

# CATSFIELD PARISH COUNCIL

Minutes of the Meeting held on Wednesday 4<sup>th</sup> October 2017 in Hermon Cottage

<b>Present:</b> Cllr. John Overall (Chairman)-in part Cllr. Chris Thomas(Vice-Chair) Cllr. Julian Goodliffe	Cllr. Martin Holgate Cllr. Sean Edwards Mrs Carol Hodgson (Clerk/RFO)	County Cllr. Kathryn Field District Cllr. Gary Curtis	<b>Apologies:</b> Cllr. David Scott
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Cllr. Overall advised the meeting that due to being unwell he would remain to Chair agenda items (1), (2), (3), (4), (5), (6), (13.3) and (20). Cllr. Thomas would Chair the remainder of the meeting.

Item	Agenda Item
<b>1.</b>	<b>To receive apologies for absence.</b> Apologies were received from Cllr. Scott.
<b>2.</b>	<b>Public participation session re matters on the Agenda at the Chairman's discretion.</b> There were no members of the public present.
<b>3.</b>	<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
<b>4.</b>	<b>To approve the minutes of the Parish Council meeting on 6<sup>th</sup> September 2017</b> <b>RESOLVED: That the Chair of the meeting is authorised to sign the Minutes for 6<sup>th</sup> September 2017</b>
<b>5.</b>	Cllr. Curtis reported that South East Water had been active in updating residents of the burst water main which had affected water supplies in the Ninfield and Bexhill areas over the weekend. Water stations had been set-up (including at Catsfield) to supply bottled water to those that need it. Stage 2 of the Community Governance Review of Bexhill-on-Sea had been extended by 18 days to 31 <sup>st</sup> October 2017. East Sussex Highways had put up signs advising of a 2-day road closure at Horns Corner on 21 <sup>st</sup> October 2017 for service connection works. The Salehurst and Robertsbridge 10year plan for Village Development had been scrutinized by an Independent Examiner at a Public Hearing in September. Further Government funding amounting to almost £23m would be made available for communities to develop Neighbourhood plans. Low income homes nationwide will be eligible for free solar panels as part of a major government scheme. With winter approaching the government are launching their Warm Home Discount Scheme which offers a discount off electricity bills. Utility companies could be charged by the hour for repeatedly digging up busy roads and causing disruption. Parish Council raised concerns that the RDC Planning Department were being slow in registering planning applications. Cllr. Curtis advised that the Planning Department is under resourced but he would speak to them on the point raised. Cllr. Field reported that the proposed East Sussex Library closures was out for public consultation. Cllr. Glazier - Leader of ESCC had made a TV appearance asking for the people of East Sussex to sign a petition which calls for ‘Fairer government funding’.
<b>6.</b>	<b>Matters arising</b>
<b>6.1</b>	<b>To receive any applications for the casual vacancy on Parish Council.</b> There were no further updates to report.
<b>6.2</b>	<b>To receive an update on refurbishing the BT Kiosk on The Green – opposite the Village Shop.</b> <b>RESOLVED: To obtain an estimate from a local painter and decorator.</b>
<b>6.3</b>	<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> Cllr. Overall reported that he had received a further letter from Fr. Brydon providing details of the wording for plaque. <b>RESOLVED: To obtains quotes for the plaque using hard wearing weather resistant materials.</b>
<b>7.</b>	<b>Planning</b>
<b>7.1</b>	<b>To consider response to planning applications.</b> <ol style="list-style-type: none"> <li><b><a href="#">RR/2017/1919/L</a> - The Hop Barn, The Stream, Catsfield TN33 9BB</b> Proposed amendment to internal layout to current approved scheme (<a href="#">RR/2016/1212/L</a>) to include bridge and first floor landing area to first floor accommodation. Cllr. Thomas reported. <b>RESOLVED: Parish Council has no comments to make on this planning proposal.</b></li> <li><b><a href="#">RR/2017/1921/P</a> - Wilton House Cottage, The Green, Catsfield TN33 9DL</b> Raising of the eaves and roof. Internal and external alterations and proposed extension to South West elevation. Cllr. Thomas reported. <b>RESOLVED: Parish Council has no comments to make on this planning proposal.</b></li> <li><b><a href="#">RR/2017/1922/L</a> - Wilton House Cottage, The Green, Catsfield TN33 9DL</b> Raising of eaves and roof. Internal and external alterations and proposed extension to South West elevation.</li> </ol>

