



CATSFIELD PARISH COUNCIL

The Clerk:
Mrs Alexandra Sharp
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Minutes of the Parish Council Meeting held on
11th March 2020 in Hermon Cottage
Attended by Cllr Hodgson - **Chairman**, Cllr Thomas - **Vice Chairman**
Cllr. Holgate, Cllr Robertson, Cllr Richards, Cllr Curtis
Also, in attendance: Clerk Alexandra Sharp,
District Councillor Gary Curtis and County Councillor Kathryn Field

PARISHIONERS, OTHER MEMBERS OF THE PUBLIC, AND PRESS HAVE A RIGHT AND ARE WELCOME AND ENCOURAGED TO ATTEND. The press and members of the public are reminded that they must remain silent when the meeting is in progress in accordance with The Public Bodies (Admission to Meetings) Act 1960.

The chairman may at his discretion and at a convenient time in the transaction of business, adjourn the meeting to allow any members of the public to address the meeting in relation to an agenda item.

PARISH COUNCIL MEETING MINUTES	
Item	
1.	To receive apologies for absence. Apologies were received from Cllr David Scott.
2.	Exclusion of Press and Public <i>That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.</i>
3.	To approve the minutes of the Parish Council meeting on 12th February 2020. RESOLVED: That the chair of the meeting is authorised to sign the Minutes for the meeting of 12 th February 2020.
4.	To receive declarations of interest on agenda items. Cllr Hodgson declared an interest in - Item 6.1 – Claim re Parkgate Bungalows: as a relative of the claimant - Item 18 – Village Hall: as Parish Council's representative of the Village Hall and Treasurer for the Village Hall.
5.	To receive reports from Cllr Kathryn Field (ESCC) and Cllr Gary Curtis (RDC). - Cllr Kathryn Field reported that the County Council's budget has now been sent, with a 1.9% increase in Council Tax and a 2% increase for Adult Social Care. Cllr Field reported further that on Monday it was declared that Broad Oak Primary School will be closing. - Cllr Gary Curtis reported current issues that Crowhurst are experiencing with ex-convicts knocking on resident's doors selling cleaning products door to door, but the visit taking a nasty and volatile turn if they were turned away - please be aware and vigilant. Furthermore, Cllr Gary Curtis reported, in relation to the current Coronavirus outbreak, for everyone to remain alert and and follow any advice given by the government.
6.	Actions – Outstanding and on-going
6.1	To receive an update on the claim regarding subsidence at 1 Parkgate Bungalows, East Sussex TN33 9DH The felling of two trees in the play area is due to take place during the week commencing 16 th March 2020.
7	Planning matters
7.1	To consider response to planning applications received as well as those received after this agenda has been published. Nothing to report.
7.2	To receive advice of decisions on previous applications. Nothing to report.
7.3	To note or receive advice on current enforcement orders. ENF/213/19/CAT – Land at Skinners Lane, Catsfield Extensive Earthworks And Excavation On Land.

CH

Status: Awaiting further information.

Noted.

b. ENF/36/20/CAT - Lunsford Yard, Potmans Lane, Catsfield

Creation Of Two Flats Inside Metal Barn & 1 Flat Above Block Of Garages

Status: Received on 26/02/20

Noted.

8. Finance, Audit and Legal

8.1 To approve and accept the following payments:

Payments by cheque pending authorisation

Cheque No.	Payee	Payment Details	Amount
400873	Society of Local Council Clerks	SLCC Membership Renewal Fee	£126.00
400874	Mrs C Collins	History Group – reimbursement for hard drive	£46.50
400875	Mrs P Putland	History Group – reimbursement for lever arch files	£59.98

Payments by Bank Transfer pending authorisation

Payment Date	Payee	Payment Details	Amount
27/03/2020	Alexandra Sharp	Clerk's Salary for March 2020	£450.95
	HMRC	Clerk's PAYE for March 2020	£106.60

Payments made by debit card/direct debit paid for authorisation

Payment Date	Payee	Payment Details	Amount
24/02/2020	EON	Monthly electricity charges (Feb 2020)	£39.98
01/03/2020	BT	Village Hall Broadband, Phoneline and Clerk Mobile Phone	£213.62

Payments by direct debit pending authorisation

Payment Date	Payee	Payment Details	Amount
28/03/2020	JM Waste Management	Waste Collection from Recreation Ground	£38.22
24/03/2020	Eon	Monthly electricity Charges (March 2020)	£

Payments paid by cheque awaiting authorisation

Payment Date	Payee	Payment Details	Amount
12/02/2020	JW Fencing & Forestry	Charges for cutting hedge around car park	£280.00

RESOLVED: All payments were approved.

