

# CATSFIELD PARISH COUNCIL

Minutes of the Meeting held on Wednesday 6<sup>th</sup> July 2016 in Hermon Cottage

<b>Present:</b> Cllr. John Overall (Chairman)                      Cllr. David Scott Cllr. Chris Thomas                                      Cllr. Martin Holgate Cllr. Julian Goodliffe                                  Mrs Carol Hodgson (Clerk/RFO)		<b>Apologies:</b> County Cllr. Kathryn Field District Cllr. Gary Curtis
Item	Agenda Item	
1.	<b>To receive apologies for absence.</b> County Councillor Kathryn Field and District Councillor Gary Curtis.	
2.	<b>To approve the minutes of the Parish Council meetings on 1<sup>st</sup> June 2016</b> <b>RESOLVED: That the Chairman is authorised to sign the Minutes for 1<sup>st</sup> June 2016</b>	
3.	<b>To receive declarations of interest on agenda items.</b> Cllr. Goodliffe declared a personal interest in:- <ul style="list-style-type: none"> <li>• Item 18 – 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 6.3a - ENF/124/16/CAT – Twisly Oak Farm, Church Road, Catsfield as highlighting the issue</li> </ul>	
4.	<b>To receive any external reports.</b> There were no reports received.	
5.	<b>Matters arising</b> <ol style="list-style-type: none"> <li>a. <b>To receive an update on Parish Council’s website.</b> The new website was currently being updated.</li> <li>b. <b>To receive any applications for the casual vacancy on Parish Council.</b> No further applications had been received.</li> <li>c. <b>To receive any updates on the insurance claim against Parish Council re: tree root issues at 1 Parkgate Bungalows.</b> No further communication had been received from Parish Council’s insurers nor the third party.</li> <li>d. <b>To discuss the waste collection services in Catsfield.</b> Cllr. Scott noted that the waste collection was being collected in some areas as early as 6.30am which was before the instructed time by Rother DC that bins had been requested to be left out for collection in the morning. The waste collection at Catsfield School was also being collected as early as 6am. Parish Council would relay the information to Cllr. Curtis.</li> <li>e. <b>To discuss mobile network reception with smart meters.</b> Cllr. Scott reported the government wants energy suppliers to install smart meters in every home by 2020. Having gone through the process Cllr. Scott advised that system uses the mobile network and the mobile network reception in areas of Catsfield is not good enough to send a signal back to the energy supplier. <b>RESOLVED: Write to OFCOM to ask how the Smart Meter system is going to work in areas such as Catsfield where there are poor mobile phone signals.</b></li> </ol>	
6.	<b>Planning</b>	
6.1	<b>To consider response to planning applications – no current applications received as at 30-Jun-16</b>	
6.2	<b>To receive advice of decisions on previous applications.</b> <ol style="list-style-type: none"> <li>a. <u>RR/2016/967/P</u> - Broomham House, The Green, Catsfield TN33 9DL <b>A 60m x 30m menage for personal private use together with associated groundworks.</b> <b>Outcome: REFUSED as per decision notice <a href="#">28-Jun-16</a></b> Noted.</li> <li>b. <u>RR/2016/1178/P</u> - Redcoat Farm, Catsfield Road, Catsfield TN33 9DU <b>Proposed garage.</b> <b>Outcome: APPROVED CONDITIONAL as per decision notice <a href="#">16-Jun-16</a></b> Noted.</li> <li>c. <u>RR/2016/1229/P</u> - Black Cottage, Henley Down, Catsfield TN33 9BN <b>Rear two storey extension.</b> <b>APPROVED CONDITIONAL as per decision notice <a href="#">29-Jun-16</a></b> Noted.</li> </ol>	
6.3	<b>To receive advice on current enforcement orders.</b> <ol style="list-style-type: none"> <li>a. ENF/124/16/CAT – Twisly Oak Farm, Church Road, Catsfield <b>Mobile</b> <b>Current Status: New complaint received.</b> A static mobile home has been installed at Twisly Oak Farm.</li> </ol>	

