



CATSFIELD PARISH COUNCIL

Minutes of Catsfield Parish Council Meeting held on Thursday 20th November 2025 at 19:00 in Hermon Cottage, Church Road, Catsfield, TN33 9DP

Cllrs 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 1 member of the public.

Clerk & RFO:
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	PARISH COUNCIL MEETING MINUTES
1.	To receive apologies for absence Apologies were received and accepted from Cllr Nicola McLaren.
2.	To approve the minutes of the Parish Council meeting held on the 16th October 2025 RESOLVED: The minutes were approved and signed.
3.	To receive declarations of interest on agenda items No declarations were received.
4.	Public Questions None.
5.	To receive reports from County Cllr Kathryn Field (ESCC) & District Cllr Nicola McLaren (RDC) ESCC – Cllr Field reported that following a recent Adult Social Care CQC inspection, they received a ‘Good’ rating which will great news. Cllr Field confirmed there is no route to a balanced budget this year, the only way to get it would be an 18% increase on Council Tax which they won’t do. ESCC are going to ask the Government about extra financial support. There has been a 7.1% increase in adult need. There is a SEND white paper due that might assist but this has now been pushed back to Spring 2026. RDC – Cllr McLaren had to send her apologies, but Cllr Field updated on her behalf the following; - Meeting held with the Chair and Clerk along with M Payne and G Quinnell on 12th November to discuss Parish Priority Statement. - Pellet Pollution Camber Sands – See Leader’s Pellet pollution incident – council praise for volunteers – Rother District Council for update. - Catsfield C of E Primary School, Cllr McLaren attended on the 04/11/25 to host a food waste assembly, it was well received, and the school will enter the upcoming competition. - November Planning Committee was cancelled so nothing to report from that. - Renew Workshop 24th and 25 Nov – an initiative by National Trust and University of Exeter. Cllr McLaren will attend to discuss rights of nature.
6.	Planning and Enforcement
6.1	<i>The following applications were received after the agenda had been published. They were circulated widely ahead of the meeting so comments can be submitted to prior to the deadline. Will ratify on January agenda.</i> <u>RR/2025/1899/DN for National Grid Co Plc, Ninfield Substation Potsmans Lane, Catsfield, TN33 9BJ</u> Application to determine if prior approval is required for the demolition of two buildings: 1. A steel portal framed barn building to the South of the site currently used as a workshop and stores and 2. A office building in the East near the entrance to the substation site. <i>PC commented: No objections.</i> <u>RR/2025/1912/HOU for Clare Cottage, Skinners Lane, Catsfield, TN33 9DN</u> First floor side extension over existing garage. <i>PC commented: No objections.</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.
7.2	To approve meeting dates for 2026 RESOLVED: The 2026 meeting dates for Catsfield Parish Council monthly meetings were agreed.
7.3	Consider response to the Rother Parking Review 3 Formal consultation It was agreed that the Parish Council would not submit a comment for this consultation.

