



CATSFIELD PARISH COUNCIL

Minutes of the Meeting
of the Parish Council on

Wednesday 13th April 2022 at 7pm

in Hermon Cottage, Church Road, Catsfield TN33 9DP

Attended by: Cllr K Robertson Chairman Cllr D Richards Vice Chairman,
Cllr J Fowle, Cllr M Holgate, Cllr G Curtis, Cllr K Curtis

Members of the Public: 0

Also in attendance: Clerk: Alexandra Sharp and County Councillor Kathryn Field

Parish Council Meeting Minutes

The Clerk:
Mrs Alexandra Sharp
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Catsfield, East Sussex

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PARISH COUNCIL MEETING AGENDA	
Item	Agenda Item
1.	To receive apologies for absence. No apologies were received. Cllr Richards was absent at the start of the meeting but arrived at 19:07pm.
2.	To approve the minutes of the Parish Council meeting held on 9th March 2022. RESOLVED: The minutes of the Parish Council meeting held on 9 th March 2022 were agreed and approved. The Chair is authorised to sign the minutes.
3.	To receive declarations of interest on agenda items. No declarations of interest were received.
	Public Questions relevant to items on the Agenda
4.	Planning and Enforcement
	Planning Applications
4.1	RR/2022/383/P Popes Acre, Potman's Lane, Catsfield TN33 9BJ Conversion of timber outbuilding to a holiday let RESOLVED: The Parish Council to submit the following comment to RDC Planning : The Parish Council have no objections subject to the placement of usual holiday let restrictions.
4.2	RR/2022/219/P Glebelands, Potmans Lane, Catsfield TN33 9BJ Change of use (part retrospective) and extension of existing agricultural building to a live/work residential unit. RESOLVED: The Parish Council to submit the following comment to RDC Planning : The Parish Council have no objections.
4.3	RR/2022/348/P 1 Parkgate Studios, The Mews, Horns Corner, Catsfield TN33 9DT Installation of wood burning stove flue RESOLVED: The Parish Council to submit the following comment to RDC Planning : The Parish Council have no objections.
4.4	Enforcement ENF/180/20/CAT The Beeches Powdermill Lane Catsfield TN33 0SZ Erection Of Dwelling/Mobile Home And Shipping Container On Agricultural Land For Storage Current Status: Application determined. RESOLVED: Noted.
4.5	To receive an update on The Brooks planning application. There is no further update available.
5.	To receive reports from Cllr Kathryn Field (ESCC) and Cllr Gary Curtis (RDC). County Cllr Kathryn Field reported the following:- - County Council Budget has been set and 4.9% rise in Council Tax as follows:- 1.99% ordinary rise 1.5% Adult Social Care Levi from last year 1% Adult Social Care Levi from this year - There is a new residential children's home opened in St Leonards with the capacity for six suitably matched children. District Cllr Gary Curtis reported the following:- - There are still issues within RDC Planning Department and the proposal for a Subcommittee is being debated tomorrow (14th April 2022). The purpose of the subcommittee will be to speed up the process. - In relation to the Normanhurst Estate the certificate of lawfulness was granted but not to the extent the developers had hoped. I then noted about project management tool called a Planning Performance Agreement, and that in order to submit a PPA the application needs to be considered in principal which The Normanhurst hasn't been. That a PPA establishes a better understanding of the needs and resources

GC/KC

of the proposals, and that cllrs can get involved in the process, but that in any event applicants shouldn't contact cllrs directly/individually.

- The Brooks planning application see 4.5 above.

6. To receive and consider the Clerk's Report [Appendix 6](#)
RESOLVED: The Clerk's Report was received and noted.

AS

7. **Finance, Audit and Legal**

7.1 To approve the accounts, payments and finance pack to 31st March 2022 [Appendix 7.1](#) to include AGAR figures
7.2 Resolved: The accounts and finance pack to 31 March 2022 were reviewed and approved and the following payments were approved:-

