



CATSFIELD PARISH COUNCIL

The Clerk:
Mrs Alexandra Sharp
The Village Hall, Church Road
Catsfield, East Sussex
TN33 9DP
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Minutes of the Parish Council Meeting held on
8th July 2020 via Zoom Video Conferencing
(Recorded for Parish Council records)
Attended by Cllr Robertson - **Chairman**, Cllr Thomas- **Vice Chairman**
Cllr. Scott, Cllr.Holgate, Cllr Richards.
Also, in attendance: Clerk Alexandra Sharp,
County Councillor Kathryn Field, District Councillor Gary Curtis

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.	Election of Chairman for the ensuing year and to receive their Declaration of acceptance of Office RESOLVED: A proposal was received for nominating Cllr Keith Robertson to be elected as Chairman for the next administration year. Which was seconded and approved by a majority. Therefore, Cllr Keith Robertson was duly elected as Chairman to Catsfield Parish Council.	
2.	To receive apologies for absence. Cllr Thomas joined by telephone initially to Chair the meeting prior to the election of a new Chairman but left at 19:13hrs due to technical difficulties	
3.	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> To receive any applications for the casual vacancies on Parish Council. No applications have been received.	
4.	To approve the minutes of the Parish Council meeting held on 10th June 2020 held by Zoom Video Communications. RESOLVED: That the chair of the meeting is authorised to sign the Minutes for the meeting of 10 th June 2020	
5.	To receive declarations of interest on agenda items. Cllr Holgate declared an interest in item 10.11 as a member of the Parochial Church Council.	
6.	To receive reports from Cllr Kathryn Field (ESCC) and Cllr Gary Curtis (RDC). Cllr Kathryn Field reported:- - All East Sussex schools are due to resume in September 2020. It is unclear how staff will be able to maintain social distancing and also how school transport will work. - County Council is £17million adrift from COVID19 related expenses. Cllr Gary Curtis reported:- - Industrial strength weed killer has been sprayed on a resident of Catsfield's garden, causing significant destruction to plants within their garden. The culprit, at this stage, is unknown.	
7. 7.1	Actions – Outstanding and on-going To receive an update on the claim regarding subsidence at 1 Parkgate Bungalows, East Sussex TN33 9DH No Updates	MH
8. 8.1	Planning matters To consider response to planning applications received as well as those received after this agenda has been published. RR/2020/441/P – Eastlands Farm, Catsfield Stream, Catsfield Proposed barn 1A for livestock, enlargement of RR/2019/2542/P.	

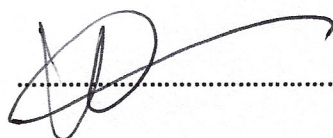
	Parish Council to submit the following general comment to RDC Planning : The Parish Council would like more information on this planning application, we are concerned about overdevelopment of the site and so would like to see the justification for the application. District Cllr Gary Curtis and Cllr Damian Richards to visit Eastlands Farm to obtain further information.																																																																																																																	
9.	Catsfield Community Helpers	AS																																																																																																																
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10.	Finance, Audit and Legal	AS																																																																																																																
10.1	To approve and accept the following payments:																																																																																																																	
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10.2	RESOLVED: All payments were approved. To receive the monthly statement of accounts to June 2020	AS																																																																																																																
	RESOLVED: The monthly statement of accounts were received and noted as approved.	AS																																																																																																																
10.3	To receive the bank reconciliation (and supporting pack) to June 2020																																																																																																																	
	RESOLVED: The bank reconciliation and supporting pack was received and approved.																																																																																																																	
10.4	To receive an update on the setting up of a Village/Council Plan working ground and consideration of terms of reference.	KR																																																																																																																
	RESOLVED: The Working Group terms of reference were accepted.																																																																																																																	
10.5	To receive and consider repairs to Streetlighting	AS																																																																																																																
	To revert to Streetlights to obtain further details of the lanterns in question.	AS																																																																																																																
10.6	To confirm authorisation of the purchase of a CCTV Camera, Solar Panel and SD Card together with a recurring monthly payment of £4 for the network connection for the CCTV.	AS																																																																																																																
	The purchase of a CCTV Camera, Solar Panel and SD Card, together with a recurring monthly payment of £4 for the network connection for the CCTV was approved.																																																																																																																	
10.7	To receive and consider CCTV Policy																																																																																																																	
	a. The camera is in place to deter acts of vandalism and we confirm it is situated/pointed to monitor this.																																																																																																																	
	Parish Council to move the camera to point to area in question.																																																																																																																	

