



CATSFIELD PARISH COUNCIL

Minutes of the Parish Council Meeting held on
5th May 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 K Curtis, Cllr S Singh

Also, in attendance: Clerk Alexandra Sharp, County Cllr Kathryn Field
Members of the Public: 0

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

Item no.	ANNUAL STATUTORY MEETING AGENDA	
1.	Election of Chairman for the ensuing year and to receive their declaration of acceptance of Office There was one nomination for chairman. Cllr. Robertson was proposed and was elected unopposed.	
2.	Election of Vice-Chairman for the ensuing year There was one nomination for vice- chairman. Cllr. Richards was proposed and was elected unopposed.	
3.	To receive apologies for absence. There were no apologies for absence.	
4.	In accordance with the Code of Conduct to receive any personal or pecuniary declarations of Members interests and to receive any written dispensation requests for granting See item 2 page 3.	
5.	To review and adopt Standing Orders Appendix AGM 5 RESOLVED The Standing Orders were received and approved.	
6.	To review and adopt Financial Regulations. Appendix AGM 6 RESOLVED The Financial Regulations were received and approved.	
7.	Review and confirmation of arrangements for insurance cover Appendix AGM 7 RESOLVED Two quotations were received and it was agreed to remain with our current insurers, Zurich at the premium of £1,243.21.	
8.	To review and confirm Risk Register Appendix AGM 8 RESOLVED The Risk Register was received and approved, subject to the insertion of the following additional risks:- • Tree Surveys to be undertaken for trees on any Parish Council land i.e recreation ground and car park, to identify any risks to the public. • Electrical testing to be undertaken (PAT Testing) to identify any risks with any electrical equipment. • Fire Risk Assessments, to identify any potential fire risks.	
9.	Review of the Council's and/or employees' memberships of other bodies. a. RALC RESOLVED: To continue b. East Sussex ALC Ltd & NALC RESOLVED: To continue c. AiRS RESOLVED: To continue d. Fields in Trust RESOLVED: To continue e. Society of Local Council Clerks RESOLVED: To continue	
10.	Review and adopt the Council's complaints procedure Appendix AGM 9 RESOLVED The Complaints Procedure was received and approved.	

11.	Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 Appendix AGM 10a and 10b RESOLVED: The procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 was received and approved.	
12.	Establishing or reviewing the Council's policy for dealing with the press/media Appendix AGM 11 RESOLVED: The policy for dealing with the press/media was received and approved.	
13.1	Setting the dates, times and place of ordinary meetings of the full Council for the year ahead as follows:- • 23rd June 2021 • 14th July 2021 • 11th August 2021 • 8th September 2021 • 13th October 2021 • 10th November 2021 • 8th December 2021 • 12th January 2022 • 9th February 2022 • 9th March 2022 • 13th April 2022 The dates for the ordinary meetings of the full Council for the year ahead was agreed. To agree whether to hold a Parish Assembly in view of COVID19. RESOLVED: In the light of the COVID19 pandemic, it was agreed that the Parish Assembly would be cancelled for 2021.	
13.2		

End of Annual Statutory General Meeting

PARISH COUNCIL MEETING AGENDA		
Item	Agenda Item	
1.	To approve the minutes of the Parish Council meeting on 14th April 2021 RESOLVED: The minutes of the Parish Council meeting held on 14 th April 2021 were agreed and approved (subject to an amendment to item 11.1 to remove the words ' <i>Cllrs Robertson, K. Curtis and Singh will meet to draft an outline plan</i> '). The Chair is authorised to sign the minutes.	
2.	To receive declarations of interest on agenda items. RESOLVED: Cllr Holgate declared an interest in item 3 (e) RR/2021/498/P - Wylands Farm - Land at, Powdermill Lane, Catsfield TN33 0SU as a neighbouring property to the planning application.	
3.	Planning	
a)	RR/2021/138/P- Burnt Barns Farm, Freckley Hollow, Catsfield TN33 9LZ Outline: Change of use of land for siting of three lodge caravans. RESOLVED: To submit the following comment to Rother DC Planning: Parish Council has no objections	GC/KC
b)	RR/2021/416/P - Mead Cottage, Crowhurst Road, Catsfield/Crowhurst TN33 9BT Outline: Single storey front extension. Two storey rear extension. Internal and external alterations to existing dwelling. RESOLVED: To submit the following comment to Rother DC Planning: Parish Council has no objections	GC/KC
c)	RR/2021/453/P- Plots 1 & 2 The Kennels, Horns Corner, Catsfield TN33 9DU Outline: Erection of 2no. cartshed garages to serve dwellings approved under extant permission RR/2020/559/P.	GC/KC

