

CATSFIELD PARISH COUNCIL

Minutes of the Meeting held on Wednesday 7th September 2016 in Catsfield Village Hall

Present: Cllr. Chris Thomas Cllr. Martin Holgate District Cllr. Gary Curtis Cllr. Julian Goodliffe Mrs Carol Hodgson (Clerk/RFO) 1 member of the Public Cllr. David Scott County Cllr. Kathryn Field		Apologies: Cllr. John Overall (Chairman)
Item	Agenda Item	
1.	To receive apologies for absence. Cllr. John Overall. In the absence of the Chairman- Cllr. Overall, the Vice-Chairman Cllr. Thomas presided the meeting.	
2.	To approve the minutes of the Parish Council meetings on 3rd August 2016 RESOLVED: That the Chair of the meeting is authorised to sign the Minutes for 3rd August 2016.	
3.	To receive declarations of interest on agenda items. Cllr. Goodliffe declared a personal interest in:- <ul style="list-style-type: none"> Item 18 – Village Hall as a Trustee and Parish Council’s representative. 	
4.	To receive any external reports. <ul style="list-style-type: none"> Cllr. Field reported that County Council had not met in August. This years ‘A’ level results were in line with National average and the GCSE results continued to improve across the County. Cllr. Curtis reported that he had received complaints from local residents regarding the late night noises and ‘raves’ in the woods at Gladwish Farm, and also the pole barn being put-up which was clearly visible from the main road. In response to recent tragic events at Camber Sands, the RNLI was working with Rother District Council and had provided a temporary RNLI lifeguard service which will work alongside the existing local authority personnel. The District Council was waiting to hear the outcome of the Coroner’s verdict. Cllr. Curtis noted that The Catsfield Boat Race was taking place in a couple of weeks. 	
5.	Matters arising <ol style="list-style-type: none"> To receive an update on Parish Council’s website. Parish Council’s new website would be going ‘live’ the following week. 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/2016/2216/P</u> - Henley Down Farm, Watermill Lane, Catsfield TN33 9BN Proposed animal and fodder barn and alteration of ground levels to accommodate. Applicant: Mr C. Napper Cllr. Thomas reported and asked Members for their comments. RESOLVED: Parish Council objects to this planning proposal as detailed: The increase in bringing the ground level up is significant at 6 metres and to do this we estimate it will take around 300 lorry loads (600 lorry movements) to import the type 2 mot (natural) proposed, which is a high volume of lorry movements through the village / country lanes. The barn is of a very high structure and is out of character with the other low level buildings. It will also be visible from Church Road There are concerns that diverting the watercourse could lead to contamination of the stream. There is also a culvert nearby which services the surrounding farms which has not been taken into consideration. The proposed new access is on a dangerous bend of a fast section of road. There is a lack of information on the application form which may have addressed the above concerns. 	
6.2	To receive advice of decisions on previous applications – no new notifications received @ 1-Sep-16 There had been no further decisions received.	
6.3	To receive advice on current enforcement orders. There had been no further notifications of any enforcement orders received. Parish Council had not received any updates on a previous enforcement order in relation to the siting of a mobile home at Twisly Oak Farm. Cllr. Curtis would obtain an update from the Enforcement Department.	
6.4	Disbursement of the Community Benefit monies from Lightsource Renewable Energy Ltd. <ol style="list-style-type: none"> To receive an update on proposed modifications to the Pavilion kitchen to provide an outside servery area. 	

