



CATSFIELD PARISH COUNCIL

Minutes of Catsfield Parish Council Meeting
held on Thursday 17th October 2024 at 19:00
at the Powdermills Hotel, Battle, TN33 OSP

CLRs in attendance: Cllr Keith Robertson, Cllr Sharon Harris, Cllr Des Christian, Cllr Sarah Jaques and Cllr Martin Holgate. *Cllr Diane Wilson joined the meeting at 19:20.*
Also in attendance: Mrs Vicki Rutt – Clerk, Cllr Field, Cllr Pearce and two members of the public.

Clerk & RFO: Mrs Vicki Rutt
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PARISH COUNCIL MEETING MINUTES	
Item	
1.	To receive apologies for absence. There were no apologies.
2.	To approve the minutes of the Parish Council meeting held on the 19th September 2024 RESOLVED: The minutes were approved and signed.
3.	To receive declarations of interest on agenda items. There were no declarations of interest.
4.	To consider new Councillor applications and possible co-option Diane Wilson introduced herself to the Parish Council and explained why she was interested in being a Parish Councillor. Cllr Robertson proposed that Diane Wilson joins the Council, this was seconded by Cllr Holgate and all Councillors agreed. Cllr Wilson signed the acceptance of office and joined the meeting at 19:20.
5.	To discuss and consider IT requirement with Tony Polain from Uniserve Tony Polain introduced himself to the Council and explained that his company looks after the IT support for 15 Parish Councils. The needs of the Council was discussed and agreed as new.gov.uk emails for all members, a new .gov.uk PC website, data security and regular backups. Tony confirmed he was able to assist with all and went through the costing plan. All Councillors gave permission for the Clerk to start the process to get a plan together along with timescales to ensure everything is completed. RESOLVED: Clerk to work with Tony to commence IT support. Action 1.
6.	Public Questions relevant to items on the agenda A resident reported that she has been assisting on the speed issues in the S bends and has created a new group called the Catsfield Bloomers which currently has 18 members. The group's objective is to rewild the verges that go down the pathways and make them nicer for resident to access. She noted a path known as the 'The Cut' which she believed could have been gifted to the Parish Council many years ago. It was agreed that whilst it is a good idea to plant bulbs and maintain the paths, we need to find out who the landowners are. The Clerk will look into this. Action 2.
7.	To receive reports from County Cllr Kathryn Field (ESCC) & District Cllr Chas Pearce (RDC) RDC - Cllr Pearce reported that at the last meeting he promoted the Community Grant, however access to this for Parish Councils may be withdrawn, it will be discussed at Cabinet in due course. RDC received £8.4 million towards Black Friars to finish off the infrastructure, which will include 134 affordable housing units. Electric car points are being installed into Battle and Bexhill, at no charge to the Council. Cllr Robertson asked if ESCC and RDC are made aware of issues that will affect Parish Councils, please could they be told so we are forewarned. ESCC – Cllr Field reported that they are consulting on various adult social care provision as there is a £55 million budget deficit. 19,400 children are eligible for free school meals. County have been discussing selling County Hall for a Capital receipt given that it is 75% empty and costs £1 million a year to run, however Councillors feel it would be wiser to rent out the property and receive a regular income.
8.	Planning and Enforcement <i>Ratify approval for comments sent to RDC for the following applications:</i> <u>RR/2024/1472/P - Birch Cottage, Skinners Lane, Catsfield TN33 9LE</u> Conversion and extension of existing garage into a gym and home office (incidental use) Cllrs approved. <u>RR/2024/1406/P - Anchor Cottage, Horns Corner, TN33 9DT</u> Proposed demolition of existing dwelling and outbuildings. Construction of 2 No. detached dwellings. Proposed detached double garage with office above and entrance gates and piers to each dwelling. Cllrs approved but did make a comment on the safety of having access onto the junction. <i>Discuss and agree comments for the following application:</i> <u>RR/2024/1595/P and -RR/2024/1596/L - Powdermills Hotel, Powdermill Lane, Battle TN33 OSP</u>

