

CATSFIELD PARISH COUNCIL

Minutes of the Annual Meeting held on Wednesday 1st June 2016 in Hermon Cottage

Present: Cllr. John Overall (Chairman) Cllr. Martin Holgate Cllr. Chris Thomas Mrs Carol Hodgson (Clerk/RFO) Cllr. David Scott District Cllr. Gary Curtis		Apologies: Cllr. Julian Goodliffe County Cllr. Kathryn Field PCSO Daryl Holter
Item	Agenda Item	
1.	To receive apologies for absence. Cllr. Julian Goodliffe. County Councillor Kathryn Field. PCSO Daryl Holter.	
2.	To approve the minutes of the Parish Council meetings on 4th May 2016 and the Annual Parish Assembly on 13th April 2016. RESOLVED: That the Chairman is authorised to sign the Minutes for 4th May 2016 and the Annual Parish Assembly on 13th April 2016.	
3.	To receive declarations of interest on agenda items. No declarations of interest on the agenda items were received.	
4.	To receive any external reports. District Councillor Gary Curtis reported: The Village Hall sign located by the Bus Stop outside the White Hart Pub had been restored. Parish Council queried the outcome of the Enforcement Notice on Twisly Oak Farm: ' <i>No Further Action - Not expedient to take further action in the public interest</i> '. This had been followed-up with Rother DC Enforcement who explained that the issue that may have needed planning permission was the importation and splitting of logs. The landowner does import wood from a further site they own, but the logs are not now sold on site. The activity was considered of relatively low level and not considered significant enough to enforce further. Rother DC accept that the nature of work is not unusual to a working farm/farm yard. Members agreed to monitor the situation and advise Cllr. Curtis if there were any further issues. Parish Council advised that some of the recycling banks in the Village Hall Car Park were full to overflowing and had been reported to the relevant providers. Cllr. Curtis agreed to notify Rother DC of the situation.	
5.	Matters arising <ol style="list-style-type: none"> a. To receive an update on Parish Council's website. Some information had been transferred onto the new website but this needed updating before it could go live. RESOLVED: Agreed for The Clerk to claim additional hours to bring the website up to date to go live. b. To receive any applications for the casual vacancy on Parish Council. No applications had been received. Parish Council would continue to promote the 2 vacancies. c. To receive an update on the claim against Parish Council re: tree root issues at 1 Parkgate Bungalows. The matter had been passed over to and accepted by Allianz - Parish Council's previous insurers who originally handled the case. 	
6.	Planning <ol style="list-style-type: none"> 6.1 To consider response to planning applications. <ol style="list-style-type: none"> a. RR/2016/967/P - Broomham House, The Green, Catsfield TN33 9DL A 60m x 30m menage for personal private use together with associated groundworks. Applicant: Mr & Mrs Auer Cllr. Thomas reported. RESOLVED: Parish Council has no objections to this planning proposal. b. RR/2016/1178/P - Redcoat Farm, Catsfield Road, Catsfield TN33 9DU Proposed garage. Applicant: Mr S Crowley Cllr. Thomas reported. RESOLVED: Parish Council has no objections to this planning proposal. c. RR/2016/1212/L - The Hop Barn, The Stream, Catsfield TN33 9BB Proposed amendments to current approved scheme (RR/2015/159/P & RR/2015/160/L) for conversion of existing barn to a single dwelling. To include internal layout revisions, revisions to external openings, insertion of roof lights and proposed demolition of existing animal shelter structure and erection of new single storey extension to include ancillary 	

(service) accommodation to main dwelling with proposed glazed link connecting new extension to existing barn.

Applicant: Mr & Mrs J Parker

Cllr. Thomas reported.

RESOLVED: Parish Council has no objections to this planning proposal.

- d. [RR/2016/1211/P](#) - The Hop Barn, The Stream, Catsfield TN33 9BB

Proposed amendments to current approved scheme (RR/2015/159/P & RR/2015/160/L) for conversion of existing barn to a single dwelling. To include internal layout revisions, revisions to external openings, insertion of rooflights and proposed demolition of existing animal shelter structure and erection of new single storey extension to include ancillary (service) accommodation to main dwelling with proposed glazed link connecting new extension to existing barn.

