



# CATSFIELD PARISH COUNCIL

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

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Minutes of the Annual Statutory and Parish Council Meetings held on  
Wednesday 2nd May at 7.30 pm in **Hermon Cottage**

**In attendance:** Cllr Sean Edwards, Cllr Martin Holgate, Cllr John Overall, Cllr David Scott and Cllr Chris Thomas.

**Also, in attendance:** Mrs Karen Crowhurst – Clerk/RFO

Cllr Kathryn Field – East Sussex County Council

Item No	ANNUAL STATUTORY MEETING MINUTES	
1.	<b>Election of Chairman for the ensuing year and to receive their declaration of acceptance of Office</b>	
1.1	A proposal was received from Cllr Scott which was seconded by Cllr Holgate for nominating Cllr John Overall to be elected as Chairman for the next administration year. Which was seconded. Therefore, Cllr John Overall was duly elected as Chairman to Catsfield Parish Council. Cllr Overall then signed the Acceptance of Office Declaration, which was countersigned by the Clerk RFO.	
2.	<b>Election of Vice-Chairman for the ensuing year</b>	
2.1	A proposal was received from Cllr Overall nominating Cllr Chris Thomas to be elected as Vice Chairman for the next administration year. Which was seconded by Cllr Edwards. Therefore, Cllr Chris Thomas was duly elected as Vice Chairman to Catsfield Parish Council.	
3.	<b>To receive apologies for absence</b>	
3.1	Apologies were received from Cllr Carol Hodgson and Cllr Gary Curtis.	
4.	<b>In accordance with the Code of Conduct to receive any personal or pecuniary declarations of Members interests and to receive any written dispensation requests for granting</b>	
4.1	There were no declarations of Members Interests nor dispensation requests.	
5.	<b>Co-option of Councillor – To consider any Co-option requests</b>	
5.1	No requests have been received.	
6.	<b>To approve the minutes of the Parish Council meeting on 4th April 2018</b>	
6.1	It was <b>resolved</b> to accept the minutes of the meeting held on 4 <sup>th</sup> April 2018 as a true and accurate record of the meeting. The minutes were then signed by the Council Chairman.	
7.	<b>Public participation session re: matters on this agenda at the Chairman's discretion. Maximum 15 Minutes</b>	
7.1	There were no members of the public in attendance.	
8.	<b>To review the delegation arrangements to Committees, Sub-Committees, employees and other local authorities</b>	
8.1	Members agreed that a review did not need to be held and the current delegation arrangements would remain.	
9.	<b>To review the terms of reference for Committees</b>	
9.1	Members agreed to continue with the current terms of reference.	
10.	<b>Appointments to Planning Committee and Election of Chairman</b>	
10.1	It was <b>resolved</b> for all Members to be appointed to the Planning Committee. Cllr Thomas was elected as Chairman and Cllr Overall to be the Ex Officio.	
11.	<b>Appointments to Playground Committee</b>	
	It was agreed to rename the Playground Committee and call it the Playground Steering Group. Cllr Thomas and Cllr Holgate were appointed to the Steering Group.	
12.	<b>To review existing areas of responsibility and receive nominations for:</b>	
12.1	<ul style="list-style-type: none"> <li>• <b>Footpaths</b> – Cllr Overall was granted responsibility.</li> </ul>	
12.2	<ul style="list-style-type: none"> <li>• <b>Hedges and Verges</b> - Cllr Thomas was granted responsibility.</li> </ul>	
12.3	<ul style="list-style-type: none"> <li>• <b>Open Spaces</b> - Cllr Scott was granted responsibility.</li> </ul>	
12.4	<ul style="list-style-type: none"> <li>• <b>Highways &amp; Traffic Matters</b> – Cllr Scott was granted responsibility.</li> </ul>	
12.5	<ul style="list-style-type: none"> <li>• <b>Police Liaison</b> – Cllr Scott was granted responsibility.</li> </ul>	

12.6	<ul style="list-style-type: none"> <li>• <b>Tree Warden</b> – It was agreed to appoint Dr John Fetwell as the Parish Council Tree Warden if he was agreeable to accept.</li> <li>• <b>Dog Warden</b> – Cllr Edwards was granted responsibility.</li> <li>• <b>Community Pavilion responsibility</b> – Cllr Hodgson was granted responsibility.</li> <li>• <b>Pond Warden</b> – Cllr Thomas was granted responsibility.</li> </ul>	
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13.	<b>Appointment of any new committees, confirmation of the terms of reference, the number of members (including, if appropriate, substitute councillors) and receipt of nominations to them</b> There were no new committees formed. Therefore, no further decisions were made.	
13.1		
14.	<b>Appointment to External Bodies</b> a) Village Hall Management Committee – It was agreed to appoint Cllr Hodgson as the Parish Council representative. During this item it was agreed to request a copy of the Village Hall Public Liability Insurance. b) Rother Association of Local Councils – Appointment to ESALC will take place at RALC meeting – It was agreed to appoint Cllr Holgate and Cllr Overall as the Parish Council representatives. c) History Centre – It was agreed to appoint Cllr Overall as the Parish Council representative.	
15.		
15.1		
15.2	<b>To review and adopt if appropriate Standing Orders and Financial Regulations</b> The Clerk advised Members that a new version of the Standing Orders has recently been distributed by NALC and SALC. It was <b>resolved</b> to continue the existing Standing Orders and review them over the administration year in readiness for May 2019.	
15.1		
16.	<b>Revision or adoption of Council Policies</b> a) Retention of documents Policy – Member agreed to adopt the Retention of Documents Policy, to assist with the General Data Protection Regulations.	
16.1		
<b>PARISH COUNCIL MEETING AGENDA</b>		
1.	<b>To receive reports from Cllr Kathryn Field (ESCC) and Cllr Gary Curtis (RDC)</b> Cllr Field reported on: <ul style="list-style-type: none"> <li>- Her disappointment regarding the closure of East Sussex Music Service, and her campaign to retain the service provisions.</li> <li>- The closure of 2 special schools. Cllr Field emphasised that this was not a decision made by ESCC as The schools are academies. Cllr Field explained the need to share funds throughout all the schools in East Sussex.</li> <li>- Rubbish collections being carried out by the District Council, especially on un-adopted and narrow Roads/lanes.</li> </ul>	
1.1		
2.	<b>Actions – Outstanding and on-going</b> a) <b>To receive any applications for the casual vacancies on Parish Council</b> 2.1 No applications have been received. 2.2 b) <b>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<sup>th</sup> Anniversary of 1066</b> 2.3 2.4 This was discussed. It was agreed for the Clerk to resend the plaque templates. 2.5 d) <b>Painting of telephone kiosk</b> 2.6 The Clerk Informed Members that she has requested a contractor with current liability insurance look at the phone kiosk and submit a quotation.	
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3.	<b>Planning matters</b> a) <b>To consider response to planning applications received</b> 3.1 No applications have been received. 3.2 b) <b>To consider any planning applications that cannot be held over to next meeting after this agenda has been published</b> 3.3 3.4 No further applications were received for consideration. 3.5 c) <b>Planning consents, refusals and notice of appeals – to note and or receive advice</b> <b>RR/2018/613/P</b> South Lodge, Potmans Lane, Catsfield TN33 9BH – Polytunnel – <b>Approved</b> Members noted the decision made by the District Council and requested the Clerk contact the Planning department to establish why the Parish Council were not made aware of this application. 3.6 d) <b>To note or receive advice on current enforcement orders</b> There were no enforcement matters for consideration.	
