



CATSFIELD PARISH COUNCIL

Minutes of Catsfield Parish Council Meeting
Held On Wednesday 10th January 2024 2023 at 7pm
in Hermon Cottage, Church Road, Catsfield TN33 9DR

In attendance: Cllr Keith Robertson, Cllr Sharon Harris, Cllr Sarah Jacques and Cllr Martin Holgate. Also in attendance Emily Stewart, Clerk and County Cllr Kathryn Field
Members of the public: 2 – Catsfield Village Hall Committee Members

The Clerk:
Emily Stewart
The Village Hall, Church Road
Catsfield, East Sussex
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Emily Stewart

PARISH COUNCIL MEETING AGENDA		
Item	Agenda Item	
1.	To receive apologies for absence. Apologies were received and approved from Cllr Chas Pearce.	
2.	To approve the minutes of the Parish Council meeting held on 13th December 2023. RESOLVED: The Minutes of the Parish Council meeting held on 13 th December 2023 were approved. It was agreed to amend 7.4 to add in the amount the precept agreed at £32,000. The chair is authorised to sign the minutes.	
3.	To receive declarations of interest on agenda items. There were no declarations of interest	
	Public Questions relevant to items on the Agenda Public questions were received from the village hall committee relating to agenda and appendix item 11.3. There was a discussion about what works could be funded by the council for the Village Hall upgrades. It was agreed that the Council cannot fund general maintenance and a new grant application was going to be submitted in respect of installing solar panels, a new fire alarm system and Hermon Cottage upgrades. Grant application to be re-considered upon new submission.	
4.	Planning and Enforcement Planning Applications RR/2023/2537/P Willow Cottage, The Green, Catsfield TN33 9DJ OUTLINE: Proposed single story rear extension RESOLVED: No objections from the Council on this application.	MH
5.	To receive reports from County Cllr Kathryn Field (ESCC) & District Cllr Chas Pearce (RDC). The following reports were received from County Cllr Kathryn Field: - Both Rother District and East Sussex County are in the process of finalising their budgets. Rother is having to take more money out of reserves than initially planned.	KF
6.	To receive and consider the Clerk's Report Appendix 6 The Clerk's Report was received and noted.	ES
7.	Finance, Audit and Legal	ES/KR
7.1	To approve the accounts payments and finance pack to 30th November 2023 Appendix 7.1 RESOLVED: The accounts and finance pack to 31 st December 2023 and the following payments were reviewed and approved:	ES/KR

December 23 /January 24 payments

Payments by Debit Card paid pending authorisation

Payment Date	Payee	Payment Details	Amount
20/12/2023	Post Office	Stamps - 1st & 2nd Class books	£ 16.00
01/12/2023	Argos	New Clerk mobile phone	£ 209.99
01/12/2023	Currys PC World	New Clerk printer & inks	£ 115.97

Payments by Bank Transfer pending authorisation

	Payee	Payment Details	Amount
	Maiden Acc Services	Payroll Services Qrtly to Mar 23	£ 36.00
	RALC	Annual Subscription RALC	£ 84.00
	E. Stewart	Clerk Salary Dec 2023	£ 1,019.60
	Rialtas	User Training	£ 330.00
	V. Robertson	Pavillion Cleaning Nov & Dec 2023	£ 50.00

Payments by direct debit for authorisation

Date	Payee	Payment Details	Amount
28/12/2023	JM WASTE	Waste Management Rec December 2023	£ 76.44
06/12/2023	EON	November 23 Electricity Pavillion	£ 62.97
21/12/2023	Castle Water	Water Pavillion Nov 23	£ 8.08
27/12/2023	Npower	Street Lighting Nov 23	£ 263.11

- 7.2** To receive and approve the bank statement Appendix 7.2a and reconciliation Appendix 7.2b and balance sheet Appendix 7.2c to 31st December 2023.

RESOLVED: The bank statement, reconciliation and balance sheet to 31st December 2023 was reviewed and approved.

- 7.3** To agree final budget summary for publication.

RESOLVED: The final budget summary was approved for publication to our website.

- 7.4** To agree the Clerk overtime

RESOLVED: The clerk's overtime was reviewed and 3 hours were approved.

- 7.5** To confirm choice for assistance from Rialtas for year end accounts Appendix 7.5

RESOLVED: It was agreed that the 'Bronze' option would be the most appropriate option – one-off year end service. One set of Income and Expenditure per set of accounts £868 plus VAT.

- 8.** **Recreation Ground (Playing Field, Playground and Community Pavilion)**

- 8.1** To receive the summary of recreation ground inspections through December 2023.

RESOLVED: The monthly inspections were received. The following was noted:

- The waste drains in the pavilion showers (on left hand side as you go in the door) need cleaning and/or clearing.
- Cleaning cupboard in the pavilion needs to be kept locked to avoid access to chemicals.
- Request fixtures schedule from football club
- Send out new rota and checklist for recreation ground inspections for 2024

- 8.2** To receive an update regarding meeting with the Football Club regarding usage and fees.

- SJ to arrange a meeting with the football club and update on usage and fees in future meeting

- 10.** **Traffic/Roads/Policing**

- 10.1** To receive an update on traffic surveys and Speedwatch

Police supported speedwatch went ahead as planned. Caught 33 drivers doing over 30mph and about 6 doing over 40mph.

- 10.2** To receive an update on applying for a 30mph limit north of the village.

KR has now received a point of contact within the Highways team to discuss proposal before the formal application is submitted. Further updates to follow once application has been submitted.

- 11.** **Community Engagement**

- 11.1** Review communications for Councillor vacancies to be published

No communications were put forward for review. KR agreed to draft an advert to be published for councillor vacancies within the Parish.

- 11.2** To agree a date for review and discussion of the draft strategy document

RESOLVED: Meeting to review and discuss draft strategy to be held on Thursday 18th January 7pm.

- 11.3** To consider grant application from the Village Hall Appendix 11.3

ES/KR

KR

KR

ALL

ALL

ALL

SJ

ES

SJ

KR

SJ/SH

	This item was brought forward and discussed in public questions.	
	Items for referral to next agenda / reports / future agenda items / correspondence.	

Next Parish Council meeting will be held
on Wednesday 14th February 2024 at 7pm in Hermon Cottage.

Signed:
Chairman

Dated: