

CATSFIELD PARISH COUNCIL

Minutes of the Meeting held on Wednesday 10th January 2018 in Hermon Cottage

Present:

Cllr. John Overall (Chairman) Cllr. Goodliffe Cllr. Martin Holgate County Cllr. Kathryn Field (part)
Cllr. Chris Thomas (Vice-Chair) Cllr. David Scott Mrs Carol Hodgson (Clerk/RFO) District Cllr. Gary Curtis (part)

Item	Agenda Item	
1.	To receive apologies for absence. Apologies were received from Cllr. Edwards.	
2.	Public participation session re matters on the Agenda at the Chairman's discretion. There were no members of the public present.	
3.	To receive declarations of interest on agenda items. Cllr. Goodliffe declared a personal interest in: Item 18 – Village Hall as a Trustee and Parish Council's representative	
4.	To approve the minutes of the Parish Council meeting on <u>6th December 2017</u> RESOLVED: That the Chair of the meeting is authorised to sign the Minutes for 6th December 2017.	
5.	To receive any external reports. Cllr. Curtis reported that following the Christmas break it was quiet at Rother DC. An update on the illegally parked Sainsbury delivery van on The Green during October had finally been tracked down to Hampden Park. The Sainsbury store had sent an apologising email and the driver had been spoken to. Cllr. Field reported that it was budget time at ESCC which included finding £17m of savings. County Council was planning to increase the Council Tax by 2.99% together with the 3% government agreed Adult levy. The Library consultation had now finished, and the outcome was awaited.	
6.	Matters arising	
6.1	To receive any applications for the casual vacancy on Parish Council. There were no further updates to report.	
6.2	To receive an update on refurbishing the BT Kiosk on The Green – opposite the Village Shop. The Clerk had not yet contacted the recommended decorator for a quote.	
6.3	To receive an update on placing an information board / plaque at the Oak Tree sited near to St Laurence Church – planted by Parish Council in 1966 to commemorate the 900th Anniversary of 1066. Thompson Signs had sent a layout showing an anodised aluminium plate on an oak backing board which would be fitted onto a post. A 1 metre post had been allowed for, but other sizes were available. The cost to manufacture and supply to this specification would be £235.00 + VAT. Members commented that a heading to the plaque was needed and the wording more centralised. A steel post protruding 1 metre out of the ground was preferred.	
6.4	To set a date for the Annual Parish Assembly 2018 and discuss promoting the event. RESOLVED: To set the date of the 2018 Annual Parish Assembly as Thursday 19th April 2018.	
7.	Planning	
7.1	To consider response to planning applications. <ul style="list-style-type: none"> • No new planning applications as at 4th January 2018 There had been no further planning applications received. 	
7.2	To receive advice of decisions on previous applications. <ul style="list-style-type: none"> • RR/2017/2809/TN - The Old Forge - outside, Kitchenham Road, Stevens Crouch, TN33 9LR Install High Speed Broadband Cabinets. Outcome: TELECOM DET NOT REQD as per decision notice 13-Dec-17 Noted. • RR/2017/2506/P - Spring Bank, Watermill Lane, Henley Down, TN33 9BP Replacement ground floor extensions, first floor extension & dormer enlargement & balcony. Outcome: APPROVED CONDITIONAL as per decision notice 22-Dec-17 Noted 	
7.3	To receive advice on current enforcement orders. No current notifications had been received.	
8.	Local Action Plan To receive an update on the Catsfield 'Local Action Plan' (Re: The Catsfield Parish Survey). There were no further updates to report.	
9.	Newsletter To receive any updates. The draft Newsletter would be circulated to Councillors.	