AS/KR

7.3 **Payments by Bank Transfer pending authorisation**

AS/KC

Payment Date	Payee	Payment Details	Amount
13/04/2022	Alexandra Sharp	Clerk's Salary for April 2022	£596.60
06/05/2022	HMRC	Clerk's PAYE for April 22	£85.60
13/04/2022	She's Got it Maid	Cleaning @ Pavilion for March 22	£55.00
13/04/2022	East Sussex ALC Limited	Planning Training (AS & DR)	£96.00
13/04/2022	Catsfield Village Hall	Hall and Hermon Cottage Hire Charges (Jan-Dec22)	£295.00
13/04/2022	East Sussex ALC Limited	ESALC and NALC subscription for 2022/23	£246.42
13/04/2022	Rother District Council	Empty of Dog Waste Bins 2022/23	£468.00
13/04/2022	East Sussex County Council	Urban Grass Cuts	£488.40
13/04/2022	Simon P Goacher	Payroll Services 2021-22	£169.20
10/03/2022	John O'Conner	Pitch Marking (inv.85195)	£42.00

Payments by direct debit for authorisation

Payment Date	Payee	Payment Details	Amount
28/04/2022	Eon	Pavilion Electricity Charge - March 2022	£40.24
31/03/2022	JM Waste Management	Waste Collections in March 2022	£76.44
04/03/2022	Vodafone	Camera Monthly Service Payment (March)	£4.00
16/03/2022	Sage UK	Sage Software March 2022	£78.00
02/03/2022	BT	Quarterly Phone Broadband and Mobile bill	£281.58
15/10/2021	Three	Final mobile broadband bill	£5.75

Payments by debit card pending authorisation

Payment Date	Payee	Payment Details	Amount
06/03/2022	Reef Environmental	Confidential waste	£60.00
08/03/2022	House of Tents	Marquee for Jubilee Celebrations	£939.00
05/04/2022	SLCC	Clerk SLCC Membership 2022/23	£134.00

7.3 To receive and approve the bank statement [Appendix 7.2a](#) and reconciliation [Appendix 7.2b](#) and balance sheet [Appendix 7.2c](#) to 31st March 2022.

RESOLVED: The bank statement, reconciliation and balance sheet to 31st March was reviewed and approved.

7.4 The Annual Governance Statement for 2021-22 was approved by Members and signed by the Chairman

7.5 The Accounting Statement presented and signed by the RFO for 2021-22 was approved by Members and signed by the Chairman.

7.6 To consider response to NALC's letter to Smaller Councils dated 11th March 2022 [Appendix 7.3](#)

RESOLVED: NALC's letter was considered and the following points were raised:-

- 1) The issue of retrospective planning applications.
- 2) Transparency in planning applications and the process.
- 3) Catsfield Parish Council would like to see improved consultation process, giving more capacity in the decision making process and enabling Parish Councils to be statutory consultees.
- 4) The formation of Carbon Literacy Group.
- 5) Safety Changes to the road – better support on strengthening of road safety.

After the meeting the Clerk noted that more detail in relation to what outcomes the Parish Council hope for, from the points is required before we can revert back to NALC with the Parish Council's response. The Clerk reverted back to Councillors for more information.

7.7 To receive and approve updated Asset Register [Appendix 7.4](#)

RESOLVED: The Asset Register was received and approved.

