

# CATSFIELD PARISH COUNCIL

Minutes of the Meeting held on Wednesday 2<sup>nd</sup> August 2017 in Catsfield Village Hall

<b>Present:</b> Cllr. John Overall (Chairman)      Cllr. David Scott                      Mrs Carol Hodgson (Clerk/RFO) Cllr. Chris Thomas(Vice-Chair)    Cllr. Martin Holgate Cllr. Julian Goodliffe                      Cllr. Sean Edwards		<b>Apologies:</b> County Cllr. Kathryn Field District Cllr. Gary Curtis
Item	Agenda Item	
1.	<b>To receive apologies for absence.</b> Apologies were received from County Cllr. Kathryn Field and District Cllr. Gary Curtis	
2.	<b>Public participation session re matters on the Agenda at the Chairman's discretion.</b> There were no members of the public present.	
3.	<b>To receive declarations of interest on agenda items.</b> Cllr. Goodliffe declared a personal interest in: Item 18 – Village Hall as a Trustee and Parish Council's representative	
4.	<b>To approve the minutes of the Parish Council meeting on 5<sup>th</sup> July 2017</b> <b>RESOLVED: That the Chair of the meeting is authorised to sign the Minutes for 5<sup>th</sup> July 2017</b>	
5.	<b>To receive any external reports.</b> There were no external reports received.	
6.	<b>Matters arising</b>	
6.1	<b>To receive any applications for the casual vacancy on Parish Council.</b> There were no further updates to report.	
6.2	<b>To receive an update on adopting the BT Kiosk on The Green – opposite the Village Shop.</b> BT had confirmed that the decommissioning of the telephone kiosk opposite the Village Shop on The Green had been completed. Members discussed the next steps for renovating the kiosk for use <b>RESOLVED: To contact the village volunteers who had offered to renovate the kiosk and prepare a plan of renovation. All materials would be supplied by Parish Council following the guidelines</b>	
6.3	<b>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 900<sup>th</sup> Anniversary of 1066.</b> Parish Council was currently waiting to hear back from Father Michael.	JO/MH
7.	<b>Planning</b>	
7.1	<b>To consider response to planning applications.</b> <ol style="list-style-type: none"> <li>a. <b><u>RR/2017/528/P</u> - Willy Woodpeckers, Powdermill Lane, Catsfield TN33 0SZ</b> <b>Proposed refurbishment of B2 existing building and proposed new two storey building B1/B2 for commercial including potential part retail use on the site.</b> <b>Applicant: Suffolk Life Annuities Limited</b> Cllr. Thomas reported. <b>RESOLVED: Parish Council objects to this planning proposal due to the volume of traffic that will be generated by the formation of these units and the noise pollution to the nearby residential neighbours. Parish Council would support a residential scheme on this site.</b></li> <li>b. <b><u>RR/2017/1489/P</u> - Forewood Reservoir, Peppering Eye, Catsfield TN33 0ST</b> <b>Conversion of existing reservoir into new dwelling.</b> <b>Applicant: AJM BL Ltd</b> Cllrs. Thomas and Holgate reported on their site visit. <b>RESOLVED: Parish Council has no objections to this planning proposal.</b></li> <li>c. <b><u>RR/2017/1610/P</u> - St Kitts, Church Road, Catsfield TN33 9DP</b> <b>Single storey extension (previously approved under RR/2017/446/P).</b> <b>Applicant: Mr C Reid</b> Rother DC had issued a decision on 2<sup>nd</sup> August 2017 prior to the Parish Council meeting. <b>Outcome: APPROVED CONDITIONAL as per decision notice 2<sup>nd</sup> August 2017</b></li> <li>d. <b><u>RR/2017/1640/L</u> &amp; <u>RR/2017/1639/P</u> - Wilton House Cottage, The Green, Catsfield TN33 9DL</b> <b>Raising of the eaves and roof. Internal &amp; external alterations and proposed extension to South West elevation.</b> <b>Applicant: Mrs Heather Randall-Nason</b> Cllr. Thomas reported. <b>RESOLVED: Parish Council has no objections to this planning proposal.</b></li> </ol>	
7.2	<b>To ratify a response made by Members via email due to the response deadline of 21<sup>st</sup> July 2017 to new information submitted by the applicant as follows:-</b> <b>RR/2017/1105/P Henley Down Farm, Watermill Lane, Catsfield TN33 9BN.</b>	