<p><b>7.2</b></p>	<p><b>RESOLVED: Parish Council has no comments to make on this planning proposal.</b> Cllr. Thomas reported.</p> <p><b>To receive advice of decisions on previous applications.</b></p> <p>a. <a href="#">RR/2017/1105/P</a> - Henley Down Farm, Watermill Lane, Catsfield TN33 9BN <b>Proposed animal barn and alteration of levels to accommodate including external fodder storage.</b> <b>OUTCOME: REFUSED</b> as per decision notice <a href="#">28<sup>th</sup> September 2017</a> Noted. Members raised concerns with Dist. Cllr. Gary Curtis that the only grounds used for refusal of planning permission RR/2017/1150/P was in relation to the access.</p> <p>b. <a href="#">RR/2017/1830/P</a> - 1 Forestry Cottages, Crowders Lane, Catsfield TN33 9LR <b>Erection of steel portal-framed barn (12 x 11) metres to create 4 stables and storage area</b> <b>OUTCOME: APPROVED CONDITIONAL</b> as per decision notice <a href="#">2<sup>nd</sup> October 2017</a></p>	
<p><b>7.3</b></p>	<p><b>To receive advice on current enforcement orders.</b> No current notifications had been received.</p>	
<p><b>8.</b></p>	<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>	
<p><b>9.</b></p>	<p><b>Newsletter</b> <b>To receive any updates.</b> Members requested that a Newsletter went out as soon as possible with details of the Clerk / RFO vacancy.</p>	
<p><b>10.</b> <b>10.1</b> <b>10.2</b> <b>10.3</b> <b>10.4</b></p>	<p><b>Highway Matters</b></p> <p><b>Church Road: To receive any updates on the traffic calming project outside Catsfield School.</b> In his absence Cllr. Scott had provided the Clerk with an update. The Traffic Calming scheme was on schedule. The Completion of the Safety Audit was due to take place in October. This would be followed by advertising the Traffic Regulation Orders, Preparation of the Target Cost by East Sussex Highways, Agreement of the cost by ESCC, contract placement and mobilisation and finally the Construction. Subject to any issues being raised during the listed processes, construction was due to take place in February 2018. East Sussex Highways had sent through the draft plans for the speed limit and build out for PC’s information.</p> <p><b>To receive an update on the ESCC Highways feasibility study for traffic calming proposals at Skinners Lane, Church Lane and The Green.</b> In his absence Cllr. Scott had advised the Clerk that PC was still waiting to receive the outcome of the feasibility study from ESCC Highways.</p> <p><b>The Stream: To receive any updates on improving the road signage.</b> There were no further updates to report. Members agreed to remove this item from the agenda until further information had been obtained.</p> <p><b>To receive any other reports.</b> Cllr. Goodliffe reported that East Sussex Highways were due to revisit the previous works carried out along The Green by Skinners Lane to stop the ‘ponding’ problem.</p>	
<p><b>11.</b> <b>11.1</b></p>	<p><b>Hedgerows and verges</b> <b>To receive any reports</b> Cllr. Thomas reported that no complaints had been received in relation to hedgerows and verges. He noted that hedges were now beginning to be cut back by farmland owners.</p>	
<p><b>12.</b></p>	<p><b>Community Speed Watch</b> <b>To receive any reports.</b> Cllr. Edwards reported that the SpeedGun had been booked up with Sussex Police for Speed Watch sessions later in October.</p>	
<p><b>13.</b> <b>13.1</b> <b>13.2</b> <b>13.3</b></p>	<p><b>Playing Field and Pavilion</b></p> <p><b>To receive an update on providing seating and a handrail rail outside the Pavilion.</b> Cllr. Goodliffe reported that he was still waiting to hear back from Littlewood Fencing with a quote.</p> <p><b>To receive an update on proposed storage facilities at the Recreation Ground for the CTA.</b> In his absence Cllr. Scott had advised the Clerk that there were no further updates to report.</p> <p><b>To receive an update on Pass+Move’s annual hire arrangements of Catsfield Playing Field and Pavilion for the year beginning April 2018.</b> Cllr. Edwards advised that the letter of offer to Pass+Move with the proposed new season hiring arrangements had been deferred due to a complaint received by the Clerk on Pass+Move’s use of the playing field. Cllrs. Thomas and Holgate reported that the field had looked immaculate when they had</p>	<p>JG</p> <p>DS</p>

