

CATSFIELD PARISH COUNCIL

Minutes of the Meeting held on Wednesday 2nd December 2015 in Hermon Cottage

Present: Cllr. John Overall (Chairman) Cllr. David Scott Mrs Carol Hodgson (Clerk/RFO) Cllr. Chris Thomas Cllr. Rachel Tottman (In part) Dist. Cllr. Gary Curtis (In part) Cllr. Julian Goodliffe Cllr. Martin Holgate 4 Members of the public		Apologies: Co. Cllr. Kathryn Field PCSO Daryl Holter
No.	Agenda Item	Action
1.	Apologies and reasons for absence. Cllr. Field was on leave and PCSO Holter was not on duty.	
2.	Members to agree the minutes of the Parish Council meeting on 4th November 2015 ➤ RESOLVED: The minutes were agreed and signed.	
3.	To receive declarations of interest on agenda items. Cllr. Holgate declared a personal interest in:- <ul style="list-style-type: none"> Item 6.a - In relation to Twisly Oak Farm, as a neighbouring landowner. Cllr. Goodliffe declared a personal interest in:- <ul style="list-style-type: none"> Item 7.1.b – In relation to the planning application for 45 Skinners Lane – as a close-by neighbour. Item 20 – Village Hall as a Trustee and Parish Council’s representative. Cllr. Thomas declared a personal interest in:- <ul style="list-style-type: none"> Item 7.1d – In relation to the planning application for South Lodge – as a close-by neighbour. 	
4.	Public participation session re matters on the Agenda at the Chairman's discretion. The Chairman agreed to adjourn the meeting for members of the public to speak when the relevant items on the Agenda were reached.	
5.	To receive any external reports. <ul style="list-style-type: none"> Cllr. Gary Curtis reported: It had been noted that the waste collection services had noticeably improved over the past 2-3 weeks. Cllr Curtis was still waiting to hear back from Sussex Police regarding Speed Watch issues. A request for volunteers to help with Speed Watch had been included in Parish Council’s next Newsletter. Cllr. Curtis had asked a window cleaner to take a look at the outside cleaning needs of the Pavilion. 	
6.	Matters arising <ol style="list-style-type: none"> To discuss concerns raised in relation to Twisly Oak Farm. Cllr. Overall went through the history of issues at Twisly Oak Farm which had been raised in the past. The meeting was adjourned at 7.45pm to allow members of the public to speak. Parish Council was informed of the various activities taking place at Twisly Oak Farm and the effect they were having on the surrounding environment. The meeting reconvened at 8.10pm. ➤ RESOLVED: Parish Council to contact Rother DC and the Environment Agency to highlight the concerns raised on the activities taking place at Twisly Oak Farm. To receive an update on Parish Council’s website. The Clerk was arranging for training with Mr. Seabright on the new website and hoping to go live early in the new year. To receive any applications for the casual vacancy on Parish Council. No further applications had been received. 	
7.	Planning	
7.1	To consider response to planning applications. <ol style="list-style-type: none"> RR/2015/2548/P + RR/2015/2549/L - West Beam, Watermill Lane, Catsfield To replace existing single storey workshop with new single storey artist's workshop. Applicant : Mr Tom Hammick Cllr. Thomas reported. Cllr. Holgate assisted with the site visits. ➤ RESOLVED: Parish Council has no objections. RR/2015/2754/P - 45 Skinners Lane, Catsfield Demolition of existing side and rear single storey dilapidated structures and addition of side and rear single storey extensions plus internal alterations. Applicant : Mr & Mrs Steven Nicholls ➤ RESOLVED: Parish Council has no objections. RR/2015/2796/P - Birch Cottage, Marlpits Lane, Catsfield Proposed roof infill and new dormer windows. Applicant : Mr & Mrs K Baxter 	

