



CATSFIELD PARISH COUNCIL

Minutes of Catsfield Parish Council Meeting
held On Thursday 19th September 2024 at 19:00
in the Village Hall, Church Road, Catsfield, TN33 9DR
In attendance: Cllr Keith Robertson, Cllr Sharon Harris, Cllr Des Christian
and Cllr Martin Holgate.
Also in attendance: Mrs Vicki Rutt – Clerk, Cllr Field and Cllr Pearce.

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 Jacques.
2.	To approve the minutes of the Parish Council meeting held on the 18th July 2024 RESOLVED: The minutes were approved and signed.
3.	To receive declarations of interest on agenda items. There were no declarations of interest.
4.	Public Questions relevant to items on the agenda There were no public questions.
5.	To receive reports from County Cllr Kathryn Field (ESCC) & District Cllr Chas Pearce (RDC) RDC - Cllr Pearce reported that it has been very quiet. There are community grants available, £1,000 - £30,000 which are being promoted. Cllr Robertson and Cllr Pearce have a date arranged with the new owners of the Powdermill Hotel. ESCC – Cllr Field reported on the recently published cabinet meeting papers, they are very doom and gloom. It is looking likely that £9 million will need to come from reserves and there are going to be massive cuts to Adult Social care next year.
6.	Planning and Enforcement RR/2024/1063/T <u>The Normanhurst Estate, Catsfield, TN33 9LL</u> Works to trees as identified in the supporting information. <i>This has since been agreed by RDC.</i> RR/2024/1117/P and RR/2024/1118/L <u>Spire House, Church Lane, Catsfield TN33 9DR</u> Replace 3 existing casement rooflights which are rotting and beyond repair with new rooflights. Partial removal of rafter to allow escape in event of fire. <i>Cllrs discussed and it was agreed that they have no objections.</i>
7.	Clerk's matters
7.1	To receive and consider the Clerk's report and action log The Clerk's report was received, and updates noted by Cllrs. The Clerk has a new process in place to ensure no planning applications are missed for consultation. The recent increase in electricity price at the Pavilion has been investigated by the Clerk and it was due to the use of dehumidifiers to dry out following the leak. There is a new report showing an increase in abuse to Cllrs and therefore home addresses can now be redacted on the RDC website, both Cllr Robertson and Cllr Harris have asked for theirs to be redacted. Clerk will action. Action 1.
7.2	To receive and consider an update from Clerk on IT solutions The Clerk reported that she has concerns with the current IT set up, that data could be lost on the laptop, that all Cllrs need to switch to a new .gov.uk email address and the sharing of documents need to be looked into. The Clerk has spoken to various companies, and one seems to be able to offer a good package which meets the needs required. Cllrs considered and felt it was a good idea but would like to ask some questions so the gentleman will be invited to attend the PC meeting in October. Action 2.
8.	Finance, Audit and Legal
8.1	To approve the accounts payments and finance pack to 31st August 2024 RESOLVED: The accounts and finance pack to 31 st August 2024 and the following payments were reviewed and approved as shown in Appendix A .

8.2	To receive and approve the bank statement and reconciliation to 31st July 2024. RESOLVED: The bank statement, reconciliations and balance sheet to 31 st July 2024 was reviewed and approved.
8.3	To receive and approve the bank statement, reconciliation and balance sheet to 31st August 2024. RESOLVED: The bank statement, reconciliations and balance sheet to 31 st August 2024 was reviewed and approved.
9.	Recreation Ground (Playing Field, Playground and Community Pavilion)
9.1	To receive the summary of recreation ground inspections through July and August 2024 Cllrs updated on the recent inspections, there were a few issues for the Clerk to look into: • The gutter to the rear of the Pavilion needs a new bracket. Action 3 • The top rail of the small gate leading into play area is starting to rot. Action 4 • There is a missing bolt on the carousel, new one to be ordered from Playdale. Action 5 • Cones and signs are still being stored behind the Pavilion which have been moved a few times. Clerk to write to the owners of the equipment to ask them to remove within one month. Action 6. A request was considered from the cleaner of the Pavilion whether a Hoover could be purchased as she is currently using her own. This was agreed and Clerk will order. Action 7. The cleaner has also raised the fact that the fridge is permanently left on but does not seem to be used. Clerk to contact Clubs to see if they use the fridge and if not, it will be turned off when not in use. Action 8.
9.2	To agree a rota for the remainder of 2024/25 This was discussed and names were agreed, Clerk will draw up the rota and circulate to all. Action 9.
10.	Community Engagement
10.1	Discuss and agree action plan for communications going forward It was agreed that a community meeting needs to be arranged so objectives can be discussed and agreed for the village in the coming year, however it was discussed that the IT needs to be sorted out first so an official communications plan can be arranged and agreed so this will remain on action log for now.
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 confirmed that the report has come in from East Sussex Highways and the report agrees that the speed needs to be reduced but they have suggested 40mph in the S bends and 30mph on the first 400m of Powdermill lane, subject to approval from the Road Safety Team and Sussex Police. Cllr Robertson explained that at a recent meeting with Highways this was discussed and the recent crash evidence and the negative affect it is having on residents was discussed, but this evidence did not appear to be in the report received from ESCC. Highways have stated that the character of the road in the S bends may not appropriate for 30mph, and so 40mph is preferred. Catsfield Parish Council disagree with this. Cllr Robertson and the Clerk will reach out to Sussex Police and the Road Safety Team to discuss further. Cllr Robertson also reported that he has a site visit in the coming weeks with a resident and the new local MP to discuss these issues.
11.2	To update on the recent SLR meeting held with Highways As mentioned above, there was a recent Strengthening Local Relationship [SLR] meeting. The minutes have been finalised and are currently with ESH for approval, as soon as they are agreed the Clerk will publish widely. Action 10.
12.	Open Spaces
12.1	To discuss long term parking in the Village Hall car park The two abandoned vehicles in the car park were discussed and will be reported again to Op Crackdown. This is becoming a regular problem. The Clerk has emailed RDC for advice on how to proceed with introducing parking restrictions to stop long term parking but with no response so the Clerk will chase and copy in Cllr Field and Cllr Pearce. Action 11. Cllrs discussed and they would like to implement a restriction on parking over 72 hours, without the prior approval of the Council. We will need to consult with residents on any new restrictions once the legal requirement have been confirmed.
12.2	To discuss the current contract re Streetlighting The Clerk reported that a large local Parish Council changed their streetlights to LED producing a 77% saving on electricity bills for them. It was agreed that the Clerk would liaise to seek a cost for the 15 streetlights we have and switch the bulbs to LED. Noted that these also need to support our dark skies policy. Action 12. Whilst talking about money saving, Cllr Robertson explained that some Parish Councils have an account with CCLA (for investing longer term reserves) and that it would be worth the Clerk to look into this. Action 13.
12.3	To discuss and agree quote received for new sensor in Village Hall car park The quote to install a new sensor was discussed and agreed. Cllr Holgate will arrange this.

