



CATSFIELD PARISH COUNCIL

Minutes of the Meeting
of the Parish Council on

Wednesday 11th May 2022 at 7pm

in Hermon Cottage, Church Road, Catsfield TN33 9DP

Attended by: Cllr K Robertson Chairman

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
The Village Hall, Church Road
Catsfield, East Sussex
TN33 9DP
Phone 07483 306519
Email clerk@catsfieldpc.co.uk
Website www.catsfieldpc.co.uk

Alexandra L Sharp

Item no.	ANNUAL STATUTORY MEETING MINUTES	
1.	Election of Chairman for the ensuing year and to receive their declaration of acceptance of Office RESOLVED: There was one nomination for chairman. Cllr. Robertson was proposed and was elected unopposed.	
2.	Election of Vice-Chairman for the ensuing year Deferred to next Parish Council meeting.	
3.	To receive apologies for absence. Apologies were received from Cllr Fowle and Cllr Richards.	
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 No declarations were received.	
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 £1,217.09	
8.	To review and confirm Risk Register Appendix AGM 8 RESOLVED The Risk Register was received and approved	
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.	To review and adopt Community Helpers Risk Assessment Appendix AGM 13 RESOLVED: The Risk Assessment for Community Helpers was reviewed and adopted.	
14.	To consider and adopt Document Retention Policy Appendix AGM 14 RESOLVED: The policy for dealing with the retention of documents was received and approved.	
15.	To consider and adopt CCTV Policy Appendix AGM 15	

	RESOLVED: The policy for CCTV was received and approved.	
16.	Setting the dates, times and place of ordinary meetings of the full Council for the year ahead as follows:- • 8th June 2022 • 13th July 2022 • 10th August 2022 • 14th September 2022 • 12th October 2022 • 9th November 2022 • 14th December 2022 • 11th January 2023 • 8th February 2023 • 8th March 2023 • 12th April 2023 • 10th May 2023 RESOLVED: The dates for the ordinary meetings of the full Council for the year ahead was agreed.	
17.	To review and agree Members areas of lead responsibility: • Highways and Traffic – Cllr K Robertson • Finance – Cllr K Robertson • Community Pavilion, Playing Field and Play Area – Cllr M Holgate and Cllr D Richards • Community Engagement – Cllr K Curtis • Planning – Cllr K Curtis and Cllr G Curtis • Footpaths – Cllr J Fowle RESOLVED: The lead responsibility areas were reviewed and agreed as detailed above.	
18.	To review and agree member representatives to outside bodies: • RALC – Cllr K Robertson and Cllr M Holgate • ESALC – Cllr K Robertson • Village Hall Committee – Cllr K Robertson	

End of Annual Statutory Meeting

PARISH COUNCIL MEETING AGENDA		
Item	Agenda Item	
1.	To receive apologies for absence. See item 3 page 1	
2.	To approve the minutes of the Parish Council meeting held on 13 th April 2022. RESOLVED: The minutes of the Parish Council meeting held on 13 th April 2022 were agreed and approved. The Chair is authorised to sign the minutes.	
3.	To receive declarations of interest on agenda items. See item 4 page 1	
	Public Questions relevant to items on the Agenda	
4.	Planning and Enforcement	GC/KC
4.1	Planning Applications RR/2022/749/P – Old Kennels, Horns Corner, Catsfield TN33 9DU Outline: Proposed garden building to provide home office. RESOLVED: The Clerk to submit a comment to Rother District Council Planning Dept: The Parish Council have no objections.	
5.	To receive reports from Cllr Kathryn Field (ESCC) and Cllr Gary Curtis (RDC). The following report was received from Cllr Kathryn Field:- • £3.8million received from the Government for the Household Support Fund - 1/3 to Free school meals - 1/3 to disadvantaged OAPs. - 1/3 to other issues i.e. poverty • Transport Authorities have been given a conditional £41 million for improvements to bus services.	KF/GC
6.	To receive and consider the Clerk's Report <u>Appendix 6</u>	AS



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Members of the Public: 0

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Parish Council Meeting Minutes

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12.	Establishing or reviewing the Council's policy for dealing with the press/media <u>Appendix AGM 11</u> RESOLVED: The policy for dealing with the press/media was received and approved.	
13.	To review and adopt Community Helpers Risk Assessment <u>Appendix AGM 13</u> RESOLVED: The Risk Assessment for Community Helpers was reviewed and adopted.	
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6.	To receive and consider the Clerk's Report <u>Appendix 6</u>	AS

