



# CATSFIELD PARISH COUNCIL

**Clerk & RFO:**  
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**Minutes of Catsfield Parish Council Meeting held on Thursday 15<sup>th</sup> January 2026 at 19:00 in Hermon Cottage, Church Road, Catsfield, TN33 9DP**

CLRs in attendance: Cllr Keith Robertson (Chair), Cllr Sarah Jacques, Cllr Diane Wilson, Cllr Des Christian and Cllr Sharon Harris.

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

| PARISH COUNCIL MEETING MINUTES |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| 1.                             | <b>To receive apologies for absence</b><br>None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 2.                             | <b>To approve the minutes of the Parish Council meeting held on the 20<sup>th</sup> November 2025</b><br>RESOLVED: The minutes were approved and signed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 3.                             | <b>To receive declarations of interest on agenda items</b><br>No declarations were received.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 4.                             | <b>Public Questions</b><br>None.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 5.                             | <b>To receive reports from County Cllr Kathryn Field (ESCC) &amp; District Cllr Nicola McLaren (RDC)</b><br>ESCC – Cllr Field reported that they are still awaiting a decision whether the elections will take place in May 2027. They have had to apply for emergency funding for £70m, which is a loan. May 2027, the new unitary members will be elected, there will be new County CLRs as there is due to be 2 in each boundary.<br>RDC – Cllr McLaren reported that since the last meeting, Full Council was held on the 15 <sup>th</sup> December and 3 motions were passed; Nature Emergency which is to continue to commit to embedding nature's recovery, a new 20mph speed limit for all new developments and a neurodiversity declaration that those who represent should be considered and consulted with where possible. The new Local Plan consultation starts on the 29 <sup>th</sup> January. The food waste leaflets have started being delivered before service starts on the 1st April. You can still vote online what the truck will be called, Catsfield School put in a name but it is not known which one. |
| 6.                             | <b>Planning and Enforcement</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 6.1                            | <u>RR/2025/2019/FULL for Masters Barn, Horns Corner, Catsfield, TN33 9DU</u><br>Erection of stables building with adjacent riding arena<br><i>PC commented: The Parish Council do not have an objection but would like to ensure that the lighting does not breach the dark skies policy.</i><br><u>RR/2025/1906/FULL for The Piggery New Barn Farm, Henley Down, Catsfield, TN33 9BP</u><br>Creation of new vehicular access and driveway, with existing access to be closed off and the gate removed.<br>Planting of native hedge and trees to South East of The Piggery<br><i>PC commented: The Parish Council support this application.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 7.                             | <b>Clerks &amp; Admin Matters</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 7.1                            | <b>To receive and consider the Clerk's action log</b><br>The Clerk updated the action log with all outstanding actions and provided status updates.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 7.2                            | <b>To approve new IT policy</b><br>RESOLVED: The new IT policy for 2026, to adhere to assertion 10 audit requirements, was approved.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 7.3                            | <b>To discuss the CPC quarterly newsletter due out end of January 2026</b><br>The Clerk explained that the draft will be sent out the following day to CLRs for review, ready for it to be published next week, both on website, social media and in village shop. <b>Action 1.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 8.                             | <b>Finance, Audit and Legal</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 8.1                            | <b>To approve the payments list to 15<sup>th</sup> January 2026</b><br>RESOLVED: The payments to 15 <sup>th</sup> January 2026 were reviewed and approved as shown in <a href="#">Appendix A</a> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 8.2                            | <b>To receive and approve the bank statement, reconciliation, balance sheet and Income v Expenditure report to 30<sup>th</sup> November 2025</b><br>RESOLVED: The bank statement, reconciliations, balance sheet and IvE report to 30 <sup>th</sup> November 2025 was reviewed and approved.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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| <b>8.3</b>  | <p><b>To receive and approve the bank statements, reconciliations, balance sheet and Income v Expenditure report to 31<sup>st</sup> December 2025</b></p> <p>RESOLVED: The bank statement, reconciliations, balance sheet and IvE report to 31<sup>st</sup> December 2025 was reviewed and approved.</p>                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>8.4</b>  | <p><b>To note the Q3 figures for 2025/26</b></p> <p>The Q3 figures for 2025/26 were received and reviewed by all Cllrs. They noted comments from Cllr Robertson and the Clerk. The Council will finish the financial in a good position but Council to be mindful when agreeing to expenditure as all current funds have been allocated to upcoming projects.</p>                                                                                                                                                                                                                                                                                                                                             |
| <b>8.5</b>  | <p><b>To discuss and approve the budget and precept for 2026/27</b></p> <p>The budget was discussed in full at a PC meeting in November. RESOLVED: The budget was agreed for 2026/27. All Councillors agreed that they were up to date with their Council Tax payments. The Precept was discussed and it was agreed. RESOLVED: The Precept for 2026/27 was agreed to remain at £48,400. Clerk to submit to RDC.</p> <p><b>Action 2.</b></p>                                                                                                                                                                                                                                                                   |
