



CATSFIELD PARISH COUNCIL

Minutes of Catsfield Parish Council Meeting
Held on Wednesday 12th July 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: 0

The Clerk:
Mrs Alexandra Sharp
The Village Hall, Church Road
Catsfield, East Sussex
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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 14 th June 2023. RESOLVED: The Minutes of the Parish Council meeting held on 14 th June 2023 were approved subject to the addition of a '0' being added after the 3 on 10.3 to make 30mph. The Chair is authorised to sign the minutes.	
3.	To receive declarations of interest on agenda items. Cllr Robertson declared a financial interest in item 8.4 Cllr Holgate declared a personal interest in 8.4	
	Public Questions relevant to items on the Agenda	
4.	Planning and Enforcement	
	Planning Applications	
4.1	RR/2023/1213/P 2 Huntsmans Cottages, Catsfield TN33 9DU Outline: Erection of outbuilding/summerhouse in rear garden RESOLVED: The Parish Council to submit the following comment to Rother District Council Planning Dept: The Parish Council have no objections to a summerhouse but we are concerned about the vague use of the word 'outbuilding'.	MH
4.2	To receive an update on The Normanhurst Estate Planning Committee Meeting rearranged for 7 th September 2023. RESOLVED: The new date was noted and it was agreed for Cllr Robertson to attend on behalf of Catsfield Parish Council.	
5.	To receive reports from County Councillor Kathryn Field (ESCC) and District Councillor Chas Pearce (RDC). County Cllr Kathryn Field reported the following: - The Flexibus is thriving to date, at £2 per trip it is very popular. However if this service isn't used enough it will be withdrawn so all are encouraged to make use. - ESCC now has an additional £5.6million to be used on potholes and resilience works this year. District Cllr Chas Pearce reported the following: - Cllr Pearce attended Battle Sports Centre Managers Meeting whereby the current deficit was discussed. They hope for things to pick up again once then school is fully reopened. - Cllr Pearce has attended finance training re Community Tax and notes that single households should be receiving a 25% discount for Council Tax.	KF/CP
6.	To receive and consider the Clerk's Report Appendix 6 The Clerk's Report was noted.	AS
7.	Finance, Audit and Legal	
7.1	To approve the accounts finance pack and payments to 30 th June 2023 Appendix 7.1 RESOLVED: The accounts and finance pack to 30 June 2023 and the following payments were reviewed and approved:	AS/KR AS/KR

June/July Payments

Payments by Bank Transfer paid pending authorisation

Payment Date	Payee	Payment Details	Amount
Payments by Bank Transfer pending authorisation			
13/07/2023	Maiden Accountancy	Payroll Services to September 2023	£ 36.00
15/06/2023	John O'Conner	Grass Cuts - June 2023	£ 348.89
13/07/2023	ESALC Limited	ESALC and NALC Subscriptions	£ 256.70
13/07/2023	Alexandra Sharp	Salary - July 2023	£ 718.20
13/07/2023	P Buckle	Internal Audit 2023	£ 160.00
13/07/2023	Satswana	DPO Fee for 1 Year	£ 180.00
06/08/2023	HMRC	PAYE - July 2023	£ 9.00

Payments by direct debit for authorisation

Payment Date	Payee	Payment Details	Amount
01/06/2023	Npower	Streetlighting - April 2023	£ 79.42
24/06/2023	Npower	Streetlighting - May 2023	£ 148.82
28/06/2023	Castle Water	Pavilion Water Usage	£ 5.00

Payments by debit card pending authorisation

Payment Date	Payee	Payment Details	Amount
30/06/2023	Viking	Printer Inks and Paper	£ 109.45
25/06/2023	Mutts Butts	Dog Waste Refill Bags	£ 127.25
18/05/2023	Amazon	First Aid Kit	£ 17.99
03/07/2023	Defib Store	Replacement battery for VH defibrillator	£ 330.00

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 June 2023.

