



CATSFIELD PARISH COUNCIL

Minutes of the Parish Council Meeting held on
10th June 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.

Also, in attendance: Clerk Alexandra Sharp,

County Councillor Kathryn Field

The Clerk:
Mrs Alexandra Sharp
The Village Hall, Church Road
Catsfield, East Sussex
TN33 9DP
Phone 07483 306519
Email clerk@catsfieldpc.co.uk
Website www.catsfieldpc.co.uk

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.

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. Apologies were received from Cllr. Kirsty Curtis, District Cllr. Gary Curtis and Dr Sarah Jacques	
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 13th May 2020 held by Zoom Video Communications. RESOLVED: The chair of the meeting is authorised to sign the Minutes for the meetings of 13 th May 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). Cllr Kathryn Field reported:- • Money has been received from the government for Adult Social Care, but this cannot be used on PPE requirements. • The Scrutiny Committee meeting due to be held on Monday has been cancelled. • Rother District is this 17th lowest district in the country of COVID19 incidences.	
6.	Actions – Outstanding and on-going	MH
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/2020/559/P – East Sussex and Romney Marsh Hunt Kennels, Horns Corner, Catsfield TN33 9DU Outline: Alterations to part of approved scheme (RR/2018/2395/P) in relation to the redevelopment of existing site to convert existing buildings to provide 2no. three bedroom dwellings with associated access and parking. RESOLVED: To submit the following comment to Rother DC Planning: Parish Council has no objections. • RR/2020/439/P- Eastlands Farm, Catsfield Stream, Catsfield Outline: New hay barn.	