<p>13.4</p> <p>13.5</p>	<p>carried out their monthly routine inspection. On further review Members proposed revisions to the letter of offer.</p> <p><b>RESOLVED: To send Pass+Move the revised letter of offer for a further annual hire agreement from April 2018.</b></p> <p><b>To consider using the money set aside for the proposed shelter at the play area for a new item of play equipment.</b></p> <p>Members considered the request for a new item of equipment in the Play Area.</p> <p><b>RESOLVED: Parish Council will not be taking the proposal forward as it was considered there was already adequate play equipment provision.</b></p> <p><b>To receive any other reports.</b></p> <p>No further reports were received.</p>																																				
<p>14.</p> <p>14.1</p> <p>14.2</p>	<p><b>Playground Sub-Committee</b></p> <p><b>To receive the latest Recreation Ground Inspection.</b></p> <p>Cllr. Thomas reported that the gate latch on the smaller gate to the Children’s Play Area had been removed and a new one was needed. On the play equipment some of the plastic bolt covers were missing and needed replacing. The newly installed dog waste bin was looking good. The general waste bin with the new contractor was now in place. The top of one of the drain covers at the Pavilion was still missing and needed replacing. The area directly outside the Pavilion was very muddy and would benefit from installing a patch of Grasscrete – Cllr Thomas would advise on measurements for ordering. The wooden seats around the field were OK but some slats needed repairing / replacing. The Cricket Nets had now been removed. There was a big pot hole in the car park that needs filling in. Cllr. Goodliffe offered to source some type 1 material.</p> <p><b>To receive an update on any tree work requirements in the Children’s Play Area</b></p> <p>There were no further updates to report. The Clerk would chase Bexhill Tree Surgeons to carry out a tree survey.</p>	<p>CT/ MH</p>																																			
<p>15.</p> <p>15.1</p> <p>15.2</p>	<p><b>Open Spaces</b></p> <p><b>To receive an update on grass cutting arrangements / requirements in the Village.</b></p> <p>East Sussex Highways had sent through maps of the urban and rural cutting areas throughout the Parish for Members to consider if any further work should be undertaken by Parish Council.</p> <p><b>RESOLVED: No further action is required.</b></p> <p><b>To receive any reports.</b></p> <p>No further reports were received.</p>																																				
<p>16.</p>	<p><b>History Centre</b></p> <p><b>To receive any reports.</b></p> <p>Cllr. Overall was not available for comment.</p>	<p>JO</p>																																			
<p>17.</p> <p>17.1</p> <p>17.2</p>	<p><b>Village Hall Car Park</b></p> <p><b>To receive an update on the external lighting requirements in the Village Hall Car Park.</b></p> <p>Cllr. Goodliffe reported that a quote for £400.00 to install the external lighting had been received from Jennery Associates Ltd.</p> <p><b>To receive an update on Signage, Rules and regulations and a Risk Assessment.</b></p> <p>Cllr. Goodliffe had no further updates to report.</p>	<p>JG</p> <p>JG</p>																																			
<p>18.</p> <p>18.1</p> <p>18.2</p>	<p><b>Village Hall</b></p> <p><b>To receive any reports.</b></p> <p>Cllr. Goodliffe had no further updates to report.</p> <p><b>To receive an update the Village Hall LED lighting scheme.</b></p> <p>Cllr. Goodliffe reported that he was still waiting for a breakdown of the recent estimate received from Jennery Associates.</p>	<p>JG</p> <p>JG</p>																																			
