



CATSFIELD PARISH COUNCIL

Minutes of the meeting
of the Parish Council held on
Wednesday 20th September at 7pm
in Hermon Cottage, Church Road, Catsfield TN33 9DP

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

Alexandra L Sharp

In attendance: Cllr Keith Robertson, Cllr Martin Holgate, and Cllr Sarah Jacques.

Also in attendance Alexandra Sharp, Clerk County Councillor Kathryn Field
and District Councillor Chas Pearce. Members of the public: 4

PARISH COUNCIL MEETING AGENDA		
Item	Agenda Item	
1.	To receive apologies for absence. Apologies were received from Cllr Harris.	
2.	To approve the minutes of the Parish Council meeting held on 9th August 2023. RESOLVED: The Minutes of the Parish Council meeting held on 9 th August 2023 were approved. The Chair is authorised to sign the minutes.	
3.	To receive declarations of interest on agenda items. Public Questions relevant to items on the Agenda	
4.	Planning and Enforcement Planning Applications	
4.1	To receive an update following the RDC Planning Committee Meeting on 7th September 2023 and the refusal of the planning application for The Normanhurst Estate. RESOLVED: It was noted the planning application for the Normanhurst Estate was refused but for the village to prepare for any eventuality or resubmission.	KR
4.2	RR/2023/1780/O Wylands Farm - Yard area, Powdermill Lane, Catsfield Outling: Certificate of lawfulness for the existing use of land for storage purposes (B8 use) RESOLVED: To submit the following comment to Rother District Council Planning Dept: Catsfield Parish Council object to this application we are concerned that there has been 10 years of use despite an enforcement order being in place. We are also concerned that there does not appear to be any comprehensive plan in place for Wylands.	
5.	To receive reports from County Cllr Kathryn Field (ESCC) & District Cllr Chas Pearce (RDC). The following reports were received: County Councillor Field reported: - High level of demand for Childrens Services and this makes budget setting difficult. - Fixed reports received in relation to the FlexiBus Service, and lots of questions. - ESCC have a public health responsibility and as such a providing free STI testing kits together with free condoms. - How speed limits are set requires reviewing and so improvements in policy are required. - Next ESCC meeting is on 10th October 2023. District Councillor Pearce reported: - RDC intend to install electric vehicle charging into car parks however funding is not possible at this time and so this is delayed - Grants for match funding are now open up to £20,000 – an email is being circulated in relation to this.	KF CP
6.	To receive and consider the Clerk's Report <u>Appendix 6</u> The Clerks Report was noted.	AS
7.	Finance, Audit and Legal	AS/KR
7.1	To approve the accounts payments and finance pack to 31st August 2023 <u>Appendix 7.1</u> RESOLVED: The accounts and finance pack to 31 st August 2023 and the following payments were reviewed and approved:	AS/KC

7.2 7.3 7.4 7.5 7.6 7.7	Payments by Bank Transfer pending authorisation			
	Date	Payee	Payment Details	Amount
	05/07/2023	Matt Bumpass	Boarding of Pavilion Roof & install dog bin	£ 740.00
	05/09/2023	Matt Bumpass	Removal of metal spikes in play area	£ 60.00
	31/08/2023	Oliver Napper	Clearance of back corner in VH Car Park	£ 250.00
	10/08/2023	Alexandra Sharp	Salary - September 2023	£ 718.20
	24/07/2023	John O'Conner	Grass Cuts - August 2023	£ 348.89
	06/09/2023	John O'Conner	Grass Cuts - Sept 2023	£ 348.89
	09/09/2023	Matt Phelps	Cemetery grass cutting	£ 450.00
	06/10/2023	HMRC	PAYE - Sept 2023	£ 9.00
	Payments by direct debit for authorisation			
	Date	Payee	Payment Details	Amount
	07/08/2023	Eon Next	Electricity @ Pavilion - July 2023	£ 59.02
	07/09/2023	Eon Next	Electricity @ Pavilion - August 2023	£ 60.10
	03/08/2023	JM Waste Management	Waste Collections for August 2023	£76.44
	05/09/2023	JM Waste Management	Duty of Care Fee for 2023	£50.00
	16/08/2023	BT	Quarterly BT Bill	£334.87
	To receive and approve the bank statement <u>Appendix 7.2a</u> and reconciliation <u>Appendix 7.2b</u> and balance sheet <u>Appendix 7.2c</u> to 31st August 2023.			
	RESOLVED: The bank statement, reconciliation and balance sheet to 31 st August 2023 was reviewed and approved.			
	To receive resignation of the Clerk			
	RESOLVED: The resignation of the Clerk was received and accepted.			
	To agree the process for employing a new Clerk			
	RESOLVED: It was agreed that the vacancy should be advertised with ESALC, Battle and Rye Observer and our website and Facebook pages.			
	To agree to split the Clerk and RFO role if necessary			
	RESOLVED: It was agreed to split the Clerk and RFO role if necessary			
	To agree emergency contact protocol and requirement of the creation of an Emergency Plan			
	RESOLVED: It was agreed that the creation of an emergency plan is necessary and that a protocol should be put in place in the event that the clerk is uncontactable.			
	To consider the purchase of clerk mobile telephone			
	RESOLVED: It was agreed for the clerk to look for a suitable choice and revert back to the Parish Council with costs.			
8.	Recreation Ground (Playing Field, Playground and Community Pavilion)			
8.1	To receive the summary of recreation ground inspections through August 2023.			
	RESOLVED: The summary of August's inspections were received with nothing urgent noted.			
8.2	To receive an update on the boarding of the pavilion loft			
	RESOLVED: It was noted that the pavilion loft is now boarded and a light has also been installed			
8.3	To receive an update on the boiler repairs at the Pavilion			
	RESOLVED: It was noted that the boiler repair is booked in for the coming Friday 22 September 2023			
8.4	To receive an update on the installation of a new dog waste bin at the recreation ground			
	RESOLVED: It was noted that the new dog waste bin has now been installed and RDC have agreed to add this to the emptying rota.			
9.	Open Spaces			
9.1	To note the completion of the grass cutting to the recreation ground and confirm parish council's annual contribution			
	RESOLVED: It was agreed for the Parish Council to contribute to the costs of grass cutting in the sum of £450.			
9.2	To note the ownership of the faulty light in Powdermill Lane and agree the costs to replace the same.			
	RESOLVED: Ownership was noted and it was agreed to replace the faulty light.			
9.3	To note the completion of the clearance to the back corner of the Village Hall car park			
	RESOLVED: Completion of the work was noted.			
10.	Traffic/Roads/Policing			
10.1	To receive an update on traffic surveys and Speedwatch			
	No update			
10.2	To receive an update on applying for a 30mph limit North of the Village			
	RESOLVED: No updates available. The Clerk to forward response received to date to Cllr Robertson for follow up.			
	To receive an update on the criminal damage caused to the recreation ground			
10.3	RESOLVED: It was noted that this has now been passed to a Police Officer based in Lewes and we await hearing from them further. Evidence from the scene has now been collected and is in the custody of Sussex Police.			
11.	Community Engagement			
11.1	To receive an update on the Village Survey			
	RESOLVED: It was noted that no responses have been received since July and that the survey is now closed.			

11.2	To receive an update on the contact and meetings re Neighbourhood Plan RESOLVED: It was noted that RDC are happy to attend the public meeting re Neighbourhood Plan for support and to answer any questions that members of the public may have and also to set up a meeting prior to this just for the parish council to answer any pre-meeting questions that the parish council have. To consider the establishment of an Emergency Plan RESOLVED: It was agreed that an Emergency Plan should be created. Clerk to put together a draft for consideration.	
11.3		
	Items for referral to next agenda / reports / future agenda items / correspondence.	