12.4	To consider quotes received for maintenance tree works required in car park and Recreation ground The Clerk reported that 3 quotes had been received from works required at the Recreation Ground and the car park. It was discussed that a list needs compiling on what is actually needed and then a quote could be sent which Cllrs would consider. It was agreed that Cllr Harris would make a list of items needed at the Recreation Ground and Cllr Holgate will make a list of the items needed in the car park. Action 14. It was discussed that CPC are overdue a tree survey so this will be placed on the agenda for October to agree to ask the Clerk to go out to tender for this. Action 15.
13.	Items for referral to next agenda / reports / future agenda items / correspondence. Cllr Harris explained that she has someone interested in being a Cllr so the possible co-option of a new Cllr will be placed on the agenda for the October meeting.

Meeting ended at 20:35.

The next PC meeting is Thursday 17th October 2024 at 19:00.

Signed:

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Chairman

Appendix A

Finance report for July, Aug and Sept for 19th Sept 2024 PC meeting

<u>Payments by Debit Card paid pending authorisation</u>			
Payment Date	Payee	Payment Details	Amount
04.09.24	Mutts Butts	Dog waste bag order	£165.70
<u>Payments Bank Transfer paid pending authorisation</u>			
15.08.24	Victoria Robertson	Pavilion cleaning	£50.00
15.08.24	John O'Connor	Grass cutting July 2024	£211.63
15.08.24	Quality Services	Cleaning products for Pavilion	£116.34
15.08.24	ROSPA Play safety	Play area inspection	£122.40
15.08.24	Vicki Rutt	Salary August 2024	£1,012.04
15.08.24	Sharon Harris	Reimbursement for padlock	£24.95
15.08.24	HMRC	Tax and NI - August 2024	£298.36
<u>Payments by Bank Transfer pending authorisation</u>			
Payment Date	Payee	Payment Details	Amount
19.09.24	Vicki Rutt	Salary Sept 2024	£1,012.04
19.09.24	HMRC	Tax and NI - Sept 2024	£298.36
19.09.24	John O'Connor	Grass cuts Aug 2024	£211.63
19.09.24	Parish Online	Annual subscription	£63.00
19.09.24	St Lawrence's Church	Renewal of advert in Parish Mag for 2yrs	£60.00
19.09.24	Battle Building Company	Lock install on cleaning cupboard in Pav	£64.00
19.09.24	Matt Phelps	Strimming in main cemetery	£450.00
<u>Payments by direct debit for authorisation</u>			
Date	Payee	Payment Details	Amount
19.07.24	ICO	Data protection renewal	£35.00
23.07.24	E-On Next	Pavilion electricity June 2024	£58.40
24.07.24	N-Power	Streetlights electricity June 2024	£191.25
29.07.24	JM Waste	Monthly charge for July 2024	£76.44
01.08.24	Rother District Council	Monthly car park charge	£61.00
07.08.24	NEST	Pension- July 2024	£95.55
19.08.24	NEST	Pension - Aug 2024	£95.55
20.08.24	Castle Water	Pavilion water - July 2024	£6.26
21.08.24	E-On Next	Pavilion electricity	£372.39
27.08.24	N-Power	Streetlights electricity July 2024	£196.68
28.08.24	JM Waste	Monthly charge for Aug 2024	£76.44
02.09.24	Rother District Council	Monthly car park charge	£61.00
<u>Acknowledge receipts received</u>			
08.08.24	HMRC	VAT Return	£1,114.86
30.08.25	Rother District Council	Precept part 2	£16,000.00