	23/04/2021	Eon	Streetlighting Electricity Charge – April 2020	£110.20	
	10/04/2021	Vodafone	Camera Monthly Service Payment	£4.00	
	16/04/2021	Sage UK	Sage Software April 2021	£78.00	
	26/04/2021	McAfee	AntiVirus Protection	£79.99	
4.2	RESOLVED: The accounts, finance pack and payments were approved. Financial Year End 31st March 2021 a. To receive and approve the Final Accounts for the year ended 31st March 2021 (to include the earmarked reserves) <u>Appendix 4.2a</u> RESOLVED: Final Accounts approved by members. b. To approve the end of year Bank Reconciliation <u>Appendix 4.2b</u> RESOLVED: Bank Reconciliation approved by members. c. To perform an annual review of the 'Effectiveness of the system of internal control' <u>Appendix 4.2c</u> RESOLVED: Document has been received and accepted by members. d. To approve the Annual Governance Statement <u>Appendix 4.2d</u> RESOLVED: The statement as been agreed by members. e. To consider and approve the Accounting Statements <u>Appendix 4.2e</u> RESOLVED: Accounting Statements are approved by members. f. To consider if Catsfield PC is exempt from External Audit and sign relevant forms Item not applicable.				KR/AS
4.3	To receive an update regarding the judgement on holding meetings remotely after 7th May 2021 RESOLVED: The Clerk reported that despite best efforts the legislation permitting remote meetings will not be extended and that it has been advised not to hold meetings in person until after 21st June 2021 when all restrictions have been lifted. It was agreed to hold the next Parish Council meeting on 23rd June 2021 at the Village Hall.				
5.	Open Spaces				MH/AS
5.1	To consider steps that can be taken by the Parish Council to deter dangerous parking on the corner of Church Road, Catsfield. It was agreed to contact East Sussex Highways to see what can be done and also make contact with our local PSCO. Cllr Richards to speak to residents to gently point out the potential dangers of current parking.				AS
5.2	To consider and approve the installation and associated costs of posts/bollards on the grass verge outside row of terraced houses in Church Road <u>Appendix 5.2</u> It was agreed to continue with this investigation into costs involved. To ask East Sussex Highways for a quotation for the work. Clerk to make contact with Mountfield Parish Council to obtain details from their experience with this.				AS MH/AS
5.3	To consider and approve Risk Assessment for Catsfield Community Litter Picking Volunteers. <u>Appendix 5.3</u> RESOLVED: The Risk Assessment was considered and approved. Clerk to chase SuperStitch86 for the High Vis Jackets.				KR/AS
5.4	To consider and agree any further actions by the Parish Council in relation to litter on the verges of fast roads. RESOLVED: It was agreed to keep pushing this, as no action from ESCC/RDC isn't acceptable. Cllr Kathryn Field to raise this at the next waste meeting and also with East Sussex Highways. Clerk to write to Cllr Field setting out the issues being encountered and the need for litter in the fast roads and verges to be cleared.				
5.5	To receive an update on Anti-Social Behaviour in the village The Parish Council are continuing to liaise with and support residents together with maintaining contact with the Police and Housing Associations to assist where possible.				
6.	Community Engagement				
6.1	To receive an update on how we intend to engage the Catsfield community. To be deferred to Parish Council meeting on 23rd June 2021.				KC/SS
7.	Recreation Ground (Playing Field, Playground and Pavilion)				
7.1	To receive an update on (and agree how to proceed with) memorial for the late Mike Davey				KR./AS

	It was agreed that the Parish Council would like to proceed with a memorial for the late Mike Davey. Contact had been made with Mrs Davey as to her preferences. Clerk to arrange an informal meeting between Cllr Richards, Cllr Robertson and the local Clubs to discuss this further.	
8. 8.1 8.2	Traffic/Roads/Policing To receive an update on traffic surveys - The Police have been in Catsfield undertaking 2 hour long speed checks , which resulted in a significant number of drivers being pulled over for speeding. To receive an update on Speedwatch - There are plenty of dates in May which are available for Speedwatch Volunteers. All the data obtained during these sessions help support us and the Police with tacking and enforcing speeding issues within our village.	KR
	Items for referral to next agenda / reports / future agenda items / correspondence. - Set up a procedure for Catsfield Parish Council's response to the death of HM The Queen. - Considering Parish boundary for any risks to be added to the Risk Register. (Clerk to obtain Risk Boundary Map)	

Meeting Closed: 21:18hrs

Next Parish Council Meeting to be held on 23rd June 2021 at 7pm in The Village Hall.

Signed:


 23/6/21

 Chairman

Dated:

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