

CATSFIELD PARISH COUNCIL

Minutes of the Meeting held on Wednesday 5th October 2016 in Catsfield Village Hall

Present:		Apologies:	
Cllr. John Overall (Chairman)	Cllr. David Scott	County Cllr. Kathryn Field	
Cllr. Chris Thomas	Cllr. Martin Holgate	District Cllr. Gary Curtis	
Cllr. Julian Goodliffe	Mrs Carol Hodgson (Clerk/RFO)	1 member of the Public	
Item	Agenda Item		
1.	To receive apologies for absence. All Councillors were present. (Cllr. Goodliffe arrived later).		
2.	To approve the minutes of the Parish Council meetings on <u>7th September 2016</u> RESOLVED: That the Chairman was authorised to sign the Minutes for 7th September 2016		
3.	To receive declarations of interest on agenda items. None received.		
4.	To receive any external reports. <ul style="list-style-type: none"> Cllr. Field reported that County Council were concentrating on the 2017/18 budget and getting to grips with the Governments white paper on the proposed Academisation of all schools. Cllr. Field had been asked why the ‘Martlets’ on the recently painted Catsfield Sign were blue and not red. Cllr. Scott responded that he had taken advice from the Heraldry Society on the colour scheme which represents the Sussex Flag of 6 gold Martlets on a blue background. Cllr. Curtis reported that the contractor collecting waste from Catsfield School very early in the morning was not appointed by Rother DC. Cllr. Field advised it could possibly be a private contractor appointed by ESCC and could be more difficult to regulate on collection times. The issues with the Bottle Bank in the Village Hall Car Park being emptied now appear to have been resolved. 		
5.	Matters arising <ol style="list-style-type: none"> To receive an update on Parish Council’s website. The new website was now live. To receive any applications for the casual vacancy on Parish Council. No further applications or enquiries had been received. 		
6.	Planning		
6.1	To consider response to planning applications. <ul style="list-style-type: none"> <u>RR/2016/2420/P</u> - Glebelands, Potmans Lane, Catsfield TN33 9BJ Erection of single polytunnel within existing agricultural unit. Applicant: Mr & Mrs G Morris C/o Mayflower Planning Services Cllr. Thomas reported. RESOLVED: Parish Council has no objections but considers the planning application to be light on information in relation to the proposed use of the poly tunnel. <u>RR/2016/2352/P</u> - Hophouse Farm, Catsfield Stream, Catsfield TN33 9BB Variation of condition 1 on RR/2015/2058/P to extend period for temporary siting of mobile home Applicant: Mr and Mrs J Parker c/o Mayflower Planning Services Cllr. Thomas reported. RESOLVED: Parish Council has no objections to this planning proposal. <u>RR/777/CM</u> - Ashburnham Place, Ashburnham, Battle TN33 9NF. Town and Country Planning (Development Management Procedure) (England) Order 2015. Installation of an underground cess pool tank and disposal of excavated soils. Applicant: Mr David Giles, Ashburnham Place. Cllr. Thomas reported. East Sussex County Council had invited Parish Council to comment as a neighbouring parish. RESOLVED: Parish Council has no objections to this planning proposal. 		
6.2	To receive advice of decisions on previous applications. <ul style="list-style-type: none"> <u>RR/2016/1212/L</u> - The Hop Barn, The Stream, Catsfield TN33 9BB Proposed amendments to current approved scheme (<u>RR/2015/159/P</u> & <u>RR/2015/160/L</u>) for conversion of existing barn to a single dwelling. To include internal layout revisions, revisions to external openings, insertion of roof lights and proposed demolition of existing animal shelter structure and erection of new single storey extension to include ancillary (service) accommodation to main dwelling with proposed glazed link connecting new extension to existing barn. 		