| <b>8.6</b>  | <p><b>To receive and note the interim Internal Audit Report for 2025/26</b></p> <p>The interim internal audit has been received and noted by all Cllrs. Clerk to make minor amendments to a few documents as an outcome. <b>Action 3.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>8.7</b>  | <p><b>To note receipt of the Notice of Conclusion of Audit 2024/25</b></p> <p>All Cllrs agree that they received the Notice of Conclusion of Audit 2024/25, and it was placed on the website and noticeboard in September 2025.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>8.8</b>  | <p><b>To receive and note Q3 VAT return for 2025/26</b></p> <p>The Q3 VAT return for 2025/26 was received and noted.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>9.</b>   | <p><b>Recreation Ground (Playing Field, Playground and Community Pavilion)</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>9.1</b>  | <p><b>To receive the summary of recreation ground inspections through December 2025 and January 2026</b></p> <p>Cllr Christian explained that the basketball hoop needs a new net and the benches need a tidy which the Clerk stated has been commissioned to local contractor who is waiting for some dry days. Cllr stated that further marks are on the grass from mobility scooters, Clerk to put something on Facebook about this. <b>Action 4.</b> Concerns were raised about the increase of waste being dumped in and around the bins at the recreation ground, it is believed due to the changes at the tip as you now have to book to attend. Clerk to liaise with Cllr Field. <b>Action 5.</b></p> |
| <b>9.2</b>  | <p><b>To receive an update on the decarbonising project at the Pavilion</b></p> <p>Cllr Wilson reported that she has organised two heating engineers to look at the Pavilion on the 27<sup>th</sup> January, some Cllrs will be attending. Clerk to update the Clubs on the possible plans for the Pavilion to keep them in the loop. <b>Action 6.</b></p>                                                                                                                                                                                                                                                                                                                                                    |
| <b>9.3</b>  | <p><b>To discuss the quotation for clearing the area of the recreation ground for the picnic area</b></p> <p>Cllr Wilson is working on someone to attend to give a quote, but they are just waiting for the weather to be dry.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>9.4</b>  | <p><b>To agree an inspection rota for 2026</b></p> <p>An inspection rota for the Rec and Pavilion was agreed, and Clerk will circulate to all Cllrs. <b>Action 7.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>10.</b>  | <p><b>Community Engagement</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>10.1</b> | <p><b>To receive an update on strategic aims</b></p> <p>An update was updated by Cllr Robertson regarding the Council's aims and this has now been published on the PC website and can be found here: <a href="https://www.catsfieldpc.co.uk/Docs/Catsfield%20Parish%20Council%20AIMS.pdf">https://www.catsfieldpc.co.uk/Docs/Catsfield%20Parish%20Council%20AIMS.pdf</a></p>                                                                                                                                                                                                                                                                                                                                 |
| <b>10.2</b> | <p><b>To discuss the digitising of Catsfield archives</b></p> <p>Cllr Wilson has led this, and a date has been booked for some Cllrs and members of the History Group to attend a meeting at the Bexhill Museum on 27<sup>th</sup> February 2026 at 10:00 to see how they electronically archive.</p>                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>10.3</b> | <p><b>To approve the program and actions for a Parish Priority Statement</b></p> <p>Cllr Robertson and the Clerk have pulled together a questionnaire with supporting documents regarding a Parish Priority Statement. This was all approved and will be published widely next week to the whole community. Further information can be found here: <a href="https://www.catsfieldpc.co.uk/Docs/Parish%20Priority%20Statement%20Catsfield%20PC.pdf">https://www.catsfieldpc.co.uk/Docs/Parish%20Priority%20Statement%20Catsfield%20PC.pdf</a></p>                                                                                                                                                              |
| <b>10.4</b> | <p><b>To confirm we wish to proceed to assess if affordable developments for Catsfield may be viable</b></p> <p>Cllr Robertson asked Cllrs if the PC would like to find out more about building affordable housing, all agreed so Action in Rural Sussex (AiRS) will be invited to attend the next meeting. <b>Action 8.</b></p>                                                                                                                                                                                                                                                                                                                                                                              |
| <b>10.5</b> | <p><b>To discuss and appoint the Village Hall committee rep</b></p> <p>A discussion was held regarding the dates of the Village Hall Committee being changed so Cllr Harris can't attend. There were also concerns raised that Cllr Harris is not showing on the Charity Commission as a trustee. Clerk will write to the Village Hall Chair. <b>Action 9.</b></p>                                                                                                                                                                                                                                                                                                                                            |