	RESOLVED: To submit the following comment to Rother DC Planning: Parish Council are concerned that adding a further building is over developing the site but without sight of a longer term plan it is difficult to confirm if that is the case . Planning officers please note this and confirm with the applicant that the additional barn (total to be 5 Barns?) is necessary.																																																																																																													
8.	Catsfield Community Helpers	AS																																																																																																												
8.1	To receive an update on Catsfield’s Community Helpers Contact has been made with all residents on Parish Council’s self-isolating register, all of which are happy with the assistance to date and no issues have been encountered.																																																																																																													
9.	Finance, Audit and Legal	AS																																																																																																												
9.1	To approve and accept the following payments: <table><tr><th colspan="4">Payments by cheque pending authorisation</th></tr><tr><th>Cheque No.</th><th>Payee</th><th>Payment Details</th><th>Amount</th></tr><tr><td></td><td></td><td></td><td></td></tr><tr><th colspan="4">Payments by Bank Transfer pending authorisation</th></tr><tr><th>Payment Date</th><th>Payee</th><th>Payment Details</th><th>Amount</th></tr><tr><td>28/04/2020</td><td>Alexandra Sharp</td><td>Clerk’s Salary for June 2020</td><td>£478.55</td></tr><tr><td>06/05/2020</td><td>HMRC</td><td>Clerk’s PAYE for June 2020</td><td>£79.00</td></tr><tr><td>11/06/2020</td><td>P.Buckle</td><td>Internal Audit for 2019/20</td><td>£120.00</td></tr><tr><td>11/06/2020</td><td>Satswana Limited</td><td>Data Protection Officer Service – 1 Year</td><td>£180.00</td></tr><tr><th colspan="4">Payments by Bank Transfer paid pending authorisation</th></tr><tr><td>15/05/2020</td><td>John O’Conner (GM) Ltd</td><td>Playing Field Grass Cuts – April 2020</td><td>£ 325.42</td></tr><tr><td>21/05/2020</td><td>Zurich Municipal</td><td>Parish Council Insurance 2020/21</td><td>£1,223.01</td></tr><tr><td>21/05/2020</td><td>Toby Ballard</td><td>Clearance of Jubilee Borders</td><td>£ 170.40</td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><th colspan="4">Payments made by direct debit paid for authorisation</th></tr><tr><th>Payment Date</th><th>Payee</th><th>Payment Details</th><th>Amount</th></tr><tr><td>24/03/2020</td><td>Eon</td><td>Monthly Electricity Charges for May 2020</td><td>£41.73</td></tr><tr><td>30/05/2020</td><td>BT</td><td>Phone/Broadband/Mobile Quarterly Bill</td><td>£241.94</td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><th colspan="4">Payments by direct debit pending authorisation</th></tr><tr><td>24/03/2020</td><td>Eon</td><td>Monthly electricity Charges for June 2020</td><td>£TBC</td></tr><tr><th colspan="4">Payments paid by cheque awaiting authorisation</th></tr><tr><th>Payment Date</th><th>Payee</th><th>Payment Details</th><th>Amount</th></tr><tr><td></td><td></td><td></td><td></td></tr><tr><th colspan="4">Payments paid by debit card awaiting authorisation</th></tr><tr><th>Payment Date</th><th>Payee</th><th>Payment Details</th><th>Amount</th></tr><tr><td>25/05/2020</td><td>McAfee</td><td>1y Anti-Virus Software for Clerk’s Laptop</td><td>£29.99</td></tr></table> RESOLVED: All payments were approved. It was also noted that subsequent to the publication of the agenda for this meeting, CIL money in the sum of £13,837.09 had been received in relation to Skinner’s Lane development.	Payments by cheque pending authorisation				Cheque No.	Payee	Payment Details	Amount					Payments by Bank Transfer pending authorisation				Payment Date	Payee	Payment Details	Amount	28/04/2020	Alexandra Sharp	Clerk’s Salary for June 2020	£478.55	06/05/2020	HMRC	Clerk’s PAYE for June 2020	£79.00	11/06/2020	P.Buckle	Internal Audit for 2019/20	£120.00	11/06/2020	Satswana Limited	Data Protection Officer Service – 1 Year	£180.00	Payments by Bank Transfer paid pending authorisation				15/05/2020	John O’Conner (GM) Ltd	Playing Field Grass Cuts – April 2020	£ 325.42	21/05/2020	Zurich Municipal	Parish Council Insurance 2020/21	£1,223.01	21/05/2020	Toby Ballard	Clearance of Jubilee Borders	£ 170.40					Payments made by direct debit paid for authorisation				Payment Date	Payee	Payment Details	Amount	24/03/2020	Eon	Monthly Electricity Charges for May 2020	£41.73	30/05/2020	BT	Phone/Broadband/Mobile Quarterly Bill	£241.94					Payments by direct debit pending authorisation				24/03/2020	Eon	Monthly electricity Charges for June 2020	£TBC	Payments paid by cheque awaiting authorisation				Payment Date	Payee	Payment Details	Amount					Payments paid by debit card awaiting authorisation				Payment Date	Payee	Payment Details	Amount	25/05/2020	McAfee	1y Anti-Virus Software for Clerk’s Laptop	£29.99	
Payments by cheque pending authorisation																																																																																																														
Cheque No.	Payee	Payment Details	Amount																																																																																																											
Payments by Bank Transfer pending authorisation																																																																																																														
Payment Date	Payee	Payment Details	Amount																																																																																																											
28/04/2020	Alexandra Sharp	Clerk’s Salary for June 2020	£478.55																																																																																																											
06/05/2020	HMRC	Clerk’s PAYE for June 2020	£79.00																																																																																																											
11/06/2020	P.Buckle	Internal Audit for 2019/20	£120.00																																																																																																											
11/06/2020	Satswana Limited	Data Protection Officer Service – 1 Year	£180.00																																																																																																											
Payments by Bank Transfer paid pending authorisation																																																																																																														
15/05/2020	John O’Conner (GM) Ltd	Playing Field Grass Cuts – April 2020	£ 325.42																																																																																																											
21/05/2020	Zurich Municipal	Parish Council Insurance 2020/21	£1,223.01																																																																																																											
21/05/2020	Toby Ballard	Clearance of Jubilee Borders	£ 170.40																																																																																																											
Payments made by direct debit paid for authorisation																																																																																																														
Payment Date	Payee	Payment Details	Amount																																																																																																											
24/03/2020	Eon	Monthly Electricity Charges for May 2020	£41.73																																																																																																											
30/05/2020	BT	Phone/Broadband/Mobile Quarterly Bill	£241.94																																																																																																											
Payments by direct debit pending authorisation																																																																																																														
24/03/2020	Eon	Monthly electricity Charges for June 2020	£TBC																																																																																																											
Payments paid by cheque awaiting authorisation																																																																																																														
Payment Date	Payee	Payment Details	Amount																																																																																																											
Payments paid by debit card awaiting authorisation																																																																																																														
Payment Date	Payee	Payment Details	Amount																																																																																																											
25/05/2020	McAfee	1y Anti-Virus Software for Clerk’s Laptop	£29.99																																																																																																											
9.2	To receive the monthly statement of accounts to May 2020 RESOLVED: The monthly statement of accounts were received.	AS																																																																																																												
9.3	To receive the bank reconciliation to May 2020 RESOLVED: The bank reconciliation was received.	AS																																																																																																												
9.4	Financial Year End 31st March 2020 a. To receive the Internal Audit Report RESOLVED: The Internal Audit Report was received. b. To perform an annual review of the ‘Effectiveness of the system of internal control’ RESOLVED: The ‘Effectiveness of the system of internal control’ was reviewed and accepted. c. To approve the Annual Governance Statement RESOLVED: The Annual Governance Statement was received and approved. d. To consider and approve the Accounting Statements RESOLVED: The Accounting Statements were considered and approved. e. To consider and confirm Notice of Public Rights RESOLVED: The Notice of Public Rights were considered and confirmed.	AS																																																																																																												

