



CATSFIELD PARISH COUNCIL

Minutes of the Parish Council Meeting held on
10th March 2021 via Zoom Video Conferencing
(Recorded for Parish Council records)
Attended by Cllr Robertson **Chairman** Cllr Richards **Vice Chairman**
Cllr.Holgate, Cllr G Curtis, Cllr S Singh
Also, in attendance: Clerk Alexandra Sharp, County Cllr Kathryn Field
Members of the Public: 1

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

PARISH COUNCIL MEETING MINUTES		
Item	Agenda Item	
1.	To receive apologies for absence. RESOLVED: Apologies were received from Cllr Kirsty Curtis who was attending Councillor Training.	
2.	To approve the minutes of the Parish Council meeting held on 10th February 2021 held by Zoom Video Communications. RESOLVED: The minutes of the Parish Council meeting held on 13 th January 2021 were agreed and approved. The Chair is authorised to sign the minutes.	
3.	To receive declarations of interest on agenda items. RESOLVED: No declarations of interest were received.	
	Public Questions relevant to items on the Agenda	
4.	Planning	
4.1	To note email received from David Scott and consider any necessary actions. RESOLVED: The email from David Scott was noted and it was agreed for no action to be taken as the land had not been sold and it had been confirmed by RDC that no planning applications had been received.	AS AS AS G&C G&C AS
4.2	To note the outcome of enquiries in relation to planning application RR/2020/2477/P St Francis Farm, Potmans Lane, Catsfield TN39 5JL and the reason for a 10 year extension RESOLVED: The outcome was noted.	
4.3	To receive an update on the Normanhurst Estate RESOLVED: The following update was received:- The sale has now completed. The Parish Council will write to the estate managers, welcoming them to the village.	
4.4	To note any new planning application proposals for the Pub site. RESOLVED: There is not any planning application for this site, but it is noted that the site is one of RDC approved sites.	
4.5	To note the contents of Tim Hickling's email dated 8th Feb 2021 RESOLVED: Noted.	
5.	To receive reports from Cllr Kathryn Field (ESCC) and Cllr Gary Curtis (RDC). The following report was received from Cllr K Field: - There is a current crisis in relation to school places in East Sussex, in particular in the Seaford area where students from Seaford are being sent to Brighton. - Waste Disposal : Mountford Household Recycling Site has been very dangerous to access recently due to queuing of the cars, and drivers turning in the road. - Rother Alerts are now recommending not to visit Mountfield Household Recycling Site at peak times if at all possible. The following report was received from Cllr G Curtis: - Dog fouling is a county-wide issue – with a large number of people not picking up after their dogs, or picking up and leaving the filled bags on the ground/in trees.	KF/GC