	<i>Proposed internal and external changes and alterations to the main, grade 2 listed hotel and adjoining pavilion including the repositioning of the hotel's reception, improvements to guest facilities, improved accessibility with special regard to mobility impairment, improved back of house facilities, increased bedroom space within the hotel. Cllrs discussed and all agreed that they fully approve this application.</i>
9.	To receive and consider the Clerk's report and action log The Clerk's report was received, and updates noted by Cllrs. All outstanding actions are being worked on and two were discussed further. A community meeting will be arranged for early 2025 once Cllrs have met to discuss the strategy document and objectives the Council wish to focus on. Action 3. Regarding the signage owned by the Triangle Association, Clerk to contact the members and enquire of the status of the association and to arrange for the removal of all signs. Action 4.
10.	Finance, Audit and Legal
10.1	To approve the accounts payments and finance pack to 17th October 2024 RESOLVED: The accounts and finance pack to 17 th October 2024 and the payments were reviewed and approved as shown in Appendix A .
10.2	To receive and approve the bank statement, reconciliation and balance sheet to 30th September 2024. RESOLVED: The bank statement, reconciliations and balance sheet to 30 th September 2024 was reviewed and approved.
10.3	To receive the Q2 figures with forecasting for 2024/25 RESOLVED: Cllrs have received the Q2 figures for 2024/25 and have seen the forecasted figures for year end. The proposed budget for 2025/26 will come to the November 2024 meeting.
10.4	To confirm sight of the signed section 3 of the AGAR for 2023/24 RESOLVED: The signed section 3 the AGAR of 2023/24 has been received by all Cllrs.
10.5	To confirm sight of the Notice of Conclusion of Audit for 2023/24 RESOLVED: The Notice of Conclusion of Audit for 2023/24 has been received by all Cllrs.
11.	Recreation Ground (Playing Field, Playground and Community Pavilion)
11.1	To receive the summary of recreation ground inspections through October 2024 Cllr Jacques updated on the recent inspection. It was noted that trees are starting to grow from the guttering so this will be looked into. Action 5. The fence along the play area has also been cut and could cause a trip hazard so Clerk will liaise with local contractor. Action 6.
11.2	Discuss and consider community grant request from Catsfield Cricket Club The grant request was discussed and considered by Cllrs. Cllrs agreed they are willing to support the club but need to see the Club's latest financial accounts and receive an update on what measures are being put into place to ensure the club can sustain itself on an ongoing basis. Action 7.
11.3	Discuss and agree quote for the pavilion decorating works Clerk reported that two quotes for the decorating of the Pavilion following the leak was sent to the insurers and they have approved one of the contractors. Clerk to make contact with contractor for the works to proceed and all Cllrs agreed to have the Pavilion painted with Dulux washable paint, colour Willow Tree. Action 8.
11.4	Discuss and agree quotes for zip wire replacement Clerk reported that a quote was received to replace and install a new zip wire seat. All Cllrs agreed for the Clerk to proceed with this and it will be funded from CIL money. Action 9.
12.	Community Engagement
12.1	Discuss and agree action plan for communications going forward This was discussed under agenda item 6 and it has been agreed that the Community meeting will be arranged and held in early 2025.
13.	Road safety and Policing
13.1	To receive an update on the request for speed limit charges to the North of the village Cllr Robertson reported on the recent report. Dates have been sent to the Road Safety Team to arrange a meeting with the Parish Council to understand why the ESCC policy prevents a 30mph limit through the S bends. The crash data used in the ESCC report has also been requested from Highways. Cllr Field reported that she considers that the 30mph request is justifiable and we need to find out how we can get a Policy exception for this site.
14.	Open Spaces
14.1	To discuss long term parking in the Village Hall car park Clerk reported that still no update from RDC and the recent submission to Op Crackdown for the two vehicles that have been in the car park for over 6 months have been closed down as Sussex Police have contacted the registered owners and they have confirmed the vehicles have not been abandoned and they know the vehicles are in the car park. It was agreed that the Clerk should write to RDC to see if we can return the car park to RDC if we cannot advise on legal issues. Action 10.

15. Items for referral to next agenda / reports / future agenda items / correspondence.
Draft budget for 2025/26 will be on the next agenda.

Meeting ended at 20:55.

The next PC meeting is Thursday 21st November 2024 at 19:00.

Signed:

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Chairman

Appendix A

<u>Payments by Debit Card paid pending authorisation</u>			
Payment Date	Payee	Payment Details	Amount
25.09.24	Argos	Henry Hoover for Pavilion	£144.95
26.09.24	Nisbets	Kettle for Pavilion	£65.98
<u>Payments by Bank Transfer pending authorisation</u>			
Payment Date	Payee	Payment Details	Amount
17.10.24	Vicki Rutt	Salary Oct 2024	TBD
17.10.24	PKF Littlejohn	External auditor for 2023/24	£252.00
17.10.24	HMRC	Tax and NI - Oct 2024	TBD
17.10.24	John O'Connor	Grass cuts Sept 2024	£211.63
17.10.24	RMK Portable Appliance Test	PAT testing at Pavilion	£60.00
17.10.24	Maiden Accountance services	Payroll Oct - Dec 2024	£36.00
17.10.24	Hadlow Down Parish Council	Half of Clerks SLCC subscription	£119.00
17.10.24	Vicki Rutt	Mileage July - Oct 2024	£63.00
17.10.24	Streetlights	Payment 2 of 2 for maintenance contract	£317.62
<u>Payments by direct debit for authorisation</u>			
Date	Payee	Payment Details	Amount
18.09.24	Castle Water	Pavilion water	£6.26
24.09.24	E-on	Pavilion electricity	£93.70
25.09.24	Npower	Streetlights electricity Aug 2024	£199.89
30.09.24	J M Waste	Monthly charge for Sept and Duty of Care charge	£136.44
01.10.24	Rother District Council	Monthly car park charge	£61.00