



CATSFIELD PARISH COUNCIL

To: All Council Members of Catsfield Parish Council
 You are hereby summoned to attend the meeting
 of the **Parish Council** on
Wednesday 18th October at 7pm
in Hermon Cottage, Church Road, Catsfield TN33 9DP

The Clerk:
 Mrs Alexandra Sharp
 The Village Hall, Church Road
 Catsfield, East Sussex
 TN33 9DP
 Phone 07483 306519
 Email clerk@catsfieldpc.co.uk
 Website www.catsfieldpc.co.uk

Alexandra L Sharp
 Meeting called
 11th October 202

The press and members of the public are encouraged to attend and are reminded that they must remain silent when the meeting is in progress unless invited by the Chairman to speak or to ask public questions at the start of the meeting.

PARISH COUNCIL MEETING AGENDA		
Item	Agenda Item	
1.	To receive apologies for absence. Apologies were received from County Cllr Kathryn Field	
2.	To approve the minutes of the Parish Council meeting held on 20th September 2023. RESOLVED: The Minutes of the Parish Council meeting held on 20 th September 2023 were approved subject to amendment to item 9.1 – should read Churchyard rather than recreation ground.	
3.	To receive declarations of interest on agenda items. There were no declarations of interest	
	Public Questions relevant to items on the Agenda There were no public questions.	
4.	Planning and Enforcement	
	Planning Applications	
4.1	RR/2023/2029/P Wylands Farm, Powdermill Lane, Catsfield Outline: Variation of conditions 2 and 14 imposed on RR/2021/498/P to allow a more flexible, mixed use of the ground floor of the existing farm shop RESOLVED: The Parish Council to submit the following comment to Rother District Council Planning Dept: The Parish Council have no immediate objections but the application is unclear.	MH
4.2	RR/2023/1843/L Lantern Cottage, Church Road, Catsfield Outline: Regularisation of fenestration. RESOLVED: The Parish Council to submit the following comment to Rother District Council Planning Dept: The Parish Council have no objections.	SH
4.3	RR/2023/1934/P Woodside, Watermill Lane, Henley Down, Catsfield Outline: Alternative scheme to previously approved permission RR/2022/2617/P for the erection of a single dwelling, detached garage, new vehicle access and 2no. wall/gated entrances to replace existing dwelling, outbuilding and attached garage. RESOLVED: The Parish Council to submit the following comment to Rother District Council Planning Dept: The Parish Council have no objections.	MH
4.4	RR/2023/1923/P Stream Cottage, The Stream, Catsfield Outline: Proposed single storey rear and front extensions (part-retrospective) RESOLVED: The Parish Council to submit the following comment to Rother District Council Planning Dept: The Parish Council have no objections.	SJ
4.5	RR/2023/1765/P The Old Rectory, Church Road, Catsfield Outline: Variation of Conditions 2, 3, & 4 imposed on planning permission RR/2023/541/P to allow changes to the greenhouse design and materials RESOLVED: The Parish Council to submit the following comment to Rother District Council Planning Dept: The Parish Council have no objections. The new structures are of a better quality and design than the old and in better keeping to the character of the house.	KR
4.6	RR/2023/2013/P Appledore, Skinners Lane, Catsfield Outline: Proposed single storey side/rear infill extension and alterations to kitchen including installation of rooflights to vaulted roof. RESOLVED: The Parish Council to submit the following comment to Rother District Council Planning Dept: The Parish Council have no objections.	SJ

4.7	To receive an update on correspondence relating to RDC Local Plan No update was received.																																																																																	
5.	To receive reports from County Cllr Kathryn Field (ESCC) & District Cllr Chas Pearce (RDC). Cllr Chas Pearce reported the following: - Some public toilets have been closed by RDC, 12 in total anticipated to save £300,000 in total including those in Market Square in Battle. This is a trial period commencing 13th November 2023. - Car Parks in RDC now operate a no cash payment system (except for at Paypoints) - Wylands (Yesterdays World) appear to be communicating better with RDC, establishing a better working relationship between them. - The £3.8million shortfall – RDC are looking to save £3.3 million and Fit4 Future run by Duncan Ellis. They intend to draw down £500,000 from reserves next year.	KF CP																																																																																
6.	To receive and consider the Clerk’s Report Appendix 6 The Clerk’s Report was received and noted.	AS																																																																																
7.	Finance, Audit and Legal	AS/KR																																																																																
7.1	To approve the accounts payments and finance pack to 30th September 2023 Appendix 7.1 RESOLVED: The accounts and finance pack to 30 September 2023 and the following payments were reviewed and approved: <table border="1"><thead><tr><th colspan="4">Payments by Bank Transfer pending authorisation</th></tr><tr><th></th><th>Payee</th><th>Payment Details</th><th>Amount</th></tr></thead><tbody><tr><td>19/10/2023</td><td>Alexandra Sharp</td><td>Clerk Salary - Oct 23</td><td>£ 718.20</td></tr><tr><td>19/10/2023</td><td>HMRC</td><td>PAYE - Oct 23</td><td>£ 9.00</td></tr><tr><td>19/10/2023</td><td>Maiden Accountancy</td><td>Payroll Services to December 2023</td><td>£ 36.00</td></tr><tr><td>19/10/2023</td><td>PKF Littlejohn</td><td>External Audit for 2023</td><td>£ 252.00</td></tr><tr><td>19/10/2023</td><td>ESALC</td><td>New Cllr training (Harris & Jacques - June 23)</td><td>£ 96.00</td></tr><tr><td>19/10/2023</td><td>K.Robertson</td><td>Refund of expenses for key cutting</td><td>TBC</td></tr><tr><td>19/10/2023</td><td>M.Lucioni</td><td>Boiler Repairs</td><td>£ 174.00</td></tr></tbody></table> <table border="1"><thead><tr><th colspan="4">Payments by direct debit for authorisation</th></tr><tr><th>Date</th><th>Payee</th><th>Payment Details</th><th>Amount</th></tr></thead><tbody><tr><td>26/09/2023</td><td>Npower</td><td>Streetlighting Elec - September 2023</td><td>£ 196.73</td></tr><tr><td>31/09/2023</td><td>Eon</td><td>Electricity Pavilion -September 2023</td><td>£ 59.41</td></tr><tr><td>25/09/2023</td><td>JM Waste Management</td><td>Waste Collections for September 2023</td><td>£76.44</td></tr><tr><td>24/08/2023</td><td>Npower</td><td>Streetlighting Elec - July 2023</td><td>£135.79</td></tr><tr><td>26/09/2023</td><td>Npower</td><td>Streetlighting Elec - August 2023</td><td>£134.43</td></tr></tbody></table> <table border="1"><thead><tr><th colspan="4">Payments by debit card pending authorisation</th></tr><tr><th>Payment Date</th><th>Payee</th><th>Payment Details</th><th>Amount</th></tr></thead><tbody><tr><td>08/10/2023</td><td>JobsToday</td><td>Job Advert in Battle and Rye Observer</td><td>£118.80</td></tr><tr><td>20/10/2023</td><td>John O'Connor</td><td>Grass Cuts for October 2023</td><td>£ 348.89</td></tr></tbody></table>	Payments by Bank Transfer pending authorisation					Payee	Payment Details	Amount	19/10/2023	Alexandra Sharp	Clerk Salary - Oct 23	£ 718.20	19/10/2023	HMRC	PAYE - Oct 23	£ 9.00	19/10/2023	Maiden Accountancy	Payroll Services to December 2023	£ 36.00	19/10/2023	PKF Littlejohn	External Audit for 2023	£ 252.00	19/10/2023	ESALC	New Cllr training (Harris & Jacques - June 23)	£ 96.00	19/10/2023	K.Robertson	Refund of expenses for key cutting	TBC	19/10/2023	M.Lucioni	Boiler Repairs	£ 174.00	Payments by direct debit for authorisation				Date	Payee	Payment Details	Amount	26/09/2023	Npower	Streetlighting Elec - September 2023	£ 196.73	31/09/2023	Eon	Electricity Pavilion -September 2023	£ 59.41	25/09/2023	JM Waste Management	Waste Collections for September 2023	£76.44	24/08/2023	Npower	Streetlighting Elec - July 2023	£135.79	26/09/2023	Npower	Streetlighting Elec - August 2023	£134.43	Payments by debit card pending authorisation				Payment Date	Payee	Payment Details	Amount	08/10/2023	JobsToday	Job Advert in Battle and Rye Observer	£118.80	20/10/2023	John O'Connor	Grass Cuts for October 2023	£ 348.89	AS/KC
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7.2	To receive and approve the bank statement Appendix 7.2a and reconciliation Appendix 7.2b and balance sheet Appendix 7.2c to 30th September 2023. RESOLVED: The bank statement, reconciliation and balance sheet to 30 th September 2023 was reviewed and approved. It was agreed to move £75,000 from the Parish Council Current account to the Savings account via Business online banking.																																																																																	
7.3	To receive applications for clerk vacancy and consider those to be invited to interview Appendix 7.3a, 7.3b, 7.3c, 7.3d RESOLVED: The applications were reviewed and considered and 4 applicants were shortlisted for interviewing.																																																																																	
7.4	To receive suggestions for suitable mobile phone for the clerk and associated costs. RESOLVED: It was agreed to defer this item until a suitable replacement Clerk has been chosen.																																																																																	
7.5	To consider Grant Application from CCC Appendix 7.5 RESOLVED: The application was considered and it was agreed that the Parish Council would not be able to offer this Grant to CCC at this time as it was felt that day-to-date expenditure of the club is not something that can be covered by a Community Grant.																																																																																	
7.6	To note the completion of the external audit Appendix 7.6 RESOLVED: Noted.																																																																																	
8.	Recreation Ground (Playing Field, Playground and Community Pavilion)	SJ																																																																																
8.1	To receive the summary of recreation ground inspections through September 2023.																																																																																	

