



CATSFIELD PARISH COUNCIL

Minutes of the meeting held on 7th March 2018

Hermon Cottage
Catsfield Village Hall

The Clerk: Mrs Karen Crowhurst
The Village Hall, Church Road
Catsfield, East Sussex TN33 9DP

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Website www.catsfieldpc.co.uk

Present: Cllr Chris Thomas – Vice Chair who chaired the meeting, Cllr Sean Edwards and Cllr Martin Holgate.

Also in attendance: Karen Crowhurst – Clerk/RFO

Item	Minutes	Action by
1.	Apologies for absence	
1.1	Apologies were received from Cllr John Overall, Cllr David Scott, ESCC Cllr Kathryn Field and RDC Cllr Gary Curtis. During this item Members accepted the resignation of Julian Goodliffe.	
2.	To approve the minutes of the Parish Council meeting on 7th February 2018	
2.2	After one slight amendment, it was resolved to accept the minutes of the meeting held on 7 th February as a true and accurate record of the meeting.	
3.	To receive declarations of interest on agenda items.	
3.1	There were no declarations of interests.	
4.	To receive reports from Cllr Kathryn Field (ESCC) and Cllr Gary Curtis (RDC)	
4.1	No reports were received.	
5.	Actions – Outstanding and on-going	
5.1	a) To receive any applications for the casual vacancies on Parish Council	
5.2	The Clerk advised that there have been no expressions of interest.	
5.3	b) Road Closure Order for Sunday 8th July 2018	
5.4	The Clerk informed Members that the Parish Council response has been submitted.	
5.5	c) To receive an update on placing an information board/plaque at the oak tree sited near to St Laurence Church – planted by the Parish Council in 1996 to commemorate the 900 th Anniversary of 1066	
5.6	Members were not keen on the two layouts previously presented. It was agreed for the Clerk to present some further options and also send the options to Father Laurence to confirm the final submission to the contractor.	The Clerk
5.7	d) Annual Parish Assembly meeting arrangements	
5.8	The Clerk informed Members that invitations have been sent and she has received a couple of confirmations. Members advised the Clerk who should be invited if not done so already and requested the Clerk contact Daniel Russell Sussex Police to extend an invitation and report. The Clerk informed Members that there is a poster in the Parish Council notice board and A5 flyers will be available in the Village Hall	The Clerk
5.9	Members requested to know if there has been any progress regarding painting the telephone kiosk. The Clerk advised that she is waiting for a quote and was advised by the Contractor that work would unlikely commence until Easter.	
6.	Planning matters	
6.1	a) To consider response to planning applications. – None received	
6.2	b) Planning consents, refusals and notice of appeals – to note and or receive advice. None received	
6.3	c) To note or receive advice on current enforcement orders Wealden District Council – Enforcement Notice Land at South Wood, Catsfield, East Sussex (previously circulated)	
6.4	Members noted the Enforcement Notice Issued by Wealden District Council.	
7.	Newsletter	
7.1	a) To receive any updates.	
7.2	Members requested the Clerk contact the former Clerk to establish if any progress has been made.	The Clerk