8.2 To receive the monthly statement of accounts to February 2020

RESOLVED: The monthly statement of accounts were received.

8.3 To receive the bank reconciliation to February 2020

RESOLVED: The bank reconciliation was received.

8.4 To consider Parish Council's Risk Register

The Clerk to liaise with Cllr Robertson regarding any necessary updates to the Risk Register for discussion at the next Parish Council meeting.

8.5 To consider Parish Council's Asset Register

The Asset Register was considered. It was agreed that anything valued £500 (exclusive of VAT) or more is considered an asset for insurance purposes.

8.6 To consider Parish Council's Policies, Codes of Conduct, Financial Regulations and Standing Orders.

The Policies, Codes of Conduct, Financial Regulations and Standing Ordered were considered and reviewed and would be re-considered at the Annual General Meeting.

8.7 To consider History Group expenditure process

It was agreed that future purchases for the History Group should be made through the Clerk. The Clerk to make contact with The History Group to notify them of these changes.

9. Highway Matters

9.1 To receive an update on contact with Highways regarding traffic calming in Catsfield.

Cllr Scott and Cllr Robertson met with Brian Banks, discussions were had regarding measures to tackle speeding and the possibilities open to Parish Council to implement and the costs of the same. Cllr Robertson suggested making a 12 month plan, setting out what Parish Council wanted to do and the likely costs.

9.2 To receive any other reports.

10.	Community Speed Watch
10.1	To receive any reports.
11.	Playing Field and Pavilion
11.1	To consider quotes received for completion of the works to the recreation entrance. To be deferred to the next Parish Council meeting.
11.2	To review Pass+Move's Annual Hire Agreement and booking procedure. It was agreed that Parish Council would issue Pass+Move with an invoice reflecting their usage for 2019/20 in accordance with the terms of their hire agreement. Further, hire fees for Pass+Move for 2020/21 would be as follows:- • £400 for the following:- Saturday Mornings 09:00 – 12:00 Sunday Mornings 09:00 – 12:00 Monday Evenings 17:00 – 20:00 (Mar – Sept) Wednesdays Evenings 17:00 – 20:00 (Mar – Sept) Thursday Evenings 17:00 – 20:00 (Mar – Sept) • Half Term school holidays will again be by prior arrangement and charged on a daily session rate of £50 per session. Subject to the same conditions as set out in the hire agreement for 2019/20.
11.3	To consider new contract for Pavilion Electricity Supply To be deferred to the next Parish Council meeting.
11.4	Any other reports
12.	Recreation Ground
12.1	To receive the latest Recreation Ground Inspection. To be referred to the next Parish Council meeting.
12.2	To receive an update regarding the zipwire at the playing area. To be deferred to the next Parish Council meeting.
12.3	Any other reports.
13.	Hedgerows and verges
13.1	To receive any reports. Nothing to report.
14.	Open Spaces
14.1	To receive any reports. Nothing to report.
15.	Community Engagement
15.1	To receive any reports. Nothing to report
16.	Emergency Plan
16.1	To consider Parish Council's Emergency Plan together with the appointment of Emergency Coordinator, Initial Response Team and Local Response Emergency Contacts. To be deferred to the next Parish Council meeting.
17.	Village Hall Car Park
17.1	To receive any other reports
18.	Village Hall
18.1	To receive any reports requiring action by the Parish Council Cllr Thomas reported that the washbasin and taps in the men's toilet at the Village Hall were inadequate and require updating and improving.
19.	Items for referral to next agenda / reports / future agenda items / correspondence.
20.	To consider any urgent items and agree actions, at the discretion of the Chairman, which cannot be held over to the next meeting.

Meeting Closed at 21:07pm

Next meeting on Wednesday 8th April 2020 at 7pm

Chairman: B. E. Hedger Date: 8.4.20