



CATSFIELD PARISH COUNCIL

Minutes of the Parish Council Meeting held
on Wednesday 15th September at 7pm
in Hermon Cottage, Church Road, Catsfield.

Attended by Cllr Robertson **Chairman**
Cllr. Holgate, Cllr G Curtis, Cllr K Curtis, Cllr Richards
Also, in attendance: Clerk Alexandra Sharp
Members of the Public: 2

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

Alexandra L Sharp

The press and members of the public are encouraged to attend and are reminded that they must remain silent when the meeting is in progress unless invited by the Chairman to speak or to ask public questions at the start of the meeting. The public should only attend if they are not experiencing any symptoms of COVID19 and have not been in contact with anyone who is a confirmed case of COVID19. Face masks must be worn unless medically exempt. Government imposed social distancing should be practiced at all times during the meeting.

PARISH COUNCIL MEETING AGENDA

Item	Agenda Item	
1.	To receive apologies for absence. RESOLVED: Apologies were received from Cllr Singh, Cllr Fowle and County Cllr Field	
2.	To approve the minutes of the Annual Parish Council meeting held on 11 th August 2021 RESOLVED: The minutes of the Parish Council meeting held on 11 th August 2021 were agreed and approved. The Chair is authorised to sign the minutes.	
3.	To receive declarations of interest on agenda items. No declarations were received.	
	Public Questions relevant to items on the Agenda	
5.	Planning	
5.1	RR/2021/1650/P 19 Skinners Lane, Catsfield TN33 9DN Outline: Erect first floor side extension. RESOLVED: To submit the following comment to Rother District Council Planning: The Parish Council have no objections, subject to neighbour awareness of the application. However we would be concerned about the impact on the level of light to the neighbouring properties.	GC/KC
5.2	RR/2021/1461/P Great Park Farm, Horns Corner, Catsfield TN33 9DT Outline: Planning application for extended area of operation and change of use of coffee/tea bar (former Class A3) to bespoke Sui Generis use to allow for the sale and serving of alcoholic beverages and products RESOLVED: To submit the following comment to Rother District Council Planning: The Parish Council have no objections.	
5.3	RR/2021/1462/P Great Park Farm, Horns Corner, Catsfield TN33 9DT Outline: Change of use of farm shop to include the sale of homegrown and imported fruit and vegetables, homegrown plants, bought in plants, compost, pots and stone and alcoholic beverages and products. RESOLVED: To submit the following comment to Rother District Council Planning: The Parish Council have no objections.	
5.4	RR/2021/1559/P Star Cottage (formally Plumtrees), The Stream, Catsfield TN33 9BB Outline: Construction of detached garage/store RESOLVED: To submit the following comment to Rother District Council Planning: The Parish Council have no objections.	
5.5	RR/2021/1631/O The Lodge, Old Hunt Stables, Catsfield TN33 9DU Outline: Establish lawful use of existing stables. RESOLVED: To submit the following comment to Rother District Council Planning: The Parish Council have no objections.	
5.6	RR/2021/2034/FN Eastlands Farm, The Stream, Catsfield TN33 9BB Proposed agricultural land improvements (Resubmission of RR/2021/1661/FN) <i>This notification is for information only</i> RESOLVED: Noted.	
6.	To receive reports from Cllr Gary Curtis (RDC). Cllr Gary Curtis reported as follows:- - Cabinet meeting last Monday 13th September 2021 - Full council meeting is scheduled for next Monday. - More planning officers have left RDC - He will obtain an update on The Brooks planning application.	KF/GC
7.	To receive and consider the Clerk's Report <u>Appendix 7</u>	AS



