

CATSFIELD PARISH COUNCIL

Minutes of the Annual General Meeting held on Wednesday 3rd May 2017 in Catsfield Village Hall

Present: Cllr. John Overall (Chairman) Cllr. Julian Goodliffe	Cllr. David Scott Cllr. Martin Holgate	Mrs Carol Hodgson (Clerk/RFO) District Cllr. Gary Curtis	Apologies: Cllr. Chris Thomas (Vice-Chair) County Cllr. Kathryn Field
--	---	---	--

Item	Agenda Item
Annual Business in accordance with Standing Orders (3j). Cllr. Overall in the Chair	
A1	Annual Election
1.1	Election of Chairman for the ensuing year and to receive their declaration of acceptance of Office Cllr. Overall invited nominations for the position of Chairman to the Council. ➤ RESOLVED: Cllr. Overall was proposed by Cllr. Scott and seconded by Cllr. Holgate and was elected unopposed. Cllr. Overall signed the Declaration of acceptance of Office of Chairman which was then countersigned by the Clerk
1.2	Election of Vice-Chairman for the ensuing year Cllr. Overall invited nominations for the position of Vice-Chairman to the Council. RESOLVED: Cllr. Thomas was proposed by Cllr. Holgate and seconded by Cllr. Goodliffe and was elected unopposed, subject to confirmation by Cllr. Thomas.
A2	Apologies Apologies were received from Cllr. Thomas and County Cllr. Kathryn Field.
A3	Public participation session re: matters on the agenda at the Chairman's discretion. There were no members of the public present.
A4	Members to declare interests they may have in agenda items that accord with the adopted Code of Conduct. (NB. This does not preclude any later declarations) Cllr. Goodliffe declared a personal interest in:- • Item 17 – Village Hall as a Trustee and Parish Council's representative.
A6	To consider requests received in writing from Parish Councillors for dispensation to speak regarding their pecuniary interests None received.
A7	To review the delegation arrangements to Committees, Sub-Committees, employees and other local authorities RESOLVED: No dispensations were currently requested.
A8	To review the terms of reference for Committees RESOLVED: No changes required.
A9	To receive nominations for existing Committees:
9.1	• Planning Sub-Committee (2016/17: Cllr. Thomas appointed as lead Member) RESOLVED: Cllr. Thomas (subject to his confirmation) appointed as leading Member of the Planning Sub-Committee. The Chairman Cllr. Overall is included as an ex-officio Member.
9.2	• Playground Sub-Committee (2016/17: Cllrs. Thomas and Holgate) RESOLVED: Cllrs. Thomas (stc) and Holgate appointed as Members of the Playground Sub-Committee.
A10	To review existing areas of responsibility and receive nominations for:
10.1	• Footpaths (2016/17: Cllr. Overall) Cllr. Overall is appointed with responsibility to Footpaths.
10.2	• Hedges and Verges (2016/17: Cllr. Thomas) RESOLVED: Cllr. Thomas (stc) is appointed with responsibility to Hedges & Verges.
10.3	• Open Spaces (2016/17: Cllr. Scott) RESOLVED: Cllr. Scott is appointed with responsibility to Open Space.
10.4	• Highways & Traffic Matters (2016/17: Cllr. Scott) RESOLVED: Cllr. Scott is appointed with responsibility to Highways & Traffic Matters.
10.5	• Police Liaison (2016/17: Cllr. Scott) RESOLVED: Cllr. Scott is appointed with responsibility to Police Liaison.
10.6	• Tree Warden (2016/17: Dr. John Feltwell) RESOLVED: To ask Dr. John Feltwell if he will continue as Tree Warden
10.7	• Dog Warden (2016/17: Cllr. Goodliffe) RESOLVED: Cllr. Goodliffe is appointed with responsibility as Dog Warden
10.8	• Pond Warden (2016/17: Cllr. Thomas) RESOLVED: Cllr. Thomas (stc) is appointed with responsibility as Pond Warden

