

# CATSFIELD PARISH COUNCIL

Minutes of the Meeting held on Wednesday 6<sup>th</sup> September 2017 in Hermon Cottage

<b>Present:</b> Cllr. John Overall (Chairman)    Cllr. David Scott    Mrs Carol Hodgson (Clerk/RFO) Cllr. Chris Thomas(Vice-Chair)    Cllr. Martin Holgate    County Cllr. Kathryn Field Cllr. Julian Goodliffe – arrived later    Cllr. Sean Edwards	<b>Apologies:</b> District Cllr. Gary Curtis
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Item	Agenda Item	
1.	<b>To receive apologies for absence.</b> Apologies were received from District Cllr. Gary Curtis	
2.	<b>Public participation session re matters on the Agenda at the Chairman's discretion.</b> There were no members of the public present.	
3.	<b>To receive declarations of interest on agenda items.</b> There were no declarations of interest on agenda items received.	
4.	<b>To approve the minutes of the Parish Council meeting on <u>2<sup>nd</sup> August 2017</u></b> Cllr. Scott requested that his initials were removed from item 13.1 - To receive an update on providing seating and a handrail rail outside the Pavilion – as Cllr. Goodliffe was dealing with this matter. <b>RESOLVED: That the Chair of the meeting is authorised to sign the amended Minutes of 2<sup>nd</sup> August 17.</b>	
5.	<b>To receive any external reports.</b> Cllr. Field reported that County Council had not met since the summer recess.	
6.	<b>Matters arising</b>	
6.1	<b>To receive any applications for the casual vacancy on Parish Council.</b> There were no further updates to report.	
6.2	<b>To receive an update on adopting the BT Kiosk on The Green – opposite the Village Shop.</b> The volunteers who had previously offered to renovate the BT Kiosk where no longer able to take on the project. <b>RESOLVED: To organise the re-decoration of the Kiosk, following the guidelines issued by BT in relation to materials, to ensure the ‘Heritage’ character is retained.</b>	
6.3	<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> Parish Council was waiting to hear back from Father Michael.	JO/MH
6.4	<b>To perform an annual review of the Risk Schedule – <u>General Assets</u> and <u>Recreation Ground</u></b> Members had been circulated copies of the proposed revised Risk Schedules for General Assets and Recreation Ground / Pavilion prior to the meeting for review. There were a few requirements that would need to be updated. An addition was made to the Financial and Management that the ‘Bank statements are presented to Councillors on at least a quarterly basis’. <b>RESOLVED: That the annual review of the Risk Schedule – General Assets and Recreation Ground has been carried out and agreed with amendments.</b>	
7.	<b>Planning</b>	
7.1	<b>To consider response to planning applications.</b> <ol style="list-style-type: none"> <li>a. <b><u>RR/2017/1867/O</u> - Eastlands Farm, Old Farm Office, The Stream, TN33 9BB</b> <b>Lawful Development Certificate for an existing use of The Old Farm Office as a dwelling house (C3 use) continuously for over 10 years.</b> <b>Applicant: Mr Chris Sargent</b> Cllr. Thomas reported. <b>RESOLVED: Parish Council has no comments to make on this planning proposal.</b></li> <li>b. <b><u>RR/2017/1830/P</u> - 1 Forestry Cottages, Crowders Lane, Catsfield TN33 9LR</b> <b>Erection of steel portal-framed barn (12 x 11) metres to create 4 stables and storage area</b> <b>Applicant: Mrs Virginia MacGregor and Richard Simmons</b> Cllr. Thomas reported. <b>RESOLVED: Parish Council has no objections to this planning proposal</b></li> <li>c. <b><u>RR/2017/1769/P</u> - 1 Forestry Cottages, Crowders Lane, Catsfield TN33 9LR</b> <b>Change of use from pasture to include a 20 x 40 metre outdoor riding arena for private use.</b> <b>Applicant: Mrs &amp; Mr V R MacGregor and Simmons</b> Cllr. Thomas reported. <b>RESOLVED: Parish Council has no objections to this planning proposal</b></li> </ol>	
7.2	<b>To receive advice of decisions on previous applications.</b> <ol style="list-style-type: none"> <li>a. <b><u>RR/2017/1639/P</u> - Wilton House Cottage, The Green, Catsfield TN33 9DL</b> <b>Raising of the eaves and roof. Internal &amp; external alterations and proposed extension to</b></li> </ol>	