	<p>Cllr. Scott reported on a proposed new layout inside the Pavilion to create an external servery area. This would involve relocating the kitchen door, installing a stud wall and using the lobby window as a servery, separate to the kitchen. For safety, railings would need to be installed on the existing outside wall.</p> <p>RESOLVED: Cllr. Scott to prepare drawings of the new scheme for quotes to be obtained.</p> <p>b. Any other reports. No further reports were received.</p>	
7.	<p>Neighbourhood Planning</p> <p>a. To receive an update on Local Planning and Site Allocations project with Rother DC. No further updates had been received from Rother DC. Cllr. Curtis would obtain an update from Rother DC on any proposed Boundary Changes for the parish of Catsfield.</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 Newsletter was due to be distributed.</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 he had received an update from Sarah Valentine - Project Manager, Strategic Economic Infrastructure, Communities, Economy & Transport at ESCC in relation to the Community Match funding. The new scheme was due to be launched in the next couple of months, which would include how the new and improved scheme will work and the application process. One of the changes to the application process would be the introduction of a mini business case, which will need to identify the problems that are being experienced and then clearly define the aims and objective of the project to address these problems. Parish Council already had most of the information in place but may need to put forward a briefing document.</p> <p>b. To receive any other reports. Cllr. Scott reported on the traffic issues in relation to The Green and vehicles overtaking on the lead-up to the zebra crossing. Highways in the last week had repainted the white road lines but more definition was needed e.g. hatched road markings up to the zebra crossing. The hedging near the Belisha beacons was overgrown again and needed cutting back and ideally the beacons should be changed to LED. Cllr. Field recommended contacting the local Highway Steward who maybe be able to address the road markings under their new powers. ESCC had advised Cllr. Scott that Parish Council's enquiry to installing projections in the road at Skinners Lane and Church Lane were viable but not economic to ESCC. Any costs would have to be met by Parish Council. It was noted that water was pouring out of the bank near to St Laurence Church. Parish Council also discussed the lack of communication from Rother DC.</p>	DS DS
11.	<p>Community Speed Watch</p> <p>a. To receive any reports. Mr. Keith Robertson reported that he had completed his initial training which included the use of the speed recording equipment and how to use the speed watch website. He was now the registered Speed Watch Coordinator for Catsfield. Keith plans to start recruiting members shortly and begin recording speeds of vehicles in late September or early October. He proposes to start with a small group and build-up on that as they become more experienced. The areas the group will begin with are the main road, around the school and also The Stream. He asked if Parish Council would consider a small budget of £50 to enable him to print flyers etc. to recruit members. RESOLVED: Printing of flyers can be undertaken by Parish Council.</p>	
12.	<p>Playing Field and Pavilion</p> <p>a. To receive an update on the car parking improvements at the playing field entrance area. The work had now been satisfactorily completed. Shortly after the installation a section of the knee rail was stolen. Littlewood Fencing Ltd kindly agreed to replace the knee rail on a material only charge of £98.56 + VAT. The Clerk under delegated powers had accepted this quote and the work had now been completed.</p>	