6.3	<p>Outcome: Listed BC Granted as per decision notice 21-Sep-16 Noted.</p> <p>To receive advice on current enforcement orders.</p> <ul style="list-style-type: none"> • ENF/124/16/CAT - Twisly Oak Farm, Church Road, Catsfield. Mobile. Current Status: 12-Sep-16. 3 Month letter to Complainant. • ENF/CAT/16/CAT - Twisly Oak Farm, Church Road, Catsfield. Mobile. Current Status: 13-Sep-16. Remove caravan 28 days. 	
7.	<p>Neighbourhood Planning</p> <p>a. To receive an update on Local Planning and Site Allocations project with Rother DC. Rother DC will shortly be publishing the first draft options version of its Development and Site Allocations Local Plan (DaSA) for consultation.</p> <p>b. To receive an update on the Catsfield ‘Local Action Plan’ (Re: The Catsfield Parish Survey). There were no further updates to report.</p>	
8.	<p>Newsletter</p> <p>a. To receive any updates. The revised newsletter will be sent shortly.</p>	
9.	<p>Emergency Plan</p> <p>a. To receive any further updates. Cllr. Goodliffe had no further updates to report.</p>	JG
10.	<p>Highway Matters</p> <p>a. To receive an update on the traffic calming measures project outside Catsfield CEP School. Cllr. Scott reported that there is a ‘Highway Roadshow’ on 13th October 2016 in Hastings which will include the launch of the new Community Match Funding scheme. Cllr. Scott will be attending the event with the Clerk and hopes to bring away the relevant documents so that Parish Council can review and agree to submit the application at the next meeting in November. He is optimistic that Parish Council has already complied with all the requirements. Cllr. Scott advised that Catsfield CEP School had raised £3000 towards the traffic calming scheme. £1500 from the children's reward scheme and £1500 from the School's PTA. There was also the possibility that a further £1000 will be donated from the Catsfield Boat Race, making £4000 in total. The School was very proud of everyone involved. The money is to be solely used for the Road Calming Scheme with the Parish Council.</p> <p>b. To discuss traffic calming measures around the zebra crossing area along The Green Cllr Scott had been in contact with Highways and had a difficult time in explaining that the Zebra Crossing is not visible enough for traffic travelling along The Green towards Ninfield. Highways have now visited the site and have a clearer idea of the issue. Some of the road markings around the zebra crossing have been repainted. Highways have also been talking about changing the belisha beacons and cutting back the hedge between The White Hart and The Cottage. In relation to ‘Hatching’ Highways did not feel that road was wide enough. The next phase would be to try and take forward the proposal to install ‘build outs’ at Skinners Lane and Church Lane.</p> <p>c. To receive any other reports. There were no further reports received.</p>	DS DS
11.	<p>Community Speed Watch</p> <p>a. To receive any reports. Keith Robertson – Speed Watch Coordinator - was busy recruiting and training volunteers.</p>	
12.	<p>Playing Field and Pavilion</p> <p>a. To receive an update on providing seating and a safety rail outside the Pavilion. Cllr. Scott had received a quote from Littlewood Fencing Ltd to install a timber handrail – fully painted of £1,461 + VAT</p> <p>b. To receive an update on proposed modifications to the Pavilion kitchen to provide an outside servery area. Cllrs. Scott and Goodliffe were due to meet to draw-up a specification ready for costing.</p> <p>c. To receive an update on sheltered seating near to the Children’s Play Area. Cllr Scott reported that Littlewoods Fencing had estimated a shelter with a shallow pitched roof 6m x 5m would cost around £5,500. This included an engineer’s calculations which would be needed due to the type of structure. Members did not anticipate creating a floored area at this point. The shelter would be situated outside the Children’s Play area. Some small scrubby trees and a piece of concrete would need to be removed.</p> <p>RESOLVED: To commission an engineer to design an appropriate shelter with a shallow</p>	JG/DS JG/DS