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

7.3 To note the purchase of a replacement defibrillator battery and that the defibrillator is to be registered.

RESOLVED: The purchase and registration was noted and approved.

8. Recreation Ground (Playing Field, Playground and Community Pavilion)

8.1 To receive the summary of recreation ground inspections through July 2023.

RESOLVED: It was noted that the dog waste bin continues to be overflowing. Clerk to check with RDC that this is being emptied on a weekly basis.

To consider necessary actions following break-in to the garages on the recreation ground

8.2 RESOLVED: It was agreed that the Clerk should explain to Catsfield Cricket Club that they need to replace the stolen scarifier or repay the grant back to the Parish Council as one of the conditions of the grant was for the item to be insured by Catsfield Cricket Club. It was further agreed for the Clerk to contact the Clubs that use the Garages requesting that security of the garages is increased to avoid this situation again.

To receive and consider quotation for boarding of the loft space in Community Pavilion

8.3 The note from the Parish Council contractor was received and noted, it was agreed to ask for boarding to be laid simple from the entrance of the loft space to the back of the Hawkins Clock without any form of stilts. Also to ask for a light to be installed.

Cllr Robertson left the meeting and building

To receive tenders for the fortnightly cleaning of the Community Pavilion

RESOLVED: Three tenders were received and they were considered. It was agreed to go with applicant B, quoting £25 per hour to undertake the following :-

8.4 Fortnightly Visit to Catsfield Community Pavilion to undertake the following:-

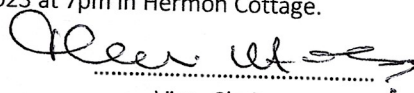
- Sweeping and mopping of all floors.
- Cleaning of the three toilets, and the referee's shower room
- Cleaning of both teams shower rooms
- Cleaning of the kitchen
- Empty all rubbish bins, along with any other rubbish found when cleaning into the skip bin.
- Cleaning of windowsills and windows
- Cleaning of the exterior PVC around windows (monthly)
- Refresh paper towel stocks in vending cabinets
- Restock toilet rolls in the toilets as needed.
- Update the PC display board
- Fill the dog waste bags dispenser
- Regularly send in updates on the condition of the pavilion in terms of how it is left
- Happy to fill in a cleaning log if it is required.

Cllr Robertson re-joined the meeting

8.5	To receive and consider quotation for the installation of an ariel for the Pavilion CCTV and uninterrupted power supply device. RESOLVED: The quotation was received and agreed. Clerk to ask Contractor to go ahead.	
9.	Open Spaces	MH
9.1	To receive resident correspondence re streetlight in Church Road and agree necessary actions The Clerk to contact Streetlights to ask them if the lamp is dimmable.	
9.2	To approve quotation for replacement of electronic ballast due to failure in the lantern on pole bracket K in Powdermill Lane The Clerk to ask Streetlights to confirm which streetlamps are considered the responsibility of Catsfield Parish Council	
10.	Traffic/Roads/Policing	KR
10.1	To receive an update on traffic surveys and Speedwatch No updates.	
10.2	To receive an update on applying for a 30mph limit North of the Village Nothing to update, Clerk to chase East Sussex Highways weekly for a response.	
11.	Community Engagement	SJ/SH
11.1	To receive an update on the Village Survey Clerk to circulate final update on this and close the survey.	
11.2	To agree a date for Public Meeting re Neighbourhood Plan It was agreed that the end of September is likely to be the best time for this. Clerk to contact RDC to arrange a meeting with the Parish Council and possible attendance at the public meeting.	
	Items for referral to next agenda / reports / future agenda items / correspondence. • Cllr Harris will look into how we can support improvements to mobile signal in the village.	

Next Parish Council meeting will be held
on Wednesday 9 August 2023 at 7pm in Hermon Cottage.

Signed:


Vice -Chairman

Dated:

9th August 2023