



CATSFIELD PARISH COUNCIL

Minutes of Catsfield Parish Council Meeting

Held On Wednesday 17th April 2024 at 7pm

in The Village Hall, Church Road, Catsfield TN33 9DR

In attendance: Cllr Keith Robertson, Cllr Sharon Harris, Cllr Sarah Jacques, Cllr Martin

Holgate. Also in attendance: Vicki Rutt – Locum Clerk, Emily Stewart – Clerk and Cllr Chas Pearce.

Locum Clerk & RFO: Mrs Vicki Rutt
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. Apologies received and accepted from Kathryn Field.	
2.	To approve the minutes of the Parish Council meeting held on the 5th March 2024 and 13th March 2024 RESOLVED: Minutes approved.	ALL
3.	To receive declarations of interest on agenda items. There were no declarations of interest.	
4.	Public Questions relevant to items on the agenda There were no public questions.	
5.	Planning and Enforcement Planning Applications RR/2024/551/P <u>Appledore, Skinners Lane, Catsfield TN33 9DN</u> Proposed single storey side/rear infill extension and alterations to kitchen including installation of rooflights to vaulted roof (alternative to planning permission RR/2023/2013/P) <i>RESOLVED: The Parish Council have no objections.</i> RR/2024/523/PN3 <u>The Piggery, New Barn Farm, Henley Down, Catsfield TN33 9BP</u> Application to determine if prior approval is required for the conversion of a piggery building and land within its curtilage from an agricultural use to 1no. residential dwellinghouse falling within Class C3. <i>RESOLVED: The Parish Council have no objections.</i> RR/2024/292/P <u>Parkgate Manor, Catsfield TN33 9DT</u> Creation of new two bed dwelling on site of former garden room with associated landscaping and access. <i>RESOLVED: The Parish Council will not comment as the decision has been made, it was refused.</i> RR/2024/224/P <u>4 Stone Cottages, Horns Corner, Catsfield, TN33 9DU</u> Demotion of attached garage and single glazed conservatory and new single storey side extension with attic bedroom. <i>RESOLVED: The Parish Council will not comment as the decision has been made, it was agreed.</i>	
5.1	To receive an update on the submission of an objection for the planning application for the Land Behind the White hart There no action needed at this time, the Council's objection has been submitted to RDC.	
6.	To receive reports from County Cllr Kathryn Field (ESCC) & District Cllr Chas Pearce (RDC). The following reports were received from County Cllr Kathryn Field: - No report available. The following reports were received from District Cllr Chas Pearce: - There is a £14.9m capital programme to oversee various projects. There is going to be help for rural areas with static and mobile hubs. Grants between £500 - £5000 can be obtained to create green	KF

