



CATSFIELD PARISH COUNCIL

Minutes of Catsfield Parish Council Meeting

Held On Wednesday 17th May 2023 at 7pm

in Hermon Cottage, Church Road, Catsfield TN33 9DP

In attendance: Cllr Keith Robertson, Cllr Martin Holgate, Cllr Sharon Harris and Cllr Sarah Jacques. Also in attendance Alexandra Sharp, Clerk and District Councillor Chas Pearce.
Members of the public: 1

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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 RESOLVED: There was one nomination for vice-chairman. Cllr. Holgate was proposed and was elected unopposed.	
3.	To receive apologies for absence. Apologies were received from County Cllr Kathryn Field	
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.	Co-option of Councillor – To consider any Co-option requests No co-option requests were received.	
5.	To review and adopt Standing Orders <u>Appendix AGM 5</u> RESOLVED The Standing Orders were received and adopted.	
6.	To review and adopt Financial Regulations. <u>Appendix AGM 6</u> RESOLVED: The Financial Regulations were received and adopted.	
7.	Review quotations and confirmation of arrangements for insurance cover <u>Appendix AGM 7</u> RESOLVED: Two quotations were received and it was agreed to remain with our current insurers, Zurich at the premium of £1,286.19 on a 3 years LTA.	
8.	To review and confirm Risk Register <u>Appendix AGM 8</u> RESOLVED: The Risk Register was reviewed and confirmed.	
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 <u>Appendix AGM 10</u> RESOLVED: The Complaints Procedure was received and adopted.	
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 <u>Appendix AGM 11a and 11b</u> 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 <u>Appendix AGM 12</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 Community Helpers Risk Assessment was reviewed and adopted.	
14.	To review and adopt Document Retention Policy <u>Appendix AGM 14</u> RESOLVED: The Document Retention Policy was reviewed and adopted.	
15.	To review and adopt CCTV Policy <u>Appendix AGM 15</u> RESOLVED: The CCTV Policy was reviewed and adopted.	

	21 June 2023 • 12th July 2023 • 9th August 2023 • 20th September 2023 • 11th October 2023 • 8th November 2023 • 13th December 2023 • 10th January 2024 • 14th February 2024 • 13th March 2024 • 10th April 2024 • 8th May 2024 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: • Open Spaces Cllr Martin Holgate • Highways and Traffic Cllr Keith Robertson • Finance Cllr Keith Robertson • Community Pavilion, Playing Field and Play Area Cllr Sarah Jacques • Parish Council website The Clerk • Community Engagement Cllr Sarah Jacques and Cllr Sharon Harris • Planning This will no longer be lead by an individual councillor, instead the planning application sites will be visited by Councillors on a rotational basis and reported to Parish Council at the next meeting for discussion. • Pathways This this no longer be lead by an individual councillor, instead will be dealt with by the Parish Council as a whole.	
18.1	To review and agree member representatives to outside bodies: • RALC Cllr Keith Robertson and Cllr Sarah Jacques • ESALC Cllr Keith Robertson • Village Hall Committee Cllr Martin Holgate	
18.2	Confirm parish council representation for RALC As above in 18.1	

End of Annual Statutory General Meeting

PARISH COUNCIL MEETING AGENDA		
Item	Agenda Item	
1.	To receive apologies for absence. Apologies were received from County Cllr Kathryn Field	
2.	To approve the minutes of the Parish Council meeting held on 12th April 2022. RESOLVED: The Minutes of the Parish Council meeting held on 12th April 2023 were approved. The Chair is authorised to sign the minutes.	
3.	To receive declarations of interest on agenda items. No declarations of interest were received.	

4.	Planning and Enforcement <u>Planning Applications</u>	GC/KC
4.1	RR/2023/504/P Parkgate Manor, Catsfield TN33 9DT Outline: Conversion of outbuilding to create 2 bedroom dwelling, with associated landscaping & access. RESOLVED: The Parish Council to submit the following comment to Rother District Council Planning Dept: The Parish Council have no objections.	
4.2	RR/2023/767/P Crowhurst Lane - Land east of, Catsfield/Crowhurst Outline: Use of land as a natural burial ground. RESOLVED: The Parish Council to submit the following comment to Rother District Council Planning Dept: The Parish Council object to this application for the following reasons: • Lack of Governance • Entrance to the site is on a dangerous corner • Requires a planning Risk Assessment • Site safety issues • History of landslips at the site • There is a footpath through the site • The site slopes to the stream • There doesn't appear to be a good case for this application.	
4.3	RR/2023/818/P Henley Down Farm, Watermill Lane, Henley Down, Catsfield TN33 9BN Outline: Demolition of a garage and ancillary outbuilding and replacement with a new garage and annexe. RESOLVED: The Parish Council to submit the following comment to Rother District Council Planning Dept: The Parish Council have no objections.	
4.4	RR/2023/819/L Henley Down Farm, Watermill Lane, Henley Down, Catsfield TN33 9BN Outline: Demolition of a garage and ancillary outbuilding and replacement with a new garage and annexe. RESOLVED: The Parish Council to submit the following comment to Rother District Council Planning Dept: The Parish Council have no objections.	
4.5	RR/2023/720/P The Old Rectory, Church Road, Catsfield TN33 9BG Outline: Proposed addition of roof lantern and solar panels to main house, alterations to the cottage, and replacement/re-siting of oil tank. RESOLVED: The Parish Council to submit the following comment to Rother District Council Planning Dept: The Parish Council have no objections.	
4.6	Re - Consultation for RR/2023/217/P at The Normanhurst Estate To consider necessary steps/further comments in relation to the additional ecological information supplied by the applicant for this application. RESOLVED: The Parish Council to submit the following comment to Rother District Council Planning Dept: With reference to the recent reply by Greystoke to the comments submitted by the Parish Council. The Parish Council's previously lodged strong objection remains to be correct. There is nothing in the reply from Greystoke that changes our view. We consider that the reply from Greystoke, as was the initial application, is unsubstantiated nonsense. They appear to be attempting to describe their application as positive by adopting a strategy of communicating unsubstantiated "facts" in a similar vein to that of Vladimir Putin. Nonsense.	
4.7	RR/2023/217 /R TPO439 Recent Felling Frickley Hollow To consider any actions by the Parish Council in support of Dr Feltwell's Report RESOLVED: The Parish Council to submit a response to RDC following Dr Feltwell's Report full supporting the contents of the report and requesting confirmation from RDC that the felling will be fully investigated and action will be taken should it be found that unlawful tree felling has taken place.	
4.8	To receive an update on the draft correspondence to RDC in relation to the Local Plan meeting A draft letter to RDC is in the process of being drafted.	
5.	To receive reports from County Councillor (ESCC) and District Councillor (RDC). Due to the elections there were no substantial updates from ESCC or RDC	KF/GC
6.	To receive and consider the Clerk's Report Appendix 6 The Clerk's Report was received and noted.	AS
7.	Finance, Audit and Legal	AS/KR
7.1	To approve payments Appendix 7.1 and to note that the month end finance pack to 30 April 2023 will be available to be reviewed at June Parish Council meeting RESOLVED: The following payments were approved	

