

# CATSFIELD PARISH COUNCIL

Minutes of the Annual General Meeting held on Wednesday 7<sup>th</sup> June 2017 in Catsfield Village Hall

<b>Present:</b> Cllr. John Overall (Chairman)      Cllr. David Scott                      County Cllr. Kathryn Field Cllr. Chris Thomas(Vice-Chair)    Cllr. Martin Holgate                  District Cllr. Gary Curtis Cllr. Julian Goodliffe                  Mrs Carol Hodgson (Clerk/RFO)    1 Member of the Public	<b>Apologies:</b> None
Item	Agenda Item
<b>1.</b>	<b>To receive apologies for absence.</b> All Councillors were present.
<b>2.</b>	<b>To approve the minutes of the Parish Council meeting on 3<sup>rd</sup> May 2017</b> <b>RESOLVED: That the Chair of the meeting is authorised to sign the Minutes for 3<sup>rd</sup> May 2017</b>
<b>3.</b>	<b>To receive declarations of interest on agenda items.</b> Cllr. Scott declared a personal and prejudicial interest in: Item 6.1 – Planning application for 29 Church Road as agent for the applicant. Cllr. Holgate declared a personal interest in: Item 6.1 – Planning application for Henley Down Farm as a neighbouring landowner. Cllr. Goodliffe declared a personal interest in: Item 17 – Village Hall as a Trustee and Parish Council’s representative
<b>4.</b>	<b>To receive any external reports.</b> Cllr. Field reported that County Council had recently held its Annual Meeting and appointed Members responsibilities for the following year. At the June Cabinet meeting the report of the Scrutiny Committee on the review of superfast Broadband had been noted and welcomed. Cllr. Field was disappointed with the results which noted that those living in rural areas, cannot expect to receive the same level of service. Parish Council congratulated Cllr. Field on her recent re-election as County Councillor for Battle and Crowhurst Ward. Cllr Curtis reported that District Council was reflecting on the recent terrorist attacks in Manchester and London and had issued advice from the NPCC (National Police Chief’s Council) in the rare event of a firearms or weapons attack. Following-up on Councillors questions from the last meeting, Cllr. Curtis advised that no further issues had been raised regarding littering in Potmans Lane. CIL was not payable on self-build housing developments, there was no termination clause in the current waste contract between the local District / Borough Council’s and Kier. The contract had been terminated by mutual agreement and no compensation was due by any parties involved. Cllr. Scott noted there had been a recent problem with missed ‘Garden Waste’ collections which had been reported and resolved. Cllr. Overall asked if a Town Council was going to be put in Bexhill. Cllr. Curtis advised that a Governance survey had just been completed and they were waiting to hear the results. A further consultation would follow the outcome.
<b>5.</b>	<b>Matters arising</b> <ol style="list-style-type: none"> <li>a. <b>Cllr. Thomas to confirm acceptance of the following appointments for the ensuing year: - Position of Vice-Chairman, Lead Member to Planning Sub-Committee and Member of Playground Sub-Committee Responsibility for Hedges and Verges and Pond Warden.</b>  <b>RESOLVED: Cllr. Thomas confirmed acceptance of the appointment for the ensuing year to the position of Vice-Chairman, Lead Member to Planning Sub-Committee and Member of Playground Sub-Committee and to responsibility for Hedges and Verges and Pond Warden.</b></li> <li>b. <b>To receive any applications for the casual vacancies on Parish Council.</b>                      Councillors considered the application received from Mr Sean Edwards who was in attendance.  <b>RESOLVED: That Mr. Sean Edwards is co-opted to Catsfield Parish Council to fill a casual vacancy caused by the retirement of Beryl Bodey at the Parish Council Elections in May 2015.</b></li> <li>c. <b>To receive an update on adopting the BT Kiosk on The Green – opposite the Village Shop.</b>                      The contract to adopt the kiosk had been now been signed by Parish Council and BT. BT had arranged for the telephony to be removed and would notify Parish Council once this had been done.</li> <li>d. <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>                      Cllr. Overall had been in contact with Fr Michael Brydon who will arrange for a piece to be written in relation to the history of the tree.</li> </ol>

