



CATSFIELD PARISH COUNCIL

Minutes of the Parish Council Meeting held on
13th May 2020 via Zoom Video Conferencing

(Recorded for Parish Council records)

Attended by Cllr Hodgson - Chairman, Cllr Thomas - Vice Chairman

Cllr. Scott, Cllr. Holgate, Cllr Robertson, Cllr Richards, Cllr Curtis

Also, in attendance: Clerk Alexandra Sharp,

District Councillor Gary Curtis, County Councillor Kathryn Field and Dr Sarah Jacques.

The Clerk:
Mrs Alexandra Sharp
The Village Hall, Church Road
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PARISHIONERS, OTHER MEMBERS OF THE PUBLIC, AND PRESS HAVE A RIGHT AND ARE WELCOME AND ENCOURAGED TO ATTEND. The press and members of the public are reminded that they must remain silent when the meeting is in progress in accordance with The Public Bodies (Admission to Meetings) Act 1960.

Please contact the Clerk for Meeting ID and Password to join the meeting on Zoom.

The chairman may at his discretion and at a convenient time in the transaction of business, adjourn the meeting to allow any members of the public to address the meeting in relation to an agenda item.

PARISH COUNCIL MEETING MINUTES	
Item	Agenda Item
1.	To receive apologies for absence. No apologies were received.
2.	Exclusion of Press and Public <i>That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.</i>
3.	To approve the minutes of the Parish Council meeting held on 8th April 2020 held by Zoom Video Communications. RESOLVED: That the chair of the meeting is authorised to sign the Minutes for the meetings of 8 th April 2020.
4.	To receive declarations of interest on agenda items. Cllr Hodgson declared an interest in item 6.1 – Claim re Parkgate Bungalows: as a relative of the claimant.
5.	To receive reports from Cllr Kathryn Field (ESCC) and Cllr Gary Curtis (RDC). County Cllr Kathryn Field reported that the County Council met yesterday, 12 th May 2020 via Skype. It has been decided to abandon the Local Authority Adoption Panels and this will now be dealt with on a sub-regional basis, without elected members on the panels at present. There will be an annual report of the Corporate Parenting Panel to scrutinise – but scrutiny will be limited. Furthermore there are now two budgets running parallel, one earmarked for mitigating the effects of COVID19 and one usual budget. A working party has been set up to deal with the cycling/walking initiative and requirements to help facilitate designating cycle tracks and footways during the COVID19 pandemic. District Cllr Gary Curtis reported that Rother District Council's opening hours will revert back to 9am to 5pm again as of 20 th May 2020 and that as of yesterday, 12 th May 2020 Planning and Enforcement Departments have resumed business, subject to the current COVID19 guidelines. Cllr Curtis reported further that there have been no parking fees incurred in car parks in Rother during the pandemic but a fee will be payable for Rother car parks from 19 th May 2020.
6.	Actions – Outstanding and on-going
6.1	To receive an update on the claim regarding subsidence at 1 Parkgate Bungalows, East Sussex TN33 9DH Nothing to report
7.	Planning matters
7.1	To consider response to planning applications received as well as those received after this agenda has been published. RR/2020/458/P - Covertside Powdermill Lane Battle, Catsfield TN33 0SZ Outline: Variation of condition 2 on RR/2016/160/P to remove link and relocate garage/studio away from main dwelling.

RESOLVED: To submit the following comment to Rother DC Planning: Parish Council has no objections to the application subject to the garage being tied to the property so that it cannot be sold separately.

8. Catsfield Community Helpers

- 8.1 To receive an update on Catsfield's Community Helpers**
Nothing to report

9. Finance, Audit and Legal

- 9.1 To approve and accept the following payments:**

<u>Payments by cheque pending authorisation</u>			
Cheque No.	Payee	Payment Details	Amount
<u>Payments by Bank Transfer pending authorisation</u>			
Payment Date	Payee	Payment Details	Amount
28/04/2020	Alexandra Sharp	Clerk's Salary for May 2020	£478.55
06/05/2020	HMRC	Clerk's PAYE for May 2020	£ 79.00
15/05/2020	East Sussex County Council	Parish Council's Urban Grass Cuttings	£478.80
15/05/2020	Simon P. Goacher	P.A.Y.E Agent fees	£ 83.32
<u>Payments made by direct debit paid for authorisation</u>			
Payment Date	Payee	Payment Details	Amount
24/03/2020	Eon	Monthly Electricity Charges for April 2020	£46.33
<u>Payments by direct debit pending authorisation</u>			
24/03/2020	Eon	Monthly electricity Charges for May 2020	£TBC
<u>Payments paid by cheque awaiting authorisation</u>			
Payment Date	Payee	Payment Details	Amount

RESOLVED: All payments were approved.