	RDC has confirmed that if there is an issue of dog fouling in a particular area(s) to let them know and they will erect signage. It was also noted that when reporting incidents of dog fouling and the owner not picking up and disposing of it correctly an automated response comes back stating that this has already been reported. The Clerk to contact RDC to notify them of this and check that this response isn't being sent out to every report. The Clerk and Cllr Holgate (lead responsible Cllr for Outside Spaces) to liaise to establish the most affected areas to report to RDC so that they can erect some signage.																																																																																													
6.	To receive and consider the Clerk's Report Appendix 6 RESOLVED: The Clerk's Report was noted.	AS																																																																																												
7.	Finance, Audit and Legal To approve the accounts, payments (see below) and finance pack to February 21 Appendix 7.1 <table border="1"><thead><tr><th colspan="4"><u>Payments by Bank Transfer pending authorisation</u></th></tr><tr><th>Payment Date</th><th>Payee</th><th>Payment Details</th><th>Amount</th></tr></thead><tbody><tr><td>10/03/2021</td><td>Alexandra Sharp</td><td>Clerk's Salary for March 2021</td><td>£490.61</td></tr><tr><td>06/04/2021</td><td>HMRC</td><td>Clerk's PAYE for March 2021</td><td>£82.20</td></tr><tr><td>11/03/2021</td><td>SSALC</td><td>How to be effective councillor training</td><td>£36.00</td></tr><tr><td>11/03/2021</td><td>SSALC</td><td>Introduction to Planning Training</td><td>£36.00</td></tr><tr><td>11/03/2021</td><td>Littlewoods Fencing</td><td>Supply and fit of new gates at recreation ground entrance</td><td>£1,491.60</td></tr></tbody></table> <table border="1"><thead><tr><th colspan="4"><u>Payments by Bank Transfer paid pending authorisation</u></th></tr><tr><th>Payment Date</th><th>Payee</th><th>Payment Details</th><th>Amount</th></tr></thead><tbody><tr><td>22/02/2021</td><td>The Honest Hub</td><td>Boiler Service</td><td>£165.00</td></tr><tr><td>22/02/2021</td><td>SLCC</td><td>Full SLCC Membership</td><td>£130.00</td></tr></tbody></table> <table border="1"><thead><tr><th colspan="4"><u>Payments by direct debit for authorisation</u></th></tr><tr><th>Payment Date</th><th>Payee</th><th>Payment Details</th><th>Amount</th></tr></thead><tbody><tr><td>23/02/2021</td><td>Eon</td><td>Streetlighting Electricity Charge – February 2020</td><td>£110.20</td></tr><tr><td>01/02/2021</td><td>Eon</td><td>Pavilion Electricity – January 2021</td><td>£32.16</td></tr><tr><td>28/02/2021</td><td>JM Waste Management</td><td>Waste Collections in February 2021</td><td>£76.44</td></tr><tr><td>08/02/2021</td><td>Vodafone</td><td>Camera Monthly Service Payment</td><td>£4.00</td></tr><tr><td>02/03/2021</td><td>BT</td><td>Parish Council mobile, broadband and landline contract</td><td>£216.26</td></tr><tr><td>01/03/2021</td><td>Eon</td><td>Pavilion Electricity – February 2021</td><td>£23.88</td></tr></tbody></table> <table border="1"><thead><tr><th colspan="4"><u>Payments by debit card pending authorisation</u></th></tr><tr><th>Payment Date</th><th>Payee</th><th>Payment Details</th><th>Amount</th></tr></thead><tbody><tr><td>22/02/2021</td><td>Certas Energy</td><td>Pavilion Oil (500L)</td><td>£255.62</td></tr><tr><td>05/02/2021</td><td>Mutts Butts</td><td>Dog Waste dispenser refill bags</td><td>£68.15</td></tr></tbody></table> RESOLVED: The accounts, finance pack and payments were approved.	<u>Payments by Bank Transfer pending authorisation</u>				Payment Date	Payee	Payment Details	Amount	10/03/2021	Alexandra Sharp	Clerk's Salary for March 2021	£490.61	06/04/2021	HMRC	Clerk's PAYE for March 2021	£82.20	11/03/2021	SSALC	How to be effective councillor training	£36.00	11/03/2021	SSALC	Introduction to Planning Training	£36.00	11/03/2021	Littlewoods Fencing	Supply and fit of new gates at recreation ground entrance	£1,491.60	<u>Payments by Bank Transfer paid pending authorisation</u>				Payment Date	Payee	Payment Details	Amount	22/02/2021	The Honest Hub	Boiler Service	£165.00	22/02/2021	SLCC	Full SLCC Membership	£130.00	<u>Payments by direct debit for authorisation</u>				Payment Date	Payee	Payment Details	Amount	23/02/2021	Eon	Streetlighting Electricity Charge – February 2020	£110.20	01/02/2021	Eon	Pavilion Electricity – January 2021	£32.16	28/02/2021	JM Waste Management	Waste Collections in February 2021	£76.44	08/02/2021	Vodafone	Camera Monthly Service Payment	£4.00	02/03/2021	BT	Parish Council mobile, broadband and landline contract	£216.26	01/03/2021	Eon	Pavilion Electricity – February 2021	£23.88	<u>Payments by debit card pending authorisation</u>				Payment Date	Payee	Payment Details	Amount	22/02/2021	Certas Energy	Pavilion Oil (500L)	£255.62	05/02/2021	Mutts Butts	Dog Waste dispenser refill bags	£68.15	AS/KR
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7.2	To receive and approve the bank reconciliation to February 2021 Appendix 7.2 RESOLVED The bank reconciliation was received and approved.																																																																																													
7.3	To consider and approve the purchase of identification badges Appendix 7.3 RESOLVED: The purchase of 50 identification badges and lanyards for the sum of £10.99 was considered and approved.	AS/KR																																																																																												
7.4	To appoint and approve the fees of Pat Buckle for Catsfield Parish Council's Internal Audit Appendix 7.4 RESOLVED: The Parish Council considered and approved the fees of Pat Buckle for Catsfield Parish Council's internal audit and it was agreed to appoint Pat Buckle for this purpose.	AS/KR																																																																																												
7.5	To consider and confirm whether the Parish Council's website should detail Councillors contact details	AS																																																																																												

