

# CATSFIELD PARISH COUNCIL

Minutes of the Meeting held on Wednesday 6<sup>th</sup> May 2015 in Hermon Cottage

<b>Present:</b>			<b>Apologies:</b>
Cllr. John Overall (Chairman)	Cllr. David Scott	Mrs Carol Hodgson (Clerk/RFO)	Cllr. Beryl Bodey (Vice-Chair)
Cllr. Chris Thomas	Cllr. Rachel Tottman	3 Members of the public	Cllr. Kathryn Field
Cllr. Julian Goodliffe	Cllr. Angharad Davies		PCSO Daryl Holter
Item	Agenda Item		
1.	<b>Apologies and reasons for absence.</b> Cllr. Bodey was on vacation and Cllr. Field was preparing for the elections on the following day.		
2.	<b>Members to agree the minutes of the Parish Council meeting on 1<sup>st</sup> April 2015</b> Subject to correcting the date of the meeting held to 1 <sup>st</sup> April 2015, the minutes were agreed and signed.		
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>Matters relating to the Village Hall as a Trustee and Parish Council's representative.</li> </ul> Cllr. Scott declared a personal interest in:- <ul style="list-style-type: none"> <li>Item 21.b – To discuss the traffic concerns around Catsfield School, as a neighbouring resident.</li> </ul>		
4.	<b>Public participation session re matters on the Agenda at the Chairman's discretion.</b> <ul style="list-style-type: none"> <li>A member of the public brought to Parish Council's attention the 2 large advertising boards that had appeared in Church Road towards Henley Down.</li> </ul>		
5.	<b>To receive any external reports.</b> Cllr. Davies reported as follows: Rother DC's Planning Department had just updated their Enforcement complaint form online, which now allowed photographs and extra detail to be attached. Tim Hickling - Service Manager - Strategy & Planning at Rother DC, had stated that this would allow officers to deal with enforcement matters more effectively. The Council had received confirmation that the New Homes Bonus receivable in 2015/16 was £1.3m, a rise of nearly £300k over the 2014/15 amount. Rother DC had set-up a steering group for the Boundary Commission review. A survey of all Members resulted in a 68% response rate. In the main the majority wanted to keep the current 38 Members. Only 2 wards have one Councillor Crowhurst and Ewhurst and Sedlescombe. Cllr. Davies advised this was her last meeting as District Councillor for the Crowhurst Ward, but would be continuing as County Councillor for Northern Rother. She introduced Mr. Gary Curtis who would be standing for election on behalf of the Conservative Party. Cllr. Overall thanked Cllr. Davies for her support over the past 8 years		
6.	<b>Matters arising</b> <ol style="list-style-type: none"> <li><b>To receive any updates on Community Energy Projects.</b> There were no further updates to report.</li> <li><b>To receive an update on the advertising banners for promoting the Annual Parish Assembly 2015.</b> Cllr. Goodliffe reported that the banners had been received and had been put up in time for the Parish Assembly.</li> <li><b>To receive an update on Parish Council's website.</b> There were no further updates to report.</li> <li><b>To discuss communicating with Social Media.</b> To be discussed after Parish Council's Annual Meeting in May 2015</li> <li><b>To receive an update on Twisly Oak Farm.</b> The concerned residents had been advised that Rother DC would need them to report the issues direct.</li> <li><b>To receive an update on the tree root issue at 1 Parkgate Bungalows.</b> Parish Council had responded to their Loss Adjuster and was waiting to hear back. Quotes for the tree work were being obtained.</li> <li><b>To discuss the casual vacancies on Parish Council following the uncontested election.</b> Four Parish Councillors had been elected without a contest which left 3 seats to be co-opted. The Clerk had already received interest in the positions and had sent out application forms. These would be reviewed at the next meeting.</li> </ol>		
7.	<b>Neighbourhood Planning</b> <ol style="list-style-type: none"> <li><b>To receive an update on Local Planning and Site Allocations project with Rother DC</b> There were no further updates to report. Rother DC were deferring meetings until after the elections.</li> <li><b>To receive the results of the NHP Village Survey and Vision Statement</b> 130 responses had been received and The Clerk was currently analysing the results.</li> </ol>		

