



CATSFIELD PARISH COUNCIL

Minutes of the Parish Council Meeting held on
12th August 2020 via Zoom Video Conferencing

(Recorded for Parish Council records)

Attended by Cllr Robertson - Chairman,
Cllr. Scott, Cllr. Holgate, Cllr Richards.

Also, in attendance: Clerk Alexandra Sharp,
County Councillor Kathryn Field, District Councillor Gary Curtis

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 unless invited by the Chairman to ask public questions at the start of the meeting.

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.	Public Questions relevant to items on the Agenda To receive apologies for absence. Apologies for absence were received from Cllr Thomas.
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> To receive any applications for the casual vacancies on the Parish Council. An application was received and considered. However, as of today, there are now two vacancies and so it was agreed to defer this until more applications have been received so they can be considered together.
3.	To approve the minutes of the Parish Council meeting held on 8th July 2020 held by Zoom Video Communications. RESOLVED: The minutes of the Parish Council meeting held on 8th July 2020 were agreed and the chair of the meeting is authorised to sign them.
4.	To receive declarations of interest on agenda items. Cllr Scott declared an interest in Item 8.8, as a owner of a neighbouring property.
5.	To receive reports from Cllr Kathryn Field (ESCC) and Cllr Gary Curtis (RDC). Cllr Kathryn Field reported:- - There are upcoming changes to be made to Battle Fire Station, with one pump being removed and relocated. Furthermore Battle Fire Station will no longer be crewed 24hrs at the weekend. At this time there are no further details available as to how this will work. - Civil Parking Enforcement in Rother is starting on 29th September 2020. Cllr Gary Curtis reported:- - Planning visits restarted again this week following the COVID-19 outbreak and will be undertaken in accordance with COVID19 government guidelines. - There is a virtual planning meeting tomorrow.
6	To receive and consider the Clerk's Report Appendix 6 Clerk's Report was noted.
7.	Planning matters
7.1	To consider response to planning applications received as well as those received after this agenda has been published. RR/2020/1215/P – Lunsford Yard, Potmans Lane, Catsfield TN33 9BJ

Outline: Proposed extension of sand school.

RESOLVED: The Parish Council to submit the following general comment to RDC Planning :The Parish Council have no objections.

- **RR/2020/1220/P – Lunsford Yard, Potmans Lane, Catsfield TN33 9BJ**

Outline: Proposed two-storey side extension to form lounge and bedroom.

RESOLVED: The Parish Council to submit the following general comment to RDC Planning :The Parish Council have no objections.

- **RR/2020/1111/P – The Hop Barn, The Stream, Catsfield, TN33 9BB**

Outline: Proposed stables and hay and land machinery store.

RESOLVED: The Parish Council to submit the following general comment to RDC Planning :The Parish Council have no objections.

- **RR/2020/1189/L – White Cottage, Crowhurst Road, Catsfield TN33 9BT**

Outline: Erection of new detached garage to west of property and proposed extension to existing sun room on the southern elevation.

RESOLVED: The Parish Council to submit the following general comment to RDC Planning :The Parish Council have no objections.

- **RR/2020/1192/P – White Cottage, Crowhurst Road, Catsfield TN33 9BT**

Outline: Erection of new detached garage to west of property and proposed extension to existing sun room on the southern elevation.

RESOLVED: The Parish Council to submit the following general comment to RDC Planning :The Parish Council have no objections.

- **RR/2020/1245/P – 24 Church Road, F E Philcox, Catsfield TN33 9DP**

Outline: Remove substandard rear addition and construct replacement rear extension to provide improved office accommodation. Relocate external staircase to access existing first floor flat.

RESOLVED: The Parish Council to submit the following general comment to RDC Planning :The Parish Council have no objections.

8. Finance, Audit and Legal

8.1 To approve and accept the following payments:

AS

Payments by cheque pending authorisation

Cheque No.	Payee	Payment Details	Amount

Payments by Bank Transfer pending authorisation

Payment Date	Payee	Payment Details	Amount
26/08/2020	Alexandra Sharp	Clerk's Salary for August 2020	£478.55
06/09/2020	HMRC	Clerk's PAYE for August 2020	£79.00
14/08/2020	John O'Conner (GM) Ltd	Playing Field Grass Cuts – July 2020	£ 325.42
14/08/2020	RoSPA Play Safety	Annual Playground Inspection 2020	£107.40
13/08/2020	Haffenden Contractors	Pavilion Roof Repairs	£420.00

Payments by Bank Transfer paid pending authorisation

30/07/2020	John O'Conner (GM) Ltd	Playing Field Grass Cuts – June 2020	£ 325.42
30/07/2020	Valens Water Limited	Legionella Risk Assessment & Training	£ 220.00
30/07/2020	J.S Fire Protection	Annual Servicing of Pavilion Fire Extinguishers.	£ 70.80
31/07/2020	Tagmaster UK Limited	Black Cat Radar device	£3091.80

Payments made by direct debit paid for authorisation

Payment Date	Payee	Payment Details	Amount
24/03/2020	Eon	Streetlighting Electricity Charge – July 2020	£106.65
28/07/2020	JM Waste Management	Waste Collections in July 2020	£38.22
15/07/2020	Vodafone	Camera Monthly Service Payment	£4.00

