

Berwick Parish Council

Minutes of the Annual General Meeting of Berwick Parish Council held at the Berwick Village Hall on 25th May 2023 at 7.45pm.

1. Present

Cllrs S Carnie (Acting Chairman), V Burrough, T Mills and B Smith.

Keith Stevens (NALC), District Councillor A Wilson, Alison Stevens (Clerk) and two members of the public were also in attendance.

2. Welcome and Signing in of New Council

All Councillors signed their Declaration of Acceptance of Office, the Register of Interests and the Consent to Receive Electronic Agendas forms.

3. Election of Chairman

Councillor Mills proposed and Councillor Burrough seconded Councillor Carnie for the role of Acting Chairman. Councillor Carnie duly accepted the role.

The role of permanent Chairman is to be decided at the next meeting.

4. Election of Vice-Chairman

Councillor Smith proposed and Councillor Burrough seconded Councillor Mills for the role of Vice-Chairman. Councillor Mills duly accepted the role.

5. Apologies for absence

Apologies for absence were received from County Councillor N Bennett.

6. Co-option of New Councillors

It was resolved to co-opt Mr Keith Winter and Mr Glenn Barham onto Berwick Parish Council.

7. Declarations of Interests and notification of any changes to the Register of Interests

There were no Declaration of Interests or changes to the Register of Interests.

The meeting was then suspended.

8. Public Question Time

There were no questions from any members of the public.

Berwick Parish Council

9. Reports from County and District Councillors

There were no further reports from either the County or District Councillor.

The meeting was then re-opened.

10. Minutes of the Parish Council Meeting held on 23rd March 2023 and 25th April 2023 (previously distributed) and Clerk's Report on any Matters Arising from those Minutes.

The Minutes of both Parish Council Meetings were read, confirmed as a true and accurate record and signed by the Acting Chairman.

All matters arising were included elsewhere on the agenda.

11. To appoint Councillors to serve as Representatives of the Parish Council on the following bodies:

East Sussex ALC Ltd (to attend the AGM)	tbc
Wealden District Association of Local Councils	tbc
Village Hall Committee	Cllr Burrough
Tree Warden	Mr A Carnie
Cuckmere Flood Forum	Councillor Winter
Cuckmere Community Bus	Councillor Smith
SDNPA	Councillor Mills
Parish Cluster	Councillor Winter

12. Payment of Annual Subscriptions and Insurance

Councillors resolved unanimously that the following subscriptions and insurance are paid for 2023-2024;

Wealden District Association of Local Councils
East Sussex Association of Local Councils
Zurich Insurance
Information Commissioner

13. Meeting Dates 2023-2024

Councillors agreed the meeting dates for 2023-2024 will be;

2023

Thursday 27th July
Thursday 28th September
Thursday 23rd November

2024

Thursday 25th January
Thursday 28th March

Berwick Parish Council

Thursday 23rd May
Thursday 25th July

Meetings will be held in Berwick Village Hall and start at 7.00pm.

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

14. Bank Signatories

Councillors agreed the signatories for 2023-2024 will be Councillor Burrough, Councillor Winter, Councillor Smith and the Clerk.

15. Code of Conduct

Councillors resolved to;

- i. adopt the Code of Conduct introduced by Wealden District Council under the Localism Act 2012 and;
- ii. sign the NALC Civility and Respect Pledge.

16. To adopt the Standing Orders and Financial Regulations

Councillors resolved to accept the latest Standing Orders (2023) and Financial Regulations (2023) as recommended by NALC.

17. General Power of Competence

Berwick Parish Council resolved that it no longer meets the prescribed conditions for the General Power of Competence because only four councillors were elected at the last election.

18. Planning Applications

Councillors commented on the following planning application;

WD/2023/1133/FR – 11a Downsway, Station Road, Berwick, BN26 6TD - Part retrospective application for the retention of the cabin to allow this to be used as ancillary living accommodation in conjunction with the flat (11a Downsway) – Berwick Parish Council objects to this application on the grounds of over-development and concerns that it will set a precedent.

19. Reports

- a) Berwick Playing Field – Councillors resolved to adopt the following Parking Policy for hall users who use the ground for additional parking for one off events;

‘The Parish Council will permit parking on the ground but event organisers must:

Berwick Parish Council

- 1: Ensure there is no environmental damage to the Recreation Ground, making good any that inadvertently occurs;
- 2: Minimise the area being used for parking, in particular keeping vehicles away from the play area;
- 3: Ensure the parking is marshalled and access is supervised or secured for the duration of the event;
- 4: Carry out a detailed risk assessment and send a copy to the Parish Clerk before their event.

- b) Highways and Transport Matters – Councillors discussed a request from a resident to look into ways to reduce the amount of litter in the area and invited her to attend the next Full Council to discuss the matter further.

Councillor Smith reported that the hedges outside Gatehampton and The Rowans still need cutting back because they are obscuring the footpath. She asked the Clerk to write to those living there and ask them to cut them back.

20. Reports from Outside Bodies

- a) Village Hall Committee – The Village Hall Committee is understood to be considering charging the Parish Council for the water and electricity used by recreation ground users because of the rising costs of each and will be contacting the Parish Council to discuss the matter further.
- b) Cuckmere Community Bus (CCB) – The CCB has a new Treasurer and several new drivers. It also plans to buy a new bus later this year and had to report that one of its buses had been vandalised recently.
- c) Tree Warden – There was nothing to report from the Tree Warden.
- d) Cuckmere Flood Forum – There were no new updates from the Flood Forum.
- e) South Downs National Park Authority – There was nothing new to report from the SDNPA.

21. Finance

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

		£
101301	ESALC - Subscriptions	90.81
101302	ESCC - Verge Cutting	310.04
101303	Mass Media - Website	50.40
101304	Peter Frost - Internal Audit	100.75
101305	Zurich - Insurance	1510.67
101306	A Stevens - Salary - March	487.24
101307	A Stevens - Salary - April	487.24
101308	ESCC - Pension	334.88

- ii: Councillors resolved to approve the Annual Governance Statement to 31st March 2023.
- iii: It was resolved to approve the Accounting Statements to 31st March 2023.
- iv: Berwick Parish Council resolved to confirm it does have Exemption Status for the financial year to the 31st March 2023 because its receipts and payments were each less than £25000.
- v: It was resolved that the dates for the Exercise of Electors Rights will be the 5th June and

Berwick Parish Council

the 14th July 2023.

- vi: 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 2023.
- vii: Approved the appointment of Peter Frost as the Internal Auditor for 2023-2024 and reviewed the Internal Audit Report for 2022-23. There were no matters for concern.

22. Assets of Community Value

Councillor Mills reported that neither pub would support being nominated so it was agreed to remove this item from future agendas.

23. Questions from Parish Councillors

Councillor Mills asked that contractors are instructed to not park on the verges when they start at Station Farm. The Clerk will take the matter up with Planning at Wealden.

There was no further business and the meeting closed at 8.05pm

Signed:

Chairman

Date:
