

CATSFIELD PARISH COUNCIL

Minutes of the Meeting held on Wednesday 5th April 2017 in Hermon Cottage

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

Item	Agenda Item
1.	To receive apologies for absence. Cllr. John Overall
2.	To approve the minutes of the Parish Council meeting on 1st March 2017 RESOLVED: That the Chair of the meeting is authorised to sign the Minutes for 1st March 2017
3.	To receive declarations of interest on agenda items. Cllr. Goodliffe declared a personal interest in: <ul style="list-style-type: none"> Item 18 – Village Hall as a Trustee and Parish Council’s representative.
4.	To receive any external reports. County Cllr. Field reported: County Council had not met since last PC’s last meeting in February due to preparations for the General Elections in May. Battle Library is due to undergo a £100k refurbishment and will be closed for 8 weeks from the middle of April. District Cllr. Gary Curtis reported: The recent Bexhill Governance Consultation had received 900 responses. These results would be going to Cabinet in May. Cllr Curtis had been tackling speeding traffic issues in the village by visiting businesses of vehicles he had noted speeding through the village – some were going through at 60 / 70 mph during early mornings. He welcomed any reports from residents concerning speeding incidents. Parish Council asked for an update on Rother DC’s Waste Management Contract. Cllr. Curtis advised that the contract was being mutually severed by all concerned in 2019. He did not have any details to hand of why the contract was being terminated but would report back to Parish Council.
5.	Matters arising <ol style="list-style-type: none"> To receive any applications for the casual vacancies on Parish Council. Members were circulated details of the 2 applications. The candidates would be invited to the Parish Assembly / next Parish Council meeting for an informal meeting. To receive an update on adopting the BT Kiosk on The Green – opposite the Village Shop. Tim Hickling - Service Manager – Strategy and Planning at Rother DC had responded to Cllr. Field’s email in relation to the BT’s Consultation to remove ‘little used’ Phone box’s which included the one on The Green in Catsfield. Rother DC did not wish the Catsfield Phone box to be removed as it was a ‘Red Heritage Phone box’. This had led to some confusion, resulting in BT refusing PC’s request to adopt the Phone Box. Following further communication with BT, they had now confirmed the adoption could go ahead. To consider a request from The Rev’d Dr. Michael Brydon to place 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. Cllr. Holgate declared a personal interest as a member of the St. Laurence Church PCC. The Oak Tree referred to had been planted by the Parish Council in 1966 on ‘unknown’ land. It was currently covered in ivy which needed to be removed. Members agreed in principle to putting-up a plaque and/or information board. The Rev’d Dr. Michael Brydon would be invited to the next PC meeting to discuss and investigate further. To discuss arrangements for the Annual Parish Assembly on 20th April 2017. Invitations were being sent out to Catsfield groups and societies to report on their previous year’s events and to have a table display. A Newsletter would be circulated inviting residents along to the evening. Preparations would begin at 6.30pm
6.	Planning
6.1	To consider response to planning applications. <ul style="list-style-type: none"> RR/2017/689/P - Ostlers Cottage, The Stream, Catsfield TN33 9BB Proposed sand school and barn for tractor/hay storage Cllr. Thomas reported. RESOLVED: Parish Council has no objections to this planning proposal. RR/2017/716/P - East Lodge, Kitchenham Road, Catsfield TN33 9LS Alteration and extension to dwelling and erection of single garage.