7.
7.1

Finance, Audit and Legal
To approve the accounts, payments and finance pack to 30th April 2022 [Appendix 7.1](#)
RESOLVED: The accounts, finance pack and the following payments were approved:-

	Payee	Payment Details	Amount
12/05/2022	Alexandra Sharp	Clerk's Salary for May 2022	£596.40
06/06/2022	HMRC	Clerk's PAYE for May 22	£85.80
12/05/2022	She's Got it Maid	Cleaning @ Pavilion for April 22	£55.00
12/05/2022	Maiden Accountancy	Payroll Services April - June 22	£36.00
12/05/2022	Matt Bumpass	Shelving in Storage/Boiler Room	£326.42
12/05/2022	Streetlights	Streetlight Maintenance Contract pymt 1	£302.50
12/05/2022	John O'Conner	Grass Cutting April 2022	£305.14
12/05/2022	Rialtas	Rialtas Alpha Software and training	£778.80

[Payments by direct debit for authorisation](#)

Payment Date	Payee	Payment Details	Amount
21/04/2022	Eon	Pavilion Electricity Charge - March 2022	£ 40.24
31/04/2022	JM Waste Management	Waste Collections in April 2022	£95.64
04/04/2022	Vodafone	Camera Monthly Service Payment (April)	£4.00
16/04/2022	Sage UK	Sage Software April 2022	£78.00
26/04/2022	Npower	Streetlighting Electricity - March 2022	£177.81
22/04/2022	NPower	Streetlighting Electricity - Jan and Feb 2022	£368.33
16/05/2022	Sage UK	Sage Software May 2022	£78.00

[Payments by debit card pending authorisation](#)

Payment Date	Payee	Payment Details	Amount
26/04/2022	Post Office	2 Books of First Class Stamps	£22.80
26/04/2022	McAfee	Anti Virus protection (annual subscripion)	£84.99
25/04/2022	Hyundai Power	Scarifier and Aerator	£446.50
24/04/2022	Chew Valley Trees	English Oak, Tree Pack and Planting Compost	£401.40
13/04/2022	MuttsButts	Dog waste refill bags	£68.15

7.2

To receive and approve the bank statement [Appendix 7.2a](#) and reconciliation [Appendix 7.2b](#) and balance sheet [Appendix 7.2c](#) to 30th April 2022.
RESOLVED: The bank statement, reconciliation and balance sheet

7.3

To approve Provision for Public Rights form [Appendix 7.3](#)
RESOLVED: The Provision for Public Rights was approved.

7.4

To review and approve the Effectiveness of Internal Audit Procedures [Appendix 7.4](#)
RESOLVED: The Effectiveness of Internal Audit Procedures was reviewed and approved.

8.
8.1

[Recreation Ground \(Playing Field, Playground and Community Pavilion\)](#)
To receive the summary of monthly recreation ground inspections.
RESOLVED: The summary of monthly recreation ground inspections were received. The recent break into the toilet block was noted and it was agreed for the Clerk to ask the Parish Council Contractor to undertake remedial works and install a new lock on the door.

8.2

To receive quotation and confirm positioning for the planting of English Oak
To be deferred to June meeting

9.
9.1

[Open Spaces/Pathways](#)
To receive and consider quotation from Parish Council Contractor for works to bus shelters
Not yet received

10.
10.1

[Community Engagement](#)
To receive an update on the arrangements and format of the Parish Assembly on 17th May 2022.
RESOLVED: The Parish Assembly arrangements and format was discussed and agreed. The Clerk to purchase refreshments.

10.2

To receive update on the planning of village celebrations for HRH The Queens Platinum Jubilee in May 2022
RESOLVED: Plans have been finalized and everything is in place in readiness for the celebrations. The tree is to be delivered on 24th May 2022 for the Tree Planting Ceremony for the Queens Green Canopy on Friday 3rd June 2022.

AS/KR

AS/KC

	Items for referral to next agenda / reports / future agenda items / correspondence.	

Meeting Ended at 20:12pm

Next Parish Council Meeting is to be held at
7pm on Wednesday 8th June 2022 in Hermon Cottage.

Signed:

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Chairman

Dated:

..... 8/6/2022