	<p>b. To receive an update on providing seating outside the Pavilion. Cllrs. Scott and Goodliffe had reviewed the area outside the Pavilion where the seating was proposed to be installed and confirmed that it would be possible to have 2 x back to wall benches on each side with additional railings along the top of the wall for safety.</p> <p>c. To receive an update on installing a safety rail between the support posts of the Pavilion. RESOLVED: Littlewoods Fencing Ltd to be consulted on proposed railings along the Pavilion's veranda in preparation of the benches being installed.</p> <p>d. To receive an update on sheltered seating near to the Children's Play Area. Members discussed a possibility of removing some of the straggly trees outside the play area and putting up a simple shelter consisting of poles and a roof without a base. Planning permission and consent from Fields in Trust would be needed. RESOLVED: Cllr. Scott to prepare a drawing for a proposed shelter outside the Children's Play Area for discussion at the next meeting.</p> <p>e. To receive any other reports. No further reports were received.</p>	JG JG																																	
13.	<p>Playground Sub-Committee</p> <p>a. To receive the latest Recreation Ground Inspection. Cllr. Thomas reported that the fencing around the Children's play area needed re-stapling by the entrance and zip wire. In relation to grounds maintenance, it was noted that the nettles had not been cut back and there was a lot of litter around the area. The grass on the playing field had also been cut too low.</p>	MH/CT																																	
14.	<p>Hedgerows and verges</p> <p>a. To receive any reports Cllr. Thomas reported that the hedgerows and verges were extremely overgrown. Highways had been around cutting the verges.</p>	CT																																	
15.	<p>Open Spaces</p> <p>a. To receive any reports. There were no further updates to report.</p>	DS																																	
16.	<p>History Centre</p> <p>a. To receive any reports. Catsfield History Group had invited members of the Parish Council to a special viewing of the 'Archives' on Tuesday 27th September 2016 from 7.15pm.</p>	JO																																	
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 was waiting on further information and 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 Parish Council was waiting to hear back from Littlewood Fencing Ltd on the repairs required.</p>	JG JG JG																																	
18.	<p>Village Hall</p> <p>a. To receive an update on the repairs required to the outside of the Village Hall (Church Road) side including the Structural Engineers report. Cllr. Goodliffe reported that defects report had been received from Meridian Surveyors. Repair work had commenced on the front of the Village Hall. The rotted lintels had been replaced and the wall stabilised. The next phase would be to replace the rendering and repaint.</p> <p>b. To receive any reports. No other reports were received.</p>	JG																																	
19. 19.1	<p>Finance</p> <p>To approve and sign the following cheques:</p> <table> <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 August 16</td> <td>£281.40</td> </tr> <tr> <td>c. J W Fencing and Forestry</td> <td>Grounds Maint VH Car Park August 16</td> <td>£ 50.00</td> </tr> <tr> <td>d. Costain Ltd</td> <td>Scaffold Licence - Village Hall Jul-16</td> <td>£ 53.00</td> </tr> <tr> <td></td> <td>Scaffold Licence - Village Hall Aug-16</td> <td>£ 53.00</td> </tr> <tr> <td></td> <td></td> <td>£106.00</td> </tr> <tr> <td>e. Mr Terry Jenner</td> <td>Guttering on Playing Field storage shed</td> <td>£450.00</td> </tr> <tr> <td>f. Mr. Andreas Seyboth</td> <td>Plumbing repairs / adjustments at Pavilion</td> <td>£405.00</td> </tr> <tr> <td>g. Mrs Pauline Putland</td> <td>History Group stationery</td> <td>£ 37.68</td> </tr> <tr> <td>h. Littlewood Fencing</td> <td>Post + knee rail – Rec Car Park</td> <td>£1436.05</td> </tr> <tr> <td>i. Cee Jay Signs</td> <td>Catsfield Boat Race – Sponsorship</td> <td>£ 57.60</td> </tr> </table>	a. Surewaste (Sussex) Ltd	Waste collection Recreation Ground	£ 70.20	b. John O'Conner	Grounds Maint August 16	£281.40	c. J W Fencing and Forestry	Grounds Maint VH Car Park August 16	£ 50.00	d. Costain Ltd	Scaffold Licence - Village Hall Jul-16	£ 53.00		Scaffold Licence - Village Hall Aug-16	£ 53.00			£106.00	e. Mr Terry Jenner	Guttering on Playing Field storage shed	£450.00	f. Mr. Andreas Seyboth	Plumbing repairs / adjustments at Pavilion	£405.00	g. Mrs Pauline Putland	History Group stationery	£ 37.68	h. Littlewood Fencing	Post + knee rail – Rec Car Park	£1436.05	i. Cee Jay Signs	Catsfield Boat Race – Sponsorship	£ 57.60	
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	<p>j. Carol Hodgson</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Salary – Aug16</td> <td style="text-align: right;">£372.05</td> </tr> <tr> <td>3 x addl hours for website update</td> <td style="text-align: right;">£ 31.89</td> </tr> <tr> <td>Petty Cash top-up</td> <td style="text-align: right;">£103.90 £507.84</td> </tr> </table> <p>Members requested further information on item i. Cee Jay Signs in relation to Parish Council’s position on VAT. A further cheque was raised to meet supplier terms in favour of Geewoods Construction Co Ltd for installing a hard surface car parking area outside Catsfield Recreation Ground amounting to £4680.00</p> <p>RESOLVED: The cheques were approved for payment with the exclusion of item i. Cee Jay Signs £57.60 and with the addition of Geewoods Construction Co Ltd for £4680.00</p>	Salary – Aug16	£372.05	3 x addl hours for website update	£ 31.89	Petty Cash top-up	£103.90 £507.84	
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Petty Cash top-up	£103.90 £507.84							
19.2	<p>To receive the monthly statement of accounts to 31st August 2016</p> <p>RESOLVED: That the monthly statement of accounts to 31st August 2016 were received.</p>							
20.	<p>Any other business / reports / future agenda items</p> <p>There were no further items received.</p>							
	<p>There being no further business the meeting closed at 21:35</p>							

Chairman.....

Date.....