<p>6.2</p> <p>6.3</p>	<p>Cllr. Thomas reported. RESOLVED: Parish Council has no objections to this planning proposal but asks that the existing design features of the lodge be incorporated into the any alterations and new extensions, in particular the plinth wall, to retain the original character of the property.</p> <ul style="list-style-type: none"> • RR/2017/446/P - St Kitts, Church Road, Catsfield TN33 9DP Single storey extensions and alterations Cllr. Thomas reported. RESOLVED: Parish Council has no objections to this planning proposal <p>To receive advice of decisions on previous applications.</p> <ul style="list-style-type: none"> • RR/2017/213/P- Catsfield Recreation Ground, Horns Corner, Catsfield Extension to existing storage building. Outcome: APPROVED CONDITIONAL as per decision notice 6-Mar-17 Noted. • RR/2017/214/P- Catsfield Recreation Ground, Horns Corner, Catsfield Provision of open sided shelter. Outcome: APPROVED CONDITIONAL as per decision notice 8-Mar-17 Noted. <p>To receive advice on current enforcement orders.</p> <ul style="list-style-type: none"> • ENF/11/17/ASH – Burnt Barns Farm, Freckley Hollow, Ashburnham Breach of condition relating to condition 3 of RR/2013/829/P Current Status: Information requested. 	
<p>7.</p>	<p>Local Action Plan</p> <p>a. To receive an update on the Catsfield ‘Local Action Plan’ (Re: The Catsfield Parish Survey). There were no further updates to report.</p>	
<p>8.</p>	<p>Newsletter</p> <p>a. To discuss the next Newsletter release. RESOLVED: To issue a further Newsletter announcing the Annual Parish Assembly.</p>	
<p>9.</p>	<p>Highway Matters</p> <p>a. Church Road: To receive any updates on the traffic calming project outside Catsfield School. Cllr. Scott advised ESCC had confirmed that Parish Council had been successful in their application for Community Match Funding for the traffic calming project outside Catsfield School and had been awarded £8500. A letter of confirmation to PC would be issued shortly to confirm terms and arrangements. Members agreed to announce the good news at the Annual Parish Assembly. Cllr. Scott would arrange some show drawings of the scheme to display.</p> <p>b. The Green: To receive any updates on traffic calming measures for the zebra crossing area. Cllr. Scott was arranging to discuss with the Highways Steward the outline requirements. As Parish Council had recently applied for Community Match Funding, there was uncertainty if a further application would be accepted so soon. The Highways Steward would be asked to arrange for cleaning of the reflector signs. Cllr. Scott had been advised to speak with Brian Banks - Road Safety, Team Manager at ESCC, in relation to improving the Belisha Beacons.</p> <p>c. The Stream: To receive any updates on improving the road signage. There were no further updates to report.</p> <p>d. To receive any other reports. There were no further reports received.</p>	<p>DS</p> <p>DS</p>
<p>10.</p>	<p>Community Speed Watch</p> <p>a. To receive any reports. Members were circulated an email regarding a scheme being set-up locally using Automatic Number Plate Recognition (ANPR) cameras for to catch speeding drivers. Cllr. Scott advised that the efforts of Catsfield Speed Watch Team had resulted in 200+ letters being issued by the Police to offending motorists.</p>	
<p>11.</p>	<p>Playing Field and Pavilion</p> <p>a. To receive an update on providing seating and a handrail outside the Pavilion. Cllr. Scott has spoken with Littlewood Fencing regarding the handrail and asked them to provide a further quote. Another alternative was suggested to raise the ground up.</p> <p>b. To receive an update on the proposal for a sheltered seating area by the Children’s Play Area. Cllr. Scott confirmed that planning permission had been granted and he would now apply to Fields in Trust for their approval. Some Members were concerned that the facility maybe misused and suggested an item should be included in the next Newsletter asking residents what they would like to see.</p>	<p>JG/DS</p> <p>DS</p>

