

# CATSFIELD PARISH COUNCIL

Minutes of the Annual Meeting held on Wednesday 4<sup>th</sup> May 2016 in Hermon Cottage

## Present:

Cllr. John Overall (Chairman)  
Cllr. Julian Goodliffe  
Cllr. David Scott

Cllr. Martin Holgate  
Mrs Carol Hodgson (Clerk/RFO)  
1 member of the public

## Apologies:

Cllr. Chris Thomas  
County Cllr. Kathryn Field  
District Cllr. Gary Curtis  
PCSO Daryl Holter

Item	Agenda Item	
<b>Annual Business in accordance with Standing Orders (3j).</b> Cllr. Overall in the Chair		
<b>A1</b>	<b>Annual Election</b>	
<b>1.1</b>	<b>Election of Chairman for the ensuing year and to receive their declaration of acceptance of Office</b> Cllr. Overall invited nominations for the position of Chairman to the Council. ➤ <b>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</b>	
<b>1.2</b>	<b>Election of Vice-Chairman for the ensuing year</b> Cllr. Overall invited nominations for the position of Vice-Chairman to the Council. <b>RESOLVED: Cllr. Thomas was proposed by Cllr. Holgate and seconded by Cllr. Scott and was elected unopposed, subject to confirmation by Cllr. Thomas.</b>	
<b>A2</b>	<b>Apologies</b> Apologies were received from Cllr. Thomas, County Cllr. Kathryn Field, District Cllr. Gary Curtis and PCSO Daryl Holter.	
<b>A3</b>	<b>Public participation session re: matters on the agenda at the Chairman's discretion.</b> One member of the public was attending to observe.	
<b>A4</b>	<b>Members to declare interests they may have in agenda items that accord with the adopted Code of Conduct.</b> (NB. This does not preclude any later declarations) Cllr. Goodliffe declared a personal interest in:- <ul style="list-style-type: none"> <li>Item 20 – Village Hall as a Trustee and Parish Council's representative.</li> </ul> Cllr. Holgate declared a personal interest in:- <ul style="list-style-type: none"> <li>Item 4 c. as a business associate with a member of the landowner's family.</li> </ul>	
<b>A6</b>	<b>To consider requests received in writing from Parish Councillors for dispensation to speak regarding their pecuniary interests</b> None received.	
<b>A7</b>	<b>To review the delegation arrangements to Committees, Sub-Committees, employees and other local authorities</b> <b>RESOLVED: No dispensations were currently requested.</b>	
<b>A8</b>	<b>To review the terms of reference for Committees</b> <b>RESOLVED: No changes required.</b>	
<b>A9</b>	<b>To receive nominations for existing Committees:</b>	
<b>9.1</b>	<ul style="list-style-type: none"> <li><b>Planning Sub-Committee</b> <b>RESOLVED: Cllr. Thomas appointed as leading Member of the Planning Sub-Committee. The Chairman Cllr. Overall is included as an ex-officio Member.</b></li> </ul>	
<b>9.2</b>	<ul style="list-style-type: none"> <li><b>Standards Sub-Committee</b> <b>RESOLVED: All items are referred to the Full Council.</b></li> </ul>	
<b>9.3</b>	<ul style="list-style-type: none"> <li><b>Playground Sub-Committee</b> <b>RESOLVED: Cllrs. Thomas (subject to his confirmation) and Holgate appointed as Members of the Playground Sub-Committee.</b></li> </ul>	
<b>A10</b>	<b>To review existing areas of responsibility and receive nominations for:</b>	
<b>10.1</b>	<ul style="list-style-type: none"> <li><b>Footpaths</b> Cllr. Overall is appointed with responsibility to Footpaths.</li> </ul>	
<b>10.2</b>	<ul style="list-style-type: none"> <li><b>Hedges and Verges</b> <b>RESOLVED: Cllr. Thomas (subject to his confirmation) is appointed with responsibility to Hedges &amp; Verges.</b></li> </ul>	
<b>10.3</b>	<ul style="list-style-type: none"> <li><b>Open Spaces</b> <b>RESOLVED: Cllr. Scott is appointed with responsibility to Open Space.</b></li> </ul>	
<b>10.4</b>	<ul style="list-style-type: none"> <li><b>Highways &amp; Traffic Matters</b> <b>RESOLVED: Cllr. Scott is appointed with responsibility to Highways &amp; Traffic Matters.</b></li> </ul>	
<b>10.5</b>	<ul style="list-style-type: none"> <li><b>Police Liaison</b></li> </ul>	

