



CATSFIELD PARISH COUNCIL

Minutes of Catsfield Parish Council Meeting

Held on Wednesday 14th June 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 County Councillor Kathryn Field and District Councillor Chas Pearce. Members of the public: 1

The Clerk:
Mrs Alexandra Sharp
The Village Hall, Church Road
Catsfield, East Sussex
TN33 9DP
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Alexandra L Sharp

PARISH COUNCIL MEETING AGENDA	
Item	Agenda Item
1.	To receive apologies for absence. No apologies were received.
2.	To approve the minutes of the Parish Council meeting held on 17th May 2023. RESOLVED: The Minutes of the Parish Council meeting held on 17 th May 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.
	Public Questions relevant to items on the Agenda
4.	Planning and Enforcement
	Planning Applications
4.1	RR/2023/1045/P Wylands Farm, Powdermill Lane, Catsfield TN33 OSU Outline: Retention of 6 timber glamping pods and an ancillary outbuilding providing toilet and washing facilities (Retrospective) RESOLVED: The Parish Council to submit the following comment to Rother District Council Planning Dept: The Parish Council object to this application. Whilst we do not have an issue with the proposed pods themselves we consider this an inappropriate development in a sensitive site within the AONB
4.2	RR/2023/757/P Wylands Farm, Powdermill Lane, Catsfield TN33 OSU Outline: Variation of condition 15 (hours of operation) imposed on planning permission RR/2021/498/P to extend hours of operation of the Café/Visitor Centre. RESOLVED: The Parish Council to submit the following comment to Rother District Council Planning Dept: The Parish Council object for the following reasons: Light pollution. This would be a step that would lead to a substantial amount of weddings and other events that would cause night time noise nuisance. Approval of this application would not be conserving and enhancing the AONB.
4.3	RR/2023/1125/P Henley Down House, Watermill Lane, Henley Down, Catsfield TN33 9BN Outline: Conversion of self contained ancillary living unit to detached dwelling with new pitch roof and associated facilities. RESOLVED: The Parish Council to submit the following comment to Rother District Council Planning Dept: The Parish Council have no objections.
4.4	To consider the PC address to the RDC planning meeting ref Normanhurst on 24 th July 2023. RESOLVED: It was confirmed that the Chairman will attend and speak on behalf of the Parish Council.
4.5	To consider correspondence from Dr Feltwell re Local Green Space <u>Appendix 4.5a</u> and TPO Renewal <u>Appendix 4.5b</u> RESOLVED: Correspondence from Dr Feltwell was received and noted and it was agreed to pass thanks and support from the Parish Council to Dr Feltwell and that we hope he is successful in his application for The Normanhurst Estate to be a Local Green Space. Furthermore it was agreed that the Clerk will email RDC to support Dr Feltwells comments re TPO on Normanhurst Estate and to also request that the TPO is made permanent.
4.6	To consider starting a Neighbourhood Plan RESOLVED: It was agreed to set up a public meeting to take place sometime in July 2023 to establish what support we are likely to receive for a Neighbourhood Plan, as without the required manpower we are unable to proceed.
5.	To receive reports from County Councillor Kathryn Field (ESCC) and District Councillor Chas Pearce (RDC). The following report was received from County Cllr Kathryn Field:

KR/SJ

KF/CP

- ESCC have launched a Flexibus Service, and there has been positive feedback on this so far. Further details can be found online at <https://www.eastsussex.gov.uk/roads-transport/public/flexibus>
- Belfour Beatty have now taken over the repairs for roadworks for ESCC. The pothole repair quality should now be much better. BB are taking photographic evidence of the quality of repairs before, during and after the repair for reference.
- Dog Control consultation has launched.
- Village Hall decarbonisation Meeting was held today at RDC.

District Councillor Chas Pearce reported the following:

- He has now attended 2 RDC meetings and lots of training for his role and can report that so far he has been delighted with RDC Officers professionalism and knowledge.
- The planning application in relation to a new natural burial ground (RR/2023/767/P) has been called in to committee.
- RDC have an in-house Maintenance Team for Rother who deal with actions like installation of bins, fixing of seats/benches etc.
- Lorna Ford is the current stand-in Chief Executive of RDC following the departure of Malcolm Johnson.

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 the accounts and finance pack to 30th April 2023 [Appendix 7.1](#)

RESOLVED: The accounts and finance pack to 30 April 2023 were reviewed and approved.

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 2023.

AS/KC

RESOLVED: The bank statement, reconciliation and balance sheet to 30th April 2023 was reviewed and approved.