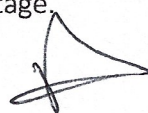
	The Clerk's Report was received and noted.	AS/KR																																																																																																
8.	Finance, Audit and Legal																																																																																																	
8.1	To approve the accounts, payments and finance pack to 31st August 2021 to include Budget Update and forecast <u>Appendix 8.1</u> RESOLVED: The accounts and finance pack were reviewed and approved and the following payments were approved:- <table><tr><th colspan="4"><u>Payments by Bank Transfer paid pending authorisation</u></th></tr><tr><th>Payment Date</th><th>Payee</th><th>Payment Details</th><th>Amount</th></tr><tr><td>31/08/2021</td><td>Playsafety</td><td>Annual Playground Inspection</td><td>£ 107.40</td></tr><tr><td>25/08/2021</td><td>RALC</td><td>RALC Subs and Online Mapping Contribution</td><td>£ 80.00</td></tr></table> <table><tr><th colspan="4"><u>Payments by Bank Transfer pending authorisation</u></th></tr><tr><th>Payment Date</th><th>Payee</th><th>Payment Details</th><th>Amount</th></tr><tr><td>15/09/2021</td><td>Alexandra Sharp</td><td>Clerk's Salary for September 2021</td><td>£527.41</td></tr><tr><td>05/10/2021</td><td>HMRC</td><td>Clerk's PAYE for September 2021</td><td>£45.40</td></tr><tr><td>15/09/2021</td><td>She's Got it Maid</td><td>Cleaning @ Pavilion for August 2021</td><td>£55.00</td></tr><tr><td>15/09/2021</td><td>J.S. Fire Protection</td><td>Annual Servicing of Fire Extinguishers</td><td>£74.40</td></tr><tr><td>15/09/2021</td><td>PKF LittleJohn</td><td>External Auditors Fee</td><td>£360.00</td></tr><tr><td>15/09/2021</td><td>John O'Conner</td><td>Grass Cutting Services - August 2021</td><td>£305.14</td></tr></table> <table><tr><th colspan="4"><u>Payments by direct debit for authorisation</u></th></tr><tr><th>Payment Date</th><th>Payee</th><th>Payment Details</th><th>Amount</th></tr><tr><td>23/08/2021</td><td>Eon</td><td>Streetlighting Electricity Charge - August 2021</td><td>£110.20</td></tr><tr><td>21/09/2021</td><td>Eon</td><td>Pavilion Electricity Charge - August</td><td>£30.36</td></tr><tr><td>24/08/2021</td><td>Eon</td><td>Pavilio Electricity June-July 2021</td><td>£41.44</td></tr><tr><td>28/08/2021</td><td>JM Waste Management</td><td>Waste Collections in August 2021</td><td>£76.44</td></tr><tr><td>07/08/2021</td><td>Vodafone</td><td>Camera Monthly Service Payment</td><td>£4.00</td></tr><tr><td>16/08/2021</td><td>Sage UK</td><td>Sage Software August 2021</td><td>£78.00</td></tr><tr><td>31/08/2021</td><td>BT</td><td>BT quarterly invoice</td><td>£277.52</td></tr></table> <table><tr><th colspan="4"><u>Payments by debit card pending authorisation</u></th></tr><tr><th>Payment Date</th><th>Payee</th><th>Payment Details</th><th>Amount</th></tr><tr><td>25/08/2021</td><td>BinShop</td><td>Rust-proof bin for Village Hall Car Park</td><td>£461.75</td></tr></table>	<u>Payments by Bank Transfer paid pending authorisation</u>				Payment Date	Payee	Payment Details	Amount	31/08/2021	Playsafety	Annual Playground Inspection	£ 107.40	25/08/2021	RALC	RALC Subs and Online Mapping Contribution	£ 80.00	<u>Payments by Bank Transfer pending authorisation</u>				Payment Date	Payee	Payment Details	Amount	15/09/2021	Alexandra Sharp	Clerk's Salary for September 2021	£527.41	05/10/2021	HMRC	Clerk's PAYE for September 2021	£45.40	15/09/2021	She's Got it Maid	Cleaning @ Pavilion for August 2021	£55.00	15/09/2021	J.S. Fire Protection	Annual Servicing of Fire Extinguishers	£74.40	15/09/2021	PKF LittleJohn	External Auditors Fee	£360.00	15/09/2021	John O'Conner	Grass Cutting Services - August 2021	£305.14	<u>Payments by direct debit for authorisation</u>				Payment Date	Payee	Payment Details	Amount	23/08/2021	Eon	Streetlighting Electricity Charge - August 2021	£110.20	21/09/2021	Eon	Pavilion Electricity Charge - August	£30.36	24/08/2021	Eon	Pavilio Electricity June-July 2021	£41.44	28/08/2021	JM Waste Management	Waste Collections in August 2021	£76.44	07/08/2021	Vodafone	Camera Monthly Service Payment	£4.00	16/08/2021	Sage UK	Sage Software August 2021	£78.00	31/08/2021	BT	BT quarterly invoice	£277.52	<u>Payments by debit card pending authorisation</u>				Payment Date	Payee	Payment Details	Amount	25/08/2021	BinShop	Rust-proof bin for Village Hall Car Park	£461.75	
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8.2	To receive and approve the bank reconciliation to 31 st August 2021 <u>Appendix 8.2</u>																																																																																																	
8.3	The bank reconciliation to 31st August was reviewed and approved. To consider and approve Clerk's Salary Review <u>Appendix 8.3</u> RESOLVED: The Clerk's Contract was reviewed.																																																																																																	
8.4	To consider quotation and suitability for changing from Sage Accounting Software to RBS in good time for year end and to consider whether the asset inventory is required <u>Appendix 8.4 a</u> and <u>Appendix 8.4b</u> RESOLVED: It was agreed to move from Sage to RBC but that the additional Asset Inventory is not required.																																																																																																	
8.5	To note the receipt of second precept payment RESOLVED: The second precept payment was noted.																																																																																																	
8.6	To note the External Auditors Report and Certificate <u>Appendix 8.6</u> RESOLVED: The External Auditors Report and Certificate was noted.																																																																																																	
9.	Recreation Ground (Playing Field, Playground and Community Pavilion)	DR/AS																																																																																																
9.1	To receive the summary of monthly recreation ground inspections RESOLVED: The monthly summery was received. It was agreed to ask our new Parish Council Handyman Volunteer to undertake the tasks outstanding.																																																																																																	
9.2	To receive the Playsafety Annual Playground Inspection for 2021 and consider the remedial actions required <u>Appendix 9.2</u> RESOLVED: The Inspection was received and noted. Cllr Richards to put together list of remedial works and liaise with the Clerk to get necessary parts ordered.																																																																																																	
9.3	To consider appointing a Parish Council Maintenance Contractor to undertake relevant jobs around Catsfield and what this may involve. RESOLVED: It was agreed to ask a suitable resident to undertake ad-hoc jobs around Catsfield. The Clerk to make contact with the resident with details of tasks required.																																																																																																	
9.4	To consider renovating the toilet block at the recreation ground.																																																																																																	