	<p><b>South West elevation.</b>  <b>Outcome: WITHDRAWN</b> as per decision notice dated <a href="#">22<sup>nd</sup> August 2017</a>  Noted.</p> <p>b. <a href="#">RR/2017/1640/L</a> - Wilton House Cottage, The Green, Catsfield TN33 9DL  <b>Raising of the eaves and roof. Internal &amp; external alterations and proposed extension to South West elevation.</b>  <b>Outcome: WITHDRAWN</b> as per decision notice dated <a href="#">22<sup>nd</sup> August 2017</a>  Noted.</p> <p>c. <a href="#">RR/2017/1610/P</a> - St Kitts, Church Road, Catsfield TN33 9DP  <b>Single storey extension (previously approved under RR/2017/446/P).</b>  <b>Outcome: APPROVED CONDITIONAL</b> as per decision notice dated <a href="#">2<sup>nd</sup> August 2017</a>  Noted.</p>	
7.3	<p><b>To receive advice on current enforcement orders.</b>  No current notifications had been received.</p>	
8.	<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>	CH
9.	<p><b>Newsletter</b>  <b>To receive any updates.</b>  A further Newsletter would be sent in November / December to include recruiting more Speed Watch Volunteers and a consultation for the next proposed Traffic Calming project.</p>	CH
10.	<p><b>Highway Matters</b></p>	
10.1	<p><b>Church Road: To receive any updates on the traffic calming project outside Catsfield School.</b>  Cllr. Scott reported that East Sussex Highways had prepared the design and was out to statutory consultation until 4th September 2017.</p>	DS
10.2	<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>  East Sussex Highways had confirmed that the feasibility would be carried out on receipt of payment, which was due for approval later in the agenda.</p>	DS
10.3	<p><b>The Stream: To receive any updates on improving the road signage.</b>  Parish Council noted on East Sussex Highways list of ‘Lining Refreshing Programme’ that Catsfield was due for line marking on 11<sup>th</sup> March 2019 but no reference had been made to where.</p>	
10.4	<p><b>To receive any other reports.</b>  There were no further reports received.</p>	
11.	<p><b>Hedgerows and verges</b></p>	
11.1	<p><b>To receive an update on the overgrown verges affecting footpaths from Catsfield Stream to Skinners Lane reported to Highways.</b>  Cllr. Field advised that Danielle Georgeson – East Sussex Highways Customer Service Manager for Rother district and Hastings had been in contact for further information.</p>	
11.2	<p><b>To receive any reports</b>  Parish Council noted that the hedge opposite the school had been cutback making access along the footpath up to the Church much easier. Cllr. Thomas reported that no complaints had been received in other areas.</p>	CT
12.	<p><b>Community Speed Watch</b>  <b>To receive any reports.</b>  Cllr. Edwards reported that Speed Watch had been quite due to absences over the summer holidays but would be back on track shortly.</p>	SE
13.	<p><b>Playing Field and Pavilion</b></p>	
13.1	<p><b>To receive an update on providing seating and a handrail rail outside the Pavilion.</b>  Cllr. Goodliffe was unavailable to comment.</p>	JG
13.2	<p><b>To receive an update on the proposal for a sheltered seating area by the Children’s Play Area.</b>  Parish Council had asked for resident’s view on the proposed ‘Open Shelter’ at Catsfield Recreation Ground in the July Newsletter and had received 2 replies in favour.  <b>RESOLVED: The proposal for a sheltered seating area by the Children’s Play Area will not be going ahead due to lack of support in favour of.</b></p>	DS
13.3	<p><b>To receive an update on proposed storage facilities at the Recreation Ground for the CTA.</b>  Cllr Scott had spoken with the CTA, who were keen to press ahead with the storage facilities. A revised quote for the extension would be obtained from L&amp;M Concrete Garages. In the interim Parish Council agreed for the CTA to store any basic items in the outside toilet block during the winter period.</p>	DS