JO/MH

<p><b>6.</b></p> <p><b>6.1</b></p> <p><b>6.2</b></p> <p><b>6.3</b></p>	<p><b>Planning</b></p> <p><b>To consider response to planning applications.</b></p> <ul style="list-style-type: none"> <li>• <a href="#">RR/2017/1151/P</a> - 29 Church Road, The Haven, Catsfield TN33 9DP Demolition of existing single garage. Erection of double garage. Cllr. Thomas reported. <b>RESOLVED:</b> Parish Council has no objections to this planning proposal.</li> <li>• <a href="#">RR/2017/1105/P</a> - Henley Down Farm, Watermill Lane, Catsfield TN33 9BN Proposed animal barn and alteration of levels to accommodate including external fodder storage. Cllr. Thomas reported. <b>RESOLVED:</b> Parish Council objects to this planning proposal. It is noted that the overall size of the barn has been reduced but there are no other significant changes within this current application that demonstrates the need for this facility, therefore our objections remain unchanged from the original application RR/2016/2216/P. To re-iterate: The proposed new access is on a dangerous bend of a fast section of road. The increase in bringing the ground level up is significant. To import the earthworks required will involve a very high volume of lorry movements via approach roads to the site which are unsuitable to take this volume of traffic due to narrow widths, poor alignment and lack of footways. The culvert nearby which services the surrounding farms has still not been taken into consideration. The applicant still does not seem to accept that the animal numbers only stack up by taking into account rented land elsewhere which is not part of this planning application. On the assumption that fodder is bought in this would suggest that say 25 animals might reasonably be accommodated on this holding not the 50 suggested. Horses also graze on this land reducing the effective area for cattle to graze still further. We consider that siting a shed for housing of cattle in its proposed location is likely to create a nuisance with regard to noise for the various existing residential properties located close to this proposed development. We therefore submit that this proposed location for a development of this nature using landfill in an AONB is inappropriate.</li> </ul> <p><b>To receive advice of decisions on previous applications.</b></p> <ul style="list-style-type: none"> <li>• <a href="#">RR/2017/689/P</a> - Ostlers Cottage, The Stream, Catsfield TN33 9BB Proposed sand school and barn for tractor/hay storage Outcome: APPROVED CONDITIONAL as per decision notice <a href="#">8<sup>th</sup> May 2017</a> Noted.</li> <li>• <a href="#">RR/2017/716/P</a> - East Lodge, Kitchenham Road, Catsfield TN33 9LS Alteration and extension to dwelling and erection of single garage. Outcome: APPROVED CONDITIONAL as per decision notice <a href="#">15<sup>th</sup> May 2017</a> Noted.</li> </ul> <p><b>To receive advice on current enforcement orders.</b></p> <ul style="list-style-type: none"> <li>• ENF/108/17/CAT – Southwood, Potmans Lane, Catsfield Battle RR/2016/123/FN Implemented Despite Refused Farm Notice. Noted.</li> </ul>	
<p><b>7.</b></p>	<p><b>Local Action Plan</b></p> <p>a. <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>	
<p><b>8.</b></p>	<p><b>Newsletter</b></p> <p>a. <b>To receive any updates.</b> The next newsletter would be prepared to include details of Catsfield Horticultural Society’s up and coming events and the new Catsfield Parish Councillor.</p>	
<p><b>9.</b></p>	<p><b>Highway Matters</b></p> <p>a. <b>Church Road: To receive any updates on the traffic calming project outside Catsfield School.</b> Cllr. Scott reported that he was still waiting to hear back from ESCC on the Community Match Funding Offer.</p> <p>b. <b>The Green: To receive any updates on traffic calming measures for the zebra crossing area.</b> Cllr. Scott had met with Helen Pace and Helen Pain – ESCC Principal Road Safety Officers and considered a scheme for traffic calming measures around Skinners Lane, Church Lane and along The Green, around the zebra crossing area, taking into consideration access to the proposed new housing development by the White Hart Pub. Cllr. Scott had produced draft drawings of a potential scheme following his meeting, for Members to review. Further funding could be applied for via the Community Match Funding, which is judged by the merit of the proposal and</p>	<p>DS</p> <p>DS</p>