8.2	RESOLVED: The summary of inspections were noted. It was agreed to ask the Parish Council contractor to stabilize the Oak Tree and also tend to the zipwire seat To receive an update on the emptying of the dog waste bin at the recreation ground. RESOLVED: It was noted that this has successfully commenced and was running effectively.	
9. 9.1 9.2	Open Spaces To receive an update in relation to the properties at the start of Church Road RESOLVED: The Clerk was waiting on a response from HM Land Registry to enable further contact with landowners. To receive an update in relation to concerns raised re parking by Catsfield Post Office It was agreed to contact East Sussex Highways to ask them to install bollards or signage to deter people from parking dangerously outside the Village Shop.	MH
10. 10.1 10.2	Traffic/Roads/Policing To receive an update on traffic surveys and Speedwatch No update. To receive an update on applying for a 30mph limit North of the Village No update.	KR
11. 11.1 11.2 11.3 11.4	Community Engagement To receive an update on the Village Survey The Clerk to forward the excel document to Cllr Robertson. To receive an update on the contact and meetings re Neighbourhood Plan It was noted that Julie at RDC has agreed to attend the public meeting proposed for 9 th November 2023. To confirm date for public neighbourhood plan meeting. It was agreed for the public meeting to take place in the Village Hall on 9 th November 2023. Cllr Harris to draft a PowerPoint presentation for the meeting and Cllr Jacques to draft some posters. To consider Emergency Plan draft and its contents <u>Appendix 11.4</u> It was agreed for this to be revisited when the new Clerk is in place.	SJ/SH
	Items for referral to next agenda / reports / future agenda items / correspondence.	

Next Parish Council meeting will be held
on Wednesday 8th November 2023 at 7pm in Hermon Cottage.

Signed:
Chairman

Dated: