



CATSFIELD PARISH COUNCIL

Minutes of Catsfield Parish Council Meeting
held on Thursday 23rd May 2024 at 7pm

in the Village Hall, Church Road, Catsfield, TN33 9DR

In attendance: Cllr Keith Robertson, Cllr Sharon Harris and Cllr Martin Holgate.

Also in attendance: Vicki Rutt – Locum Clerk

Locum Clerk & RFO: Mrs Vicki Rutt
The Village Hall, Church Road
Catsfield, East Sussex
TN33 9DP
Phone 07483 306519
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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. All Cllrs signed the acceptance of office book. Cllr Jacques will sign it outside of the meeting, witnessed by the Clerk.	
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 and accepted from Cllr Jacques, Cllr Field and Cllr Pearce.	
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. Discussions on a new advert to show the positives of being a Cllr. Clerk will action this. Action.	
6.	To review and adopt Standing Orders RESOLVED The Standing Orders were received and adopted.	
7.	To review and adopt Financial Regulations. RESOLVED: The Financial Regulations were received and adopted.	
8.	To review and confirm Risk Register RESOLVED: The Risk Register was reviewed and confirmed. Clerk to look at the Legionnaires process for the Pavilion and add to the register. Action.	
9.	Review of the Council's and/or employees' memberships of other bodies. a. RALC -RESOLVED: To continue being a member of RALC. b. East Sussex ALC Ltd & NALC - RESOLVED: To continue being a member of ESALC. c. Society of Local Council Clerks - RESOLVED: Clerk currently has an existing membership. At the renewal stage next year, this will be looked at.	
10.	Review and adopt the Council's following key documents a. Handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 b. Council's complaints procedure c. Council's policy for dealing with the press/media d. Document Retention Policy e. CCTV Policy All the above policies were reviewed, RESOLVED and ADOPTED.	
11.	Setting the dates, times and place of ordinary meetings of the full Council for the year ahead as follows:- A discussion was had about the day of the week being difficult for some Councillors and the hall not being available on a Wednesday if needed. It was agreed that the meetings will now be held on the 3 rd Thursday of each month at 19:00. Dates below for 2024/25: Tuesday 18 th June [<i>this is staying as a Tuesday as Local Plan presentation</i>] Thursday 18 th July No meeting in August Thursday 19 th September	

	Thursday 17th October Thursday 21st November Thursday 19th December Thursday 16th January Thursday 20th February Thursday 20th March RESOLVED: The dates for the ordinary meetings of the full Council for the year ahead was agreed.	
12.	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 and Cllr Sharon Harris	
13.	To review and agree member representatives to outside bodies: • RALC Cllr Keith Robertson and Cllr Sharon Harris • ESALC Cllr Keith Robertson • Village Hall Committee Cllr Martin Holgate	

End of Annual Statutory General Meeting

PARISH COUNCIL MEETING MINUTES		
Item		
1.	To receive apologies for absence. Apologies received and accepted from Cllr Jacques, Cllr Field and Cllr Pearce.	
2.	To approve the minutes of the Parish Council meeting held on the 17th April 2024 RESOLVED: The minutes were approved and signed.	ALL
3.	To receive declarations of interest on agenda items. There were no declarations of interest.	
4.	Public Questions relevant to items on the agenda There were no public questions.	
5.	To receive reports from County Cllr Kathryn Field (ESCC) & District Cllr Chas Pearce (RDC) No reports for this meeting.	
6.	Planning and Enforcement There were no planning applications to discuss. The planning application for the land behind the White Hart was discussed and no reasons known why the application has been withdrawn.	
7.	To receive and consider the Clerk's Report - Appendix 7 The Clerk's report was received, and updates noted by Cllrs. Clerk is going to change the format into an action log so Cllrs can see each month an update on each outstanding action. Action.	Clerk
8.	Finance, Audit and Legal 8.1 To approve the accounts payments and finance pack to 30th April 2024 Appendix 8.1 RESOLVED: The accounts and finance pack to 30th April 2024 and the following payments were reviewed and approved as shown in Appendix A. 8.2 To receive and approve the bank statement, reconciliation and balance sheet to 30th April 2024. RESOLVED: The bank statement, reconciliations and balance sheet to 30th April 2024 was reviewed and approved. 8.3 To approve the Asset Register RESOLVED: The Asset register was reviewed and approved. 8.4 To receive and note the Internal Audit Report RESOLVED: The Internal Audit report for 2023/24 was received and noted.	Clerk / KR