8.	Finance, Audit and Legal
8.1	To approve the payments list to 20th November 2025 RESOLVED: The payments to 20 th November 2025 were reviewed and approved as shown in Appendix A .
8.2	To receive and approve the bank statement, reconciliation, balance sheet and Income v Expenditure report to 31st October 2025 RESOLVED: The bank statement, reconciliations, balance sheet and IvE report to 31 st October 2025 was reviewed and approved.
8.3	To note receipt of the VAT return for Q2 2025/26 The VAT return for Q2 2025/26 was received by all Cllrs and noted.
8.4	To discuss and approve the draft budget and precept for 2026/27 Cllr Robertson and the Clerk presented the forecasted year end and draft budget for 2026/27, which all Cllrs had received in advance of the meeting. The Clerk updated on the recent invoice received from E-On energy about the Pavilion electricity and that the PC are now in a one-year fixed rate to get the daily standing charge down. It was also agreed that monthly meter readings will be submitted to the Clerk so she can update the system regularly. It was agreed by all Cllrs that the budget and precept can be agreed at the January 2026 PC meeting. Action 1.
8.5	To discuss further grant request from Catsfield Village Hall regarding solar project Cllr Robertson updated that the PC have ringfenced £11k for the air con project. A member of the committee attended to update that they have received 3 quotes and are about to appoint one who will invoice the PC directly. If the amount is over £11k, the Village Hall will make up the difference. The Village Hall committee would like to know if the PC are able to give a further grant towards a solar project, Cllrs discussed and it was agreed that at the moment all funds have been allocated to upcoming projects. It was agreed that once the Village Hall have progressed further on the project and figures are known, they can liaise back with the Parish Council.
9.	Recreation Ground (Playing Field, Playground and Community Pavilion)
9.1	To receive the summary of recreation ground inspections through November 2025 Cllr Wilson reported on her recent inspection, all items that were commented on, are in hand. Cllr Christian has volunteered to do the January 2026 inspection and the new rota for 2026 will be on the January 2026 PC meeting agenda to agree. Action 2.
9.2	To receive an update on the decarbonising project at the Pavilion Cllr Wilson reported on the recent report received from Energise Sussex and have a brief summary on where the Parish Council currently stand. Cllr Wilson suggested that in the early new year, the PC meet with a heating engineer at the Pavilion who could take a look and advise professionally on what can be done before anything else is progressed. Cllr Wilson will look into this and arrange, via the Clerk. Action 3.
9.3	To receive an update on the stream area at the Recreation ground Cllr Harris reported that she met with Clerk and Cllr Wilson to look at the proposed area and for phase 1, a proposed image has been created. Cllr Wilson explained about phase 2, and it was agreed to get images for both ideas, along with the costings so phase one could go in the New Year newsletter and phase 2 could be presented to the community at the Parish Assembly. Action 4.
10.	Community Engagement
10.1	To receive an update on strategic aims There is nothing to update this month.
10.2	To receive a verbal update on the recent meeting with RDC regarding the Neighbourhood Plan lite Cllr Robertson updated Cllrs on a recent meeting that he and the Clerk attended to discuss the Parish Priority Statements. The information slides from the meeting have been circulated to all Cllrs. The statement was discussed, and it was agreed that the Parish Council should proceed with this. Clerk and Chair to discuss next steps. Action 5.
10.3	To receive an update following Cllrs recent visit to the History group Cllrs Harris and Wilson attended the History Group and were impressed with the work undertaken. They discussed the need to digitalise the paperwork to ensure it is protected. Someone needs to be identified to do the work. Cllr Wilson is going to liaise with someone, and the Clerk will liaise with The Keep to see if they have any guidance. Action 6.
11.	Road safety and Policing
11.1	To receive an update on the request for speed limit charges to the North of the village The Clerk updated that the scheme was approved at Lead Member meeting and it is now with the designers. Once finalised, the Parish Council will be consulted with before progressing. It is likely to be around 18 months until completed.

12.	Open Spaces
12.1	To receive an update on car park signage The Clerk updated that Rother District Council have approved the car park signage so it can now be sent to print. Clerk to submit this. Action 7.
12.2	To discuss and agree how to proceed with Urban Grass Cutting Options 2026/27 RESOLVED: It was agreed to go with option 2 for the urban grass cutting for 2026/27 which is the Parish Council will fund an additional four cuts to be carried out by ESCC, totalling six cuts (two standard and four extra) over the course of the year. This would cost the Parish Council a total of £903.76 for the year.
13.	Items for referral to next agenda / reports / future agenda items / correspondence. - Budget 2026 recreation ground inspection rota

Meeting ended at 20:55

There is no meeting held in December 2025.

The next Parish Council meeting is Thursday 15th January 2026 at 19:00.

Signed:

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Chairman

Appendix A

Finance report for 20th Nov 2025 PC meeting

Payments by Debit Card <u>paid</u> pending authorisation			
Payment Date	Payee	Payment Details	Amount
22.10.25	Hexa Sports	Goals post x 2	£1,374.90
20.11.25	Balcombes	Key cut for PC office to have a spare	£7.50
Payments by Bank Transfer <u>paid</u> pending authorisation			
Payment Date	Payee	Payment Details	Amount
None			
Payments by Bank Transfer pending authorisation			
Payment Date	Payee	Payment Details	Amount
20.11.25	Vicki Rutt	Salary for November 2025	£1,092.53
20.11.25	HMRC	Tax and NI for November 2025	£474.94
20.11.25	Uniserve	Annual anti-virus subscription	£34.99
20.11.25	Uniserve	IT service for Nov 2025	£47.64
20.11.25	Victoria Robertson	Pav cleaning Oct	£50.00
20.11.25	Streetlights	Maintenance contract payment part 2	£330.31
20.11.25	St Lawrence Church	Poppy wreath	£20.00
20.11.25	John O'Connor	Grass cutting Oct 2025	£380.95
Payments by direct debit for authorisation			
Date	Payee	Payment Details	Amount
21.10.25	e-on	Pav electricity Sept 2025	£106.20
21.10.25	NEST	Pension Oct 2025	£100.87
21.10.25	Npower	Streetlights April - Aug 2025	£121.14
24.10.25	O2 business	Clerk phone Oct 2025	£34.20
28.10.25	JM Waste	Service charge Oct 2025	£76.44
03.11.25	Rother District Council	Car park monthly charge	£51.00
06.11.25	Npower	Streelights Sept 2025	£29.73
Acknowledge receipt of monies			
02.10.25	CCLA	Interest	£248.11
03.10.25	Co-Operative Bank	Interest	£294.77
04.11.25	CCLA	Interest	£255.22
05.11.25	HMRC	VAT Q2 refund	£390.69
07.11.25	Catsfield Cricket Club	2025/26 club fee	£225.00