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4.	<b>Newsletter</b>	
4.1	<b>a) To receive any updates.</b>	
4.2	This item was deferred.	
5.	<b>Highway Matters</b>	
5.1	<b>a) Church Road: To receive any updates on the traffic calming project outside Catsfield School</b> Cllr Scott informed Members about the scheme and what actions could be carried out. These included the installation of double yellow lines. Cllr Scott informed Members that a build out was not a feasible option. Cllr Scott also informed Members that there will be a consultation period where residents will be able to comment on any proposed improvements.	DS
5.2	<b>b) The Green: To receive any updates on traffic calming measures for the zebra crossing area</b> Cllr Scott provided information and a map regarding propose calming measures as well as appropriate locations. Cllr Scott advised that there are many factors needing to be considered to move this item forward. This will continue to be an on-going item. Cllr Scott advised that ESCC will require a business scheme which he agreed to work on as this will need to be completed before consulting with the Parish. Options included Gateway Signs, painting on the road, LED lights enhancing the lighting of the crossing, speed indicators which could be portable. Members agreed for Cllr Scott to carry out all the required work.	DS
5.3	<b>c) To receive any other reports</b> Cllr Scott provided a further report which included other options regarding the above. Cllr Scott also raised concerns about housing numbers allocated in the SHEELA as there has been no mention of infrastructure.	DS
6.	<b>Community Speed Watch</b>	
6.1	<b>a) To receive any reports</b>	
6.2	Cllr Edwards informed Members that the Speed Watch Team have been active. Cllr Overall referred to the report received at the Annual Parish Assembly.	
7.	<b>Playing Field and Pavilion</b>	
7.1	<b>a) To receive an update on providing seating and a handrail rail outside the Pavilion</b>	CH
7.2	<b>b) To receive quotes for the proposed work</b>	CH
7.3	<b>c) To receive any other updates</b>	CH
7.4	<b>e) To receive an update on the proposal for a sheltered seating area by the Children's Play Area.</b>	CH
7.5	<b>f) To receive an update on proposed storage facilities at the Recreation Ground for the Catsfield Triangle Committee</b>	CH
7.6		
7.7	<b>g) To receive any other reports</b>	CH
7.8	It was agreed to defer these items until the next meeting.	
8.	<b>Playground Sub-Committee</b>	
8.1	<b>a) To receive the latest Recreation Ground Inspection</b>	MH/CT
8.2	Cllr Thomas informed Members that the play area is fine, and parents were happy with the area. Cllr Thomas advised that there is a missing catch on the gate, which he agreed to oversee the replacement. Cllr Thomas reported that there was rather a large muddy puddle which will need to be dealt with. It was agreed for Cllr Thomas to carry out the necessary actions to resolve any issues. Cllr Thomas and Cllr Holgate advised that they were impressed with the drainage on the field, especially as there has been a lot of rainfall of late.	
9.	<b>Hedgerows and verges</b>	
9.1	<b>a) To receive any reports</b>	CT
9.2	There were no reports.	
10.	<b>Open Spaces</b>	
10.1	<b>a) To receive any reports</b>	
10.2	Cllr Scott informed Members that the matter of the playground entrance is on-going, and he will pursue another contractor to provide a quotation.	DS
11.	<b>History Centre</b>	
11.1	<b>a) To receive any reports</b>	JO
11.2	Cllr Overall informed Members about the event being held on 5 <sup>th</sup> May 2018.	
12.	<b>Village Hall Car Park</b>	
12.1	<b>a) To receive an update on the external lighting requirements in the Village Hall Car Park</b>	
12.2	Cllr Scott informed Members that he has met with Jennerys who provided a quotation for £2,230 to provide low level solar lighting in the carpark. After a short discussion it was agreed, 1) To consult with	DS