6.4	<p><b>b. ENF/53/16/CAT – 4 Pleydells, The Green, Catsfield</b>  <b>Breach of condition 9 of RR/2009/2685/P. Removal of front boundary hedge</b>  <b>Current status: Monitor site. 3 month letter to complainant.</b>  Noted.</p> <p><b>Disbursement of the Community Benefit monies from Lightsource Renewable Energy Ltd.</b></p> <p><b>a. To receive an update on the Catsfield Horticultural Society’s request to modify the Pavilion kitchen to provide a servery area from the end wall of the Community Pavilion.</b>  Cllr. Scott had produced a drawing of the proposed layout for the kitchen servery area. The cupboards and the cooker would need to be relocated from the back wall of the kitchen to make an accessible space to create a new opening for the servery. Outside the Pavilion, the electric meter cupboards would need to be relocated. Cllr Goodliffe estimated the overall cost would be in the region of £2,500. Members were concerned that the cost would outweigh the benefit of the actual use of the servery.  <b>RESOLVED: To obtain the views of current users on the feasibility of creating a new servery hatch in the Pavilion.</b></p> <p><b>b. Any other reports.</b>  There were no other reports received.</p>	
7.	<p><b>Neighbourhood Planning</b></p> <p><b>a. To receive an update on Local Planning and Site Allocations project with Rother DC.</b>  There were no further updates to report. Parish Council would chase David Marlow and Roger Comerford for an update on the proposed changes to the development boundaries.</p> <p><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>	
8.	<p><b>Newsletter</b></p> <p><b>a. To receive the latest newsletter</b>  Members received a draft copy of the Newsletter for review. Any amendments would be sent to The Clerk.</p>	
9.	<p><b>Emergency Plan</b></p> <p><b>a. To receive any further updates.</b>  Cllr. Goodliffe had no further updates to report. Members agreed to remove this item from the Agenda and review when necessary.</p>	JG
10.	<p><b>Highway Matters</b></p> <p><b>a. To receive an update on the traffic calming measures project outside Catsfield CEP School.</b>  Cllr. Scott reported that Mr. Jonathan Elms who was leading on the project for Catsfield School would be leaving in July 2016. The School had now raised their share of the funding. Cllr. Scott was still waiting to receive the forms from ESCC to make an application for funding.</p> <p><b>b. To receive any other reports.</b>  Cllr. Scott had been looking into other ways to address road safety along The Green. He had taken a look at the areas adjacent to Church Lane and Skinners Lane which had no driveways and may be suitable for chicanes or islands that would help slow the traffic down in the first place.  <b>RESOLVED: Cllr. Scott to enquire with ESCC Highways if the areas adjacent to Church Lane and Skinners Lane would be suitable for chicanes or islands to help slow the traffic down.</b></p>	DS DS
11.	<p><b>Community Speed Watch</b></p> <p><b>a. To receive any reports.</b>  Cllr. Scott reported that Keith Robertson had agreed to take on responsibility of being the Catsfield Speedwatch Coordinator. Mr. Robertson will start to pull together a group of volunteers to start-up Speedwatch sessions again following appropriate training.</p>	
12.	<p><b>Playing Field and Pavilion</b></p> <p><b>a. To receive an update on the car parking improvements at the playing field entrance area.</b>  No further response had been received from Geewoods as to when work would commence. A further quote had been obtained from Martin Gurr Tennis Surfaces for £7800 + VAT (exclusive of fencing). Cllr. Scott would also approach Sussex Rail Ltd for a quote and Cllr. Goodliffe would contact Littlewoods to see if any of their contractors would quote for the work.</p> <p><b>b. To receive an update on installing a rainwater gutter system on the storage shed.</b>  The work had now been completed.</p> <p><b>c. To receive quotes for installing wood decking type seating along the top of the pavilion wall</b>  <b>RESOLVED: To obtain quotes for benches (capable of being fixed) to be positioned on the paved area outside the Pavilion.</b></p>	JG  JG