<p><b>8.</b></p> <p><b>8.1</b></p> <p><b>8.2</b></p> <p><b>8.3</b></p> <p><b>8.4</b></p>	<p><b>Planning</b></p> <p><b>To consider response to planning applications.</b></p> <p>a. <a href="#">RR/2015/457/P</a> - Black Cottage, Henley Down, Catsfield  <b>Erection of two bay covered car parking and replacement ancillary accommodation.</b>  <b>Applicant: Mr &amp; Mrs Robins</b>  Due to timescales in receiving the information a site visit had not been undertaken. Cllr. Thomas had reviewed the information available and gave his report. Members had no objections to this planning proposal.</p> <p>b. <a href="#">RR/2015/1097/CM (WD/752/CM)</a>- Kilnwood Farm, Potmans Lane, Catsfield  <b>Proposed Menage for exercising horses and formed on raised level area from imported inert waste material (soil, crushed concrete and brick).</b>  <b>Applicant: Mr G Verity</b>  Due to timescales in receiving the information a site visit had not been undertaken. Cllr. Thomas had reviewed the information available and gave his report. Cllrs. Thomas and Beryl had visited this site for the previous planning application. Members had no objections to the planning proposal but did have the following concerns:</p> <ol style="list-style-type: none"> <li>1. The number of traffic movements over a period of several months. We would also expect to see a provision in the traffic management plan to take into consideration the narrowness of Potmans Lane.</li> <li>2. The content of the waste material. Are there adequate controls at the receiving site to ensure that the waste is totally inert?</li> </ol> <p><b>To receive advice of decisions on previous applications.</b></p> <ul style="list-style-type: none"> <li>• <a href="#">RR/2015/451/P</a> - Lunsford Yard, Potmans Lane, Catsfield  <b>Erection of a replacement stable and storage building</b>  <b>Outcome: Approved Conditional</b>  Noted.</li> <li>• <a href="#">RR/2015/531/O</a> - Popes Acre, Potmans Lane, Catsfield  <b>Lawful Development Certificate for existing conservatory &amp; garages</b>  <b>Outcome: Lawful Development Certificate refused</b>  Noted</li> </ul> <p><b>To receive advice on current enforcement orders.</b>  There were no new enforcement orders to report.</p> <p><b>To receive an update on the Community Benefit Offer from Lightsource Renewable Energy Ltd re: St Francis Farm – Solar Farm Development.</b>  The Chairman and Clerk had signed the ‘Community Benefit Deed’ and the ‘Bribery Act 2010 Compliance Form’ and returned them to Lightsource Renewable Energy as requested.</p>																					
<p><b>9.</b></p> <p><b>9.1</b></p> <p><b>9.2</b></p> <p><b>9.3</b></p> <p><b>9.4</b></p>	<p><b>Finance</b></p> <p><b>To approve and sign the following cheques:</b></p> <table border="0"> <tr> <td>a. Mrs. Pauline Putland</td> <td>History Group stationery</td> <td>£ 41.62</td> </tr> <tr> <td>b. Rother District Council</td> <td>Annual charge – Empty Dog Waste Bins</td> <td>£408.72</td> </tr> <tr> <td>c. John O’Conner</td> <td>Spiking of football pitches</td> <td>£180.00</td> </tr> <tr> <td>d. Littlewood Fencing Ltd</td> <td>Fencing at Recreation Ground</td> <td>£480.00</td> </tr> <tr> <td>e. Eurooffice</td> <td>Stationery</td> <td>£ 50.12</td> </tr> <tr> <td>f. Rother District Council</td> <td>Village Hall Car Park rates</td> <td>£ 50.00</td> </tr> <tr> <td>g. Carol Hodgson</td> <td>Salary – April 2015</td> <td>£363.55</td> </tr> </table> <p>Item g - Carol Hodgson, Salary – April 2015, £363.55 was changed to £348.75 due to a calculation error. The payments were agreed and signed.</p> <p><b>To receive the monthly statement of accounts.</b>  The accounts were received as attached.</p> <p><b>To receive the year end accounts.</b>  The Clerk had circulated the year end accounts prior to the meeting, which were subject to an internal audit. Members agreed to review the accounts ready for approval at the next meeting.</p> <p><b>To receive an updates on the Clerks pension arrangements</b>  The Clerk was waiting for further information to report back to Parish Council.</p>	a. Mrs. Pauline Putland	History Group stationery	£ 41.62	b. Rother District Council	Annual charge – Empty Dog Waste Bins	£408.72	c. John O’Conner	Spiking of football pitches	£180.00	d. Littlewood Fencing Ltd	Fencing at Recreation Ground	£480.00	e. Eurooffice	Stationery	£ 50.12	f. Rother District Council	Village Hall Car Park rates	£ 50.00	g. Carol Hodgson	Salary – April 2015	£363.55
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<p><b>10.</b></p> <p><b>a.</b></p>	<p><b>Newsletter</b></p> <p><b>To receive an update</b>  Members agreed to prepare a flyer for June, which would include an update on the new Parish Council.</p>																					
<p><b>11.</b></p> <p><b>a.</b></p>	<p><b>Emergency Plan</b></p> <p><b>To receive comments on the updated procedures manual for Parish Council’s Emergency Plan.</b>  Cllr. Goodliffe had no further updates to report.</p>																					