12.3	residents to ensure they welcome the scheme. 2) To accept the quotation and use general reserves if the costs go over budget. 3) For Cllr Scott to submit a planning application on behalf of the Parish Council.																																																																																	
12.4	<b>b) To receive an update on Signage, Rules and regulations and a Risk Assessment</b>	All																																																																																
12.5	This item is on-going.																																																																																	
12.6	<b>c) To receive a quote for the repair work required to the perimeter fencing in the Car Park</b>																																																																																	
13.	It was agreed to establish if JW Fencing could carry out repair work.	KC																																																																																
13.1	<b>Village Hall</b>																																																																																	
1.2	<b>a) To receive any reports</b>	JG																																																																																
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14.	<b>Finance, Audit and Legal</b>																																																																																	
14.1	<b>a) To approve the cost centre report</b>																																																																																	
14.2	Members approved the cost centre report.																																																																																	
14.3	<b>b) To approve bank reconciliation</b>																																																																																	
14.4	Members approved the bank reconciliation which was signed by the Chairman along with the supporting bank statement.																																																																																	
14.5	<b>c) To approve subscriptions for Council and Staff</b>																																																																																	
14.6	ESALC																																																																																	
14.7	RALC																																																																																	
14.8	SLCC																																																																																	
14.9	Action in Rural Sussex																																																																																	
14.6	All the subscriptions above were approved.																																																																																	
14.7	<b>d) To approve payments</b>																																																																																	
14.8	<table border="1"> <thead> <tr> <th>Date</th> <th>Payee</th> <th>Description</th> <th>Amount</th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>26/04/2018</td> <td>EON</td> <td>Electricity</td> <td>30.36</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>02/05/2018</td> <td>Karen Crowhurst</td> <td>Expenses</td> <td>57.15</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>02/04/2018</td> <td>Karen Crowhurst</td> <td>Clerk Salary</td> <td>446.85</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>02/05/2018</td> <td>HM Customs &amp; Revenue</td> <td>Clerk Tax</td> <td>116.80</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>02/05/2018</td> <td>SALC/NALC</td> <td>Subscription</td> <td>253.23</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>02/04/2018</td> <td>Action in Rural Sussex</td> <td>Subscription</td> <td>50.00</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>02/05/2018</td> <td>Pass+Move</td> <td>Defib Cabinet</td> <td>150.00</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>02/05/2018</td> <td>Scribe200</td> <td>Finance Package</td> <td>215.88</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td><b>1,320.27</b></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Date	Payee	Description	Amount					26/04/2018	EON	Electricity	30.36					02/05/2018	Karen Crowhurst	Expenses	57.15					02/04/2018	Karen Crowhurst	Clerk Salary	446.85					02/05/2018	HM Customs & Revenue	Clerk Tax	116.80					02/05/2018	SALC/NALC	Subscription	253.23					02/04/2018	Action in Rural Sussex	Subscription	50.00					02/05/2018	Pass+Move	Defib Cabinet	150.00					02/05/2018	Scribe200	Finance Package	215.88								<b>1,320.27</b>					
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14.9	It was <b>resolved</b> approved the above payments.																																																																																	
14.10	<b>b) To approve the end of year accounts 2017 – 2018</b>																																																																																	
14.11	It was <b>resolved</b> to approve the end of year accounts, which were then signed by the Council Chairman. Gratitude was expressed to Cllr Hodgson who assisted the Clerk and enabled the end of year accounts to be drawn up, making the process go smoothly.																																																																																	
14.12	<b>c) To approve the end of year Bank Reconciliation</b>																																																																																	
14.13	It was <b>resolved</b> to approve the end of year bank reconciliation, which was then signed by the council Chairman.																																																																																	
14.14	<b>d) To approve the Annual Governance Statement</b>																																																																																	
14.15	It was <b>resolved</b> to approve the Annual Governance Statement, outlined in the audit form, which was signed by the Council Chairman and the Clerk/RFO.																																																																																	
14.16	<b>e) To approve the accounting statement</b>																																																																																	
14.17	It was <b>resolved</b> to approve the accounting statement, outlined in the audit form, which was then signed by the Council Chairman and the Clerk/RFO.																																																																																	
14.18	<b>f) To decide if Catsfield Parish Council is exempt from External Audit and sign any forms accordingly</b>																																																																																	
14.19	Members agreed that Catsfield Parish Council were not exempt from External Audit.																																																																																	
14.20	<b>g) To agree effectiveness of audit</b>																																																																																	
14.21	Members agreed that there are effectiveness audit control measures in place.																																																																																	
14.22	<b>d) To approve the Internal Audit Report and act on any actions arising – if Audit has been carried out</b>																																																																																	
14.23	Members accepted the Internal Audit Report and agreed to act on the actions arising from the report.																																																																																	
14.24	<b>f) To consider any other financial matters which cannot be held over to the next meeting</b>																																																																																	

14.25	Due to the urgency of payment. Members accepted the insurance quotation receive form Zurich and payed the amount of £1,365.90.	
18.	<b>To consider any correspondence received after this agenda has been published</b>	
18.1	There was no correspondence for consideration.	
19.	<b>Items for referral to next agenda / reports / future agenda items / correspondence</b>	
19.1	Defibrillator training.	
20.	<b>Urgent items, at the discretion of the Chairman</b>	
20.1	There were no urgent items.	
	There being no further business, the meeting closed at 9.00 pm. Date of next meeting, Wednesday 6 <sup>th</sup> June 7.30pm.	