	spaces. Cllr Jacques explained that she is involved in the Community Hubs, and it will be about providing support and advice, out in the community through hubs at stations and with a mobile vehicle, they will be visiting schools, village halls and identifying hotspots. This will be on set specific days and rotas with other organisations.																																																																																																					
7.	To receive and consider the Clerk’s Report Appendix 7 The Clerk’s Report was received, and the following was also noted: Cllr Robertson updated on the extra works required in the Pavilion due to the mould, additional dehumidifiers are required. The Locum Clerk will contact the insurers. Action. A discussion was held on whether the community were consulted about the requirement of traffic calming, Cllr Robertson has reported back that a survey was undertaken in July 2023 and there was consultation at the Parish Assembly in May 2023. A request for the cricket outfield to be rolled was discussed, it was agreed that the contractor uses a gang mower which also rolls it. If anything extra is required, it would be at the cost of the Cricket Club. Locum Clerk will liaise with them. Action. Facebook advert for the Councillor vacancies need to be published. Action. An inventory on all parish Council paperwork needs to happen in due course. Action.	ES ALL ALL																																																																																																				
8.	Finance, Audit and Legal	ES/KR																																																																																																				
8.1	To approve the accounts payments and finance pack to 31st March 2024 Appendix 8.1 RESOLVED: The accounts and finance pack to 31st March 2024 and the following payments were reviewed and approved: <u>March 24 / April 24 Payments for approval</u> <table><tr><th colspan="4"><u>Payments by Debit Card paid pending authorisation</u></th></tr><tr><th>Payment Date</th><th>Payee</th><th>Payment Details</th><th>Amount</th></tr><tr><td>04/03/2024</td><td>TESCO</td><td>Lever Arch Files</td><td>£ 10.50</td></tr><tr><td>08/03/2024</td><td>AMAZON</td><td>Mistake Payment by Alex Sharpe</td><td>£ 9.99</td></tr><tr><td>13/03/2024</td><td>amazon</td><td>Printer Ink Cartridges</td><td>£ 30.90</td></tr></table> <table><tr><th colspan="4"><u>Payments by Bank Transfer pending authorisation</u></th></tr><tr><th></th><th>Payee</th><th>Payment Details</th><th>Amount</th></tr><tr><td>22/03/2024</td><td>Evergreen Garden Solutions</td><td>Cutting back hedges etc in VH Car Park</td><td>£ 575.00</td></tr><tr><td>26/03/2024</td><td>PJ Clifford</td><td>Renewed Pipework</td><td>£ 30.00</td></tr><tr><td>26/03/2024</td><td>Mower Plant Services</td><td>New Honda Mower</td><td>£ 590.00</td></tr><tr><td>14/03/2024</td><td>E. Stewart</td><td>Clerk Salary April 2024</td><td>£ 1,207.95</td></tr><tr><td>14/03/2024</td><td>HMRC</td><td>PAYE April 2024</td><td>£ 55.65</td></tr><tr><td>18/04/2024</td><td>Rother</td><td>Empty Dog Waste Bins Annual 24/25</td><td>£ 897.00</td></tr><tr><td>18/04/2024</td><td>ESCC</td><td>Additional Grass Cutting</td><td>£ 634.80</td></tr><tr><td>18/04/2024</td><td>RBS</td><td>VAT Digital Subscription 24/25</td><td>£ 132.00</td></tr><tr><td>18/04/2024</td><td>RBS</td><td>Annual Licence 24/25</td><td>£ 230.40</td></tr><tr><td>18/04/2024</td><td>Mnaiden Accountancy</td><td>Qtrly to June 24 Patroll Services</td><td>£ 36.00</td></tr><tr><td>02/04/2024</td><td>ML Services</td><td>Pavillion Boiler Call Out</td><td>£ 60.00</td></tr></table> <table><tr><th colspan="4"><u>Payments by direct debit for authorisation</u></th></tr><tr><th>Date</th><th>Payee</th><th>Payment Details</th><th>Amount</th></tr><tr><td>01/03/2024</td><td>BT</td><td>QTRLY Bill</td><td>£ 331.00</td></tr><tr><td>19/03/2024</td><td>CASTLE WATER</td><td>Pav Water Feb 24</td><td>£ 5.60</td></tr><tr><td>21/03/2024</td><td>eon</td><td>Pav Electricity Feb 24</td><td>£ 68.02</td></tr><tr><td>26/03/2024</td><td>Npower</td><td>Street Lighting Feb 24</td><td>£ 251.90</td></tr><tr><td>28/03/2024</td><td>JM Waste</td><td>Service Charge March 24</td><td>£ 76.44</td></tr></table>	<u>Payments by Debit Card paid pending authorisation</u>				Payment Date	Payee	Payment Details	Amount	04/03/2024	TESCO	Lever Arch Files	£ 10.50	08/03/2024	AMAZON	Mistake Payment by Alex Sharpe	£ 9.99	13/03/2024	amazon	Printer Ink Cartridges	£ 30.90	<u>Payments by Bank Transfer pending authorisation</u>					Payee	Payment Details	Amount	22/03/2024	Evergreen Garden Solutions	Cutting back hedges etc in VH Car Park	£ 575.00	26/03/2024	PJ Clifford	Renewed Pipework	£ 30.00	26/03/2024	Mower Plant Services	New Honda Mower	£ 590.00	14/03/2024	E. Stewart	Clerk Salary April 2024	£ 1,207.95	14/03/2024	HMRC	PAYE April 2024	£ 55.65	18/04/2024	Rother	Empty Dog Waste Bins Annual 24/25	£ 897.00	18/04/2024	ESCC	Additional Grass Cutting	£ 634.80	18/04/2024	RBS	VAT Digital Subscription 24/25	£ 132.00	18/04/2024	RBS	Annual Licence 24/25	£ 230.40	18/04/2024	Mnaiden Accountancy	Qtrly to June 24 Patroll Services	£ 36.00	02/04/2024	ML Services	Pavillion Boiler Call Out	£ 60.00	<u>Payments by direct debit for authorisation</u>				Date	Payee	Payment Details	Amount	01/03/2024	BT	QTRLY Bill	£ 331.00	19/03/2024	CASTLE WATER	Pav Water Feb 24	£ 5.60	21/03/2024	eon	Pav Electricity Feb 24	£ 68.02	26/03/2024	Npower	Street Lighting Feb 24	£ 251.90	28/03/2024	JM Waste	Service Charge March 24	£ 76.44	ES/KR
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8.2	To receive and approve the bank statement Appendix 8.2a and reconciliation Appendix 8.2b and balance sheet Appendix 8.2c to 31st March 2024 RESOLVED: The bank statement, reconciliations and balance sheet to 31st March 2024 was reviewed and approved. It was agreed that a copy of the statement for the savings account should be included in each monthly reconciliation. Action.																																																																																																					
8.3	Approve Clerk overtime for the period W/E 10th March 2024 – W/E 31st March 2024 14.4 Hours Appendix 8.1 RESOLVED: The clerk overtime of £259 was approved																																																																																																					
8.4	Approve Clerk owed holiday 3.8 Hours Appendix 8.1 RESOLVED: The Clerks owed holiday pay of £68.40 was approved.																																																																																																					
8.5	Consider request for equipment from Sharmini Singh for litter picking in Henley Down The request was discussed, and it was agreed that the Council will support litter picking in other areas of the Parish including Henely Down, on the same terms that the Catsfield “Wombles” are supported. This requires all activity to be risk assessed by the relevant group and safety procedures to be followed. If the risk assessed is acceptable, new groups can then be supported by the Parish Council with equipment purchased and liability cover provided. Locum Clerk will liaise. Action.																																																																																																					

