



CATSFIELD PARISH COUNCIL

Minutes of Catsfield Parish Council Meeting held on Thursday 16th January 2025 at 19:00 in Hermon Cottage, Church Road, Catsfield, TN33 9DP.

Cllrs in attendance: Cllr Keith Robertson, Cllr Sharon Harris, Cllr Des Christian, Cllr Sarah Jacques and Cllr Diane Wilson.

Also in attendance: Mrs Vicki Rutt (Clerk), Cllr Field (ESCC) and one member of the public.

Clerk & RFO:
Mrs Vicki Rutt
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PARISH COUNCIL MEETING MINUTES	
Item	
1.	To receive apologies for absence. Apologies received and accepted from Cllr Chas Pearce.
2.	To approve the minutes of the Parish Council meeting held on the 19th December 2024 RESOLVED: The minutes were approved and signed.
3.	To receive declarations of interest on agenda items. None.
4.	Public Questions There were no public questions.
5.	To receive reports from County Cllr Kathryn Field (ESCC) & District Cllr Chas Pearce (RDC) ESCC – Cllr Field reported that ESCC are looking at the plan for Government reorganisation. The proposal is a strategic authority of £1.5 million residents, run by an elected Mayor. The Mayor will be supported by a cabinet. Eastbourne and Hastings are likely to have a Town Council. There have been no discussions so far about what is going to happen with Council's debt or Planning. An emergency extraordinary meeting was held last week, it was agreed to postpone the elections next year. They have applied to be part of the devolution priority programme. Mayor elections will be held in May 2026. RDC - Cllr Field reported that they are looking at the responses from the Local Plan consultation. It is hopeful electric charging points will be installed by end of March 2025; they have secured the money but legal need to finalise the contracts.
6.	Planning and Enforcement <u>RR/2024/2022/P for Spring Cottage, Church Lane, Catsfield TN33 9DR</u> Erection of detached 2 storey 3 bed dwelling with associated parking access and landscaping. <i>The PC discussed: 5 Cllrs objected to the application as it changes the character of the road, the proposed design is large, overbearing and is not consistent with the size of the building adjacent.</i>
7.	Clerks & Admin Matters
7.1	To receive and consider the Clerk's action log The Clerk updated the action log for 2025 with all outstanding actions and provided status updates for each one. It was agreed that the Clerk will do an advert on Facebook for additional handymen i.e. electricians and plumbers for small jobs the PC require. Action 1. It was also agreed that the Clerk will publish on Facebook a request for a donation for the extension cables (that failed the PAT test) in the boiler room which could be repaired and put to good use, or if none received these will be destroyed. Action 2.
7.2	Discuss and agree plan and date for Parish Assembly in 2025 It was agreed that the Parish Assembly will be held on the 1 st May 2025. Clerk will send out invites. Action 3.
8.	Finance, Audit and Legal
8.1	To approve the accounts payments and finance pack to 16th January 2025 RESOLVED: The accounts and finance pack to 16 th January 2025 and the payments were reviewed and approved as shown in Appendix A .
8.2	To receive and approve the bank statement, reconciliation, balance sheet and IvE report to 31st December 2024 RESOLVED: The bank statement, reconciliations, balance sheet and IvE report to 31 st December 2024 was reviewed and approved.
8.3	To receive and approve the Q3 2024/25 figures RESOLVED: This was received and approved. Cllr Robertson discussed the deficit forecast for the end of the financial year and the reserve figures were noted.

8.4	To receive and approve the Q3 2024/25 VAT return RESOLVED: The Q3 2024/25 VAT return was received and noted.
8.5	To receive and approve the Q3 2024/25 audit check completed by Cllr Robertson RESOLVED: Cllr Robertson updated that he held an audit with the Clerk on the previous day, a document will be circulated in due course, but he provided a verbal update that all was present and correct. It was agreed this will be done on a quarterly basis.
8.6	To approve the Financial Regulations RESOLVED: The financial regulations were reviewed and approved.
8.7	To approve the regular payee list for 2024/25 RESOLVED: The new payee list was reviewed and approved.
9.	Recreation Ground (Playing Field, Playground and Community Pavilion)
9.1	To receive the summary of recreation ground inspections through January 2025 Cllr Harris updated that she did the inspection and updated on the following issues: • There is still a small bolt missing from the carousel, Clerk to chase Playdale. Action 4. • Need to get a new electric box installed on the side of the Pavilion due to vandalism. Action 5. • The trees and hedges around the recreation ground need looking at. Action 6. • The mole problem has increased, Clerk to enquire with mole man. Action 7. • The trees planted require further bark protection shields. Action 8. Cllr Wilson reported that she has been consulting with companies about the Pavilion and is going to see if RDC can do an energy audit. She is also going to be looking at dates with Citizen Advice to get recommendations on what can be done in the Pavilion re carbon reduction.
9.2	To agree to go out to tender for tree survey inspection quotes It was agreed that the Clerk could go out to tender for quotes on a tree survey inspection at the recreation ground. Action 9.
10.	Community Engagement
10.1	To agree next steps on strategic aims Cllr Robertson reported that he had circulated the updated draft strategy document ahead of the meeting. The document was discussed in full and agreed. This document will continue to be worked on with updates being provided to residents at the Parish Assembly.
11.	Road safety and Policing
11.1	To receive an update on the request for speed limit charges to the North of the village Cllr Robertson reported that we are hoping to receive an update from East Sussex Highways by the end of next week ref the reduction in the speed limits to 30mph north of the Village.
12.	Open Spaces
12.1	To receive an update on parking regulations and enforcement options for the Village car park It was agreed that a short paragraph was going to be sent to Cllr Robertson who is meeting with RDC next week so he can raise it with the correct person regarding car parks.
13.	Items for referral to next agenda / reports / future agenda items / correspondence. • Approval of Clerk probationary period • Clerk NALC pay scales for 2024/25 • Agree Parish Council 2025 meeting dates • Parish Councillor vacancy advert • To agree to join the Civility & Respect pledge • Agree Rec inspection rota for 2025

Meeting ended at 20:40

The next Parish Council meeting is Thursday 20th February 2025 at 19:00.

Signed:

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Chairman

Appendix A

Finance report for 16th January 2025 PC meeting

<u>Payments by Debit Card <i>paid</i> pending authorisation</u>			
Payment Date	Payee	Payment Details	Amount
09.01.25	Agrovista	Grass chemical order for Cricket Club	£285.00
<u>Payments by Bank Transfer <i>paid</i> pending authorisation</u>			
Payment Date	Payee	Payment Details	Amount
None			
<u>Payments by Bank Transfer pending authorisation</u>			
Payment Date	Payee	Payment Details	Amount
16.01.25	Vicki Rutt	January 2025 salary	£1,062.17
16.01.25	HMRC	Tax + NI for Jan 2025	£308.18
16.01.25	Victoria Robertson	Pavilion cleaning Dec 2024 + Jan 2025	£50.00
16.01.25	Maiden Accountancy services	Payroll Q4	£36.00
16.01.25	Uniserve	IT charges	£47.64
<u>Payments by direct debit for authorisation</u>			
Date	Payee	Payment Details	Amount
24.12.24	e-on Next	Pavilion electricity Nov 2024	£103.75
27.12.24	N-Power	Streetlights Nov 2024	£270.03
30.12.24	JM Waste Management	Monthly service charge Dec 2024	£77.64
02.01.25	Rother District Council	Car aprk charge	£61.00
07.01.25	O2 Business	Clerks phone	£24.00
<u>Acknowledge receipt of monies</u>			
13.01.25	HMRC	VAT for Q3	£903.60