	<p><b>d. To discuss the drop from the Pavilion wall to the ground and whether there should be a safety barrier/fence along the wall.</b> Cllr. Goodliffe suggested installing a rail between the supporting posts. Further details would be obtained.</p> <p><b>e. To discuss providing sheltered seating near to the Children’s Play Area.</b> <b>RESOLVED: To obtain details of the outdoor classroom / shelter installed at Catsfield CEP School.</b></p> <p><b>f. To receive any other reports.</b> A quote had been obtained from Hastings Property Services to change the valve trap to the oil boiler (noted when the oil boiler was last serviced), change the valve in the disabled toilet (is very noisy when flushed) and bring the main valve for the outside WC’s inside. Total cost of the work to be completed would be £405 <b>RESOLVED: To accept the quote from Hastings Property Services for £405.00 to undertake plumbing repairs in the Pavilion and outside toilet.</b></p>	
<b>13.</b>	<p><b>Playground Sub-Committee</b></p> <p><b>a. To receive the latest Recreation Ground Inspection.</b> Cllr. Holgate reported there was a lot of litter in the children’s play area. There was no sign of any dog poo during the routine inspection. Some of the bolt covers needed replacing on the play equipment. The outside toilets were looking a bit dilapidated. <b>RESOLVED: To contact Playdale for some spare bolt covers.</b></p> <p><b>b. To receive an update from Playdale on the issues of the equipment identified at the annual inspection in August 2015 as not complying with certain British Standards. (Detailed as a very low risk).</b> Playdale’s Inspector had re-inspected the Little Hamlet unit and confirmed the ropes had been adjusted on the Scramble Net which are now fully compliant. The panels on the bridge of the same unit had also been adjusted and was now in full compliance. Playdale considered the issues with the Grass Matrix system was possibly due to the ground not being prepared correctly by Parish Council’s contractor. The Post Installation Inspection had not identified any issues with the surfacing itself but did refer to organic debris (leaves) on the surfacing which may retard the grass growth and should be monitored. Also areas that are partially covered by trees will inadvertently be prone to debris on the surfacing, together with wet weather and footfall around the equipment can create undulations and compacting of the earth, which in turn can affect the growing of the grass. Playdale referred to the latest inspection report which showed that the area has some tree coverage over the surfacing areas and this may have affected the grass originally establishing. Information had been forwarded on how to maintain the Grass Matrix system. ROSPA’s annual play inspection report had just been received and was circulated to Members. There had been no major areas of concerns highlighted. The minor repairs and adjustments were noted and would be dealt with.</p>	MH/CT
<b>14.</b>	<p><b>Hedgerows and verges</b></p> <p><b>a. To receive quotes for the regular cutting of the grassed areas in the Village Hall Car Park.</b> J W Fencing &amp; Forestry had quoted £50 to cut the grass and keep down the weeds along the boundary fence in the growing season. <b>RESOLVED: To accept the quote from J W Fencing and Forestry for grass cutting and weed removal along the boundary fence in the growing season at £50 per month.</b></p> <p><b>b. To receive any reports</b> Parish Council noted that the hedge which fronts the land behind the White Hart Pub was overgrown and narrowing the footpath. The same issue was noted with the hedge opposite Catsfield School. <b>RESOLVED: Cllr Thomas will make contact with the respective landowners.</b></p>	CT
<b>15.</b>	<p><b>Open Spaces</b></p> <p><b>a. To receive any reports.</b> There were no updates to report.</p>	DS
<b>16.</b>	<p><b>History Centre</b></p> <p><b>a. To receive any reports.</b> There were no reports to report.</p>	JO
<b>17.</b>	<p><b>Village Hall Car Park</b></p> <p><b>a. To receive an update on the external lighting requirements in the Village Hall Car Park.</b> There were no updates to report.</p>	JG