7.6	RESOLVED: Although it is not legally required, it was agreed that the Clerk would set up new Councillor email accounts for each Member of Catsfield Parish Council and these email addresses would be detailed on our Parish Council website. To approve inter reserve movements prior to the year end.	AS
7.7	RESOLVED: It was agreed and approved to earmark £5,000 of the CIL Reserve for Traffic Calming. To review and approve any amendments to Parish Council's signatories and those with access to Online	AS AS/KR
7.8	RESOLVED: It was agreed that Cllr Sharmini Singh should be added as a Parish Council Bank Signatory with access to online banking. To review and approve Asset Register <u>Appendix 7.8</u>	AS
7.9	It was agreed that this would be amended slightly and for the Clerk to liaise with Cllr Robertson to get this finalized for approval at the April 2021 Parish Council meeting. To confirm Parish Council's AGM date of 5 th May 2021, prior to remote meeting legislation expiration.	AS AS
	RESOLVED: It was agreed to hold the AGM on 5 th May 2021, and separately to the Parish Council's monthly Parish Meeting due to the Remote Meeting legislation expiration.	
8.	Recreation Ground (Playing Field, Playground and Pavilion)	
8.1	To receive the Pavilion and Playground Inspection RESOLVED: The months Pavilion and Playground Inspection was received and the following items were flagged for attention:- - The benches are in need to attention – Cllr Richards to tend to these. - The ground of the rec is in very poor condition due to historic over playing and really needs harrowing and rolling, and possibly re seeding. The Clerk to contact the Grass Cutting Contractor for a quotation for this. - The oil tank gauge is broken and does not accurately read the level of oil. When checking the level of oil – it is not to be judged by the oil tank gauge. Price to be obtained for a replacement gauge.	AS AS
8.2	To approve the final draft of the Home Teams User Agreements for 1 st April 2021 to 31 st March 2022. <u>Appendix 8.2</u> RESOLVED: The Home Teams Agreement was approved. The Clerk to sent them to the Home Teams for consideration and signature in readiness for 1 st April 2021.	AS
8.3	To consider the application from Pass+Move to use the Playing Field and Pitches <u>Appendix 8.3</u> RESOLVED: The Parish Council considered Pass+Move's application and concluded that, at this time, due to the condition of the ground we are limiting use to our home teams only to allow the grass surface to recover.	AS/DR
8.4	To consider steps of reopening the Playing Field and Pavilion at the end of March in line with Government advice. RESOLVED: It was agreed that the relaxation of the COVID regulations for the Pavilion will be delegated to the Clerk in accordance with Government Rules and Guidance and for the Clerk to liaise with Cllr Richards for this purpose.	AS/DR
8.5	To receive quotations from contractors and consider the most suitable contractor for the grass cutting of the recreation ground <u>Appendix 8.5</u> RESOLVED: Two quotations were received and considered. The quotation from John O'Conner at a price of £1780+VAT was approved and accepted.	AS/DR AS/DR
8.6	To consider any actions by the Parish Council regarding the broken fencing in the Playing Field RESOLVED: It was agreeef that this is not our fence and so no action other should be undertaken other than to remind the land owner to repair it	AS
8.7	To consider and approve fees for Tim Dennis, pest control expert to resolve mole issues on recreation ground. RESOLVED: It was agreed to instruct Tim Dennis to resolve the mole issue on the recreation ground for the sum of £280	AS/DR
8.8	To receive an update on Fields in Trust	AS/DR

8.9	To be deferred to the April Parish Council Meeting.	
8.10	To consider and approve invoice from Messy Mason for the cleaning of the Playground Equipment <u>Appendix 8.9</u> RESOLVED: The quotation from Messy Mason in the sum of £150 was considered and approved. To note and agree actions in relation to oil storage flagged as not meeting current regs on Boiler Service Report <u>Appendix 8.10</u> RESOLVED: The Boiler Service Report was noted and all comments considered. The comment in relation to the Oil Storage was noted but the Parish Council recognize that the oil storage met regulations at the time of installation.	
9.	Open Spaces	
9.1	To consider the appointment of a Parish Council Dog Warden and what this may involve. RESOLVED: The appointment of a Parish Council Dog Warden was considered and agreed that this would be helpful however the Parish Council need to consider the details of this appointment and guidelines of what our Dog Warden can and can't do. Cllr Singh to look into this in more detail.	MH
9.2	To consider a response to ongoing reports of Dog Fouling. RESOLVED: See Item 5 above.	MH
9.3	To consider and approve proposal from Dr Feltwell <u>Appendix 9.3 a, b and c</u> RESOLVED: It was agreed to approve the appointment of Dr Feltwell to undertake the Biodiversity Audit for Catsfield. The Clerk to provide Dr Feltwell with a copy of the Churchyard Wildflower Survey.	AS
10.	Traffic/Roads/Policing	
10.1	To receive an update on traffic surveys Cllr Robertson reported the following: - - The latest survey established that there were 6,000 cars per day through Catsfield last week, with 15-18% of those travelling at speeds between 35-45mph. - The survey will be carried out again next week. - It is intended to send the data to Inspector Varrell to see if the incidents of speeding are enforceable.	KR
10.2	To receive an update on speed reduction project via RALC Cllr Robertson explained that Catsfield are piloting the project to see if it works, but we are currently awaiting stage 2 of the project. The results of Stage 1 will be given to local MPs. Cllr Robertson has an upcoming meeting with the RALC Chairman and the Assistant Chief Constable (Sussex & Surrey) to confirm if we have their support then we can progress to stage 2. As mentioned in our February 2021 Parish Council meeting Icklesham have asked if we would share our Black Cat Radar Device with them and this has been agreed by CPC in principle.	KR
10.3	To receive an update on Speedwatch Cllr Robertson reported :- - Speedwatch starts again on 1st April 2021 - There are 3 new operatives. - It is the intention to get operatives out at peak times in order to obtain as much helpful data as possible.	KR
Items for referral to next agenda / reports / future agenda items / correspondence		

Meeting Closed: 21:31hrs

Next Parish Meeting to be held via Zoom on Wednesday 14th April 2021 at 7pm.

Signed: Chairman

Dated:

16 April 2021