	<p>Proposed animal barn and alteration of levels to accommodate including external fodder storage.  <b>Applicant: Mr C Napper</b>  <i>On consideration of the new information submitted by the applicant, Parish Council still objects to this planning proposal and asks that the following comments are taken into consideration: -</i>  <i>Larkin and Pollington's letter of 30th June 2017 acknowledges that there is insufficient land on this holding for 50 cattle, which affirms, in our opinion, that there is still no agricultural justification for the proposed development. Reliance on "agreements elsewhere during the Summer" is not a justification and in any event, there is no detail in this regard and any agreements are likely to be capable of being terminated at short notice.</i>  <i>With regards to other points raised, this is still a large building close to established residential properties adjacent to the AONB and with access off a very narrow and dangerous stretch of road. The proposal to reduce the amount of land fill is acknowledged but is still a large volume of about 2000 cubic metres all to be trucked in. The proposal to reduce the floor level by about 0.5m is considered insignificant.</i>  <i>The finished development will lead to the need, as noted in the application, for regular deliveries of fodder in winter i.e. regular deliveries to the site accessed off the narrow and dangerous lane.</i>  <b>RESOLVED:</b> The decision to issue the above response on planning application RR/2017/1105/P to meet Rother DC Planning's deadline was ratified.</p> <p><b>7.3 To receive advice of decisions on previous applications.</b>  a. <a href="#">RR/2017/1151/P</a> - 29 Church Road, The Haven, Catsfield TN33 9DP  Demolition of existing single garage. Erection of double garage.  <b>Outcome: APPROVED CONDITIONAL</b> as per decision notice <a href="#">7<sup>th</sup> July 2017</a>  Received and noted.</p> <p><b>7.4 To receive advice on current enforcement orders.</b>  No current notifications had been received.</p>	
8.	<p><b>Local Action Plan</b>  <b>To receive an update on the Catsfield 'Local Action Plan' (Re: The Catsfield Parish Survey).</b>  There were no further updates to report.</p>	
9.	<p><b>Newsletter</b>  a. <b>To receive any updates.</b>  The latest newsletter had been sent out.</p>	
10. 10.1 10.2 10.3 10.4	<p><b>Highway Matters</b></p> <p><b>Church Road: To receive any updates on the traffic calming project outside Catsfield School.</b>  Cllr. Scott reported that no further communication had been received from East Sussex Highways on the status of the funding or project in general.  <b>RESOLVED: To request written confirmation of the funding from East Sussex Highways</b></p> <p><b>Traffic calming proposals at Skinners Lane, Church Lane and The Green.</b>  a. <b>To receive an update on the ESCC Highways feasibility study</b>  Cllr. Scott had prepared a proposed application to ESCC Highways to perform a feasibility study around 'The Green' area. Members reviewed the proposal and plans.  <b>RESOLVED: To submit an application to East Sussex Highways for a Traffic Calming Feasibility Study for 'The Green' area of Catsfield</b></p> <p><b>The Stream: To receive any updates on improving the road signage.</b>  There were no further updates to report.</p> <p><b>To receive any other reports.</b>  Members noted that Catsfield residents had also been contacting East Sussex Highways regarding signage in relation to speed issues in the Village. No positive responses had been received to date.</p>	DS    DS
11. 11.1 11.2	<p><b>Hedgerows and verges</b></p> <p><b>To receive an update on the overgrown verges affecting footpaths from Catsfield Stream to Skinners Lane reported to Highways.</b>  Cllr. Goodliffe had sent District Cllr. Field photographs with details of the verges and brambles encroaching over footpaths to emphasise the need for Highways to better maintain these areas.</p> <p><b>To receive any reports</b>  Members noted that the hedge opposite Catsfield Primary School in Church Road needed cutting back as it was overhanging the footpath that leads to St Laurence Church.  <b>RESOLVED: To contact Mr. Ridding to establish ownership of the hedge and follow-up with the landowner a request that the hedge is cutback from the footpath to allow safe passage for footpath users.</b></p>	JG  CT