7.3 To approve the accounts, payments and finance pack to 31st May 2023 [Appendix 7.3](#)

RESOLVED: The accounts and finance pack to 31 May 2023 were reviewed and approved and the following payments were approved:-

<u>Payments by Bank Transfer paid pending authorisation</u>			
Payment Date	Payee	Payment Details	Amount
<u>Payments by Bank Transfer pending authorisation</u>			
	Payee	Payment Details	Amount
15/06/2023	Rialtas	Year End Closedown	£906.00
15/06/2023	John O'Conner	Grass Cuts - May 2023	£348.89
15/06/2023	Zurich	Parish Council Insurance renewal	£1,286.19
15/06/2023	Alexandra Sharp	Salary - June 2023	£718.20
06/07/2023	HMRC	PAYE - June 2023	£9.00
<u>Payments by direct debit for authorisation</u>			
Payment Date	Payee	Payment Details	Amount
30/05/2023	BT	Quarterly BT Bill	£ 348.25
30/05/2023	Castle Water	Pavilion Water Bill	£5.00
30/05/2023	JM Waste Management	Waste Collection - May 2023	£76.44
06/06/2023	Eon Next	Pavilion Elec - May 23	£59.98
21/04/2023	Eon Next	Pavilion Elec - Part April	£3.18
15/04/2023	McAfee	Anti Virus Subscription	£95.99
28/06/2023	JM Waste Management	Waste Collection - June 2023	£76.44
<u>Payments by debit card pending authorisation</u>			
Payment Date	Payee	Payment Details	Amount
22/05/2023	Tesco	Refreshments for Parish Assembly	£98.10
30/05/2023	Currys	Laptop data recovery	£133.49
30/05/2023	Currys	New Laptop	£398.99

7.4 To receive and approve the bank statement [Appendix 7.4a](#) and reconciliation [Appendix 7.4b](#) and balance sheet [Appendix 7.4c](#) to 31st May 2023.

RESOLVED: The bank statement, reconciliation and balance sheet to 31st May 2023 was reviewed and approved.

7.5 To receive and note the Internal Audit Report [Appendix 7.5](#)

RESOLVED: The Internal Audit Report was received and it's contents noted.

7.6 To approve the AGAR Form and figures [Appendix 7.6](#)

RESOLVED: The Annual Governance Statement for 2022-23 was approved by Members and signed by the Chairman

The Accounting Statement presented and signed by the RFO for 2022-23 was approved by Members and signed by the Chairman

7.7	To approve Provision for Public Rights form <u>Appendix 7.7</u> RESOLVED: The Provision for Public Rights form was approved.	
7.8	To consider and agree councillor online banking mandate RESOLVED: The banking mandate was considered and it was agreed for Cllr Sarah Jacques to be added to the mandate and have online banking access for approval of payments.	
8.	Recreation Ground (Playing Field, Playground and Community Pavilion)	SJ
8.1	To receive the summary of recreation ground inspections through May. RESOLVED: It was noted that there are a number of dead branches in the trees and it was agreed to ask Rikki Sharp to quote for the assessment and, if necessary removal of these.	
8.2	To consider necessary actions following report of suspected Japanese Knotweed <u>Appendix 8.2</u> It was agreed that Cllr Holgate would visit the site and report back to the Clerk with his findings.	
9.	Open Spaces	MH
10.	Traffic/Roads/Policing	KR
10.1	To receive an update on traffic surveys and Speedwatch	
10.2	RESOLVED: The following update was received from Cllr Robertson:	
10.3	During a recent Speed Watch Session (attended also by 2 members of Sussex Police), in 90 minutes 34 cars were caught exceeding the speed limit, 10 of which were travelling over 40pmh and the fastest travelling at 50mph. To consider steps required to reduce speed limit through the village to 20mph RESOLVED: This was considered and it was noted that at this stage reducing the speed limit to 20mph was not attainable for the moment as cars need to be recorded to be travelling at 20mph before this is considered by ESH. To consider applying for a 30mph limit North of the Village and note correspondence received in relation to speeding issues <u>Appendix 10.3a and 10.3b and 10.3c</u> RESOLVED: The correspondence received was noted to be alarming and supportive of our case to reduce the speed limit to 30mph north of the village. It was agreed that we would apply for this speed limit reduction and use CIL money to help with funding this.	
11.	Community Engagement	SJ/SH
11.1	To receive an update on the Village Survey It was agreed for the Parish Council to promote the survey on Facebook on a weekly basis until the next PC meeting.	
11.2	To update the strategic objectives of the Council It was agreed that this would be revisited following the results of the village survey at the next meeting.	
	Items for referral to next agenda / reports / future agenda items / correspondence.	

Next Parish Council meeting will be held
on Wednesday 12th July 2023 at 7pm in Hermon Cottage

Signed:

Chairman

Dated:

12 July 2023