	b. Confirm whether we have processes in place to manage the use of camera and images held. I.e how we address the risk , site the camera , maintain the Kit, access the images and keep them secure and who can do that etc per the policy. Clerk to draft processes for consideration at the Parish Council meeting in August 2020. Cllr Richards to arrange for construct a security cage and pole for correct positioning. c. Confirm whether we have appropriate notices in place as per the Policy CCTV Notice in window of Pavilion. Clerk to ascertain with Parish Council's DPO the legally required wording for additional notices. d. Confirm whether we have process in place to deal with any requests by the public or police to view images or be sent copies of their own images. Parish Council have a Freedom of Information Policy but Clerk to draft process for consideration at the Parish Council meeting in August 2020	
10.8	To consider the registration of our CCTV with the Information Commissioner's Office (Data Protection Fee of between £40 and £60). RESOLVED: Registration of CCTV with the Information Commissioner's Office was approved.	
10.9	To review Standing Orders RESOLVED: Standing Orders were reviewed and accepted.	
10.10	To review and consider a new Parish Council Online Banking User and Signatory. Cllr Scott to be added as Online banking user and Cllr Richards to be added as new signatory and online banking user.	
10.11	To consider contribution to the Cemetery Grass Cutting RESOLVED: Contribution to Cemetery Grass Cutting approved.	
11.	Speedwatch	KR
11.1	To receive an update on the purchase Black Cat radar device and contact with Sussex Police. Awaiting quotation, due around 13th July 2020. Contact with Sussex Police has been useful and Sussex Police have been supportive. Cllr Robertson is due to meet with Inspector Hartley on 16th July 2020.	
11.2	To receive an update on the current location of the SID Speed Indicator. Whereabouts of the SID Speed Indicator are unknown by Ninfield PC. Cllr Scott to ask Ninfield School if they have any information.	
11.3	To receive any other reports. Nothing to report	
12.	Playing Field and Pavilion	AS
12.1	To receive an update on the liming the playing field, verti-draining and clearance of the ditches. Quotation from John O'Conner was received in the sum of • Verti-draining £976 + VAT • Liming £1067.50 + VAT It was decided to defer verti-draining and liming for the time being. Martin Gurr had offered to clear the ditches, Parish Council to cover the cost of hiring a digger of approx. £200. Clearance and hire of the digger at Parish Council's expense (£200 approx) was approved.	
12.2	To receive the 'Project Re-start Action Plan' from Pass+Move Project Re-Start Action Plan was received	
12.3	To consider the reinstatement of usage of the playing field by all clubs. It was agreed for all clubs to restart usage of the playing field only, with no access to The Pavilion and Toilet Block as these will remain closed and subject to the following conditions:- • No access to facilities. • Parish Council are not able to exclude the public from the playing field during training times. • There must be no spectators • Parish Council to be provided with a Risk Assessment from each club before use. • All clubs must provide their own hand sanitiser • All clubs must operate in accordance with latest government guidelines.	
12.4	• Parish Council will undertake sport checks to ensure the above conditions are being met. To consider the preparation for the reopening of the play area in due course. Play area to remain closed. Cllr Scott to wrap hazard tape around outdoor gym and playground equipment. Notice of closure of play area are already in place.	
12.5	To consider Catsfield's Women's Institute's request to use the playing field & Pavilion in August 2020 Clerk to revert to Catsfield Women's Institute to explain that the Pavilion remains closed but they may have usage of the playing field, subject to the conditions set out in 12.3 above.	

12.6	To receive quotation from Littlewoods for the new gates for the entrance of the playing field. A quotation for new gates were received from Littlewoods as follows:- • 0.9m wide = £91.20 • 1.8m wide = £124.80 • Self-locking gate catch £15.17 Parish Council approved the quotation. Clerk to revert to Littlewoods to obtain images of the proposed gates and to confirm that we would like to proceed with two big gates and one small gate, with a self-locking gate that is easily accessible from the top. To receive any other updates No updates.	AS
12.7		
13.	Open Spaces	AS
13.1	To discuss the idea of 'River of Flowers' Parish Council to consider this as part of the Planning Working Party plans.	AS
13.2	To receive an update from ESCC on the Urban cuts. East Sussex County Council have stated that only a strip of the urban verge in question was cut due to the presence of Japanese Knotweed. Clerk to revert to ESCC explaining that the Japanese Knotweed was removed some ten years ago and this wasn't an issue in previous years during urban verge cutting?	
13.3	To receive any other reports Nothing to report	
14.	History Group	AS
14.1	To receive an update on the proposition 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 had been made with Catsfield History Group in relation to the above. Parish Council to meet with History Group to discuss this in greater detail once lockdown has been fully lifted.	
14.2	Any other reports Nothing to report.	
15.	Community Engagement	DR
15.1	To receive an update on the setting up of Parish Council's Facebook page Sample Social Media Policies had been circulated and received by all members of the Parish Council. Cllr Richards to draft Parish Council's Social Media Policy for approval at the Parish Council meeting in August 2020.	
15.2	To receive any other reports Nothing to report	
16.	Items for referral to next agenda / reports / future agenda items / correspondence.	
17.	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 August 2020 at 7pm.

Chairman:



Date:

2 September 2020