10.6	RESOLVED: Cllr. Scott is appointed with responsibility to Police Liaison. • Tree Warden	
10.7	RESOLVED: To ask Dr. John Feltwell if he will continue as Tree Warden • Dog Warden	
10.8	RESOLVED: Cllr. Goodliffe is appointed with responsibility as Dog Warden • Pond Warden RESOLVED: Cllr. Thomas (subject to his confirmation) 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: No requirement to review the Standing Orders or 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	• RALC RESOLVED: To appoint Cllrs. Overall and Holgate for the ensuing year.	
14.2	• East Sussex ALC Ltd RESOLVED: To appoint Cllrs. Overall and Holgate for the ensuing year.	
14.3	• Village Hall Committee RESOLVED: To confirm the appointment of Cllr. Goodliffe for the ensuing year.	
14.4	• History Centre RESOLVED: To appoint Cllr. Overall for the ensuing year.	
A17	To review of inventory of land and assets including buildings and office equipment. RESOLVED: To schedule for review.	
A18	To review and confirm arrangements for insurance cover in respect of all insured risks. RESOLVED: To schedule for review.	
A19	To review the Council's and/or employees' memberships of other bodies. • 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. • CPRE RESOLVED: To not continue with the Membership to CPRE 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 discussion.	
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: No requirement to review at present.	
A22	To establish or review the Council's policy for dealing with the press/media RESOLVED: No requirement to review at present.	
A23	To set the dates, times and place of ordinary meetings of the full Council for the year ahead. RESOLVED: To accept the meeting dates as the 1 <sup>st</sup> Wednesday of each month at 7.30pm in Hermon Cottage.	
1.	To receive apologies for absence. Apologies were received from Cllr. Thomas, County Cllr. Kathryn Field, District Cllr. Gary Curtis and PCSO Daryl Holter.	
2.	To approve the minutes of the Parish Council meetings on <u>6<sup>th</sup></u> and <u>13<sup>th</sup></u> April 2016 and the Annual Parish Assembly on <u>13<sup>th</sup></u> April 2016.	

	<b>RESOLVED: The minutes from Parish Council meetings held on 6<sup>th</sup> and 13<sup>th</sup> April were agreed and signed. The minutes at the next Parish Council meeting will be agreed at the Parish Council meeting in June 2016.</b>	
<b>3.</b>	<b>To receive any external reports.</b> PCSO Holter had forwarded a written report in his absence. During April the following crimes had taken place in Catsfield. The theft of a bicycle Skinners Lane. A break into an outbuilding - tools and equipment had been stolen. Number plates had been stolen from a car and there had been a burglary in Henley Down.	
<b>4.</b>	<b>Matters arising</b> <b>a. To receive an update on Parish Council's website.</b> The Clerk was preparing and updating the website to go live. <b>b. To receive any applications for the casual vacancy on Parish Council.</b> There had been no further applications received. <b>c. To reopen discussions regarding the claim against Parish Council re: tree root issues at 1 Parkgate Bungalows.</b> The insurers of 1 Parkgate Bungalows had instructed another Claims company to seek reimbursement of outlay from Parish Council in relation to subsidence damage suffered to their client's property caused by the moisture extracting influence of vegetation under the control and ownership of the Parish Council. The first claim had been defended and it was agreed that Parish Council had not been negligent of the trees and vegetation within it's ownership. As an act of goodwill vegetation and trees in the children's play area nearest to the boundary with 1 Parkgate Bungalows had been removed at Parish Council's cost. The trees alleged to be creating the problem are situated on the Highway outside of the Recreation Ground which are not under Parish Council's control or ownership. <b>RESOLVED: To obtain legal advice through SALC and refer the case back to Allianz – Parish Council's insurers at that time.</b>	
<b>5.</b> <b>5.1</b>	<b>Planning</b> <b>To receive advice on current enforcement orders</b> • ENF/13/16/CAT – Twisly Oak Farm, Catsfield <b>Complaint: Importation and processing of timber, storage of skips and waste materials. Lapsed planning permission for a Farm Shop – RR/2012/290/P.</b> <b>Status: Monitor site. Three month letter to Complainant.</b> Noted.	
<b>6.</b>	<b>Neighbourhood Planning</b> <b>a. To receive an update on Local Planning and Site Allocations project with Rother DC.</b> No further updates had been received since the meeting with Roger Comerford and David Marlow from Rother DC in March 2016. <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.	
<b>7.</b>	<b>Newsletter</b> <b>a. To receive the latest newsletter</b> The next Newsletter would include an appeal for Speed Watch volunteers	
<b>8.</b>	<b>Emergency Plan</b> <b>a. To receive any further updates.</b> Cllr. Goodliffe had no further updates to report.	JG
<b>9.</b>	<b>Highway Matters</b> <b>a. To receive an update on the traffic calming measures project outside Catsfield CEP School.</b> Cllr. Scott reported that he had chased-up the new 'Match Funding' application forms from ESCC Highways which need to be submitted by June 2016. Parish Council would be responsible for payment of the 'Design' costs but the construction costs would be match funded by ESCC. <b>b. To receive an update on the traffic calming proposals on The Green.</b> Cllr. Scott reported that the white line painting was due to take place along The Green <b>c. To receive any other reports.</b> There were no other reports received.	DS  DS
<b>10.</b>	<b>Community Speed Watch</b> <b>a. To receive any reports.</b> There were no further updates to report.	