<p>13.4</p> <p>13.5</p>	<ul style="list-style-type: none"> <li>• Cllr. Goodliffe joined the meeting.</li> </ul> <p><b>To review and consider Pass+Move’s hiring arrangements of Catsfield Playing Field and Pavilion.</b> Members discussed Pass+Move’s use of the Playing Field and Pavilion in this first part of a new annual hire arrangement which started in March 2017. Members noted complaints from local residents who were concerned the Playing Field was being dominated by Pass+Move and they did not wish to go there. Pass+Move have asked to renew their hire arrangement at the end of the football season in March 2018.</p> <p><b>RESOLVED: To write to Pass+Move offering them a further annual agreement from April 2018 with revised terms which include restrictions on the use of the playing field, car parking arrangements and proposed charges.</b></p> <p><b>To receive any other reports.</b> The general waste collection service at the playing field had gradually deteriorated throughout the summer. Despite several emails and phone calls to the contractor there had been no improvement. Details had been obtained from JM Waste Management Ltd who could provide the same wheelie bin with fortnightly collections which could be increased during busy periods at a cost of £14.70 per collection + a one-off annual charge of £50 for Duty of Care.</p> <p><b>RESOLVED: To terminate the general waste collection service with Surewaste (Sussex) Ltd with immediate effect. To appoint JM Waste Management Ltd for the general waste collection service @ £14.70 per collection + a one-off annual charge of £50 for Duty of Care.</b></p>	<p>ALL</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> Cllr. Thomas reported that the equipment was in good order. The litter bin was overflowing and the new dog bin had not yet been installed. The basketball post and the junior goal posts were looking rusty and in need of painting / repair. It was noted that the clock was not working. A new chain was needed for the big gate into the children’s play area.</p> <p><b>To receive an update on tree work requirements in the Children’s Play Area</b> Bexhill Tree Surgeons had been asked to carry out an inspection of the trees in the play area and advise what work was required together with your quote. The inspection had been delayed due to holidays.</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 consider future grounds maintenance requirements in the Village.</b> East Sussex Highways are responsible for grass cutting in certain areas of the Village at least twice a year. It has been noted that between regular cuts the verges can become very overgrown and untidy. Some Parishes have taken over the grass cutting from Highways whilst others do interim cuts.</p> <p><b>RESOLVED: To obtain details from East Sussex Highways of the areas they undertake grass cutting in the Parish of Catsfield.</b></p> <p><b>To receive any reports.</b> Cllr. Scott reported that Rother DC would be taking away the bins and tree debris on the highway opposite the Village Shop.</p>	<p>DS</p>
<p>16.</p>	<p><b>History Centre</b></p> <p><b>To receive any reports.</b> There were no reports received.</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> See item 18.2 below.</p> <p><b>To receive an update on Signage, Rules and regulations and a Risk Assessment</b> There were no further updates to report.</p>	<p>JG 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> The Village Hall Committee had not met since Parish Council’s last meeting.</p> <p><b>To receive an update on the application from the Village Hall Committee for a grant towards the cost of the LED lighting scheme.</b> Cllr. Goodliffe reported that Jennery Associates had submitted an estimate for the proposed LED lighting scheme amounting to £6,786.04, which subject to confirmation from Jennery could include the external car park lighting. Two further draft / verbal estimates had also been received.</p> <p><b>RESOLVED: Jennery Associates is confirmed as the preferred contractor. Cllr. Goodliffe to obtain best value for the work and confirm the breakdown of costs. Parish Council will support funding up to £5,000 + VAT. Any surplus to be funded by the Catsfield Village Hall Committee. Cllr. Scott would prepare a planning application for the external lighting scheme.</b></p>	<p>JG JG</p>
<p>19.</p>	<p><b>Finance and Audit</b></p>	

