

# Berwick Parish Council

Minutes of the Annual General Meeting of Berwick Parish Council held at the Berwick Village Hall on 24<sup>th</sup> May 2018 at 7.30pm

1. Present

Cllrs Beryl Smith (Chairman), Keith Winter, Chris Bird and S Carnie.

Alison Stevens (Clerk) and five members of the public 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 Councillor Burrough and were accepted by those present.

The meeting was then suspended.

5. Public Question Time

Mr Dexter asked how he can apply to become a Parish Councillor. The Clerk said he should send a brief curriculum vitae to her and she will then put the application on the agenda for the next available Full Council Meeting.

Mr Deighton from Firle Estates said;

- He recently met the Drainage Officer at Wealden and offered Firle Estate land to collect the run off from a potential flooding problem in the village.
- He has had a French drain fitted to a house at the bottom end of the new development.
- The hedge opposite Amarisa was badly cut. He will be sending someone to rectify it once the bird nesting season is over.

6. Reports from County and District Councillors

There was no report from the County Councillor or District Councillor for this meeting.

The meeting was then re-opened.

7. Minutes of the Parish Council Meeting held on 22<sup>nd</sup> March 2018 (previously distributed) and Clerk's Report on any Matters Arising from those Minutes.

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Minute 79 (ii) was amended to say 'the turf has been cut away from the tarmac between New House and Station Road by a resident and now constitutes a trip hazard. The Clerk will notify ESCC'.

The Minutes of the Parish Council Meeting held on 22nd March 2018 were then read, confirmed as a true and accurate record and signed by the Chairman.

All matters' arising were included elsewhere on the agenda.

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

East Sussex ALC Ltd (to attend the AGM)	Vacant
Wealden District Association of Local Councils	Cllr Carnie
Village Hall Committee	Cllr Burrough
Tree Warden	Cllr Bird

9. Payment of Annual Subscriptions and Insurance

Councillors resolved unanimously that the following subscriptions and insurance are paid for 2018-2019;

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

10. Meeting Dates 2018-2019

Councillors agreed the meeting dates for 2018-2019 will be;

<u>2018</u>	
July	26th (Berwick Inn)
September	27th
November	22nd
<u>2019</u>	
January	24th
March	28th
May	23 <sup>rd</sup>
July	25th

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

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## 11. Bank Signatories

Councillors agreed the signatories for 2018-2019 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 Standing Orders (2018) and Financial Regulations (2014) as recommended by NALC which had been distributed before the meeting.

## 14. General Power of Competence

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

## 15. General Data Protection Regulations

Berwick Parish Council resolved to approve the Impact Assessment, General Privacy Policy, Staff and Councillors Privacy Policy, Document Retention Policy and Data Processor Policy.

It was also noted the Government has removed the legal requirement for Parish Councils to appoint an independent Data Protection Officer but SSALC still consider it is still 'best practice' to have one. All the other requirements will still need to be met.

## 16. Planning Applications

There were no planning applications for consideration at this meeting.

## 17. Reports

- i: Berwick Playing Field – It was noted that Berwick Produce Association is to also ask the landowner to cut back the trees overhanging the recreation ground.
- ii: Highways and Transport Matters – Councillor Smith reported potholes in need of repair outside the Cricketers. The Clerk will report them to Highways.

The Clerk confirmed SSALC has offered its facilities should Highways England accept its invitation to meet parishes affected by the proposed dual carriageway.

Councillors asked the Clerk to invite the new Commuter Group to attend future Parish Council meetings and update residents on its progress.

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Councillor Smith said the level crossing gates are down very quickly when the train comes into the station and is heading towards Polegate. One resident got stuck and the matter has been reported to our MP.

ESCC had previously offered the option to Parish Councils to fund additional cuts to verges it classes as 'urban' if they would like to maintain the previous service of six cuts a year. They had not offered Berwick the option at the time because ESCC said Berwick did not have any urban cuts. Last Friday the Parish Council received a call from ESCC saying it was a mistake, there are 'urban' cuts here and, ESCC is now asking Berwick Parish Council to consider taking on the additional cuts at £290 per annum. Councillors resolved to pay for the additional cuts this year and review the decision next year.

## 18. Finance

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

		£
101048	ESALC Subscription	91.24
101049	Peter Frost - Internal Audit	71.39
101050	SSALC - LCR	17.00
101051	Simon Goacher - Payroll	157.23
101052	A Stevens Salary - April	314.59
101053	ESCC Pension	312.33
101054	A Stevens - Salary - May	327.17
101055	Zurich Insurance	1306.90
101056	ICO	35.00
101057	Berwick Village Hall – Hall hire	48.00

ii: Councillors resolved to approve the Annual Governance Statement.

iii: Berwick Parish Council resolved to confirm its Exemption Status.

iv: Councillors resolved to approve the accounts, the risk management document, the asset schedule and the internal audit arrangements for the financial year to 31st March 2018.

## 19. Proposal to review the Parish Council Boundary to include Alciston and Selmeston.

Berwick Parish Council has been approached by Alciston Parish Meeting and Selmeston Parish Meeting and asked to review its boundary to include the villages of both Alciston and Selmeston. The request is understood to have the backing of residents at both Alciston and Selmeston.

The Clerk has contacted the Electoral Services Manager to find out what the implications would be for this Parish.

## 20. Questions from Parish Councillors

Councillors asked the Clerk to put an article in the village magazine to ask residents to cut back any hedges they have which overhang public footpaths.

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

Signed: \_\_\_\_\_  
Chairman

Date: \_\_\_\_\_