	<p>not the number of applications submitted by a proposer. ESCC offer a feasibility and costing service through the community Local Delivery applications for £500 which includes a road safety audit.</p> <p>Cllr Scott also reported that he was chasing-up the improvement of the white lines along The Green.</p> <p><b>RESOLVED: To commission ESCC to conduct a feasibility study for traffic calming proposals at Skinners Lane, Church Lane and The Green (around the zebra crossing area) at a cost of £500.</b></p> <p><b>c. The Stream: To receive any updates on improving the road signage.</b> There were no further updates to report. It was noted that the work had not yet been done.</p> <p><b>d. To receive any other reports.</b> Cllr. Field had been in contact with ESCC Highways regarding concerns raised by a local resident in connection with the encroaching verges along Catsfield Stream down to Skinners Lane. The local Highways Steward had inspected the area and arranged for some siding works to take place though other areas had not been considered a cause for concern. Highways advised that due to increasing demands, their maintenance budgets were becoming constrained and issues classified as a safety hazard had to be prioritised. Cllr. Field had thanked Highways for the work they would be undertaking but felt that the other matters were a priority and would arrange a site visit with the Highways Steward and Cllr. Scott.</p>	
<b>10.</b>	<p><b>Community Speed Watch</b></p> <p><b>a. To receive any reports.</b> Councillors noted that Keith Robertson was running Speed Watch sessions on a regular basis.</p>	
<b>11.</b>	<p><b>Playing Field and Pavilion</b></p> <p><b>a. To receive an update on providing seating and a handrail rail outside the Pavilion.</b> Councillors discussed possible options for improving the safety of the drop from the front wall of the Pavilion. <b>RESOLVED: Parish Council to meet at the Pavilion on 5<sup>th</sup> July 2017 at 7pm to consider the requirements for improving the safety of the drop from the front wall of the Pavilion.</b></p> <p><b>b. To receive an update on the proposal for a sheltered seating area by the Children’s Play Area.</b> Cllr. Scott advised that he was preparing an application for consent to Fields in Trust.</p> <p><b>c. To receive an update on proposed storage facilities at the Recreation Ground for the Catsfield Triangle Committee.</b> Cllr. Scott advised that he was preparing an application for consent to Fields in Trust.</p> <p><b>d. To receive any other reports.</b> Sussex Pest and Wildlife Control had caught 11 moles on the playing field. The playing field and pavilion was well booked out for June, July and August. Due to more groups using the field more storage space was in demand. A suggestion was put forward to convert the outside toilets which were now seldom used except at the Summer Flower Show and Fete.</p>	<p>ALL</p> <p>DS</p>
<b>12.</b>	<p><b>Playground Sub-Committee</b></p> <p><b>a. To receive the latest Recreation Ground Inspection.</b> Cllr. Thomas reported that the playing field was looking good and well maintained.</p>	MH/C T
<b>13.</b>	<p><b>Hedgerows and verges</b></p> <p><b>a. To receive any reports</b> Cllr. Thomas advised there was not too much to report as the farm hedges were unable to be cut at present. Highways ground maintenance team had been out mowing the verges.</p>	CT
<b>14.</b>	<p><b>Open Spaces</b></p> <p><b>a. To receive any reports.</b> There were no updates to report.</p>	DS
<b>15.</b>	<p><b>History Centre</b></p> <p><b>a. To receive any reports.</b> There were no updates to report.</p>	JO
<b>16.</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> Cllr. Goodliffe reported that he was in contact with another Moling contractor for the cost of installing an underground cable. He would also look at the option of using a larger solar panel which would give a low-key light. Cllr. Overall advised that a tree in the corner of the Village Hall Car Park near to Holly Lodge was causing the tarmac to crack. Cllr. Goodliffe will look and advise.</p> <p><b>b. To receive an update on Signage, Rules and regulations and a Risk Assessment</b> There were no further updates to report.</p>	JG JG