9.5	RESOLVED: It was agreed to ask Parish Council Maintenance Contractor to undertake this. To consider whether repairs are required to the guttering system around the Pavilion	
9.6	RESOLVED: It was agreed to ask Parish Council Maintenance Contractor to look at this. To consider holding an 'Unveiling' of the Memorial Clock at the Playing Field, for the late Mike Davey. RESOLVED: It was agreed to arrange an informal unveiling of the Memorial Clock, asking Mrs Davey to do the unveiling. Clerk to keep Catsfield Cricket Club informed of the date.	
9.7	To consider Casual Hire Agreement and Booking form for the Community Pavilion <u>Appendix 9.7a and 9.7b</u> RESOLVED: The Casual Hire Agreement and Booking form were approved.	
9.8	To agree hourly rate and minimum charge for the casual hire of the Community Pavilion RESOLVED: It was agreed for the hourly hire charge to be £15 with a minimum of 4 hours of hire.	
9.9	To consider any necessary actions in relation to the unknown spraying of the playing field RESOLVED: As there is no way of establishing how or when this happened, or by who there is nothing the Parish Council can do to take this further.	
10.	Open Spaces	MH/AS
10.1	To consider quotation from JW Forestry and Fencing for tidying of the Village Hall Car Park and agree the future frequency and basis of Village Hall Car Park Maintenance. <u>Appendix 10.1</u> RESOLVED: It was agreed to obtain further quotations for comparison.	
10.2	To consider a response/plan of action in relation to the streetlight that was deemed unsafe and removed by UK Power Networks. RESOLVED: The Clerk to liaise with UK Power Networks to establish the costs and best sourcing of a replacement low light streetlight to match those already in the village.	
11.	Traffic/Roads/Policing	KR/AS
11.1/2	To receive an update on traffic surveys and Speedwatch and receive an update on speed reduction project via RALC RESOLVED: Cllr Robertson confirmed that there are more than 12 now on the list to help with Speedwatch and there are sessions available for people to book onto to help.	
11.3	To consider actions that the Parish Council can take in relation to drivers travelling the wrong way up Church Lane. RESOLVED: The clerk reported having arranged for Highways to inspect the Lane and assess whether it can be made more clear to oncoming traffic that the Lane is one way. The Highways Steward has attended the property and confirmed that they are happy with the current signage, with the exception of one sign being consumed by a hedge. Highways confirmed having written to the owner of the hedge to ask them to cut this back to allow visibility of the sign. It was agreed for the Clerk to revert back to Highways and explain that we feel the positioning of the signs doesn't allow oncoming traffic to see that the lane is one way and repositioning is required to ensure safe travelling the correct way though Church Lane.	
12.	Community Engagement	KC/SS/DR
12.1	To consider the possibility of Catsfield Arts Festival 2022 RESOLVED: No longer being considered	
12.2	To receive an update on the planning of village celebrations for HRH The Queens Platinum Jubilee in May 2022. Cllr Robertson reported that the Community Events Group had met and discussed further the plans for the celebrations for HRH The Queen Platinum Jubilee in May 2022. Cllr Robertson asked the Parish Council whether they would consider the purchase of some marquees rather than the expense of hiring the same. The Community Events Group will obtain prices for marquee.	
	Items for referral to next agenda / reports / future agenda items / correspondence Consider if we need to, or can improve the Catsfield bus service by talking to ESCC Bus Back Better.	

Next Parish Council Meeting to be held on 13th October 2021
at 7pm in Hermon Cottage.

Signed:



Chairman

Dated:

13/10/21