7.8 To receive an update relating to the RDC Audit and Standard Committee Meeting [Appendix 7.5](#)

	RESOLVED: It was noted that Cllr Robertson attended this meeting as the RALC Nominee for Audit and Standards. Subsequently Cllr Robertson has raised a query as to why members of the public are unable to ask questions during the meeting. Cllr Robertson to report back once he has received a response.	
8. 8.1	Recreation Ground (Playing Field, Playground and Community Pavilion) To receive the summary of monthly recreation ground inspections. RESOLVED: The following items had been reported following inspection:- • Broken Glass • Graffiti Tags • Storage Shed broken into. The glass has been cleaned up as far as we are able and the lock on the storage shed has been replaced. It was agreed for the Clerk to purchase two additional cameras for CCTV surveillance and CCTV signage in order to deter the vandalism and that a process to be put in place to enable Cllrs to quickly review the footage if an incident is reported 8.2 To consider Catsfield Cricket Club's Discretionary Grant Application Appendix 8.5 RESOLVED: The Application was considered and approved subject to the following :- • The Clerk will make the purchase of the above-mentioned equipment • This item is the property of Catsfield Cricket Club and as such Catsfield Cricket Club are responsible for any insurance/maintenance and other associated costs unless otherwise discussed agreed by the Parish Council. • The item is for the sole use of Catsfield Cricket Club, it is not intended to be used for private use. 8.3 To consider actions required to trees in the recreation ground affected by the storm. To be deferred to next Parish Council meeting.	DR/AS
9. 9.1	Open Spaces To receive letter in relation to Henley Down Pond and consider whether Parish Council action is required. Appendix 9.1 RESOLVED: The letter was received and noted. The Clerk to respond confirming that the pond is not the property of the Parish Council. 9.2 To consider installation of a flag pole and where this may be located and/or Ukrainian flag RESOLVED: The request was considered and it was decided by a majority vote not to have a flag pole or Ukrainian flag.	MH/AS
10. 10.1	Traffic/Roads/Policing To receive an update on traffic surveys and Speedwatch RESOLVED: The following update was received:- • Noted that the BC Radar equipment has been up and collecting data for the last 2 weeks. • We do have police support now, where there are Speedwatch sessions active. however only 6 volunteers have been active on Speedwatch over the last 6 months, and without Speedwatch there will be no police support. It would be a shame to have come so far to loose support due to lack of volunteers. All Cllrs to help where possible with volunteer recruitment. • There is due to be a new speeding gun being released., at a price of £1374. The Parish Council agreed to purchase this in due course. • Resolved that the Black Cat Radar device to be put on 3 new locations North of the Village and on Powdermill lane to enable a survey of speeds through the S bends north of the village to be assessed prior to an application to extend the 30mph limit away from the Village. 10.2 To receive an update following SLR Meeting confirm actions and note draft minutes Appendix 10.2 RESOLVED: The draft minutes of SLR meeting were noted. Resolved to approve the actions contained in the minutes. The following actions were agreed:- 1. Proposed movement of the 30mph speed limit further to the north of Catsfield. • KR to set up the Black Cat radar at locations in the S bends, between Powdermill lane and the recreation ground and also in Powdermill lane. • Contact IJ to discuss data collected from the new sites. • Consider raising feasibility study for moving the speed limit and to install gates. (cost to the Council for study is £500). See ESCC highways webs site. • Consider / prep for consulting residents on options. 2. Yellow Lines at the Junction with The Green and Church Road. • Clerk to apply for yellow lines on ESCC website. 3. Zebra Crossing	KR

	- Parish Council will try and find the study (not seen in recent years) - Deborah Dodge will contact persons in ESCC to also try and find the study. - If not found a new study will be started. - ESCC highways have logged that the paintwork on the crossing needs to be refreshed.	
	4. Degradation of the road near the junction of the Green and Church Road, and in Church Lane. ESH will keep the PC updated on progress. We need to know what can or cannot be done.	
	5. Culvert near Henley Down and verge damage from lorries to verges. - The Steward (Darren Bass) will organise a visit to assess these sites. Cllr Holgate will accompany the Steward to the culvert site. - ESH Deborah Dodge will keep the PC updated on progress and outcomes of the assessments.	
10.3	To receive request re 20s Plenty possible motion for Catsfield Parish <u>Appendix 10.3</u> RESOLVED: The request was considered but the Parish Council agreed to not participate.	
11.	Community Engagement	KC
11.1	To receive update on the planning of village celebrations for HRH The Queens Platinum Jubilee in May 2022 RESOLVED: It was noted that a final call email will be sent out over the next few days to confirm if we have a sufficient number of helpers to enable the events to go ahead.	
11.2	To confirm date for Parish Assembly and approve Agenda <u>Appendix 11.2a and Appendix 11.2b</u> RESOLVED: The Agenda was approved and the date of 17th May 2022 at 7:30pm was agreed. Clerk to issue invitations and post notice of the meeting on posters and on facebook.	
12.	History Group	KR/JF
12.1	To receive an update on storage requirements for the History Room The VH committee agreed that new storage can be installed if the Parish Council will pay for it. The PC to contact Matt Bumpass for a quote.	
	Items for referral to next agenda / reports / future agenda items / correspondence.	

Meeting Ended at 21:44pm

Next Parish Council meeting and Annual Meeting of the Parish Council is to be held at
7pm on Wednesday 11th May 2022 in Hermon Cottage

Signed:

Chairman

Dated:

11/5/22