17.	<p><b>Village Hall</b></p> <p><b>a. To receive any reports.</b> Cllr. Goodliffe reported that the Village Hall Committee had been discussing current maintenance issues. They were keen to proceed with the LED lighting scheme during the summer but were still waiting to receive estimates for the work.</p> <p><b>b. To consider an application from the Village Hall Committee for a grant towards the cost of the LED lighting scheme estimated at £2,500 + VAT</b> An application had been received from the Village Hall Committee for a grant towards the cost the LED Lighting scheme planned for the Village Hall. They had received a provisional estimate of £2,500 + VAT for the majority but not all the scheme. <b>RESOLVED: To offer the Village Hall Committee a grant towards the cost of the Village Hall LED Lighting Scheme. The offer is subject to obtaining 3 estimates for the work to be undertaken to ensure best value.</b> <b>To earmark from the St Francis Solar Farm Community Benefit Fund, £5,000 + VAT for the Village Hall LED Lighting scheme and outside lighting in the Village Hall Car Park.</b></p>	JG																														
18.	<p><b>Finance and Audit</b></p> <p><b>18.1 To review and approve for payment the Annual Insurance.</b> Resolved at last meeting. No further action required.</p> <p><b>18.2 To consider quotes received for valuations of the Village Hall and Community Pavilion.</b> Resolved at last meeting. No further action required.</p> <p><b>18.3 To approve and sign the following cheques:</b></p> <table border="0" data-bbox="215 801 1332 1120"> <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 May 2017</td> <td>£ 50.00</td> </tr> <tr> <td>c. Catsfield Village Hall</td> <td>Annual Hire Charge (Replacement Chq)</td> <td>£175.00</td> </tr> <tr> <td>d. Streetlights</td> <td>Street Lighting MC Pmt 1 of 2</td> <td>£287.38</td> </tr> <tr> <td>e. John O'Conner</td> <td>Grounds Maint. Apr 2017</td> <td>£306.85</td> </tr> <tr> <td></td> <td>Grounds Maint. May 2017</td> <td>£306.85</td> </tr> <tr> <td>f. T Dennis</td> <td>Mole catching Playing Field</td> <td>£180.00</td> </tr> <tr> <td>g. Carol Hodgson</td> <td>Salary – May17</td> <td>£483.26</td> </tr> <tr> <td></td> <td>20m HDMI Cable</td> <td>£ 22.92</td> </tr> <tr> <td></td> <td></td> <td>£506.18</td> </tr> </table> <p><b>RESOLVED: All cheques are approved for payment.</b></p> <p><b>18.4 To ratify a decision made at the meeting on 3<sup>rd</sup> May 2017 which had not been included on the Agenda, to authorise the following cheques for payment: -</b></p> <ul style="list-style-type: none"> <li>• Zurich Municipal for Annual Insurance Renewal - £1,342.67. Reason: To meet supplier terms.</li> <li>• Helena Kicinski for maintenance of Jubilee Garden - £112.00. Reason: To meet supplier terms.</li> </ul> <p><b>RESOLVED: The decision to authorise payment to Zurich Municipal for Annual Insurance Renewal for £1,342.67 to meet supplier terms and Helena Kicinski for maintenance of Jubilee Garden for £112.00. to meet supplier terms was ratified.</b></p> <p><b>18.5 To receive the monthly statement of accounts to <a href="#">31<sup>st</sup> May 2017</a></b> <b>RESOLVED: That the monthly statement of accounts to 31st May 2017 was received.</b></p> <p><b>18.6 To receive the bank reconciliation to <a href="#">31<sup>st</sup> May 2017</a></b> <b>RESOLVED: That the bank reconciliation to 31st May 2017 was received.</b></p> <p><b>18.7 To perform an annual review of the <a href="#">Risk Register</a> and <a href="#">Risk Schedule</a></b> To defer to the next meeting.</p>	a. Surewaste (Sussex) Ltd	Waste collection Recreation Ground	£ 70.20	b. J W Fencing and Forestry	Grounds Maint VH Car Park May 2017	£ 50.00	c. Catsfield Village Hall	Annual Hire Charge (Replacement Chq)	£175.00	d. Streetlights	Street Lighting MC Pmt 1 of 2	£287.38	e. John O'Conner	Grounds Maint. Apr 2017	£306.85		Grounds Maint. May 2017	£306.85	f. T Dennis	Mole catching Playing Field	£180.00	g. Carol Hodgson	Salary – May17	£483.26		20m HDMI Cable	£ 22.92			£506.18	
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19.	<p><b>Any other business / reports / future agenda items / correspondence</b></p> <ul style="list-style-type: none"> <li>• Parish Council commended the Catsfield Triangle Committee for the Boat Race held on Sunday 4<sup>th</sup> June 2017. A letter would be sent from Parish Council to congratulate them on a well organised event which provided an enjoyable afternoon of entertainment and was well attended.</li> <li>• An email had been received from S.C. Pass + Move offering a deep cleaning service for the Pavilion. Members did not wish to pursue.</li> </ul>																															
There being no further business the meeting closed at 10:15pm																																

Chairman.....

Date.....