Applicant: Mr & Mrs J Parker

Cllr. Thomas reported.

RESOLVED: Parish Council has no objections to this planning proposal.

- e. [RR/2016/1229/P](#) - Black Cottage, Henley Down, Catsfield TN33 9BN

Rear two storey extension.

Applicant: Mr & Mrs Robins

Cllr. Thomas reported.

RESOLVED: Parish Council has no objections to this planning proposal.

- f. [RR/2016/1394/P](#) - Catsfield Christmas Tree Farm, The Stream, Catsfield TN33 9BB

Single storey side extension.

Applicant: Mr & Mrs Collins

Cllr. Thomas reported.

RESOLVED: Parish Council has no objections to this planning proposal.

6.2 To receive advice of decisions on previous applications.

- a. [RR/2016/649/P](#) - Glebelands, Potmans Lane, Catsfield TN33 9BJ

Provision of store for animal welfare linked to existing approved housing for livestock.

Outcome: Approved Conditional as per decision notice [10-May-16](#)

Noted.

- b. [RR/2016/1134/MA](#) - The Old Hunt Stables Catsfield Road, Catsfield, TN33 9DU

Non-material amendment of planning permission RR/2015/3032/P to allow rooflights in roof over storage area.

Outcome: Approved as per decision notice [04-May-16](#)

Noted

- c. [RR/2016/1181/FN](#) - Diamond Cottage, Spratts Lane, Catsfield TN33 9BL

Construction of two new farm buildings.

Outcome: FN - Details Not Required as per decision notice dated [26-May-16](#)

Noted.

6.3 To receive advice on current enforcement orders.

- a. **ENF/13/16/CAT – Twisly Oak Farm, Church Road, Catsfield**

Importation and processing of Timber, Storage of skips and Waste Materials. Lapsed planning permission for Farm Shop (RR/2012/290/P)

Current Status: No Further Action - Not expedient to take further action in the public interest

Parish Council had queried with Rother DC why it had been concluded that '*No Further Action - Not expedient to take further action in the public interest*'. Rother DC Enforcement explained that the issue that may have needed planning permission was the importation and splitting of logs. The landowner does import wood from a further site they own, but the logs are not now sold on site. The activity was considered of relatively low level and not considered significant enough to enforce further. Rother DC accept that the nature of work is not unusual to a working farm/farm yard. Members agreed to monitor the situation and advise Cllr. Curtis if there were any further issues.

- b. **ENF/37/16/CAT - The Old Hunt Stables, Main Road, Catsfield**

New building south-west of main building

Current status: No further action - No breach of planning control

Noted.