12.	<p><b>Community Speed Watch</b>  <b>To receive any reports.</b>  Cllr. Edwards reported that Speed Watch was taking place on a regular basis and on average 10 vehicles per hour were being recorded as speeding.</p>	SE
<p>13. <b>Playing Field and Pavilion</b>  13.1 <b>To receive an update on providing seating and a handrail rail outside the Pavilion.</b>  13.2 <b>To receive an update on the proposal for a sheltered seating area by the Children’s Play Area.</b>  13.3 <b>To receive an update on proposed storage facilities at the Recreation Ground for the CTA.</b>  13.4 <b>To discuss replacing the Dog Waste Bin and associated costs.</b>  13.5 <b>To receive any other reports.</b></p>	<p>Cllr. Scott reported that he was waiting for a quote on the proposed rail and mesh scheme.  The latest Newsletter had included an article on the proposed sheltered seating area which asked for resident’s views. Members were waiting to receive feedback before making a final decision.  There were no updates received.  Members noted on their site visit to the Recreation Ground the previous month, the poor condition of the Dog Waste bin located on the approach down to the playing field. The cost to replace the bin with the addition of a waste bag dispenser – the same as those located in Broomham Lane and opposite Catsfield Primary School - was £293 + VAT complete with 1 case of dispenser refill bags.  <b>RESOLVED: To replace the current dog waste bin with a Gladiator Dog Waste Station from JRB Enterprise Ltd at a cost of £293.00 + VAT with an additional cost to be confirmed for local installation. Arrangements would be made for the disposal of the old bin.</b>  The Clerk reported that Pass+Move (who currently hire Catsfield Playing Field for kids (6-11) football coaching) were looking to lease additional land next to the playing field for extra pitches for their youth teams, but there was an issue with access to this field. Pass+Move had put forward to Parish Council proposed options of either to utilise the old entrance from The Green (through the woodland area between the Recreation Ground and Ivy House) or alternatively go via the Recreation Ground Car Park and add an access point behind the Pavilion into the adjoining field. Members raised concerns with security to and from another landowner’s property, the effect on the field drainage which runs down the side of the playing field, cost of general maintenance and the legal process with the other landowner. For these reasons Members did not favour access via the Recreation Ground. This is a new venture with Pass+Move hiring the recreation ground facilities and Parish Council discussed the current use of and effect on the Playing Field and Pavilion. Concerns had already been received about the disturbance of the playing field and potential over use of the facilities. Members felt that the agreement should be terminated at the end of the current hire period. Other reports had been received of suspicious activities around the entrance to the Recreation Ground. Parish Council would pass on the information received to Sussex Police.  Cllr. Goodliffe left the meeting</p>	DS DS
14.	<p><b>Playground Sub-Committee</b>  <b>To receive the latest Recreation Ground Inspection.</b>  Cllrs. Thomas and Holgate were only able to complete a basic check due to the Recreation Ground being very busy at the time of their visit. It was noted that the wheelie bin was overflowing rubbish. The Clerk confirmed that additional collections had been arranged.</p>	CT/ MH
15.	<p><b>Open Spaces</b>  <b>To receive any reports.</b>  Cllr. Edwards reported that there was a problem with dog fouling in Blacksmiths Lane and on the grass in the Village Hall Car Park. Cllr. Edwards would arrange to put up signs asking dog owners to clear-up after their dogs.</p>	SE
16.	<p><b>History Centre</b>  <b>To receive any reports.</b>  Cllr. Overall had no further updates to report.</p>	JO
<p>17. <b>Village Hall Car Park</b>  17.1 <b>To receive an update on the external lighting requirements in the Village Hall Car Park.</b>  17.2 <b>To receive an update on Signage, Rules and regulations and a Risk Assessment</b></p>	<p>Cllr. Goodliffe was not available to report.  Cllr. Goodliffe was not available to report.</p>	JG JG
18.1	<p><b>Village Hall</b>  <b>To receive any reports.</b>  Prior to leaving the meeting Cllr. Goodliffe confirmed that Jennery Associates Ltd had issued a valid commercial electrical certificate for the Village Hall.</p>	JG