	<p>c. To receive an update on proposed storage facilities at the Recreation Ground for the Catsfield Triangle Committee. Cllr. Scott confirmed that planning permission had been granted. He would now apply to Fields in Trust for their approval and obtain a final quote from for the supply and installation of the additional section.</p> <p>d. To consider current hiring enquiries. Two potentially conflicting hiring enquiries had been received to use the playing field and pavilion. Members were keen to accommodate both but would seek clarification from the Catsfield Sports Club that this was possible.</p> <p>e. To receive any other reports. Sussex Pest and Wildlife Control were due to visit to evaluate the 'mole' issue and provide a quote for the removal of.</p>	DS
12.	<p>Playground Sub-Committee</p> <p>a. To receive the latest Recreation Ground Inspection. Cllr Thomas reports that he had Inspected the recreation ground last week. There was a lot of litter around the play area and recommended putting-up sign to point people towards putting their litter in the wheelie bin. On the Climbing Frame one of the fixings had come loose and required attention. On the kitchen sink outlet, the cap is missing and needed replacing. Areas of grass on the outfield were looking bare which could be a consequence of the grounds maintenance team cutting the grass too low. Advice would be obtained on necessary remedial work.</p>	MH/CT
13.	<p>Hedgerows and verges</p> <p>a. To receive any reports Cllr. Thomas had not received any complaints or comments in relation to hedgerows and verges.</p>	CT
14.	<p>Open Spaces</p> <p>a. To receive any reports. There were no reports received.</p>	DS
15.	<p>History Centre</p> <p>a. To receive any reports. Cllr. Overall was not available to report.</p>	JO
16.	<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 was still waiting to receive a quote from a nominated contractor. Quotes would also be obtained from two other contractors.</p> <p>b. To receive an update on Signage, Rules and regulations and a Risk Assessment There were no further updates to report.</p> <p>c. To receive an updated on the repair work required to the perimeter fencing in the Car Park Cllr. Goodliffe confirmed the work had been completed by Littlewood Fencing on a material only basis for £310.00</p>	JG JG JG
17.	<p>Village Hall</p> <p>a. To receive any reports. See item 18.1</p>	JG
18.	<p>Finance and Audit</p> <p>18.1 To consider quotes received for valuations of the Village Hall and Community Pavilion. Cllr. Goodliffe reported that the Village Hall had not be valued for some time. It was currently valued for insurance purposes at £528,000. A free valuation taken-up by the Village Hall Committee had suggested it should be insured for £1.25m. The Community Pavilion was currently insured for £460,029. Cllr. Goodliffe had obtained a quote from Meridian Surveyors to undertake a professional valuation for £475.00 + VAT for each establishment. Cllr. Thomas asked that the decision be deferred until the next meeting.</p> <p>18.2 To consider quotes for weekly collection of the 3 dog waste bins. Two quotes for the annual renewal of the weekly collection of the 3 dog waste bins had been received. Rother DC £421.20pa (£413.40 2016/17) and Pet Waste Solutions £1014.00pa. RESOLVED: To reappoint Rother DC for 2017/18 to provide weekly collection of the 3 dog waste bins at £421.40</p> <p>18.3 To set-up a direct debit for the annual ICO Subscription. RESOLVED: To set-up a direct debit for the annual ICO Subscription.</p>	

<p>18.4</p> <p>18.5</p> <p>18.6</p> <p>18.7</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. Kent, Surrey & Sussex Ambulance</td> <td>Donation</td> <td>£100.00</td> </tr> <tr> <td>c. East Sussex ALC Ltd</td> <td>ESALC/ NALC Annual Subscription</td> <td>£248.29</td> </tr> <tr> <td>d. Littlewood Fencing Ltd</td> <td>Fence repairs Village Hall Car Park</td> <td>£465.00</td> </tr> <tr> <td>e. Carol Hodgson</td> <td>Salary – Mar17</td> <td>£372.05</td> </tr> <tr> <td></td> <td>A3 Printer</td> <td>£161.99</td> </tr> <tr> <td></td> <td>Pavilion Boiler Service</td> <td>£ 85.00</td> </tr> <tr> <td></td> <td>Petty Cash Top-up</td> <td>£120.76</td> </tr> <tr> <td></td> <td></td> <td>£739.80</td> </tr> </table> <p>RESOLVED: The cheques were approved for payment.</p> <p>To receive the monthly statement of accounts to 31st March 2017</p> <p>RESOLVED: That the monthly statement of accounts to 31st March 2017 were received.</p> <p>To receive the bank reconciliation to 31st March 2017</p> <p>RESOLVED: That the bank reconciliation to 31st March 2017 was received.</p> <p>To perform an annual review of the following:</p> <p>a. Standing Orders Members requested more time to review. To defer until the next meeting.</p> <p>b. Financial Regulations Members requested more time to review. To defer until the next meeting.</p> <p>c. Risk Register and Risk Schedule Members requested more time to review. To defer until the next meeting.</p>	a. Surewaste (Sussex) Ltd	Waste collection Recreation Ground	£ 70.20	b. Kent, Surrey & Sussex Ambulance	Donation	£100.00	c. East Sussex ALC Ltd	ESALC/ NALC Annual Subscription	£248.29	d. Littlewood Fencing Ltd	Fence repairs Village Hall Car Park	£465.00	e. Carol Hodgson	Salary – Mar17	£372.05		A3 Printer	£161.99		Pavilion Boiler Service	£ 85.00		Petty Cash Top-up	£120.76			£739.80	
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<p>19.</p>	<p>Any other business / reports / future agenda items / correspondence</p> <p>There being no further business the meeting closed at 21:45</p>																												

Chairman.....

Date.....