11.	<p><b>Playing Field and Pavilion</b></p> <p>a. <b>To receive an update on the car parking improvements at the playing field entrance area.</b> Parish Council was waiting for confirmation of a start date in May.</p> <p>b. <b>To receive an update on installing a rainwater gutter system on the playing field storage shed</b> <b>RESOLVED: Cllr. Goodliffe would liaise with the supplier on a start date for the work.</b></p> <p>c. <b>To receive any other reports.</b> Concerns had been received that dog fouling at the Playing Field was getting worse. Some of the worst areas were immediately around the Pavilion, which is unpleasant for those hiring the facilities, having to clear up before any events could take place. It was hoped that Parish Council would reconsider putting a ban on dogs on the Playing Field as the idea of self-control was not working. Cllr. Holgate reported that he had not seen any dog fouling at the Recreation Ground on his routine inspection of the area. Peter Ellin and Martin Gurr had kindly volunteered to help Mike Davey with some routine maintenance items at the Pavilion and on the Playing Field, saving the cost of machinery hire. A request had been received from Scott Lavocah for one of the Sedlescombe Rangers FC adults team to use the Catsfield football pitch next season. <b>RESOLVED: As the football pitch had deteriorated more than usual over this winter, usage would not be increased for the time being, until the field had been brought back into a better condition.</b></p>	JG
12.	<p><b>Playground Sub-Committee</b></p> <p>a. <b>To receive the latest Recreation Ground Inspection.</b> Cllr. Holgate reported that he had not evidenced any dog poo whilst performing the recreation ground inspection. Areas for noted for attention: The Cricket frame at the far end of the playing field was in need of repair. Some of the wooden benches have their wooden bolt cover is missing. Members considered the response from Playdale – providers of the children’s play equipment – regarding the annual inspection carried out by their inspection team last year which identified some areas of the equipment as not complying with certain British Standards – detailed as being a very low risk. <b>RESOLVED: To write to Playdale and advise it was their inspection team that had stated their equipment does not comply with certain British Standards and this needs to be resolved.</b></p>	MH/CT
13.	<p><b>Hedgerows and verges</b></p> <p>a. <b>To receive any reports</b> Cllr. Thomas was not available to report.</p>	CT
14.	<p><b>Open Spaces</b></p> <p>a. <b>To receive any reports.</b> Cllr. Scott had no updates to reports.</p>	DS
15.	<p><b>History Centre</b></p> <p>a. <b>To receive any reports.</b> There were no reports received.</p>	JO
16.	<p><b>Village Hall Car Park</b></p> <p>a. <b>To receive an update on the external lighting requirements in the Village Hall Car Park.</b> Cllr. Goodliffe had no further updates to report.</p> <p>b. <b>To receive an update on the following items:</b></p> <ul style="list-style-type: none"> <li>i. <b>Signage</b></li> <li>ii. <b>Rules and regulations</b></li> <li>iii. <b>Risk Assessment</b></li> </ul> <p>Cllr. Goodliffe had no further updates to report.</p> <p>c. <b>To receive an update on the repair work required to the perimeter fencing in the Car Park.</b> Cllr. Goodliffe will be contacting Rother DC regarding the joint responsibility of the repair work required.</p>	JG  JG
17.	<p><b>Village Hall</b></p> <p>a. <b>To receive any reports.</b> Cllr. Goodliffe reported that the white fascia had come off the front of Village Hall which may become an insurance claim as the timber had rotted behind the fascia. The work was on hold at present due to nesting birds. The opportunity to redecorate will be taken when the scaffolding is put up for the repair work. A smoke detector is being installed in the Snooker</p>	JG

