

Berwick Parish Council

Minutes of the Annual General Meeting of Berwick Parish Council held at the Berwick Village Hall on 22nd May 2024 at 7.45pm.

Present

Cllrs K Winter, V Burrough, B Smith, T Mills and G Barham

County Councillor N Bennett, District Councillor A Wilson, Lynette Kemp (Clerk) and one member of the public were also in attendance.

1. To appoint a Chair for the ensuing year

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

2. To appoint a Vice Chair for the ensuing year

Councillor Winter proposed and Councillor Burrough seconded Councillor Carnie for the role of Vice-Chairman. Councillor Carnie will sign the Declaration of Acceptance at the next meeting.

3. Apologies for absence

Apologies were received and accepted from Councillor Carnie

4. 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.

5. Public Question Time

There were no questions from members of the public.

6. Reports from County and District Councillors

Reports were given at the Annual Parish Meeting which preceded this meeting.

7. Minutes of the Extraordinary Parish Council Meeting held on 26th April 2024 (previously distributed) and Clerk's Report on any Matters Arising from those Minutes.

The Minutes of the Extraordinary Parish Council Meetings were read, an amendment was agreed, Cornfield Crescent be amended to Cornford Crescent.

The Clerk gave an update regarding the seat on the Berwick Way. A seat of the same design as the seat at the southern end of the Berwick Way had been found, a quotation has been requested from a contractor to install a seat. Further details will be provided at the next meeting.

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8. 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
Working Group Against Overdevelopment	Councillor Barham

9. Payment of Annual Subscriptions and Insurance

Councillors resolved unanimously that the following subscriptions and insurance are paid for 2024-2025:

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

10. Meeting Dates 2024-2025

Councillors agreed the meeting dates for 2024-2025 will be:

Wednesday 24th July 2024
Wednesday 25th September 2024
Wednesday 27th November 2024
Wednesday 22nd January 2025

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.

11. Bank Signatories

Councillors agreed the signatories for 2024-2025 will be Councillor Burrough, Councillor Winter and Councillor Smith, it was resolved to add the Clerk to the mandate.

12. Code of Conduct

Councillors resolved to adopt the Code of Conduct

13. To adopt the Standing Orders and Financial Regulations

Councillors resolved to accept the latest Standing Orders (2024) and Financial Regulations (2024) as recommended by NALC.

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14. Reports for Outside Bodies

- a) Village Hall Committee – Councillor Burrough informed the meeting that the Berwick 100 Club was starting again.
- b) Cuckmere Community Bus – Councillor Smith informed the meeting that a new bus has been added to the fleet in March and another will be added at the end of the year. More drivers are needed. Buses will be particularly busy during the Eastbourne Tennis event and the Charleston Festival.
- c) Tree Warden – No report.
- d) Cuckmere Flood Forum - Councillor Winter reported that clearing from Alfriston towards the mouth of the river is due to take place. It is hoped that this will help ease the severe flooding that had taken place during the winter.
- e) SDNPA – Nothing to report.

15. Finance

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

101345	ESALC	Subscription	£89.54
101346	Firle Management Ltd	Rent of playing field	110.00
101347	ESCC	Grass cutting extra	394.80
101348	Zurich Insurance	Annual Insurance	1595.95
101349	P J Consultants	Internal Audit	100.75
101350	Cheque Cancelled		
101351	HMRC	Tax & Ni	191.18
101352	A Stevens	March Salary	513.02
101353	A Stevens	April Salary	652.13
101354	Massmedia Ltd	Website	£50.40
101355	L Kemp	May Salary	£528.40
DD	ICO	Data protection	35.00
DD	Team4	Payroll	12.00
		Total	4273.17

- a) Councillors resolved to approve the Annual Governance Statement to 31st March 2024.
- b) It was resolved to approve the Accounting Statements to 31st March 2024.
- c) Berwick Parish Council resolved to confirm it does have Exemption Status for the financial year to the 31st March 2024.
- d) It was resolved that the dates for the Exercise of Electors Rights will be between the 3rd June and 12th July 2024
- e) Councillors resolved to approve the Risk Assessment, Asset List and Statement of Internal Controls
- f) It was resolved to approve the Internal Audit Report. The internal auditor has now retired and the Clerk is seeking another internal auditor to be approved by Council.
- g) It was resolved to approve the signing of the Contract of Employment for the Clerk.

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16. Football Pitch

Berwick Parish Council has been approached by the manager of a football team using the pitch requesting permission to erect posts to form a 'Respect Barrier,' erected in the autumn and removed in the spring. A request has been made that the pitch is rolled. Following discussion Councillors resolved to approve the 'Respect Barrier' and the request for rolling the pitch.

17. Annual Speed Survey

A request has already been sent to ESCC, and a quotation of £422 +VAT has been received. Councillors resolved that the speed survey should be carried out and must take place in June.

18. Questions from Parish Councillors

- a) Network Rail has advised that allowing pedestrians through the level crossing when it is closed to traffic would be very difficult. The Clerk will contact Network Rail again.
- b) It was noted that speeding continues to be an issue in the Parish.
- c) Councillor Mills asked for information regarding funding and contractors for the playground proposals. The Clerk will email information to Councillor Mills
- d) Hedge cutting between the station and Downsway had left considerable amounts of sharp cuttings on the footpath. Councillors considered that asking for volunteers would be a possibility.
- e) Hedge cutting along the inner side of the Berwick Way, the Clerk was asked to check who carries out the hedge cutting. It was noted that no hedge cutting can take place between 1st March and 31st August.

There was no further business and the meeting closed at 8.20pm

Signed: _____
Chairman

Date: _____