12.	<p><b>Highway Matters</b></p> <p>a. <b>To receive an update on Parish pothole repairs and road maintenance.</b> Cllr. Scott reported that ‘surface dressing’ of Church Road was due to take place on Saturday 9th May.</p> <p>b. <b>To receive any other reports.</b> Cllr. Scott reported that he had registered a complaint regarding the number and frequency of ‘Gallagher’ trucks coming through the Village. The trucks were not permitted to come through the Village ‘en masse’ and Gallagher’s would be contacted.</p>
13.	<p><b>Community Speed Watch</b></p> <p>a. <b>To receive any reports.</b> Cllr. Scott reported that Ninfield PC currently had the SID. Following on from concerns highlighted at the Parish Assembly regarding speeding traffic, Cllr. Scott had spoken to Brian Banks - Economy Transport &amp; Environment, Road Safety Team Manager at ESCC to discuss installing a ‘Surreptitious radar’ for a reasonable length of time to collect traffic data. The data could help identify the times when the speed limit was being most exceeded and this information could be passed onto the Police for more specific Speed Checks. The cost to implement the programme would be £380 + VAT. Members agreed it was a proactive thing to do and subject to confirming the details of the data collection, agreed to go ahead. A copy of a letter had been received from a local resident regarding their concerns of the speeding through the village and for the safety of the children walking to the recreation ground.</p>
14.	<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> Cllr. Scott reported that he had submitted a planning application for the car park works. Once approval was received, Parish Council would then need to apply to Highways for a licence to undertake the work. The fencing did not require planning permission.</p> <p>b. <b>To receive an update on installing a notice board at the recreation ground – to include the header board and cost of installation.</b> The notice board had now been installed. Cllr. Tottman would check to see if Claverham CC were able to produce a header board for the noticeboard.</p> <p>c. <b>To confirm Rother DC Building Control has signed off the Storage Shed at the playing field.</b> Cllr. Scott reported that he had met with the Rother DC building inspector, who advised the building could not be signed off as there was no gutters and rainwater drain system in place. Cllr. Scott agreed to obtain quotes for the work needed and report back to Parish Council.</p> <p>d. <b>To receive an update on putting-up notices to deter littering at the playing field.</b> The notice board had now been installed and notices will be put up.</p> <p>e. <b>To receive any other reports.</b> The Pavilion had a lot of additional bookings recently by various outside hirers.</p>
15.	<p><b>Playground Sub-Committee</b></p> <p>a. <b>To receive an update on the fencing problems around the Children’s play area.</b> Littlewood fencing had satisfactorily completed the outstanding fencing.</p> <p>b. <b>To receive an update on finishing the Children’s Play Area project.</b> Members agreed that due to other projects being undertaken at present, the children’s play area project would be deferred.</p> <p>c. <b>To receive an update on risk assessments.</b> Cllr. Goodliffe advised the risk assessments were being arranged.</p>
16.	<p><b>Hedgerows and verges</b></p> <p>a. <b>To receive any reports.</b> Cllr. Thomas had no updates to report. There were concerns that the hedge at ‘Thatched Cottage’ in Church Lane was encroaching onto the path.</p>
17.	<p><b>Open Spaces</b></p> <p>a. <b>To receive any reports.</b> Cllr. Scott advised he was repainting the Catsfield sign from the top of Church Lane.</p>
18.	<p><b>History Centre</b></p> <p>a. <b>To receive any reports.</b> Cllr. Bodey was not available to comment and there were no other updates received.</p>
19.	<p><b>Village Hall Car Park</b></p> <p>a. <b>To receive an update on registering the Car Park lease with Land Registry.</b> Parish Council’s Solicitors had been instructed to accept the original plan issued by Rother DC. Confirmation had not yet been received from Land Registry that the registration was complete.</p> <p>b. <b>To receive an update on the external lighting requirements in the Village Hall Car Park.</b> Cllr. Goodliffe reported that he had prepared an outline brief. When Parish Council had received good</p>