A11	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. RESOLVED: No new Committees were required.	
A12	To review and adopt if appropriate Standing Orders and Financial Regulations. RESOLVED: To adopt the revised Standing Orders and Financial Regulations.	
A13	To review arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities. No arrangements currently exist.	
A14	To nominate / confirm representation to outside bodies.	
14.1	<ul style="list-style-type: none"> RALC (2016/17: Cllrs. Overall and Holgate) RESOLVED: To appoint Cllrs. Overall and Holgate for the ensuing year. 	
14.2	<ul style="list-style-type: none"> East Sussex ALC Ltd (2016/17: Cllrs. Overall and Holgate) RESOLVED: To appoint Cllrs. Overall and Holgate for the ensuing year. 	
14.3	<ul style="list-style-type: none"> Village Hall Committee (2016/17: Cllr. Goodliffe) RESOLVED: To confirm the appointment of Cllr. Goodliffe for the ensuing year. 	
14.4	<ul style="list-style-type: none"> History Centre (2016/17: Cllr. Overall) RESOLVED: To appoint Cllr. Overall for the ensuing year. 	
A17	To review of <u>inventory of land and assets</u> including buildings and office equipment. Councillors had been circulated a copy of the current inventory of land and assets. RESOLVED: The inventory of land and assets including buildings and office equipment has been reviewed and confirmed.	
A18	To review and confirm arrangements for insurance cover in respect of all insured risks. Councillors had been circulated the insurance renewal commencing 1 st June 2017 with Zurich Municipal RESOLVED: The arrangements for insurance cover in respect of all insured risks has been reviewed and confirmed.	
A19	To review the Council's and/or employees' memberships of other bodies. <ul style="list-style-type: none"> RALC RESOLVED: To continue with the Membership to RALC for the ensuing year. East Sussex ALC Ltd RESOLVED: To continue with the Membership to ESALC for the ensuing year. AiRS RESOLVED: To continue with the Membership to AiRS for the ensuing year. Fields in Trust RESOLVED: To continue with the Membership to Fields in Trust for the ensuing year. Society of Local Council Clerks RESOLVED: To continue with the Membership to SLCC for the ensuing year. 	
A20	To establish or review the Council's complaints procedure. RESOLVED: To schedule for review.	
A21	To establish or review the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998. RESOLVED: To schedule for review.	
A22	To establish or review the Council's policy for dealing with the press/media RESOLVED: To schedule for review.	
A23	To set the dates, times and place of ordinary meetings of the full Council for the year ahead. RESOLVED: To set the meeting dates as the 1st Wednesday of each month at 7.30pm in Hermon Cottage with the exception of January 2018 to be moved to the 2nd Wednesday - 10th January.	
1.	To receive apologies for absence. Apologies were received from Cllr. Thomas and County Cllr. Kathryn Field.	
2.	To approve the minutes of the Parish Council meeting on <u>5th April 2017</u> and the Annual Parish Assembly on <u>20th April 2017</u> RESOLVED: That the Chair of the meeting is authorised to sign the Minutes for 5th April 2017 and the Annual Parish Assembly held on 20th April 2017.	
3.	To receive declarations of interest on agenda items. Cllr. Goodliffe declared a personal interest in: Item 17 – Village Hall as a Trustee and Parish Council's representative	
4.	To receive any external reports. Cllr. Curtis reported that District Council had been quiet in a lead to the elections. He had chased-up Waste and Recycling Services in relation to the emptying of the overflowing dog poo bin in Broomham	