	<p>➤ RESOLVED: Parish Council supports refusal of this planning proposal in relation to the dormers and the quantity of. The new dormers are not aesthetically pleasing and will detract from the character of the property. The dormers will be clearly visible from the country lanes.</p> <p>d. RR/2015/2815/P - South Lodge, Potmans Lane, Catsfield Replace existing stable building with holiday let unit that may also be used as ancillary accommodation by family members / friends of occupiers of South Lodge. Applicant : Mrs J Budd</p> <p>➤ RESOLVED: Parish Council supports refusal of this planning proposal. The replacement building will be a change of use from stabling to residential use and will set a precedence. Parish Council objects to new residential dwellings in the countryside.</p> <p>7.2 To receive advice of decisions on previous applications.</p> <p>a. RR/2015/2761/TN - Redcoat Farm - opposite, Catsfield Road, Catsfield Installation of High Speed Broadband Cabinets. Outcome : Telecom det. not required (Decision Notice) Noted.</p> <p>b. RR/2015/1418/P - Skinners Lane - Land at, Catsfield Outline: Development of twelve private dwellings incorporating four affordable housing units. Outcome : Withdrawn Noted.</p> <p>c. RR/2015/2309/P - Glebelands, Potmans Lane, Catsfield Erection of stable building/barn, together with permeable turning area for vehicle. Setting back of existing access gate. Outcome : Approved Conditional (Decision Notice) Noted</p> <p>7.3 To receive advice on current enforcement orders.</p> <p>a. ENF/176/15/CAT - Senlac Wood Caravan Park, Catsfield Road, Catsfield Additional Pitches, 8 Static Caravans, additional Area For Tourers And Tents Status : New complaint received. Noted.</p> <p>7.4 Community Benefit Offer from Lightsource Renewable Energy Ltd. re: St Francis Farm Solar Farm Dev.</p> <p>a. To receive details of proposals for the disbursement of the Community Benefit. A request had been received from the Village Hall Committee to register their interest in applying for a grant from the fund for the provision of LED lighting in the main Hall and Hermon Cottage. The expenditure was estimated to be in the region of £3,500 and any money from the fund would be welcomed.</p> <p>➤ RESOLVED: To notify the Village Hall Committee that Parish Council is looking to use the fund towards a larger project.</p>	
<p>8.</p>	<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 from Rother DC.</p> <p>➤ RESOLVED: To ask Rother DC if the proposed housing allocation for Catsfield will be changing as it would appear from the recommended refusal of the proposed planning application for 12 new dwellings on the ‘amber site’ in Skinners Lane that this site is no longer appropriate for the required scale of development. Applying the same criteria to the ‘Green site’ at the rear of the White Hart Pub, will this site be reappraised and the number of dwellings reduced accordingly as there are no other suitable sites within Catsfield?</p> <p>b. To discuss preparing a Catsfield ‘Local Action Plan’ (Re: The Catsfield Parish Survey).</p> <p>➤ RESOLVED: To prepare a list of proposed ‘outcomes’ from the Catsfield Parish Survey as the first point of drafting a Local Action Plan.</p>	
<p>9.</p>	<p>Newsletter</p> <p>a. To receive the latest newsletter Members reviewed the draft Newsletter and requested an additional article from Rother DC to be included. RESOLVED: To despatch the updated Newsletter with the ‘Consultation on road safety improvements in Church Road’.</p>	

10.	Emergency Plan a. To receive any further updates. There were no further updates to report.	JG
11.	Highway Matters a. To receive an update on the traffic calming measures outside Catsfield CEP School. Cllr. Scott reported that subject to last minute adjustments, the consultation paper on road safety improvements in Church Road was ready to be printed and sent out. b. To receive an update on the traffic calming proposals on The Green. Cllr. Scott reported there were no further updates from ESCC Highways regarding the proposals to enhance the area around the zebra crossing etc. c. To receive any other reports. A member of the public brought to Parish Council's attention the lack of a 'dropped kerb' on the footpath which finishes at the road by Horns Corner – opposite Anchor Cottage. Cllr. Scott reported that Catsfield Road had now been resurfaced. The footpath by the lay-by in Church Road had also undergone resurfacing. Parish Council noted that the lay-by along Catsfield Road had been opened up during the recent carriage way repairs and needed to be closed to prevent unwanted parking. RESOLVED: To ask ESCC Highways if it is possible to install a 'dropped-kerb' on the footpath at Horns Corner and to also close off the 'lay-by' along Catsfield Road.	DS DS DS
12.	Community Speed Watch a. To receive any reports. Cllr. Tottman was not available to comment.	RT
13.	Playing Field and Pavilion a. To receive an update on the car parking improvements at the playing field entrance area. The Clerk confirmed that the works order had been placed with Geewoods Construction and was waiting to hear when the work would start. b. To receive an update on a header board for the new notice board. The Clerk was obtaining quotes. c. To receive a quote for installing a rainwater gutter system on the playing field storage shed. Cllr. Goodliffe reported that Mr. Jenner was preparing a quote for the work. d. To receive any updates on the dog fouling problem at the playing field. Cllrs. Thomas and Holgate had not come across any dog fouling while inspecting the playing field. No other reports had received. e. To receive any other reports. There were no further reports received.	
14.	Playground Sub-Committee a. To receive the latest Recreation Ground Inspection. Cllrs. Thomas and Holgate had carried out a monthly risk assessment. The 'Cricket Nets' on the far side of the Playing Field were in a poor condition and needed repairing. The 'Junior Football' posts are badly corroded and need painting. Wooden slats need replacing on some of the benches. The picnic bench in the Children's Play Area was broken. Other items identified previously still need to be repaired RESOLVED: To action the points identified.	CT/MH
15.	Hedgerows and verges a. To receive any reports Cllrs. Thomas and Tottman were due to meet and review the hedgerows.	CT/RT
16.	Open Spaces a. To receive any reports. Cllr. Scott reported that the direction signage for the Village Hall located near the Bus Stop outside the White Hart had broken and fallen off. Through a long process of elimination, it had been concluded that the sign belonged to Rother DC due to the recycling symbol. Parish Council noted there were a lot of adverts / bill posters around the village. RESOLVED: To contact Lisa Hayward-Bartlett – Neighbourhood Services – Operations Team Leader at Rother DC to see if they will replace the sign.	DS
17.	History Centre a. To receive any reports. Cllr. Overall reported that the History Group continued to meet every other Tuesday evening.	