	<p>title to the Car Park he would put forward a proper proposal for Members to consider. Cllr. Scott advised there had been some slight sinkage in the road outside the Village Hall.</p> <p><b>c. To receive an update on the following items :</b></p> <ul style="list-style-type: none"> <li><b>i. Signage</b> These could now be placed on the newly installed notice board.</li> <li><b>ii. Rules and regulations</b> These could now be placed on the newly installed notice board.</li> <li><b>iii. Risk Assessment</b> These could now be placed on the newly installed notice board.</li> </ul> <p><b>d. To receive an update on the repair work required to the perimeter fencing in the Car Park.</b> Cllr. Goodliffe was in contact with Lisa Hayward-Bartlett – Neighbourhood services – Operations Team Leader at Rother DC.</p>
<b>20.</b>	<p><b>Village Hall</b></p> <ul style="list-style-type: none"> <li><b>a. To receive any reports from meetings.</b> Cllr. Goodliffe had no updates to report.</li> <li><b>b. To receive an update on replacing the projector in the Village Hall.</b> Cllr. Overall advised that the projector had not yet been installed. Cllr. Goodliffe would chase the supplier Kave Theatrical Services who had agreed to install the equipment at the beginning of April.</li> </ul>
<b>21.</b>	<p><b>Catsfield C of E School</b></p> <ul style="list-style-type: none"> <li><b>a. To receive a report.</b> No updates had been received.</li> <li><b>b. To receive an update on traffic calming measures outside Catsfield CEP School.</b> Cllr. Scott reported that the meeting with Catsfield School, Sussex Police, the County Councillor and Catsfield PC on 20th April 2015 had gone very well. Cllr. Scott had been advised that the Traffic Regulation Order could not be paid for with the ‘Community Match Funding’. Catsfield School and their PTA had agreed to make this project their fundraising priority in September, prior to this they had other commitments. It was estimated that the initial TRO and installation would cost in the region of £2-3k. Parish Council would need to go out to consultation on the proposed scheme and Members agreed that those most affected would be in Church Road, Church Lane and The Green so would be prioritised together with Sussex Police. A notice could go in the local paper, on Parish Council’s website and on notice boards. Cllr. Scott would prepare a draft design of the scheme based on a ‘build-out’ into the road. Yellow lines would need further consideration. Cllr. Overall asked Cllr. Thomas if Catsfield Horticultural Society would consider donating any fete funds to assist the project. Cllr. Scott proposed that Parish Council, in the interim pay for the TRO work subject to quotations up to a maximum of £3k and that Catsfield School will support the funding from September 2015 onwards. Cllr. Goodliffe seconded. All Members voted unanimously in favour. Cllr. Goodliffe agreed to obtain quotes for the work should ESCC not have the resources.</li> </ul>
<b>22.</b>	<p><b>Any other business / reports</b> There was no other business received.</p>
<b>23.</b>	<p><b>Future Agenda Items</b></p> <ul style="list-style-type: none"> <li><i>a. Info: SECAMB Defibrillator for Pavilion.</i></li> <li><i>b. Info: Steel Framed Apex building suitable for indoor community activities on the playing field.</i></li> <li><i>c. Info: To receive an update on interim ground maintenance work in the Village to include the Millennium seat at The Stream and the Diamond Jubilee Garden.</i></li> </ul>
There being no further business, the meeting closed at 9:50pm	

**Chairman**.....

**Date**.....