18/05/2023	A.Sharp	Clerk Salary	£718.20
06/06/2023	HMRC	Clerk PAYE	£ 9.00
18/05/2023	Streetlights	Replacement of Streetlamp	£420.00
18/05/2023	Rialtas	Software Support and Licence for 1 yr	£204.26
18/05/2023	Rialtas	Making Tx Digital Subs	£ 97.13
19/04/2023	SLCC	Membership Fee	£139.00
17/04/2023	Castle Water	Pavilion Water Useage	£ 73.54
01/05/2023	LitterBins.co.uk	Heavy DutyDog waste bin	£658.74
24/02/2023	NPOWER	Streetlighting Elec January 23	£121.54
13/04/2023	Streetlights	Maintenance Contract 1/2	£317.62
05/04/2023	JM Waste	Waste Collections - April 23	£ 76.44
24/05/2023	Eon	Pavilion Electricity - April 23	£ 50.26
18/05/2023	ShesGotItMaid	Invoice February, March and April 2023	£185.00
26/04/2023	NPOWER	Streetlighting Elec March 23	£116.94
10/04/2023	John O'Conner	Grass Cuts at Recreation Grnd - April 23	£348.89

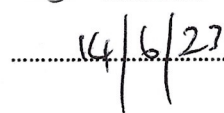
7.2	To approve the draft AGAR Form and figures Deferred to Parish Council meeting on 14 June 2023	
7.3	To review and approve the Effectiveness of Internal Audit Procedures <u>Appendix 7.4</u> RESOLVED: The Effectiveness of Internal Audit Procedures was reviewed and approved.	
7.4	To approve new councillor training for new councillors RESOLVED: New Councillor Training for new councillors was approved.	
8.	Recreation Ground (Playing Field, Playground and Community Pavilion)	DR/AS
8.1	To receive the summary of monthly recreation ground inspections. A summary of inspections was received and it was agreed to delegate a month of inspections to each member to then report back to council at the next Parish Council meeting.	
8.2	To consider request to apply for Grass Pitch Maintenance Fund <u>Appendix 8.2</u> RESOLVED: The request was considered but it was resolved not to apply for this at this time.	
8.3	To consider request from Catsfield Play Group RESOLVED: The request was considered and it was agreed for Cllr Jacques to liaise with Play Group to establish the extent of their requirements.	
8.4	To consider and approve the quotation for the installation of the new dog waste bin <u>Appendix 8.4</u> RESOLVED: The quotation was considered and approved.	
9.	Open Spaces/Pathways	MH/JF
9.1	To receive an update on the repainting of disabled bays It was noted that this has not yet been done. The Clerk will chase East Sussex Highways for an update.	
9.2	To receive an update on the replacement dog waste bins It was noted that the large replacement bin for the recreation ground has been ordered and will be delivered in due course. It was agreed that the Clerk would ask Greystoke landowner to install a larger dog waste bin down on the 1066 Track as it is on their land.	
10.	Traffic/Roads/Policing	KR
10.1	To receive an update on traffic surveys and Speedwatch RESOLVED: Cllr Robertson gave the following update:- Community Speedwatch is active in Catsfield this week due to Project Edward.	
11.	Community Engagement	KC
11.1	To receive an update on the Village Survey RESOLVED: It was noted that the Village Survey is still on the Parish Council website and it was agreed for the Clerk to put a post on Facebook	
11.2	To agree the next steps in producing a strategic plan RESOLVED: It was agreed to progress this further now and to use the feedback from the Village Survey once more residents have completed this. Again, the Clerk to post weekly reminders on Facebook to prompt more response and also for the Chair to encourage completion of the survey and sign-ups to our communications group at the Parish Assembly.	
	Items for referral to next agenda / reports / future agenda items / correspondence.	

Next Parish Council meeting will be held
on Wednesday 14th June 2023 at 7pm in Hermon Cottage.

Signed:

 Chairman

Dated:

 14/6/23