



CATSFIELD PARISH COUNCIL

Minutes of Catsfield Parish Council Meeting

Held On Wednesday 8th November 2023 at 7pm

in Hermon Cottage, Church Road, Catsfield TN33 9DP

In attendance: Cllr Keith Robertson, Cllr Sharon Harris and Cllr Sarah Jacques. Also in

attendance Alexandra Sharp, Clerk

Members of the public: 1

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

Emily Stewart

PARISH COUNCIL MEETING AGENDA																																																																		
Item	Agenda Item																																																																	
1.	To receive apologies for absence. Apologies were received from Cllr Holgate, County Cllr Kathryn Field and District Cllr Chas Pearce																																																																	
2.	To approve the minutes of the Parish Council meeting held on 18th October 2023. RESOLVED: The Minutes of the Parish Council meeting held on 18 th October 2023 were approved. The chair is authorised to sign the minutes.																																																																	
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 There were no planning applications to be considered.																																																																	
5.	To receive reports from County Cllr Kathryn Field (ESCC) & District Cllr Chas Pearce (RDC). Nothing to report.	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 31st October 2023 Appendix 7.1 RESOLVED: The accounts and finance pack to 31 st October 2023 and the following payments were reviewed and approved: <table><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><tr><td>09/11/2023</td><td>Alexandra Sharp</td><td>Clerk Salary - Nov 23</td><td>£ 718.20</td></tr><tr><td>06/12/2023</td><td>HMRC</td><td>PAYE - Nov 23</td><td>£ 9.00</td></tr><tr><td>09/11/2023</td><td>Catsfield VH</td><td>Parish Council use of Hermon Cottage & VH</td><td>£ 295.00</td></tr><tr><td>09/11/2023</td><td>Catsfield VH</td><td>Community Hubs VH Hire</td><td>£ 195.00</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>Rother District Council</td><td>Emptying additional dog waste bin</td><td>£ 89.10</td></tr><tr><td>19/10/2023</td><td>Streetlights</td><td>Payment 2 of 2 maintenance contract</td><td>£ 317.62</td></tr><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><tr><td>25/10/2023</td><td>JM Waste Management</td><td>Waste Collections for October 2023</td><td>£76.44</td></tr><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><tr><td>12/10/2023</td><td>Mutts Butts</td><td>Dog Waste refill bags</td><td>£165.70</td></tr><tr><td>23/10/2023</td><td>Amazon</td><td>2x new bin and toilet brushes for Community Pav</td><td>£ 43.11</td></tr></table>	Payments by Bank Transfer pending authorisation					Payee	Payment Details	Amount	09/11/2023	Alexandra Sharp	Clerk Salary - Nov 23	£ 718.20	06/12/2023	HMRC	PAYE - Nov 23	£ 9.00	09/11/2023	Catsfield VH	Parish Council use of Hermon Cottage & VH	£ 295.00	09/11/2023	Catsfield VH	Community Hubs VH Hire	£ 195.00	19/10/2023	K.Robertson	Refund of expenses for key cutting	TBC	19/10/2023	Rother District Council	Emptying additional dog waste bin	£ 89.10	19/10/2023	Streetlights	Payment 2 of 2 maintenance contract	£ 317.62	Payments by direct debit for authorisation				Date	Payee	Payment Details	Amount	25/10/2023	JM Waste Management	Waste Collections for October 2023	£76.44	Payments by debit card pending authorisation				Payment Date	Payee	Payment Details	Amount	12/10/2023	Mutts Butts	Dog Waste refill bags	£165.70	23/10/2023	Amazon	2x new bin and toilet brushes for Community Pav	£ 43.11	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 31st October 2023. RESOLVED: The bank statement, reconciliation and balance sheet to 31 st October 2023 was reviewed and approved.																																																																	
7.3	To consider the first draft budget RESOLVED: The first draft budget was reviewed. A second draft to be considered at the next Parish Council meeting.																																																																	
7.4	To receive an update on successful applicant following interview																																																																	

7.5	RESOLVED: It was noted that a new Clerk had been selected and a Contract of Employment and Offer Letter had been issued. The new Clerk will be starting her employment on 1 st December 2023. To agree to pay the Clerk any overtime due as a result of handover process	
7.6	RESOLVED: It was agreed to allow for 15hours of overtime for the purposes of a smooth handover period. To consider request from Catsfield History Group <u>Appendix 7.4</u> RESOLVED: It was agreed to considered the History Group's request for a new computer subject to further discussion about making the archives digital and more accessible to the public.	
8.	Recreation Ground (Playing Field, Playground and Community Pavilion)	SJ MH
8.1	To receive the summary of recreation ground inspections through October 2023. RESOLVED: The monthly inspections were received and noted.	SJ
8.2	To consider request to use recreation ground for Car Boot Fayre in the Spring and the permitted parking arrangements thereto. RESOLVED: This was considered and agreed subject to the weather and grass conditions.	SJ
8.3	To consider hire request for the Council marquee for the purposes of a music night. RESOLVED: Use of the marquee was approved and it was agreed there would be no hire costs payable as this is an event for the benefit of the village. Noted it was agreed that contact should be made with those running the Summer Fayre to ensure liaison on sponsorship. Noted formal approval of the use of the recreation is subject to application.	
9.	Open Spaces	MH
9.1	To receive an update in relation to the properties in Church Road RESOLVED: It was noted that the properties were registered to Clarion Housing and contact had been made with them.	
9.2	To receive an update in relation to concerns raised re parking by Catsfield Post Office No updates.	
10.	Traffic/Roads/Policing	KR
10.1	To receive an update on traffic surveys and Speedwatch No updates	
10.2	To receive an update on applying for a 30mph limit North of the Village No updates	
11.	Community Engagement	SJ/SH
11.1	To receive an update on the contact and meetings re Neighbourhood Plan RESOLVED: The Poster and Presentation were reviewed and it was agreed to forward to Julia at RDC for her comments.	
11.2	To confirm date for public neighbourhood plan meeting. RESOLVED: It was agreed to hold the meeting on 7 December 2023 provided Julia at RDC can attend on this date. The Clerk to check this.	
12.	History Room	
12.1	To consider request to relocate broadband Range Extender to History Room RESOLVED: The request was considered and agreed.	
12.2	To confirm VHC taking over broadband at the Village Hall and note that this may have an effect on the hire charges of the Village Hall to all users including the Parish Council RESOLVED: Noted and agreed with a date and change of contract to be agreed	
	Items for referral to next agenda / reports / future agenda items / correspondence.	

Next Parish Council meeting will be held
on Wednesday 13th December 2023 at 7pm in Hermon Cottage.

Signed:
Chairman

Dated: