Berwick Parish Council

Minutes of the Full Council Meeting of Berwick Parish Council Held on
Wednesday 28th January 2026 at 7pm
This meeting took place in Berwick Village Hall

Present: Councillors Barham, Carnie, Mills and Smith
There were no members of the public present
The Clerk was also in attendance

79. Apologies for absence

Apologies were received and accepted from Councillors Burrough and Winter. County Councillor Bennett and District Councillor Alison Wilson also sent apologies.

80. Declarations of Interests –

There were no declarations of interest or changes to the Register of Interests.

81. Confidential items on the agenda

It was **RESOLVED** that there were no confidential items on the agenda.

The meeting was then suspended to allow the following: -

---

82. Reports from:

County Councillor Nick Bennett
Apologies received
District Councillor Alison Wilson.
Apologies received, a written report was submitted and read by the Chair. Points covered included:
Wealden Local Plan – second reg 18 consultation
Food Waste Collections
Wealden Sports Hub
Creative Wealden
Ward Budget Scheme
The full report can be found at Appendix 1.

83. Public Questions

There were no questions.

The meeting was then re-opened.

84. Minutes

Minutes of the Council Meeting of the Parish Council held on 26th November 2025, were read, approved and signed by the Chair.

DRAFT

85. Clerk's report on Matters Arising from those Minutes.
All matters included on this agenda.

86. Planning

i. To consider planning applications received from Wealden District Council

WD/2025/2879/F Gatehampton, Station Road, Berwick BN26 6SZ
Roof alterations to raise ridge height with room within together with provision of rooflights to front sides and rear elevations.
Following discussion and inspection of documents Councillors **RESOLVED** there was **NO OBJECTION** to this application.

ii. To consider planning applications received from the South Downs National Park Authority

No applications received.

iii. Any planning applications received between the date of the issue of the agenda and the date of the meeting.

Details of planning applications can be found on the Wealden District Council website or the South Downs National Park Authority website.
SDNP/26/00019/HOUS The Old Forge, 5 The Village, Berwick, BN26 6SN
Following discussion and inspection of documents Councillors **RESOLVED** there was **NO OBJECTION** to this application.

iv. To note any decisions made by Wealden District Council or the South Downs National Park Authority since the last meeting.

WD/2024/1392/RM
RESERVED MATTERS (ACCESS, APPEARANCE, LANDSCAPING, LAYOUT AND SCALE) PURSUANT TO OUTLINE PERMISSION WD/2023/1517/O (REDEVELOPMENT OF SITE FOR CONSTRUCTION OF 4 NO. DWELLINGS WITH ASSOCIATED CAR PARKING ON EXISTING BROWNFIELD SITE TOGETHER WITH FOOTWAY IMPROVEMENTS). CRANFORD INDUSTRIAL UNITS, STATION ROAD, BERWICK, BN26 6TF - **APPROVED**

87. Reports from outside bodies

a) East Sussex ALC Ltd - no meetings have been held.
b) Wealden District Association of Local Councils – notes of the last WDALC meeting were distributed prior to the meeting.
c) Village Hall Committee - Cllr Burrough – No report
d) Tree Warden - Mr A Carnie – there were no issues to report
e) Cuckmere Flood Forum - Councillor Winter – No report
f) Cuckmere Community Bus - Councillor Smith – A new bus was delivered this week, it is anticipated this will be in service from the beginning of March. Passenger numbers are now at pre-Covid levels. Councillors discussed how best to publicise timetables.
g) SDNPA - Councillor Mills – Nothing to report.

DRAFT

88. Updates received:

a) Defibrillator risk assessment
Satisfactory

b) Playground risk assessment
Satisfactory although some items are slippery in the recent weather conditions and queries were raised regarding steel poles on the site. The Clerk will investigate.

c) Recreation Ground lease renewal
The Clerk is still trying to receive a response from Firle Estates

d) Playground upgrade
This matter cannot proceed until the lease for the recreation ground is renewed.

e) Parish Council Laptop
Following discussion it was **RESOLVED** that a new Parish Laptop should be purchased in the sum of £499 from Iconic Computers of Lewes.

f) Councillors' email accounts
It was agreed that Councillors will assist those who have not been able to successfully set-up their accounts.

89. Parish Maintenance

a) Verges/Hedges
A second cut has been carried out on the section of hedge along Station Road between Downsway and the garage and this has left considerable debris on the ground.

b) The Berwick Way
The hedges and verges on The Berwick Way have now been cut, Councillors expressed their thanks to the contractor.

c) The Recreation Ground
It was noted that the trees on the driveway to Ludlay are considerably overgrown and impinge on the perimeter of the recreation ground. Contact will be made with the new owners when their identity is known.

90. Assertion 10 Compliance (Annual Governance and Accountability Return)

a) Policies – Following discussion Councillors **RESOLVED** to **APPROVE** the following policies:

i. Information Technology Policy
ii. Data Protection Policy/UK GDPR Policy
iii. Freedom of Information Policy/Publication Scheme

b) Website WCAG 2.2AA Compliance and Website Accessibility Statement
Councillors **RESOLVED** that Parish Web and Host should be appointed to carry out the necessary checks at a sum of £45 per hour, anticipated work approximately 2 hours.

91. Berwick Recreation Ground Hire Policy

Following review and discussions Councillors **RESOLVED** to **APPROVE** the Berwick Recreation Ground Hire Policy.

DRAFT

92. Training and CPD for the Clerk

The Clerk explained the benefit of the Clerk holding CiLCA qualification, and following discussion Councillors **RESOLVED** to **APPROVE** the Clerk's request for a financial contribution of £150 towards the course registration fee.

93. Finance

a) Councillors **RESOLVED** to **APPROVE** the schedule of payments since the last meeting (26th November 2025)

46	Team4	Payroll	£12.00
47	HMRC	Tax and Ni Q3	£454.58
48	E S Pension Fund	Pension	172.34
49	L Kemp	Salary	564.04
50	Wealden DC	Waste	180.00
51	East Sussex Pension Fun	Pension	172.34
52	L Kemp	Salary	£563.84
53	Team4	Payroll	12.00
54	Cuckmere Community Bu	Grant	250.00
55	Berwick Village Hall	Hall Hire	40.00
			£2,421.14

b) Councillors **RESOLVED** to **APPROVE** the bank reconciliations for November and December 2025

c) Councillors **RESOLVED** to **APPROVE** the accounts to date

d) Councillors **RESOLVED** to **APPROVE** the Budget Monitoring Report to the end of Quarter 3.

e) To receive an update regarding internet banking
The Clerk explained the necessity for internet banking, it is hoped this can be set-up as soon as possible.

94. Co-option

To consider any applications for co-option to Berwick Parish Council
No applications have been received.

95. Questions from Councillors

An Extraordinary Meeting will be arranged to review and comment on the Draft Focused Local Plan, the Clerk will circulate possible dates.

96. Date of the next meeting: The next scheduled meeting is 25th March 2026

The meeting closed at 8.10pm

DRAFT