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| 11.  | Road safety and Policing                                                                                                                                                                                                                                          |
| 11.1 | To receive an update on the request for speed limit charges to the North of the village<br>Nothing new to update, still waiting for the design document to be sent.                                                                                               |
| 12.  | Open Spaces                                                                                                                                                                                                                                                       |
| 12.1 | To receive an update on car park signage<br>The size of the sign was discussed and possible installation locations in the car park were discussed. Clerk will now feed this back to the company, and the sign should be up by the next meeting. <b>Action 10.</b> |
| 13.  | Items for referral to next agenda / reports / future agenda items / correspondence. <ul style="list-style-type: none"> <li>Parish Climate and Ecology Group update.</li> </ul>                                                                                    |

Meeting ended at 20:40

The next Parish Council meeting is Thursday 19<sup>th</sup> February 2026 at 19:00.

Signed:

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Chairman

## Appendix A

### Finance report for 15th January 2026 PC meeting

| Payments by Debit Card <i>paid</i> pending authorisation    |                             |                                           |           |
|-------------------------------------------------------------|-----------------------------|-------------------------------------------|-----------|
| Payment Date                                                | Payee                       | Payment Details                           | Amount    |
| None                                                        |                             |                                           |           |
| Payments by Bank Transfer <i>paid</i> pending authorisation |                             |                                           |           |
| Payment Date                                                | Payee                       | Payment Details                           | Amount    |
| 17.12.25                                                    | Vicki Rutt                  | Dec 2025 salary                           | £1,092.53 |
| 17.12.25                                                    | HMRC                        | Tax + NI for Dec 2025                     | £474.94   |
| 17.12.25                                                    | Vicki Rutt                  | Q3 mileage for 2025/26                    | £117.90   |
| 17.12.25                                                    | Battle Building Company     | Goal posts install                        | £946.98   |
| 17.12.25                                                    | Uniserve                    | IT charges for Dec 2025                   | £47.64    |
| 17.12.25                                                    | Battle Building Company     | History group cupboard                    | £780.70   |
| 17.12.25                                                    | Stream water Treatment      | Legionnaires Risk assessment              | £330.00   |
| 17.12.25                                                    | Mulberry + Co               | Interim internal audit 2025/26            | £233.10   |
| 17.12.25                                                    | Evergreen                   | Car park tree works + Rec                 | £430.00   |
| Payments by Bank Transfer pending authorisation             |                             |                                           |           |
| Payment Date                                                | Payee                       | Payment Details                           | Amount    |
| 15.01.26                                                    | Vicki Rutt                  | Salary for January 2026                   | £1,092.53 |
| 15.01.26                                                    | HMRC                        | Tax and NI for January 2026               | £474.94   |
| 15.01.26                                                    | Uniserve                    | IT charge Jan 2026                        | £47.64    |
| 15.01.26                                                    | Battle Building Company     | Boiler room door repair                   | £141.50   |
| 15.01.26                                                    | Victoria Robertson          | Pav cleaning Nov & Dec                    | £50.00    |
| 15.01.26                                                    | Maiden Accountance Services | Patroll services                          | £36.00    |
| Payments by direct debit for authorisation                  |                             |                                           |           |
| Date                                                        | Payee                       | Payment Details                           | Amount    |
| 21.11.25                                                    | e-On                        | Pav electricity [at least 8mths catch up) | £874.91   |
| 25.11.25                                                    | NEST                        | Pension Nov 2025                          | £100.87   |
| 26.11.25                                                    | O2 business                 | Clerks Phone Nov 2025                     | £34.20    |
| 28.11.25                                                    | JM Waste                    | Monthly charge Nov 2025                   | £76.44    |
| 01.12.25                                                    | N power                     | Streetlights Oct 2025                     | £35.15    |
| 01.12.25                                                    | Rother District Council     | Car park monthly charge                   | £51.00    |
| 22.12.25                                                    | NEST                        | Pension Dec 2025                          | £100.87   |
| 23.12.25                                                    | eonNext                     | Pav electricity [Nov 2025)                | £376.13   |
| 24.12.25                                                    | O2 business                 | Clerks Phone Dec 2025                     | £34.20    |
| 29.12.25                                                    | JM Waste                    | Waste charge Dec 2025                     | £76.44    |
| 29.12.25                                                    | Npower                      | Streetlights Nov 2025                     | £37.89    |
| 02.01.26                                                    | Rother District Council     | Car park charge                           | £51.00    |
| Acknowledge receipt of monies                               |                             |                                           |           |
| 02.12.25                                                    | CCLA                        | Interest                                  | £245.40   |
| 16.12.25                                                    | Catsfield Stoolball Club    | Club fees 2025/26                         | £250.00   |
| 05.01.26                                                    | CCLA                        | Interest                                  | £248.78   |
| 09.01.26                                                    | Catsfield Football Club     | Club fees 2025/26                         | £500.00   |