- c. **ENF/176/15/CAT - Senlac Wood Caravan Park, Catsfield Road, Catsfield**

Additional Pitches, 8 Static caravans, additional area for tourers and tents

6.4	<p>Current status: No Further Action - Planning Permission Granted</p> <p>To discuss any new proposals or updates for the disbursement of the Community Benefit monies from Lightsource Renewable Energy Ltd. re: St Francis Farm Solar Farm Development.</p> <p>a. To consider the suggestion received from the Catsfield Horticultural Society to modify the Pavilion kitchen.</p> <p>CHS had raised concerns at their recent meeting over the problem of serving teas and refreshments from the Pavilion due to the small kitchen and the lack of an external servery. Other users of the Pavilion had also commented to them that these pavilion facilities are not suitable and there are safety issues with people and children queuing inside the pavilion and passing up and down steps carrying hot drinks and food. CHS asked that the Parish Council consider this issue and possibly discuss ways to improve the general accessibility and facilities of the Pavilion for use by the community and not just for the benefit of the sports associations. CHS felt this could be a worthwhile use of the Community Benefit monies. To consider if the project could be taken forward Parish Council would need to arrange for a design to be drawn-up.</p> <p>A follow-up email had been received from Wendy Goodliffe on behalf of Catsfield Horticultural Society regarding a request for financial support of the Catsfield Summer Flower Show and Fete 2016. Cllr. Thomas clarified that Mrs. Goodliffe had taken on the role of raising sponsorship for the CHS. Members discussed the request and would make a decision at the July meeting when further information had been obtained.</p> <p>RESOLVED: Cllr. Scott will draw-up a proposal to modify the kitchen to provide a servery area from the end wall of the Pavilion.</p> <p>To request from Catsfield Horticultural Society their latest accounts and also to confirm the amount of funding required – as a one-off or continual.</p>	
7.	<p>Neighbourhood Planning</p> <p>a. To receive an update on Local Planning and Site Allocations project with Rother DC. There were no further updates to report.</p> <p>b. To receive an update on the Catsfield ‘Local Action Plan’ (Re: The Catsfield Parish Survey). There were no further updates to report.</p>	
8.	<p>Newsletter</p> <p>a. To receive the latest newsletter The next Newsletter was being prepared. Members asked that items for Speed Watch and the Casual Vacancy on Parish Council were included.</p>	
9.	<p>Emergency Plan</p> <p>a. To receive any further updates. Cllr. Goodliffe was not available to give an update.</p>	JG
10.	<p>Highway Matters</p> <p>a. To receive an update on the traffic calming measures project outside Catsfield CEP School. Cllr. Scott reported that the new grant application forms will not be ready for June – the deadline for submitting the application. Sarah Valentine - Project Manager, Infrastructure Design and Delivery at ESCC advised that Parish Council’s project had been noted and was not at risk due to the non-completion of a grant application form.</p> <p>b. To receive any other reports. Cllr. Scott reported that he will cut the shrubbery back around the ‘No right turn’ sign in Church Road. Cllr. Overall advised that the damaged beech tree near to St. Laurence Church had not been dealt with. ESCC Highways were looking into the ownership of the land. Parish Council had been advised that the tree was not on Catsfield Manor’s land. Mr. Parker had sent details of the tree to ESCC Highways but had not received a reply to date.</p> <p>RESOLVED: Cllr. Scott to contact Catsfield’s Highway Steward - Andy Swanson seek his help with identifying the landowner responsible for the damaged tree.</p>	DS DS
11.	<p>Community Speed Watch</p> <p>a. To receive any reports. Cllr. Scott advised that Keith Robertson had shown interest in being involved with the Speed Watch sessions. Mr. Robertson - The Clerk for Crowhurst PC - had advised that Crowhurst PC was looking to start-up Speed Watch in Crowhurst and asked if Catsfield PC would consider loaning them the Speed Indication Device. This was due to be discussed at the next Crowhurst PC meeting.</p>	
12.	<p>Playing Field and Pavilion</p>	