Payments by direct debit pending authorisation

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Payments paid by cheque awaiting authorisation

Payment Date	Payee	Payment Details	Amount
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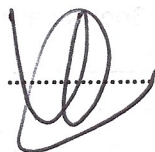
<u>Payments paid by debit card awaiting authorisation</u>						
Payment Date	Payee	Payment Details	Amount			
20/04/2020	Rother District Council	Empty Dog Waste Bins 2020-2021	£468.00	AS AS AS		
27/04/2020	Amazon.co.uk	Magenta Printer Ink	£23.98			
22/07/2020	I.C.O	CCTV Registration Fee (Data Protection fee)	£40.00			
22/07/2020	Eti Limited	Thermapen, Protective Boot & Case for water temp testing	£78.60			
20/07/2020	Staples	Laminator	£62.63			
27/07/2020	Amazon	Laminating Pouches	£15.34			
	Amazon	Wall Planner	£7.99			
8.2	RESOLVED: All payments were authorised and approved.				KR	
	To receive and approve the monthly statement of accounts to July 2020 <u>Appendix 8.2</u>					
8.3	RESOLVED: The monthly statement of accounts were received and noted as approved.					
	To receive and approve the bank reconciliation (and supporting pack) to July 2020 <u>Appendix 8.3</u>					
8.4	RESOLVED: The bank reconciliation and supporting pack were received and noted as approved.					
	To confirm and agree the signing of Declaration of Acceptance of Office by Cllr Robertson as Chairman.					
8.5	RESOLVED: It was confirmed that Cllr Robertson has signed the Declaration of Acceptance of Office.					DR
	To receive and approve overtime payment to The Clerk. <u>Appendix 8.5</u>					
	RESOLVED: The overtime payment was considered and approved.					
8.6	To nominate member of Parish Council to attending remote Neighbourhood Planning training hosted by RDC <u>Appendix 8.6</u>					
	<u>RESOLVED:</u> Cllr Robertson agreed to attending the Neighbourhood Planning training.					
8.7	To consider and agree a response to RDC draft Empty Homes Action Plan. <u>Appendix 8.7</u>					
	RESOLVED: Parish Council have no comments on the draft Empty Homes Action Plan.					
8.8	To consider the purchase of the grass verge located opposite the Village Shop, Catsfield.					
	Due to technical difficulties to be deferred to Parish Council meeting on 26 th August 2020					
9.	<u>Speedwatch</u>					
9.1	To receive a report from Speedwatch				KR	
	Due to technical difficulties to be deferred to Parish Council meeting on 26 th August 2020					
10.	<u>Playing Field and Pavilion</u>				AS/CH	
10.1	To allocate lead responsibility for the Pavilion and the Parish Council's Representative for the Village Hall Due to technical difficulties to be deferred to Parish Council meeting on 26 th August 2020					
10.2	To receive an approve new Contracts for all Clubs using the recreation ground and Pavilion. <u>Appendix 10.2</u> Due to technical difficulties to be deferred to Parish Council meeting on 26 th August 2020					
10.3	To receive and approve the Playground/Outdoor Gym Equipment Risk Assessment. <u>Appendix 10.3</u> Due to technical difficulties to be deferred to Parish Council meeting on 26 th August 2020					
10.4	To receive and approve the Pavilion/Toilet Block Risk Assessment <u>Appendix 10.4</u> Due to technical difficulties to be deferred to Parish Council meeting on 26 th August 2020					
10.5	To receive the Legionella Risk Assessment <u>Appendix 10.5</u> Due to technical difficulties to be deferred to Parish Council meeting on 26 th August 2020					
10.6	To consider increasing waste collections from fortnightly to weekly with JM Waste Management Due to technical difficulties to be deferred to Parish Council meeting on 26 th August 2020					
10.7	To receive the Playground Inspection Report <u>Appendix 10.7</u> Due to technical difficulties to be deferred to Parish Council meeting on 26 th August 2020					
10.8	To consider and agree if the Pavilion is to be reopened fully, partially or remain closed and if other facilities should be made available. Due to technical difficulties to be deferred to Parish Council meeting on 26 th August 2020					
10.9	To consider and agree if the Playground is to be reopened Due to technical difficulties to be deferred to Parish Council meeting on 26 th August 2020					
10.10	To consider and agree CCTV Processes <u>Appendix 10.8</u> Due to technical difficulties to be deferred to Parish Council meeting on 26 th August 2020					
10.11	To consider fees for hiring of the playing field on an ad-hoc basis. Due to technical difficulties to be deferred to Parish Council meeting on 26 th August 2020					
11.	<u>Community Engagement</u>					
11.1	To receive and approve Social Media Policy and the opening of our facebook page <u>Appendix 11</u> Due to technical difficulties to be deferred to Parish Council meeting on 26 th August 2020				DR	

12. Items for referral to next agenda / reports / future agenda items / correspondence.
Parish Planning – to agree the approach and structure for producing the plan
Staffing matters – Confidential

KR

Next meeting on Wednesday 26th August 2020 at 7pm.

Chairman:



Date:

2nd Sept 2020