	<p>Lane and also the overflowing paper recycling bin in the Village Hall Car Park. There had been a couple of incidents of fly-tipping which he had also addressed.</p> <p>Parish Council asked if there was any further information on the reason the Waste Contract had been terminated early with Kier Environmental Services. Cllr. Curtis advised it was mainly due to the contract being financially unviable for Kier but he would seek further clarification.</p>	
5.	<p>Matters arising</p> <p>a. To receive any applications for the casual vacancies on Parish Council. Due to time constraints had been agreed to invite the candidates to the next Parish Council meeting in June for an informal interview.</p> <p>b. To receive an update on adopting the BT Kiosk on The Green – opposite the Village Shop. Members had been circulated a copy of BT’s adoption agreement. RESOLVED: To proceed with adopting the BT Kiosk on The Green at a cost of £1 Cllrs. Overall and Holgate declared a personal interest in the following as members of / associate with St. Laurence Church PCC.</p> <p>c. 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 900th Anniversary of 1066. Cllrs. Overall and Holgate would arrange to meet with Fr. Michael Brydon to discuss the proposal further and report back to Parish Council.</p>	
6.	<p>Planning</p> <p>6.1 To consider response to planning applications.</p> <ul style="list-style-type: none"> • RR/2017/938/P - Black Cottage, Henley Down, Catsfield TN33 9BN Provision of garage doors to existing covered car parking and erection of two bay covered car parking. Cllr. Overall reported. RESOLVED: Parish Council has not objections to this planning proposal. <p>6.2 To receive advice of decisions on previous applications.</p> <ul style="list-style-type: none"> • RR/2017/446/P - St Kitts, Church Road, Catsfield TN33 9DP Single storey extensions and alterations Outcome: APPROVED CONDITIONAL as per decision notice 6-Apr-17 Noted. <p>6.3 To receive advice on current enforcement orders.</p> <ul style="list-style-type: none"> • ENF/74/15/CAT Land At Hop Barn - Timber Building For Use As A Dwelling. Current Status: No Further Action - Planning Permission Granted. • ENF/11/17/ASH Burnt Barns Farm - Breach of Condition Relating To Condition 3 of RR/2013/829/P Current Status: No Further Action - No breach of planning control 	
7.	<p>Local Action Plan</p> <p>a. To receive an update on the Catsfield ‘Local Action Plan’ (Re: The Catsfield Parish Survey). A list of proposed future outcomes to be actioned by the Parish Council would be drawn-up for consideration. This would be the basis for the next village survey.</p>	
8.	<p>Newsletter</p> <p>a. To receive any updates. A Newsletter had recently been issued and delivered to promote the Annual Parish Assembly.</p>	
9.	<p>Highway Matters</p> <p>a. Church Road: To receive any updates on the traffic calming project outside Catsfield School. Cllr. Scott reported that Parish Council was still waiting to receive the documentation for the ESCC Community Match Funding offer.</p> <p>b. The Green: To receive any updates on traffic calming measures for the zebra crossing area. Cllr. Scott was due to meet with Helen Pace and Helen Paine of ESCC to look at traffic calming possibilities for Skinners Lane and Church Lane.</p> <p>c. The Stream: To receive any updates on improving the road signage. There were no further updates to report but it had been noted that preparation markings had appeared on the road along The Stream</p> <p>d. To receive any other reports. Cllr. Field had contacted Highways to ask again if the ‘layby’ along Catsfield Road could be closed off to prevent fly tipping and unwanted parking but as they use it for a depot when undertaking local highway maintenance, they would not consider closing it off. It was hoped Rother DC may intervene in the future, if the number of fly tipping complaints increased.</p>	<p>DS</p> <p>DS</p>