	<p>room + a new a carpet. Cllr. Overall reported that were still problems with the projector Kave Theatrical Services had installed in the Village Hall. The Clerk will seek independent advice.</p>																																		
<b>18.</b>	<b>Finance</b>																																		
<b>18.1</b>	<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>Village Hall Car Park Rates</td> <td>£408.00</td> </tr> <tr> <td>c. Rother District Council</td> <td>Empty Dog Waste Bins</td> <td>£413.40</td> </tr> <tr> <td>d. Janet Sinden &amp; Co</td> <td>Legal fees for VH Car Park Lease</td> <td>£200.00</td> </tr> <tr> <td>e. Information Commissioner</td> <td>Annual subscription</td> <td>£ 35.00</td> </tr> <tr> <td>f. Catsfield Triangle Committee</td> <td>Match funding of RDC Community Grant</td> <td>£500.00</td> </tr> <tr> <td>g. Carol Hodgson</td> <td>Salary – April 2016</td> <td>£368.55</td> </tr> <tr> <td></td> <td>Parish Assembly refreshments</td> <td>£ 44.14</td> </tr> <tr> <td></td> <td>TP Link Parish Office / History</td> <td>£ 74.99</td> </tr> <tr> <td></td> <td>Rother DC rates Apr/May15</td> <td>£100.20</td> </tr> <tr> <td></td> <td></td> <td><b>£587.88</b></td> </tr> </table> <p>A further payment was made meet supplier terms to Mr. P. Caine - £49.00 for electrical work at the Community Pavilion. The decision will be ratified at the next meeting. <b>RESOLVED: The payments list was agreed and the cheques were signed.</b></p>	a. Surewaste (Sussex) Ltd	Waste collection Recreation Ground	£ 70.20	b. Rother District Council	Village Hall Car Park Rates	£408.00	c. Rother District Council	Empty Dog Waste Bins	£413.40	d. Janet Sinden & Co	Legal fees for VH Car Park Lease	£200.00	e. Information Commissioner	Annual subscription	£ 35.00	f. Catsfield Triangle Committee	Match funding of RDC Community Grant	£500.00	g. Carol Hodgson	Salary – April 2016	£368.55		Parish Assembly refreshments	£ 44.14		TP Link Parish Office / History	£ 74.99		Rother DC rates Apr/May15	£100.20			<b>£587.88</b>	
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<b>18.2</b>	<b>To receive the monthly statement of accounts to <a href="#">28<sup>th</sup> April 2016</a></b> Received and noted.																																		
<b>18.3</b>	<b>To receive the Final Accounts for the year ended 31<sup>st</sup> March 2016</b> Members had received a draft copy of the Final Accounts for review and approval at the next meeting <b>RESOLVED: The reserves for 31<sup>st</sup> March 2016 of £41,294 will be allocated as:</b> <b>Earmarked reserves £31,947: Diamond Jubilee Garden £761, Play Area Project £1,600, Recreation Ground Car Parking Project £6,545, Clerks Gratuity £1,301, History Group £711, Community Benefit Fund £15,200, Village Hall Car Park Lighting £2,500 and Local Action Plan £3,500.</b> <b>Uncommitted general reserve will be £9,347.</b>																																		
<b>19.</b>	<b>Any other business / reports / future agenda items</b> <ul style="list-style-type: none"> <li>• A letter had been received from Catsfield Horticultural Society: CHS at their meeting to discuss the Summer Flower Show and Fete had been raised concerns 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 would like the Parish Council to 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.</li> <li>• Cllr. Goodliffe noted that UK Power Networks were replacing a pole at Skinners Lane and along The Green and asked that the situation was monitored as it would affect our street lighting.</li> <li>• Correspondence had been received from Ninfield Parish Council regarding Gladwish Farm along The Stream. There had been concerns raised over the recent clearing of land and frequent gun shots coming from the site. Wealden DC Enforcement had been notified and were following-up on the various issues.</li> </ul>																																		
	There being no further business the meeting closed at 10.30pm																																		

Chairman.....

Date.....