cause'.

Councillors resolved not to fit a mirror at the entrance to the Village Hall but asked the Clerk to ask Firls Estates if they will replace the hedge next door to Hall with a fence instead because the hedge obscures drivers' vision.

21. Questions from Parish Councillors

Councillors agreed the fingerpost at the bottom of the Pound needs repairing and asked the Clerk to make it an agenda item for the next meeting.

There was no further business and this meeting closed at 8.10pm

Signed: _____
Chairman

Date: _____

Initial _____