<p>19.1</p> <p>19.2</p> <p>19.3</p> <p>19.4</p> <p>19.5</p>	<p><b>To approve and sign the following cheques:</b></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. J W Fencing and Forestry</td> <td>Grounds Maint VH Car Park August 2017</td> <td>£ 50.00</td> </tr> <tr> <td>c. John O’Conner</td> <td>Grounds Maint. August 2017</td> <td>£306.85</td> </tr> <tr> <td>d. Conquest Scanner Appeal</td> <td>Donation to MRi Scanner Appeal</td> <td>£200.00</td> </tr> <tr> <td>e. RALC</td> <td>Annual subscription 2017/18</td> <td>£ 30.00</td> </tr> <tr> <td>f. Costain Ltd – ESCC</td> <td>Feasibility Survey Traffic Calming Project</td> <td>£600.00</td> </tr> <tr> <td>g. Mrs. C. Hodgson</td> <td>Salary – August 17</td> <td>£483.26</td> </tr> <tr> <td></td> <td>Dog Waste Station</td> <td>£359.40</td> </tr> <tr> <td></td> <td></td> <td>£842.66</td> </tr> </table> <p>Due to problems with the waste collection service, the payment to Surewaste - £70.20 would be withheld pending confirmation of collection for August 2017.</p> <p><b>RESOLVED: Except for Surewaste - £70.20 all other cheques were approved for payment.</b></p> <p><b>To ratify a decision made at the meeting on 5<sup>th</sup> July 2017 for an item not previously advertised.</b></p> <p><b>To authorise the following cheque for payment: -</b></p> <ul style="list-style-type: none"> <li>• AiRS – Annual Subscription - £50.00. Reason: To meet supplier terms.</li> </ul> <p><b>RESOLVED: The decision taken on 5<sup>th</sup> July 2017 to authorise payment to AiRS for the Annual Subscription for £50.00 to meet supplier terms was ratified.</b></p> <p><b>To ratify a decision made at the meeting on 2<sup>nd</sup> August 2017 for two items not previously advertised.</b></p> <p><b>To authorise the following cheque for payment: -</b></p> <ul style="list-style-type: none"> <li>• Mrs. C. Hodgson – Stamps and Stationery - £199.24. Reason: Reimbursement of expenses.</li> <li>• Mr. Jeff Kiley – Annual grounds maintenance of the Cemetery. Reason: To meet supplier terms.</li> </ul> <p><b>RESOLVED: The decision taken on 2<sup>nd</sup> August 2017 to authorise payments to Mrs. C. Hodgson for Stamps and Stationery for £199.24 being reimbursement of expenses and Mr. Jeff Kiley for Annual grounds maintenance of the Cemetery to meet supplier terms was ratified.</b></p> <p><b>To receive the monthly statement of accounts to <a href="#">30<sup>th</sup> August 2017</a></b></p> <p><b>RESOLVED: That the monthly statement of accounts to 30<sup>th</sup> August 2017 were received.</b></p> <p><b>To receive the bank reconciliation to <a href="#">30<sup>th</sup> August 2017</a></b></p> <p><b>RESOLVED: That the bank reconciliation to 30<sup>th</sup> August 2017 was received.</b></p>	a. Surewaste (Sussex) Ltd	Waste collection Recreation Ground	£ 70.20	b. J W Fencing and Forestry	Grounds Maint VH Car Park August 2017	£ 50.00	c. John O’Conner	Grounds Maint. August 2017	£306.85	d. Conquest Scanner Appeal	Donation to MRi Scanner Appeal	£200.00	e. RALC	Annual subscription 2017/18	£ 30.00	f. Costain Ltd – ESCC	Feasibility Survey Traffic Calming Project	£600.00	g. Mrs. C. Hodgson	Salary – August 17	£483.26		Dog Waste Station	£359.40			£842.66	
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<p>20.</p>	<p><b><a href="#">Any other business / reports / future agenda items / correspondence</a></b></p> <ul style="list-style-type: none"> <li>• Following the road resurfacing along The Green / Catsfield Stream, an area of road near to Skinners Lane had become prone to ‘ponding’. Cllr. Goodliffe had reported this into East Sussex Highways.</li> </ul>																												
<p>There being no further business the meeting closed at 9:55pm</p>																													

Chairman.....

Date.....