18.2	<p><b>To receive an updated on the application from the Village Hall Committee for a grant towards the cost of the LED lighting scheme.</b></p> <p>Prior to leaving the meeting Cllr. Goodliffe reported that he was waiting on a quote from Jennery Associates Ltd. A further request for a quote from a local electrician had still not been received. To assist Cllr. Goodliffe in moving the project forward, Members agreed for Cllr. Holgate to contact the Village Hall Committee Secretary to obtain further information on the status of the LED lighting project. If required Cllrs. Holgate and Edwards would source other Electricians.</p>																												
19.	<p><b>Finance and Audit</b></p>																												
19.1	<p><b>To receive the external <a href="#">audit report</a>.</b></p> <p>The external audit report had been circulated to Members prior to the meeting. There were no areas of concern identified.</p>																												
19.2	<p><b>To consider supporting the MRI Scanner appeal at Conquest Hospital.</b></p> <p>The cost of obtaining a scanner was in the region of £1m of which £800,000 had already been raised.</p> <p><b>RESOLVED: To make a one-off donation to the MRI Scanner appeal for £200 from S137 funds</b></p>																												
19.3	<p><b>To consider sponsoring a class in the 2017 Flower Show at £10.00</b></p> <p>It was agreed that it was too late to donate to the 2017 Flower Show.</p> <p><b>RESOLVED: To sponsor a class for the 2018 Flower Show.</b></p>																												
19.4	<p><b>To approve and sign the following cheques:</b></p> <table border="0" data-bbox="220 508 1426 974"> <tr> <td>a. Surewaste (Sussex) Ltd</td> <td>Waste collection Recreation Ground</td> <td>£ 70.20</td> </tr> <tr> <td>b. J W Fencing and Forestry</td> <td>Grounds Maint VH Car Park July 2017</td> <td>£ 50.00</td> </tr> <tr> <td>c. John O’Conner</td> <td>Grounds Maint. July 2017</td> <td>£306.85</td> </tr> <tr> <td>d. Mr. C. Bryant</td> <td>Internal redecoration of Pavilion</td> <td>£650.00</td> </tr> <tr> <td>e. Fields in Trust</td> <td>Approval of Storage Shed and Shelter</td> <td>£176.40</td> </tr> <tr> <td>f. PKF Littlejohn</td> <td>External Audit 2016/17</td> <td>£120.00</td> </tr> <tr> <td>g. Mrs. C. Hodgson</td> <td>Salary – July 17</td> <td>£483.26</td> </tr> <tr> <td></td> <td>Ink cartridges</td> <td>£104.01</td> </tr> <tr> <td></td> <td></td> <td>£587.27</td> </tr> </table> <p>The following cheques were also raised:</p> <ul style="list-style-type: none"> <li>• Mrs Carol Hodgson £199.24 for Stamps and Stationery. Reason: Expenses</li> <li>• Mr. Jeff Kiley £410.00 for Annual grounds maintenance of the Cemetery. Reason: To meet supplier terms.</li> </ul> <p><b>RESOLVED: All cheques are approved for payment.</b></p>	a. Surewaste (Sussex) Ltd	Waste collection Recreation Ground	£ 70.20	b. J W Fencing and Forestry	Grounds Maint VH Car Park July 2017	£ 50.00	c. John O’Conner	Grounds Maint. July 2017	£306.85	d. Mr. C. Bryant	Internal redecoration of Pavilion	£650.00	e. Fields in Trust	Approval of Storage Shed and Shelter	£176.40	f. PKF Littlejohn	External Audit 2016/17	£120.00	g. Mrs. C. Hodgson	Salary – July 17	£483.26		Ink cartridges	£104.01			£587.27	
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19.5	<p><b>To receive the monthly statement of accounts to <a href="#">27<sup>th</sup> July 2017</a></b></p> <p><b>RESOLVED: That the monthly statement of accounts to 27<sup>th</sup> July 2017 was received.</b></p>																												
19.6	<p><b>To receive the bank reconciliation to <a href="#">27<sup>th</sup> July 2017</a></b></p> <p><b>RESOLVED: That the bank reconciliation to 27<sup>th</sup> July 2017 was received.</b></p>																												
20.	<p><b><a href="#">Any other business / reports / future agenda items / correspondence</a></b></p> <p>There was no further business.</p>																												
	<p>There being no further business the meeting closed at 10:25pm</p>																												

Chairman.....

Date.....