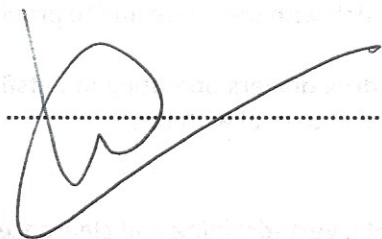
9.5	To discuss and consider the setting up of a Village/Council Plan working party to advise the Council (no decision making powers for the party) on the production of a Village/Council Plan 2020-2025 and guide the production of the plan. Party to be approx. 2-3 Cllrs and 2-3 non councillor residents The establishment of a Village Plan was considered and accepted. Cllr Robertson is to lead the Working Party, supported by Cllr Scott and Cllr Richards. Terms of Reference are to be prepared for consideration at the next Parish Council meeting on 8th July 2020.	KR/ DS/DR
10.	Speedwatch	
10.1	To consider the purchase of a Black Cat radar device. RESOLVED: The purchase of a Black Cat Radar Device was considered and approved at the cost of £2,500. Clerk to locate Parish Council's shared Smiley Face Speeding Device.	KR
10.2	To receive any other reports. Cllr Robertson reported that Speedwatch resumes on 15th June 2020 and there are plenty of available sessions to be booked. It was agreed for Cllr Robertson to make contact with Inspector Hartley in relation to:- • Thank the Police for their actions in doing speed checks during lockdown. • Note that the Council has approved the Black Cat device and propose that we open up some plans to co-ordinate Speedwatch with the Police and to provide data from the Radar device to the Police. • To report that we believe there a drug dealers operating in Catsfield and that we would like to assist the police where possible to deal with this.	KR
11.	Playing Field and Pavilion	
11.1	To receive an update on the liming the playing field, verti-draining and clearance of the ditches. It was agreed to ask Martin Gurr to clear the ditches, at the cost of hire of a digger for this purpose. Contact had been made with John O'Conner for a quotation for the liming and verti-draining of the ditches. Clerk to revert back to John O'Conner to confirm the quantity of lime required to obtain quotation on the basis of 2 tonnes of lime required per acre.	CH AS
11.2	To receive any other updates A playground inspection had been undertaken by Cllr Holgate and Cllr Thomas, with the following observations:- • Lots of litter around, with the bin full to the brim. Clerk to arrange for regular waste collections to resume. • Entrance gates to the recreation ground are broken (double gates) and also the left side gate. Quotation to be obtained from Littlewoods for replacement gates. • Dog waste bags are depleted and crisp packets had been put in their place. It was agreed for more dog waste bags to be ordered. A CCTV Camera had been obtained. Cllr Richards in the process of setting this up. Cllr Richards to liaise with Philcox to obtain a cage to go around the camera for security. Pass+Move have been allowing people to use their goals on the provision that they are not left out after use. Nevertheless it would appear that the goals have been left out. Contact to be mad with Pass+Move to arrange for the goals to be chained up from here on in.	AS AS AS DR AS
12.	Open Spaces	
12.1	To discuss future plans for the Diamond Jubilee Planter Item deferred until Community Engagement has been established.	
12.2	To receive any other reports A lot of rubbish has accumulated around the Salvation Army Bin in the Village Hall Car Park and looks unsightly. Contact to be made with Rother District Council to ask them to address the issue as it looks unsightly and the current fly tipping appears to be attracting more. Contact to be made with East Sussex County Council regarding the Urban Verge Cutting to report that the Urban Verges have not been cut fully, leaving the back of the pavement overgrown and untidy. Clerk to ask for a copy of the Work Plan Spec for this year.	AS AS
13.	History Group	
13.1	To propose that the records of the Catsfield History Group by made into data form and held on a website funded by the Parish Council and any migration of data to be funded by the Council with joint control of the data assets and the website by the Council and the History Group.	

	Contact to be made with Paulene Putland of Catsfield History Group to ask her thoughts on this, and the possibility of allowing the History Group to have a part of the website (or a link to another domain) for this purpose.	AS
14. Community Engagement		
14.1 To receive an update on the setting up of Parish Council's Facebook page	It was agreed for Parish Council to set up a Facebook page as a company page. Research into Social Media Policies to be undertaken prior to the next Parish Council meeting.	DR/AS
14.2 To receive any other reports		
15. Items for referral to next agenda / reports / future agenda items / correspondence.		
16. To consider any urgent items and agree actions, at the discretion of the Chairman, which cannot be held over to the next meeting.		

Meeting Closed at : 21:22pm

Next meeting on Wednesday 8th July 2020 at 7pm.

Chairman:



Date:

21/7/2020