8. 8.1	Insurance claim – Damage by a tree to a property on the playing field Members discussed this and agreed that the tree mentioned in the report is not the responsibility of the Parish Council. It was agreed that the insurance company should be responded to advising them of this and highlight that the tree concerned is the responsibility of East Sussex Highways Department.	The Clerk
9. 9.1 9.2 9.3 9.4	Highway Matters a) Church Road: To receive any updates on the traffic calming project outside Catsfield School. b) The Green: To receive any updates on traffic calming measures for the zebra crossing area. c) To receive any other reports. With the exception of agreeing to the amendment to the yellow lines proposed. It was agreed to defer the items until Cllr Scott could be in attendance.	DS DS DS
10. 10.1 10.2	Community Speed Watch a) To receive any reports. Cllr Edwards reported that the Speed Watch Team have been out and undertaken speed checks in the village.	
11. 11.1 11.2 11.3 11.4 11.5 11.6 11.7 11.8 11.9 11.10 11.11	Playing Field and Pavilion a) To receive an update on providing seating and a handrail rail outside the Pavilion. b) Proposed modifications to the Pavilion kitchen to provide an outside servery area. c) To receive quotes for the proposed work d) To receive any other updates e) To receive an update on the proposal for a sheltered seating area by the Children’s Play Area. f) To receive an update on proposed storage facilities at the Recreation Ground for the Catsfield Triangle Committee. g) To confirm Parish Councillor key holder It was agreed that there should be a second key holder in the event of Cllr Overall not being available. It was approved for Cllr Thomas to be the second key holder. h) To receive any other reports. With the exception of 11 g it was agreed to defer the above until the next meeting.	JG/DS JG/DS DS DS
12. 12.1 12.2	Playground Sub-Committee a) To receive the latest Recreation Ground Inspection. Cllr Thomas informed Members that he has carried out an inspection and found everything to be satisfactory. Cllr Thomas advised that there is a broken chain on the pink litter bin which is in need of repair. The bin is not padlocked to the post, this needs addressing. Cllr Thomas also reported that the basketball post needs maintenance and suggested work is carried out when the telephone kiosk is being painted. The work required on the playing field has not yet been carried out. It was agreed for the Clerk to contact the relevant people to address these matters. Cllr Thomas also reported that the basketball post needs maintenance and the boiler room doors were rattling and suggested this be mentioned at the meeting when the Clerk meets with the Chairman of the Cricket Club.	MH/CT The Clerk The Clerk
13. 13.1 13.2	Hedgerows and verges a) To receive any reports Cllr Thomas informed Members that the hedge which was overhanging the highway reported at the February meeting has now been cut back.	CT
14. 14.1 14.2	Open Spaces a) To receive any reports. There were no reports received.	DS
15. 15.2 15.3	History Centre a) To receive any reports. There were no reports received.	JO
16. 16.1 16.2 16.3 16.4 16.5	Village Hall Car Park a) To receive an update on the external lighting requirements in the Village Hall Car Park. It was agreed to defer this until the next meeting. b) To receive an update on Signage, Rules and regulations and a Risk Assessment It was agreed to defer signage, rules and regulations but request that the District Council remove the bin for glass collection as this poses a risk. Members requested the Clerk check whether this has been done with the former Clerk. c) To receive a quote for the repair work required to the perimeter fencing in the Car Park	JG JG JG

16.6	It was agreed to defer this item until the April meeting.																																									
17.	Village Hall	JG																																								
17.1	a) To receive any reports.																																									
17.2	It was reported that the new lighting in the hall has been met satisfactorily by a member of the Village Hall Management Committee.																																									
18.	Finance, Audit and Legal																																									
18.1	a) To approve and sign the following cheques:																																									
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18.2	It was resolved to accept the above payments. The payments lists and cheques were signed by Cllr Thomas and Cllr Holgate.																																									
18.3																																										
18.4	b) To receive the monthly statement of accounts to 31 st January 2018																																									
18.5	Members noted the monthly statement of accounts.																																									
18.6	c) To receive the bank reconciliation to 31 st January 2018																																									
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18.8	d) To consider paying for additional grass cutting in the village considering East Sussex County Council cuts, leading to only 2 cuts per season in rural areas. The additional expenditure will be in the region of £389																																									
18.9	After careful consideration and being mindful of the timing as the Parish Council has set the budget and submitted the precept. It was resolved that Catsfield Parish Council will not absorb the costs of the grass cutting on the urban verges, as this is the responsibility of East Sussex County Council.																																									
19.	To consider any correspondence received after this agenda has been published																																									
19.1	There was no correspondence for consideration.																																									
20.	General Data Protection Regulations																																									
20.1	a)To agree Cllr's have separate emails to conduct Council Business																																									
20.2	Members agreed that they should have separate Parish Council emails in order to conduct Parish council business and separate business from personal emails.																																									
20.3	b) To appoint an independent Data Protection Officer																																									
20.4	After taking into account the Briefing Paper regarding the General Data Protection Regulations it was agreed to appoint Satswana to act as the Data Protection Officer for Catsfield Parish Council.	The Clerk																																								
20.5	c) To consider any further steps to work toward the Data Protection Regulations																																									
20.6	Due to the requirements needed to be met. Members granted delegated authority to the Clerk to ensure all was in place by 25 th May or just after.																																									
21.	Items for referral to next agenda / reports / future agenda items / correspondence																																									
	There were no items for referral.																																									
	There being no further business, the meeting closed at 8.30pm. Date of next Meeting, Wednesday 4 th April 2018. 7.30pm – Hermon Cottage, Catsfield Village Hall.																																									