10.	Highway Matters	
10.1	Church Road: To receive any updates on the traffic calming project outside Catsfield School. Cllr. Scott reported following the Safety Audit East Sussex Highways had advised that the double yellow lines to the end of Church Lane had met with approval and Highways had recommended they were also placed outside Pear Tree Cottage. Several issues had been raised regarding the build out outside school. There were changes proposed to the 30mph limit. Traffic Regulation Orders had yet been done. East Sussex Highways were planning to arrange a meeting of interested parties to discuss further.	DS
10.2	To receive an update on the ESCC Highways feasibility study for traffic calming proposals at Skinners Lane, Church Lane and The Green. Cllr. Scott reported on the outcome of Feasibility Study recently undertaken by East Sussex Highways. A copy of the report had been circulated to Members before the meeting. Cllr. Scott felt a meeting with East Sussex Highways would be beneficial to discuss the report and come-up with a proposed traffic calming scheme.	DS
10.3	To receive any other reports. Cllr. Scott had reported to East Sussex Highways that the white lines at the Powdermill Lane junction had all but disappeared.	
11.	Hedgerows and verges	
11.1	To receive any reports Cllr. Thomas reported there had been no adverse comments received on hedgerows and verges. All the field hedges were being cut. Cllr. Scott noted a problem with the hedge overhanging the pavement opposite the school. Cllr. Thomas would track the owner down and advise.	CT
12.	Community Speed Watch	
	To receive any reports. Cllr. Edwards was not available for comment. Members noted speed watch sessions had recently taken place.	
13.	Playing Field and Pavilion	
13.1	To receive an update on providing seating and a handrail rail outside the Pavilion. Cllr. Goodliffe had no further updates to report.	JG
13.2	To receive an update on proposed storage facilities at the Recreation Ground for the CTA. Cllr. Scott had finally managed to contact L&M Garages. They were looking into the proposed extension and would come back with a price.	DS
13.3	To receive any response from Pass+Move in relation to annual hire arrangements of Catsfield Playing Field and Pavilion for the year beginning April 2018. Pass+Move had acknowledged the contents of Parish Councils latest letter.	
13.4	To receive any other reports. Pass+Move, Catsfield Cricket Club, Catsfield Stoolball Club and Catsfield Football Club had agreed in principle to each contribute £150 to cover the cost of installing a Defibrillator at Catsfield Community Pavilion. Pass+Move have asked Parish Council if it would also consider contributing £150. Members agreed to discuss at the next meeting.	
14.	Playground Sub-Committee	
14.1	To receive the latest Recreation Ground Inspection. Cllr. Thomas reported on the monthly Recreation Ground. 1.5 bags of litter had been collected from around the area. All the equipment was in good working order. The missing plastic dome covers had now been installed. No dog poo had been found. The Clerk confirmed the MOT Type 1 sub base and the reinforcement grass mesh had now been delivered. Arrangements would be made with Jonathan Wheatland to fill in potholes along drive and lay the mesh green reinforcement outside Pavilion.	CT/MH
14.2	To receive an update on any tree work requirements in the Children's Play Area Cllr. Curtis was not available for an update.	
15.	Open Spaces	
15.1	To receive any reports. No reports were received.	DS
16.	History Centre	
	To receive any reports. Cllr. Overall reported that the History Group were progressing with the Brassey Exhibition scheduled for later in the year.	JO
17.	Village Hall Car Park	
17.1	To receive an update on the external lighting requirements in the Village Hall Car Park.	

17.2	<p>Cllr. Goodliffe reported that he had left messages for Jennery Associates to advise on the cost of the column lighting post for the Village Hall Car Park. Jennery Associates were due to be at the Village Hall during the February half term and Cllr. Goodliffe would speak to them then.</p> <p>To receive an update on Signage, Rules and regulations and a Risk Assessment.</p> <p>Cllr. Goodliffe had no further updates to report.</p>	JG JG																		
18. 18.1	<p>Village Hall</p> <p>To receive any reports.</p> <p>Cllr. Goodliffe had been unable to attend the last Village Hall Committee Meeting.</p>	JG																		
19. 19.1	<p>Finance and Audit and Legal</p> <p>To approve and sign the following cheques:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">a. Helena Kicinski</td> <td style="width: 40%;">Gardening Catsfield Border</td> <td style="width: 30%; text-align: right;">£ 75.00</td> </tr> <tr> <td>b. Mrs. C. Hodgson</td> <td>Salary – December 17</td> <td style="text-align: right;">£463.46</td> </tr> <tr> <td></td> <td>Petty Cash Top-up</td> <td style="text-align: right;">£ 49.37</td> </tr> <tr> <td></td> <td>HMRC Q.E. 31-Dec-17</td> <td style="text-align: right;">£ 59.40</td> </tr> <tr> <td></td> <td>Sub Base MOT 1</td> <td style="text-align: right;">£ 55.40</td> </tr> <tr> <td></td> <td>Grass Mesh Reinforcement</td> <td style="text-align: right;">£253.74 £881.37</td> </tr> </table> <p>RESOLVED: All cheques were approved for payment</p>	a. Helena Kicinski	Gardening Catsfield Border	£ 75.00	b. Mrs. C. Hodgson	Salary – December 17	£463.46		Petty Cash Top-up	£ 49.37		HMRC Q.E. 31-Dec-17	£ 59.40		Sub Base MOT 1	£ 55.40		Grass Mesh Reinforcement	£253.74 £881.37	
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19.2	<p>To receive the monthly statement of accounts to <u>31st December 2017</u></p> <p>RESOLVED: That the monthly statement of accounts to 31st December 2017 were received</p>																			
19.3	<p>To receive the bank reconciliation to <u>31st December 2017</u></p> <p>RESOLVED: That the bank reconciliation to 31st December 2017 was received.</p>																			
19.4	<p>To discuss the budget and set the precept for 2018/19.</p> <p>Members had been circulated a draft budget for review at the December meeting.</p> <p>RESOLVED: To set the 2018/19 precept at £21,500</p>																			
20. 20.1	<p>Staff Recruitment</p> <p>To receive an update on recruiting a new Clerk / RFO</p> <p>Job applications had been received following the December Meeting. The recruitment panel had interviewed one of the candidates and recommended appointment.</p> <p>RESOLVED: To appoint Mrs. Karen Crowhurst as Clerk / RFO to Catsfield Parish Council.</p>																			
21.	<p>Any other business / reports / future agenda items / correspondence</p> <ul style="list-style-type: none"> • Parking at School was becoming an issue again. Parish Council would arrange to have a meeting with School. • To follow-up removing the unnecessary recycling bins from the Village Hall Car Park 																			
	<p>There being no further business the meeting closed at 22:07</p>																			

Chairman.....

Date.....