- 9.2 To receive the monthly statement of accounts to March 2020**

RESOLVED: The monthly statement of accounts were received.

- 9.3 To receive the bank reconciliation to March 2020**

RESOLVED: The bank reconciliation was received.

- 9.4 To receive the monthly statement of accounts to April 2020**

RESOLVED: The monthly statement of accounts were received.

- 9.5 To receive the bank reconciliation to April 2020**

RESOLVED: The bank reconciliation was received.

Meeting suspended at : 19:33pm due to Zoom Communications time limitations

Meeting resumed at : 19:35pm

- 9.6 Financial Year End 31st March 2020**

- a. To receive and approve the Final Accounts for the year ended 31st March 2020 (to include the earmarked reserves)**

The Final Accounts were received and approved.

- b. To approve the end of year Bank Reconciliation**

The end of year Bank Reconciliation was received and approved.

- c. To receive the Internal Audit Report**

Due to current COVID19 restrictions the internal audit has not yet been undertaken but is booked for Wednesday 27th May 2020.

- d. To perform an annual review of the 'Effectiveness of the system of internal control'**

The review of the 'Effectiveness of the system of internal control' was deferred until Parish Council's June 2020 meeting, post internal audit.

- e. To approve the Annual Governance Statement**

The Annual Governance Statement was received, and approval was deferred until Parish Council's June 2020 meeting, post internal audit.

- f. To consider and approve the Accounting Statements**

The Accounting Statements were received, and approval was deferred until Parish Council's June 2020 meeting, post internal audit.

- 9.7 To receive and consider Parish Council insurance renewal quotes.**

	Insurance renewal quotes were received and considered. Parish Council were awaiting renewal documentation from existing insurer, Zurich. It was agreed to remain with Zurich, and approve their renewal figure - subject to their renewal premium being no more than £1,4000. Clerk to chase Zurich for the renewal documentation and circulate.
10.	Playing Field and Pavilion
10.1	To discuss liming the playing field, verti-draining and clearance of the ditches. It was agreed for the Clerk to obtain quotations for verti-draining, liming and clearance of the ditches from John O'Conner and Martin Gurr.
10.2	To discuss the fees of the sports clubs It was agreed that all Clubs would be offered a 50% discount on this year's hire fees due to the current restrictions in the current pandemic. Pass+Move - Parish Council are not able to accommodate the additional sessions on a Saturday afternoon as requested by Pass+Move. The increase hire fees for the coming season are as set out in the Agreement sent to Pass+Move in April.
10.3	To receive any other updates It was reported that there has been some vandalism at the Pavilion to include the men's toilet door and also the shed door. Cllr Hodson to liaise with Yan in relation to repair. Cllr Richards to obtain prices for CCTV to be in place in order to deter future vandalism instances. The Play Area was inspected, all equipment within the play area was in working order. It was noted that there was not dog waste around. Everything was in good working condition. Cllr Richards confirmed that he has now fixed the zipwire and also repaired the gate. Cllr Scott to make a sign stating that the play area is currently closed.
11.	Items for referral to next agenda / reports / future agenda items / correspondence. Cllr Robertson requested the following items be added to the agenda for the Parish Council meeting in June 2020:- • To consider the purchase of a Black Cat radar box to measure traffic volume and speeds. (no registrations) at a cost of £2,500. • To consider setting up a 5 year plan.
12.	To consider any urgent items and agree actions, at the discretion of the Chairman, which cannot be held over to the next meeting.

Next meeting on Wednesday 12th June 2020 at 7pm.

Chairman: C. E. Redzser Date: 10 Jun 20