	<p>pitched roof 6m x 4m + 3m's to the eaves. To obtain approval from Fields in Trust. To apply for planning permission.</p> <p>d. To receive any other reports. An enquiry had been received from The Catsfield Triangle Committee asking if Parish Council would consider allowing them to install a storage shed at the Catsfield Recreation Ground for storing items of the annual Catsfield Boat Race. RESOLVED: To ask the Catsfield Triangle Committee to submit an official proposal to Parish Council for installing a storage shed at Catsfield Recreation Ground.</p>																			
13.	<p>Playground Sub-Committee</p> <p>a. To receive the latest Recreation Ground Inspection. Cllrs Thomas and Holgate had undertaken a monthly inspection of the Recreation Ground. There was a lot of litter around the new parking area – 3 bags full. It was possible this had happened at the recent Catsfield Boat Race. A bolt had been taken from the large gate leading from the play area to the field. The problematic fencing around the Children's play area by the entrance and zip wire had been secured with cable ties which was not proving adequate and needed to be stapled. Several rabbit holes had appeared across the field. The damaged grass on playing field had grown back well.</p>																			
14.	<p>Hedgerows and verges</p> <p>a. To receive any reports. Cllr Thomas reported a lot of hedges had been cut and hopefully this would continue now the seasonal restriction of hedge cutting had finished.</p>																			
15.	<p>Open Spaces</p> <p>a. To receive any reports. There were no further updates to report.</p>																			
16.	<p>History Centre</p> <p>a. To receive any reports. Cllrs. Overall and Holgate had taken-up the History Group's invite to a special viewing of the Catsfield Archive. Both were impressed with the archives and found the collection very interesting and well catalogued. The History Group's computer had failed beyond repair and a request had been made to Parish Council for their funds to be released for a new computer, monitor and software. A replacement computer was needed urgently, as they were about to begin work on a new exhibition. RESOLVED: To release sufficient funds to the History Group to enable them to purchase a replacement computer, monitor and associated software.</p>																			
17.	<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 had no further updates to report.</p> <p>b. To receive an update on Signage, Rules and regulations and a Risk Assessment Cllr. Goodliffe had no further updates to report.</p> <p>c. To receive a quote for the repair work required to the perimeter fencing in the Car Park Cllr. Goodliffe was still waiting to hear back from Littlewoods.</p>	JG JG JG																		
18.	<p>Village Hall</p> <p>a. To receive an update on the repair work to the outside of the Village Hall (Church Road) side. Cllr. Goodliffe reported that repairs had now been carried out on the front of the Village Hall. The cost had been around £5,800. The incident had highlighted the need to review the whole of the Village Hall for maintenance and repainting requirements. Cllr. Goodliffe asked Parish Council as Custodian Trustee to consider creating a reserve fund for material works to the building. A copy of the agreement between Parish Council and the Village Hall Management Committee would be made available for Members to review at the next meeting.</p> <p>b. To receive any reports. There were no further reports received.</p>																			
19.	<p>Finance</p> <p>19.1 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. John O'Conner</td> <td>Grounds Maint September 16</td> <td>£281.40</td> </tr> <tr> <td>c. J W Fencing and Forestry</td> <td>Grounds Maint VH Car Park September 16</td> <td>£ 50.00</td> </tr> <tr> <td>d. Jeff Kiley</td> <td>St Laurence Church Cemetery GM</td> <td>£390.00</td> </tr> <tr> <td>e. J S Fire Protection</td> <td>Servicing of pavilion fire extinguishers</td> <td>£ 55.20</td> </tr> <tr> <td>f. Meridian Surveyors</td> <td>Catsfield Village Hall – Site inspection</td> <td>£504.00</td> </tr> </table>	a. Surewaste (Sussex) Ltd	Waste collection Recreation Ground	£ 70.20	b. John O'Conner	Grounds Maint September 16	£281.40	c. J W Fencing and Forestry	Grounds Maint VH Car Park September 16	£ 50.00	d. Jeff Kiley	St Laurence Church Cemetery GM	£390.00	e. J S Fire Protection	Servicing of pavilion fire extinguishers	£ 55.20	f. Meridian Surveyors	Catsfield Village Hall – Site inspection	£504.00	
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	<p>g. PKF Littlejohn LLP Annual external audit £240.00</p> <p>h. Cee Jay Signs Catsfield Boat Race – Sponsorship £ 57.60</p> <p>i. Cee Jay Signs Catsfield Boat Race – Sponsorship £ 28.80</p> <p>j. Carol Hodgson Salary – Sep16 £372.05</p> <p> Colossal Events £270.00</p> <p> Trophy Store £197.94 £839.99</p> <p>Payment of item j. Carol Hodgson was reduced by £270.00 (Colossal Events) to £569.99 due to a VAT invoice not being received.</p> <p>RESOLVED: The revised payments were approved for payment.</p>	
19.2	<p>To ratify a decision made at the meeting on 7th September 2016 which had not been included on the agenda.</p> <ul style="list-style-type: none"> To authorise the following cheque for payment to meet supplier terms:- Geewoods Construction Co Ltd. Installation of a hard surface car parking area outside Catsfield Recreation Ground - £4680.00 <p>RESOLVED: The decision to authorise payment to Geewoods Construction Co Ltd for £4680.00 to meet supplier terms was ratified.</p>	
19.3	<p>To receive the monthly statement of accounts to 29th September 2016</p> <p>RESOLVED: That the monthly statement of accounts to 29th September 2016 was received.</p>	
19.4	<p>To receive the bank reconciliation to 29th September 2016</p> <p>RESOLVED: That the bank reconciliation to 29th September 2016 was received.</p>	
19.5	<p>To receive the external audit report for the year ended 31st March 2016</p> <p>The external audit had not highlighted any areas for concern.</p> <p>RESOLVED: That the external audit report for the year ended 31st March 2016 was received.</p>	
19.6	<p>To consider reappointing Mr. Keith Robertson as internal auditor for the year ending 31st March 2017</p> <p>RESOLVED: To reappoint Mr. Keith Robertson as internal auditor for the year ending 31st March 2017</p>	
20.	<p>Any other business / reports / future agenda items</p> <ul style="list-style-type: none"> A letter had been received from Scott Lavocah – Chairman of the Catsfield Triangle Committee thanking Catsfield Parish Council for the donation of £500 towards the Catsfield Boat Race on 18th September 2016. The day had been a great success. The total proceeds raised was around £2,855. £1,000 would be donated to St Michael’s Hospice, £1,000 to Catsfield CEP School towards the traffic calming project and the balance would be held in reserve for next year’s Boat Race. An email had been received from Catsfield Pre-School asking for a further meeting with Parish Council to discuss the long term sustainability of the Pre-school in its current location at The Village Hall / Hermon Cottage with the new legislation coming into force in September 2017 regarding the 30hours of free early years education. The Pre-School feel that a proposed alteration to Hermon Cottage was the only way forward for the pre-schoolers of Catsfield now and in the future. 	
	<p>There being no further business, the meeting closed at 21:35</p>	

Chairman.....

Date.....