8.5	To approve the AGAR form and figures for 2023/24 RESOLVED: The AGAR form and figures for 2023/24 were reviewed and agree. The Clerk and Chairman signed the paperwork ready for submission to the external auditor. Action.	
8.6	To approve the Provision for Public Rights form RESOLVED: The dates were agreed for the Public Rights.	
8.7	To note and approve insurance renewal RESOLVED: The insurance renewal quote was reviewed and agreed. Payment to be made this week. Action.	
9.	Recreation Ground (Playing Field, Playground and Community Pavilion)	
9.1	To receive the summary of recreation ground inspections through April 2024. The rota was discussed, and it was agreed the Clerk will re-do an inspection rota and bring it to the June meeting. Action. It was agreed that a monthly inspection is adequate, and the Clerk will put up laminated signs asking for users of the playground to report any safety concerns to her. Action. Cllr Robertson raised a concern about a missing tile on the Pavilion roof, Clerk to liaise with Parker & Sons for a quote. Action.	
9.2	To consider a request for the recreation ground for regular football training The request was discussed but more information is needed prior to a decision so the resident will be asked to attend the June meeting. Action.	
9.3	To consider the hiring of the Pavilion and charges Discussion was had and it was agreed that there is not a real need for this at the moment and not enough Cllrs to manage this, so the decision was made to have no hiring of the Pavilion at this current time.	
10.	Community Engagement	SJ/SH
10.1	Action plan for communications going forward A discussion was had that the draft strategy plan drawn up by Cllrs now needs to be shared with the Community and discussions on planning for the future. It was agreed that this event will be arranged for after the summer. Clerk to add to her action log to ensure this happens. Action.	ALL
11.	Road safety and Policing	Clerk
11.1	To receive an update on the request for speed limit charges to the North of the village Discussion was held about the recent results from the speed survey. The averages speeds were between 35-40. It was agreed that the Council would pay the additional money to have an engineer analyse the data and give the Council the options available to them. It was noted that a sign has been put up by Highways showing they are installing double yellow lines at the junction of The Green and Church Road. Cllr Robertson asked the Clerk to liaise with Highways about arranging a SLR meeting and identifying who the steward is. Action.	
11.2	To discuss going out to advert for more Speedwatch volunteers Cllr Robertson reported that more sessions will commence in July 2024, and it was agreed that the Clerk would do a CANVA advert for Speedwatch volunteers. Action.	
12.	Staffing	KR
12.1	To receive update on the recruitment of the new Clerk Cllr Robertson thanked the Clerk for hitting the ground running and getting on with it. It was discussed and the Locum Clerk would like to stay in post as the permanent Clerk. It was agreed that she would liaise with eSALC about the process and all being well, an agenda item will be placed on the June meeting for her official appointment with a start date of the 1 st July. Action.	
13.	Items for referral to next agenda / reports / future agenda items / correspondence. It was agreed that it needed to be published widely that after the PC meeting on the 18 th June, there is a presentation on the Local Plan. Clerk will advertise this and provide a link with the map and the proposed plan for 60 houses. Action.	

Next Parish Council meeting will be held
on Tuesday 18th June 2024 at 18:30 and then the Local Plan presentation will be held.

Signed:

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Chairman

Dated:

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Appendix A

<u>Payments by Debit Card <i>paid</i> pending authorisation</u>			
Payment Date	Payee	Payment Details	Amount
07.05.24	Microsoft 365	Renewal for Catsfield Archive Group	£ 59.99
<u>Payments by Bank Transfer pending authorisation</u>			
Payment Date	Payee	Payment Details	Amount
16.05.24	John O'Connor	Grass cutting for April 2024	£ 211.63
16.05.24	Victoria Robertson	Pavilion cleaning + material expenses	£ 54.50
16.05.24	ESALC Ltd	2024/25 ESALC and NALC subs	£ 254.99
16.05.24	Battle Building Company	Removal and disposal of goal post	£ 45.00
16.05.24	Vicki Rutt	Locum services 15th April - 3rd May	£ 1,310.40
16.05.24	Streetlights	Maintenance contrat	£ 317.62
<u>Payments by direct debit for authorisation</u>			
Date	Payee	Payment Details	Amount
23.04.24	e-on	Electricity for Pavilion March 2024	£ 66.68
25.04.24	n-Power	Streetlights	£ 257.74
29.04.24	JM Waste	Monthly charge April 2024	£ 76.44