18.	Village Hall a. To receive any reports. Cllr. Goodliffe was not available to report.	JG																																								
19.	Finance 19.1 To accept the annual Zurich Insurance at £1,305.51 for a one year term. RESOLVED: To renew the annual insurance with Zurich Municipal for one year 19.2 To approve and sign the following cheques: <table border="0" data-bbox="220 309 1353 622"> <tr> <td>a. Surewaste (Sussex) Ltd</td> <td>Waste collection Recreation Ground</td> <td>£</td> <td>70.20</td> </tr> <tr> <td>b. Zurich Municipal</td> <td>Annual Insurance</td> <td>£</td> <td>1,305.51</td> </tr> <tr> <td>c. Streetlights</td> <td>Annual Maint. Street lights Pmt 1 of 2</td> <td>£</td> <td>230.27</td> </tr> <tr> <td>d. John O'Conner</td> <td>Grounds Maint Apr16</td> <td>£</td> <td>371.40</td> </tr> <tr> <td>e. RALC</td> <td>Annual subscription</td> <td>£</td> <td>30.00</td> </tr> <tr> <td>f. Carol Hodgson</td> <td>Salary – May16 + Apr16 inc.</td> <td>£</td> <td>375.55</td> </tr> <tr> <td></td> <td>Fridge for Pavilion</td> <td>£</td> <td>144.99</td> </tr> <tr> <td></td> <td>Items for Pavilion kitchen</td> <td>£</td> <td>42.52</td> </tr> <tr> <td></td> <td>Petty Cash Top-up</td> <td>£</td> <td>95.97</td> </tr> <tr> <td></td> <td></td> <td></td> <td>£ 659.03</td> </tr> </table> <p>A further payment was made meet supplier terms to Mr. K. Robertson - £120.00 for the Internal Audit 2015/16. The decision will be ratified at the next meeting. RESOLVED: The cheques were approved and signed</p> 19.3 To ratify a decision made at the meeting of 4 th May 2016 to make a payment to Mr. P. Caine amounting to £49.00 which had not been previously advertised, to meet supplier terms. RESOLVED: The decision to make a payment to Mr. P. Caine amounting to £49.00 at the meeting of 4th May 2016 which had not been previously advertised, to meet supplier terms was ratified. 19.4 To receive the monthly statement of accounts to 26th May 2016 RESOLVED: That the monthly statement of accounts to 26th May 2016 were received. 19.5 To receive the internal audit report. Mr. Keith Robertson FCMA had undertaken the Internal Audit. Members had received a copy of the Internal Audit Report prior to the meeting. RESOLVED: The following points were noted for action: <ol style="list-style-type: none"> Standing Orders were adopted in May 2014. To be presented for review and re-adoption in 2017. Financial Regulations were last adopted in Oct 2013. To be presented for review and re-adoption in 2016. Risk Assessment – A risk assessment was completed in Feb 2016 but this was not formally recorded in the minutes. The Clerk confirmed this will be confirmed in the June 2016 minutes. A review of the effectiveness of Parish Council's internal audit procedures will be completed prior to the consideration of the Governance Statement in the Annual Return at the June 2016 meeting. Bank Reconciliations. Reconciliations for each of the bank accounts are completed each month and were confirmed when audited to be correct. Councillors are provided with financial reports that include bank balances at meetings. <i>It is recommended that a copy of the bank statements and bank reconciliations be presented to Councillors at meetings and that these are initialled by Council as agreed and noted as such in the minutes.</i> It was noted that the Council does not have formal or documented procedures in place for making grants and the Clerk confirmed that a process will be considered in 2016. Transparency Code & Website. The Web site is not fully functional and not all content needed has been loaded. The total income for 2015-16 exceeded the £25,000 limit and so the transparency code will not apply. It is noted that the Clerk is aware of the code and that the Web site content does not meet level of reporting required from 2014-15. 19.6 To approve the Final Accounts for the year ended 31st March 2016 Members had received a copy of the final accounts at the May meeting. Cllr. Holgate queried if the Village Hall Car Park – leased for 99 years from RDC - should be included on the Fixed Asset Register. No other matters were raised. RESOLVED: The Final Accounts for the year ended 31st March 2016 were approved and signed by the Chairman and RFO. Advice would be taken on the Village Hall Car Park – leased for 99 years from Rother DC - should it be included on the Fixed Asset Register.	a. Surewaste (Sussex) Ltd	Waste collection Recreation Ground	£	70.20	b. Zurich Municipal	Annual Insurance	£	1,305.51	c. Streetlights	Annual Maint. Street lights Pmt 1 of 2	£	230.27	d. John O'Conner	Grounds Maint Apr16	£	371.40	e. RALC	Annual subscription	£	30.00	f. Carol Hodgson	Salary – May16 + Apr16 inc.	£	375.55		Fridge for Pavilion	£	144.99		Items for Pavilion kitchen	£	42.52		Petty Cash Top-up	£	95.97				£ 659.03	
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19.7	<p>To carry out a review of the effectiveness of the system of internal control Members had received a copy of the document prior to the meeting. RESOLVED: The review of the effectiveness of Parish Council’s internal audit procedures was completed and signed by the Chairman and RFO.</p>	
19.8	<p>Annual Return for the year ended 31st March 2016</p> <p>a. To prepare and approve the Annual Governance Statement RESOLVED: The Annual Governance Statement was prepared and approved. The Chairman and RFO signed the document.</p> <p>b. To approve the accounting statements - 2015/16 RESOLVED: The Accounting Statement was prepared and approved. The Chairman and RFO signed the document.</p>	
20.	<p>Any other business / reports / future agenda items There were no further items raised.</p>	
	<p>There being no further business the meeting closed at 10.37pm</p>	

Chairman.....

Date.....