<p>19.</p> <p>19.1</p> <p>19.2</p>	<p><b>Finance and Audit and Legal</b></p> <p><b>To consider laying a wreath during the remembrance service on 12th of November 2017.</b></p> <p>The Royal British Legion supply wreaths for a donation of £25.00</p> <p><b>RESOLVED: To lay a wreath during the remembrance service on 12th of November 2017.</b></p> <p><b>To approve and sign the following cheques:</b></p> <table border="0" data-bbox="220 1915 1353 2168"> <tr> <td>a.</td> <td>J W Fencing and Forestry</td> <td>Grounds Maint VH Car Park Sep17</td> <td>£50.00</td> <td></td> </tr> <tr> <td></td> <td></td> <td>Installation of Dog Bin – Playing Field</td> <td>£60.00</td> <td>£110.00</td> </tr> <tr> <td>b.</td> <td>John O’Conner</td> <td>Grounds Maint. September 17</td> <td></td> <td>£306.85</td> </tr> <tr> <td>c.</td> <td>SSALC Ltd</td> <td>GDPR – Training</td> <td></td> <td>£ 57.60</td> </tr> <tr> <td>d.</td> <td>St Laurence PCC</td> <td>Remembrance Day Wreath</td> <td></td> <td>£ 25.00</td> </tr> <tr> <td>e.</td> <td>JM Waste Management Ltd</td> <td>Duty of Care – Catsfield Playing Field</td> <td></td> <td>£ 60.00</td> </tr> <tr> <td>f.</td> <td>Mrs. C. Hodgson</td> <td>Salary –September 17</td> <td></td> <td>£483.26</td> </tr> </table>	a.	J W Fencing and Forestry	Grounds Maint VH Car Park Sep17	£50.00				Installation of Dog Bin – Playing Field	£60.00	£110.00	b.	John O’Conner	Grounds Maint. September 17		£306.85	c.	SSALC Ltd	GDPR – Training		£ 57.60	d.	St Laurence PCC	Remembrance Day Wreath		£ 25.00	e.	JM Waste Management Ltd	Duty of Care – Catsfield Playing Field		£ 60.00	f.	Mrs. C. Hodgson	Salary –September 17		£483.26	
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	Printer Ink	£126.46	
	Petty Cash Top-up	£ 69.13	£678.85
19.3	<p><b>RESOLVED:</b> That the cheques were approved for payment. Item d. St Laurence PCC was paid in cash. To receive the monthly statement of accounts to <a href="#">29<sup>th</sup> September 2017</a></p>		
19.4	<p><b>RESOLVED:</b> That the monthly statement of accounts to 29<sup>th</sup> September 2017 were received. To receive the bank reconciliation to <a href="#">29<sup>th</sup> September 2017</a></p>		
19.5	<p><b>RESOLVED:</b> That the bank reconciliation to 29<sup>th</sup> September 2017 was received. To set-up a monthly direct debit mandate for JM Waste Management for fortnightly general waste collection at Catsfield Playing Field.</p>		
19.6	<p><b>RESOLVED:</b> To set-up a monthly direct debit mandate for JM Waste Management for fortnightly general waste collection at Catsfield Playing Field. To consider the reform of data protection legislation coming into force on 25<sup>th</sup> May 2018 - <a href="#">GDPR</a></p> <p>Members had been circulated information from NALC prior to the meeting. The Clerk was asked to produce a simplified report for the next meeting.</p>		
<b>20.</b>	<b>Staff Recruitment</b>		
20.1	<p><b>Resignation of the Parish Clerk / RFO</b></p> <p>Cllr. Overall read out the Clerk/RFO's letter of resignation giving 3 months' notice with a leaving date of 27<sup>th</sup> December 2017.</p> <p><b>RESOLVED:</b> The resignation of the Parish Clerk / RFO was accepted.</p>		
20.2	<p><b>To discuss the appointment of a replacement Parish Clerk / RFO</b></p> <p>The Clerk was asked by Members and agreed if needed she would continue as the RFO.</p> <p><b>RESOLVED:</b> To appoint Cllrs. Overall, Thomas and Holgate as the Recruitment Panel. To use the Recruitment Services of SSALC to assist with the recruitment of a new Clerk/RFO. To publish an advertisement in the Wealden Advertiser.</p>		
<b>21.</b>	<b>Any other business / reports / future agenda items / correspondence</b>		
	<ul style="list-style-type: none"> <li>• Cllr. Edwards reported that it had been brought to his attention incidents of shoplifting at the Village Shop which had been reported to the Police but they would not come out to investigate. Members asked that the Clerk contacts the Police to ask for their assistance with this issue.</li> <li>• It had been noted that the School Crossing Patrol had at times been unnecessarily holding back traffic causing congestion.</li> </ul>		
	There being no further business the meeting closed at 21:20		

Chairman.....

Date.....