10.	Community Speed Watch a. To receive any reports. Members noted that regular speed watch sessions were now taking place through the village.	
11.	Playing Field and Pavilion a. To receive an update on providing seating and a handrail rail outside the Pavilion. Cllr. Goodliffe reported that the proposed design was a 1200mm high top and bottom rail with vertical spindles - similar to a bannister rail – painted in white to match the existing features. The revised quote for Littlewoods Fencing came to £1302.46. Members were concerned this arrangement would obstruct the view from the terrace for the Cricket members. Cllrs. Scott Goodliffe and Holgate would meet at the Pavilion to investigate other options. b. To receive an update on the proposal for a sheltered seating area by the Children’s Play Area. RESOLVED: To progress the application to Fields in Trust to obtain consent for putting-up the structure c. To receive an update on proposed storage facilities at the Recreation Ground for the Catsfield Triangle Committee. RESOLVED: To progress the application to Fields in Trust to obtain consent for extending the existing structure d. To receive an update on current hiring enquiries. RESOLVED: To accept the current hiring requests received. e. To receive any other reports. Mole catching was currently taking place on the Playing Field.	JG/DS/ MH DS DS DS
12.	Playground Sub-Committee a. To receive the latest Recreation Ground Inspection. Cllr. Thomas was not available to comment.	MH/ CT
13.	Hedgerows and verges a. To receive any reports Cllr. Thomas was not available to comment.	CT
14.	Open Spaces a. To receive any reports. The vegetation was overgrown around the Memorial seat along The Stream. Members asked if a local resident might be willing to look after this area.	DS
15.	History Centre a. To receive any reports. There were no further updates to report.	JO
16.	Village Hall Car Park a. To receive an update on the external lighting requirements in the Village Hall Car Park. Cllr. Goodliffe reported that he continued to chase for quotations. b. To receive an update on Signage, Rules and regulations and a Risk Assessment Cllr. Goodliffe had no further updates to report. c. To receive an updated on the repair work required to the perimeter fencing in the Car Park Item included in error. Work has been completed.	JG JG JG
17.	Village Hall a. To receive any reports. Cllr. Goodliffe advised that The Village Hall Committee had not recently met. Members discussed the unresolved issues with the audio / vision on the projector. RESOLVED: To purchase a 20m HDMI cable.	JG
18. 18.1 18.2	Finance and Audit To review and approve for payment the Annual Insurance. RESOLVED: To approve the renewal of insurance with Zurich for a one year term at £1,342.67 To consider quotes received for valuations of the Village Hall and Community Pavilion. Cllr. Holgate declared a personal interest as being employed by Meridian Surveyors. Following recent insurance company valuations for the Village Hall and Community Pavilion Cllr. Goodliffe recommended obtaining a professional valuation to establish a base line for insurance value. Meridian Surveyors had issued a quote to inspect the Village Hall, take measurements and prepare an assessment of rebuilding costs for insurance purposes at £395.00 plus VAT. The same valuation for the Community Pavilion had not been confirmed but would be no more than £395.00 plus VAT. RESOLVED: To accept the quote from Meridian Surveyors to inspect the Village Hall and Community Pavilion, take measurements and prepare an assessment of rebuilding costs for insurance purposes at a cost to not exceed £790.00 + VAT	