8.6	Receive resignation from Clerk Appendix 8.6 The resignation was noted, and thanks expressed to the Clerk for all her hard work in the time she has been in post.	
9.	Recreation Ground (Playing Field, Playground and Community Pavilion)	
9.1	To receive the summary of recreation ground inspections through March 2024. Summary of recreation ground inspections received and noted. It was agreed that the Locum Clerk would liaise with suppliers about the goal post being removed and the ivy on the trees to be removed in the car park and on the Recreation ground. Action.	SH ES
9.2	To receive an update on the works at the Pavilion This was discussed earlier under agenda item 7.	
9.3	To consider quotation for renewing the grounds maintenance contract with John O'Connor The quotation covered the original tender but some additional cuts. These were agreed, and the Locum Clerk will liaise with the contractor for update. Action.	
10.	Community Engagement	SJ/SH
10.1	To decide on communications and next steps for the Parish Assembly arrangements Councillors discussed and decided what areas they were going to be responsible for at the Parish Assembly. It is being held on Tuesday 14 th May at 7:30. Posters and invites will be going out in the next week. Action.	ALL
11.	Other Business	
11.1	Welcome new Locum Clerk Cllr Robertson welcomed Vicki Rutt, the new Locum Clerk to the Parish Council. Emily is around for the next 2 weeks to do a handover and to ensure everything is handed over to aid a smooth transition.	
11.2	Confirm action for recruitment of new Clerk Cllr Robertson had circulated a draft specification to Councillors for approval. Once finalised, the advert will be published, and interviews will be arranged.	

Next Parish Council meeting will be held
on Wednesday 15th May 2024 at 7pm in Hermon Cottage.

Due to some changes, the following few meeting dates will be:

Wednesday 19th June 2024

Wednesday 10th July 2024

No meeting in August

Then the usual second Wednesday of the month from September 2024

Signed:

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Chairman

Dated:

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