	<p><b>b. To receive an update on the following items:</b></p> <ul style="list-style-type: none"> <li>i. Signage</li> <li>ii. Rules and regulations</li> <li>iii. Risk Assessment</li> </ul> <p>There were no updates to report.</p> <p><b>c. To receive a quote for the repair work required to the perimeter fencing in the Car Park</b>  J W Fencing &amp; Forestry had accessed the repairs needed to the fencing and submitted a quote of £265 to install 2 new concrete posts. Cllr. Goodliffe advised that Littlewood Fencing had offered to undertake the repairs free of charge.  <b>RESOLVED: To accept Littlewood Fencings offer and contact Michael Rogers to arrange the work.</b></p>	JG																														
<b>18.</b>	<p><b>Village Hall</b></p> <p><b>a. To receive any reports.</b>  Cllr. Goodliffe reported that the Village Hall Committee had made arrangements for the repairs to the front of the Village Hall. Scaffolding would be erected over the footpath for which a licence would be required from ESCC Highways. The work could be a potential insurance claim. Cllr. Goodliffe circulated to Members a schedule for changing the lighting over throughout the Village Hall and Hermon Cottage to LED.</p>	JG																														
<b>19.</b>	<p><b>Finance</b></p> <p><b>19.1 To receive further information to consider an annual donation for Catsfield Horticultural Society to help with the cost of running the Catsfield Flower Show and Fete.</b>  Catsfield Horticultural Society had provided a copy of the societies Income and Expenditure statement for the year ending 30<sup>th</sup> September 2015 together with a breakdown of the income and expenditure for the 2015 Flower Show and Summer Fete.  <b>RESOLVED: Parish Council considers that the Catsfield Horticultural Society has sufficient funds to run the Fete for 2016 and will not be making a financial contribution on this occasion.</b></p> <p><b>19.2 To approve and sign the following cheques:</b></p> <table border="0"> <tr> <td><b>a. Surewaste (Sussex) Ltd</b></td> <td><b>Waste collection Recreation Ground</b></td> <td><b>£ 70.20</b></td> </tr> <tr> <td><b>b. John O’Conner</b></td> <td><b>Grounds Maint May16</b></td> <td><b>£ 371.40</b></td> </tr> <tr> <td></td> <td><b>Grounds Maint Jun16</b></td> <td><b>£ 371.40</b></td> </tr> <tr> <td></td> <td></td> <td><b>£742.80</b></td> </tr> <tr> <td><b>c. Helena Kicinski</b></td> <td><b>Maintenance of flower border</b></td> <td><b>£ 75.00</b></td> </tr> <tr> <td><b>d. Catsfield PCC</b></td> <td><b>Renewal of advert for 2 years</b></td> <td><b>£ 40.00</b></td> </tr> <tr> <td><b>e. Eurooffice</b></td> <td><b>Stationery supplies (50% SPC)</b></td> <td><b>£182.36</b></td> </tr> <tr> <td><b>f. Carol Hodgson</b></td> <td><b>Salary – Jun16</b></td> <td><b>£372.05</b></td> </tr> <tr> <td></td> <td><b>Sage Accs Software upgrade</b></td> <td><b>£170.40</b></td> </tr> <tr> <td></td> <td></td> <td><b>£ 542.45</b></td> </tr> </table> <p>Item 19.2b. The wrong payment amount had been advertised for John O’Connor. The invoice amounts were £281.40 and the total amount payable was £562.80.  <b>RESOLVED: The cheques, with an amended amount to John O’ Conner totalling £562.80, were approved and signed</b></p> <p><b>19.3 To ratify a decision made at the meeting of 1<sup>st</sup> June 2016 to make a payment to Mr. K. Robertson amounting to £120.00 for Internal Audit services which had not been previously advertised, to meet supplier terms.</b>  <b>RESOLVED: The decision to make a payment to Mr. K. Robertson amounting to £120.00 at the meeting of 1<sup>st</sup> June 2016 which had not been previously advertised, to meet supplier terms was ratified.</b></p> <p><b>19.4 To receive the monthly statement of accounts to 30<sup>th</sup> June 2016</b>  <b>RESOLVED: That the monthly statement of accounts to 30<sup>th</sup> June 2016 was received.</b></p> <p><b>19.5 To receive a quote for the annual ground maintenance of St Laurence Cemetery.</b>  J W Fencing &amp; Forestry had quoted £800.00 to cut and clear the grass in St Laurence Cemetery. St Laurence PCC had been advised of the amount and were seeking alternative quotes.</p>	<b>a. Surewaste (Sussex) Ltd</b>	<b>Waste collection Recreation Ground</b>	<b>£ 70.20</b>	<b>b. John O’Conner</b>	<b>Grounds Maint May16</b>	<b>£ 371.40</b>		<b>Grounds Maint Jun16</b>	<b>£ 371.40</b>			<b>£742.80</b>	<b>c. Helena Kicinski</b>	<b>Maintenance of flower border</b>	<b>£ 75.00</b>	<b>d. Catsfield PCC</b>	<b>Renewal of advert for 2 years</b>	<b>£ 40.00</b>	<b>e. Eurooffice</b>	<b>Stationery supplies (50% SPC)</b>	<b>£182.36</b>	<b>f. Carol Hodgson</b>	<b>Salary – Jun16</b>	<b>£372.05</b>		<b>Sage Accs Software upgrade</b>	<b>£170.40</b>			<b>£ 542.45</b>	
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<b>20.</b>	<p><b>Any other business / reports / future agenda items</b></p> <ul style="list-style-type: none"> <li>• Cllr. Overall reported that the St Laurence Church Churchyard had been nominated as the best kept churchyard by Sussex Heritage Trust.</li> </ul>																															
	There being no further business the meeting closed at 22:30																															

Chairman.....

Date.....