

BURSTOW PARISH COUNCIL

Minutes of the **Annual Meeting of Burstow Parish Council** held on Tuesday 14th May 2019 at 7.00pm in the Centenary Hall, Smallfield

OPEN FORUM: Four residents of the parish but did not speak

Attendance: Chairman Ian Wates Vice Chair Ray Holdsworth, Councillors Debbie Hale, Trevor Brock, Andrew Gilbert, Ashleigh Bolton and Bob Locke

Dist Cllr Harry Fitzgerald, Clerk to Council

- 001 Cllr Gilbert proposed Cllr Wates for Chairmanship, seconded by Cllr Bolton. No further nominations received. Carried unanimously
- 002 Cllr Wates signed his Declaration of Acceptance
- 003 Cllr Holdsworth proposed Cllr Locke as Vice Chairman, seconded by Cllr Gilbert. No further nominations. Carried unanimously
- 004 All Councillors delivered their declaration of acceptance of office and register of interests. Consent to receive electronic agenda will be returned after close of business.
- 005 Apologies received and accepted by Council from Cllr Brock, County Councillor Steeds and Dist Cllrs FitzGerald and White
- 006 The minutes of Tuesday 12th March were signed as a true record of the meeting
- 007 **Review of delegation arrangements and terms of reference to committees, sub-committees and employees as follows :**

Finance & General Purpose Committee to have full delegated powers for: All aspects of finance including preparing budgets for Full Council; Administration; Staff & Recruitment including staff appraisals; Building Extension; Legal matters including leases etc;

Staff & Recruitment Sub-Committee – Comprises of Chairman, Vice Chairman and one other F&GP member. Has delegated powers relating to all staff and recruitment matters, including pay

Planning Committee continues to have delegated powers for all aspects of planning

Properties & Projects- full delegated powers to cover the following areas:
Allotments – Plough Road, Burstow Gardens, Keepers Corner and the land at Keepers Corner, Car Parks – both at Centenary Hall & Keepers Corner; Surgery grounds; Centenary Hall – all aspects including maintenance; All aspects of Youth including recreation and the playgrounds; Street furniture; and the VAS; Highways; Environmental Issues; Village Tidy Group; Pavements, Signage & Lighting; Community Café

Neighbourhood Plan Sub-Committee – Full delegated powers to draft, submit, take to referendum and enact the Neighbourhood Plan on behalf of Burstow Parish

Flood Action Group - An affiliated working group to promote and spearhead flood defence work in the Parish; The Parish Council offers a budget provision for small works and will facilitate budgeting/accounting for any sourced funding e.g. grants

GatCom – To represent the Parish Council including membership of the Gatwick Noise Group

008 Receipt of Nominations to existing committees and representation on external bodies

Finance & General Purpose – Cllrs Wates, Locke, Lord, Gilbert, Holdsworth and Warwick-Ching

Planning Committee – Cllrs Wates, Locke, Hale, Bolton, Brock,

Properties & Projects – Cllrs Wates, Locke, Gilbert, Hale, Brock and Warwick-Ching

Neighbourhood Plan Sub-Committee – Cllrs Lord, Hale and Warwick-Ching

Flood Action Group – Cllr Bolton

GatCom – Mr Alan Jones

Proposed by Cllr Locke that the named persons be appointed to the committees, seconded by Cllr Hale and carried unanimously.

009 The review of Standing Orders and Financial Regulations has been delegated to Cllrs Wates, Locke and Lord. Cllrs will report at the July meeting.

010 The review of

- Inventory of land and assets
- Insurance cover
- Membership of other bodies
- Councils complaints procedure and policy documents

was delegated to Cllrs Bolton and Gilbert. Cllrs will report at the July meeting

011 Meeting dates for the year were accepted by Council. The Clerk is to circulate to County and District Councillors

012 No declarations of interest were received

013 Chairman's Announcements – Cllr Wates welcomed our new Councillors, Warwick-Ching and White and congratulated all Councillors on their re-election to post. Cllr Wates, on behalf of the Parish Council, sent warm wishes to Cllr Brock and hoped he recovered quickly from his illness.

014 No matters arising

Standing Orders suspended

015 Dist Cllr Kevin Byrne reported that Cllr White had sent his apologies as he's attending the Outwood PC meeting.
The Vodafone mast at the top of Hathersham Close is a burning issue in the village at the moment. In March 2018 TDC refused planning consent. Unfortunately, the Planning Officer did not inform Vodafone within the required timeframe and so they can proceed without consent. Residents only found out when Open Reach arrived to start digging up a driveway. Cllr Hale informed Cllr Byrne that a resident in one house has stated she owns the land that Open Reach were attempting to dig up. Cllr Byrne has been in contact with Vodafone and discussions are taking place with a view to finding an alternative location in the area.
A new head of Planning has been appointed, Louise Wesson. It's a permanent appointment and hopefully there will now be continuity within the department. Jane Godden Millar is head of People.

- 016 Letters received – grant applications that will be discussed under item 21, Finance
- 017 Unanimously received the minutes from the committees
a) Planning – 9 & 23 April
b) Finance & General Purpose – 9 April
- 018 The Parish Council affirmed its intention to exercise the Power of General Competence
- 019 Annual Return –The Parish Council unanimously approved the annual governance and accountability return.
- 020 Proposed by Cllr Gilbert, seconded by Cllr Lord, that the Chairman and RFO be authorised to sign off the Annual Return and send to External Auditor subject to Internal Auditors agreement.
- 021 Finance
i) To receive Schedule of Payments to be ratified and authorised, list as laid before all Councillors
Payments ratified £6,109.23
Payments authorised £4,132.42
Direct debits £834.25
Unanimously authorised by Council, cheques will be signed by Cllrs Lord and Holdsworth at the end of the meeting
ii) Grant applications
Parish News – The editor submitted a grant request letter asking the Parish Council for financial support of £200. Cllr Wates proposed that a grant of £250 be offered on the proviso that a discount is offered for new subscriptions. Failing that a grant of £200 be awarded. Seconded by Cllr Locke and carried unanimously
Safe Drive, Stay Alive – a campaign to raise awareness among teenagers as to the dangers associated with driving. The Parish Council has contributed to the funding for several years now. There is clear documented evidence that shows a link between young driver safety and this campaign.
Proposed by Cllr Wates that BPC awards £250, seconded by Cllr Hale and carried unanimously.
- 022 No matters brought to Councils attention for inclusion on a future agenda

Signed..... Dated.....