18.	<p>Village Hall Car Park</p> <p>a. To receive an update on the external lighting requirements in the Village Hall Car Park. Cllr. Goodliffe advised that he was making progress with obtaining quotes.</p> <p>b. To receive an update on the following items :</p> <ol style="list-style-type: none"> i. Signage ii. Rules and regulations iii. Risk Assessment <p>There were no further updates to report</p> <p>c. To receive an update on the repair work required to the perimeter fencing in the Car Park. Cllr. Goodliffe was still waiting to hear back from Littlewood Fencing on the works required.</p>	JG JG JG																					
19.	<p>Village Hall</p> <p>a. To receive any reports from meetings. Cllr. Goodliffe had no updates to report. The Village Hall Committee had not met since Parish Council's last meeting.</p>	JG																					
20. 20.1	<p>Finance</p> <p>To approve and sign the following cheques:</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">a. Rother District Council</td> <td style="width: 40%;">Village Hall Car Park Rates – 9th payment</td> <td style="width: 30%; text-align: right;">£ 50.00</td> </tr> <tr> <td>b. Office Depot (UK) Ltd</td> <td>Stationery</td> <td style="text-align: right;">£ 98.54</td> </tr> <tr> <td>c. Sedlescombe PC</td> <td>SALC Training for The Clerk (50% shared costs)</td> <td style="text-align: right;">£ 88.50</td> </tr> <tr> <td>d. Rural Rother Trust</td> <td>Annual contribution</td> <td style="text-align: right;">£ 25.00</td> </tr> <tr> <td>e. Carol Hodgson</td> <td>Salary – November 2015</td> <td style="text-align: right;">£363.55</td> </tr> <tr> <td></td> <td>JW Fencing–Hedge Cutting VH Car Park</td> <td style="text-align: right;">£250.00</td> </tr> <tr> <td></td> <td>Gopak – 2 x tables + small trolley</td> <td style="text-align: right;">£374.76 £988.31</td> </tr> </table> <p>➤ RESOLVED: All payments were agreed and the cheques were signed.</p> <p>20.2 To receive the monthly statement of accounts to <u>27-Nov-15</u> Received and noted.</p> <p>20.3 To discuss the budget for 2016/17. (<u>Forecast 2015/16 + Income and Expenditure</u> details to 27Nov15) The information had been circulated to Members prior to the meeting. The budget for 2016/17 would be confirmed at the next meeting.</p> <p>20.4 To discuss appointing an internal auditor for the year end 31st March 2016. ➤ RESOLVED: To reappoint Alison Hillman as internal auditor for the year ended 31st March 2016.</p> <p>20.5 To consider a request for Financial support from '<u>Rother District Citizens</u>' Advice Bureau. ➤ RESOLVED: To make a donation of £50.00.</p> <p>20.6 To receive details taking effect from 2017/18 on the future of audit procurement and the Sector Led Body The current 5year contract with PKF Littlejohn for External Auditor services is due for renewal 2017/18. NALC, SALC and IDB have set-up a company to procure future audit services on behalf of Town and Parish Councils. ➤ RESOLVED: Parish Council will participate in the 'Sector Led Body' Audit procurement arrangement for the 5 years commencing 1st April 2017.</p>	a. Rother District Council	Village Hall Car Park Rates – 9 th payment	£ 50.00	b. Office Depot (UK) Ltd	Stationery	£ 98.54	c. Sedlescombe PC	SALC Training for The Clerk (50% shared costs)	£ 88.50	d. Rural Rother Trust	Annual contribution	£ 25.00	e. Carol Hodgson	Salary – November 2015	£363.55		JW Fencing–Hedge Cutting VH Car Park	£250.00		Gopak – 2 x tables + small trolley	£374.76 £988.31	
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21.	<p>Any other business / reports</p> <ul style="list-style-type: none"> • Cllr. Overall had requested a quote from Kave Theatre Services to supply a HDMI connection and VGA link to the new projector as the current arrangement was not functioning properly. 	ALL																					
22.	<p>Future Agenda Items</p> <ol style="list-style-type: none"> a. <i>Info: SECAMB Defibrillator for Pavilion.</i> b. <i>Info: To receive an update on interim ground maintenance work in the Village to include the Millennium seat at The Stream and the Diamond Jubilee Garden.</i> c. <i>Info: To receive an update on finishing the Children's Play Area project.</i> d. <i>Info: To receive any updates on Community Energy Projects. – Invite Mr. Watson to attend</i> e. <i>Info: To discuss communicating with Social Media.</i> f. <i>Info: To receive an update on the Clerks pension arrangements – waiting information</i> <p>There being no further business the meeting closed at 10:20pm</p>																						

Chairman.....

Date.....