<p>18.3</p>	<p>To approve and sign the following cheques:</p> <table border="0"> <tr> <td>a. Surewaste (Sussex) Ltd</td> <td>Waste collection Recreation Ground</td> <td>£ 70.20</td> </tr> <tr> <td>b. Rother District Council</td> <td>Annual Village Hall Car Park Rates</td> <td>£544.28</td> </tr> <tr> <td>c. Rother District Council</td> <td>Annual Empty Dog Waste Bins</td> <td>£421.20</td> </tr> <tr> <td>d. J W Fencing and Forestry</td> <td>Grounds Maint VH Car Park April 2017</td> <td>£ 50.00</td> </tr> <tr> <td>e. Mr. Keith Robertson</td> <td>Internal Audit – 31st March 2017</td> <td>£ 90.00</td> </tr> <tr> <td>f. Carol Hodgson</td> <td>Salary – Apr17</td> <td>£483.26</td> </tr> <tr> <td></td> <td>Postage: 200 x 2nd class stamps</td> <td>£112.00</td> </tr> <tr> <td></td> <td>Printer Ink + envelopes</td> <td>£105.01</td> </tr> <tr> <td></td> <td>Parish Assembly Refreshments</td> <td>£ 50.11</td> </tr> <tr> <td></td> <td></td> <td>£750.38</td> </tr> </table> <p>The following cheques were also raised:</p> <ul style="list-style-type: none"> • Zurich Municipal for Annual Insurance Renewal - £1,342.67. Reason: To meet supplier terms. • Helena Kicinski for maintenance of Jubilee Garden - £112.00. Reason: To meet supplier terms. <p>RESOLVED: All cheques are approved for payment.</p>	a. Surewaste (Sussex) Ltd	Waste collection Recreation Ground	£ 70.20	b. Rother District Council	Annual Village Hall Car Park Rates	£544.28	c. Rother District Council	Annual Empty Dog Waste Bins	£421.20	d. J W Fencing and Forestry	Grounds Maint VH Car Park April 2017	£ 50.00	e. Mr. Keith Robertson	Internal Audit – 31 st March 2017	£ 90.00	f. Carol Hodgson	Salary – Apr17	£483.26		Postage: 200 x 2 nd class stamps	£112.00		Printer Ink + envelopes	£105.01		Parish Assembly Refreshments	£ 50.11			£750.38	
a. Surewaste (Sussex) Ltd	Waste collection Recreation Ground	£ 70.20																														
b. Rother District Council	Annual Village Hall Car Park Rates	£544.28																														
c. Rother District Council	Annual Empty Dog Waste Bins	£421.20																														
d. J W Fencing and Forestry	Grounds Maint VH Car Park April 2017	£ 50.00																														
e. Mr. Keith Robertson	Internal Audit – 31 st March 2017	£ 90.00																														
f. Carol Hodgson	Salary – Apr17	£483.26																														
	Postage: 200 x 2 nd class stamps	£112.00																														
	Printer Ink + envelopes	£105.01																														
	Parish Assembly Refreshments	£ 50.11																														
		£750.38																														
<p>18.3</p>	<p>To receive the monthly statement of accounts to 28th April 2017</p> <p>RESOLVED: That the monthly statement of accounts to 28th April 2017 was received.</p>																															
<p>18.4</p>	<p>To receive the bank reconciliation to 28th April 2017</p> <p>RESOLVED: That the bank reconciliation to 28th April 2017 was received.</p>																															
<p>18.5</p>	<p>Financial Year End 31st March 2017</p> <p>a. To receive and approve the Final Accounts for the year ended 31st March 2017 Members had received a copy of the final accounts prior to the meeting. RESOLVED: The reserves for 31st March 2017 of £42,092 are agreed as: Earmarked reserves £32,027: Diamond Jubilee Garden £686, Play Area Project £1,600, CTA Storage Recreation Shed Project £1,500, Clerks Gratuity £1,299, History Group £242, Community Benefit Fund £15,200, Village Hall Car Park Lighting £2,500, Local Action Plan £1,000 and Traffic Calming Project £8,000. Uncommitted general reserve will be £10,065. The Final Accounts for the year ended 31st March 2017 are approved and signed by the Chairman and RFO.</p> <p>b. 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. There were no concerns raised.</p> <p>c. To approve the Annual Governance Statement RESOLVED: The Annual Governance Statement was prepared and approved. The Chairman and RFO signed the document.</p> <p>d. To consider the Accounting Statements Members had received a copy of the Accounting Statements prior to the meeting for consideration. There were no issues raised.</p> <p>e. To approve the Accounting Statements RESOLVED: The Accounting Statement is approved. The Chairman and RFO signed the document.</p>																															
<p>18.6</p>	<p>To perform an annual review of the Risk Register and Risk Schedule To defer to the next meeting.</p>																															
<p>19.</p>	<p>Any other business / reports / future agenda items / correspondence There were no further items raised.</p>																															
	<p>There being no further business the meeting closed at 10.25pm</p>																															

Chairman.....

Date.....