



# CATSFIELD PARISH COUNCIL

Minutes of Catsfield Parish Council Meeting  
held on Thursday 19<sup>th</sup> December 2024 at 19:00

in Hermon Cottage, Church Road, Catsfield, TN33 9DP.

CLLrs in attendance: Cllr Keith Robertson, Cllr Sharon Harris, Cllr Des Christian, Cllr Sarah Jacques and Cllr Diane Wilson.

Also in attendance: Mrs Vicki Rutt (Clerk) and Cllr Pearce (RDC).

**Clerk & RFO:**  
Mrs Vicki Rutt  
The Village Hall, Church Road,  
Catsfield, East Sussex,  
TN33 9DP  
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| PARISH COUNCIL MEETING MINUTES |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| Item                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 1.                             | <b>To receive apologies for absence.</b><br>Apologies received and accepted from Cllr Field.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 2.                             | <b>To approve the minutes of the Parish Council meeting held on the 21<sup>st</sup> November 2024</b><br>RESOLVED: The minutes were approved and signed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 3.                             | <b>To receive declarations of interest on agenda items.</b><br>Cllr Jacques declared a personal interest on agenda item 13.2.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 4.                             | <b>Public Questions</b><br>There were no public questions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 5.                             | <b>To receive reports from County Cllr Kathryn Field (ESCC) &amp; District Cllr Chas Pearce (RDC)</b><br>RDC - Cllr Pearce reported that a new Head of Planning, Mike Hughes, is starting in February 2025. The toilets that have been closed and there has been no agreement with a Parish/Town Council to take over are being sold to private investors who can use the site for commercial use but must also provide public toilet facilities at the site. Rother are promoting the attendance allowance for over 65s with a physical of medial long-term condition. Cllr Pearce has had contact from a resident, complaining about hedges not being cut. He has tried to find the hedge but could not. Cllr Robertson reported that he heard that planning committee was looking at reducing the amount of time people have to speak on applications, Cllr Pearce confirmed this was being reduced but following discussions it will remain at 5 minutes. He confirmed that RDC are discussing the impact of the devolution white paper.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 6.                             | <b>2025 Budget Consultation for Rother District Council</b><br>Councillors discussed this and proposed to submit comments regarding the decision to charge in car parks and ask for the impact assessment on how this will affect trade along High Streets. RESOLVED: Clerk to submit these comments to RDC. <b>Action 1.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 7.                             | <b>Planning and Enforcement</b><br><i>Ratify approval for comments sent to RDC for the following applications:</i><br><u>RR/2024/1859/P for Powdermills Hotel, Powdermill Lane, Battle TN33 OSP</u><br>Conversion of roof space (second floor) of The Cloisters building to provide 4no new hotel bedrooms with 6 x sets of roof lights in the south-west roof slope, the opening up of windows in the existing dormers on the north-east roof slope, and external staircases at both ends of the building.<br><u>RR/2024/1872/P for Powdermills Hotel, Powdermill Lane, Battle TN33 OSP</u><br>Removal of condition 2 imposed on RR/2003/1325/P to allow barn extension to be used for other purposes associated with the C1 hotel.<br><u>RR/2024/1873/P for Powdermills Hotel, Powdermill Lane, Battle TN33 OSP</u><br>Removal of condition 3 imposed on RR/87/2316 to allow barn to be used for purposes ancillary to the C1 hotel use.<br><i>The PC had previously submitted approval of the above applications.</i><br><i>Discuss and agree comments for the following application:</i><br><u>RR/2024/1982/P for Sharpes Farm, Watermill Lane, Henley Down, Catsfield</u><br>Erection of single storey extension to replace East facing conservatory and first storey extension to create covered open fronted/sided South facing balcony and alterations.<br><i>The PC discussed: No objections.</i><br><u>RR/2024/2020/P for Honeysuckle Cottage, The Stream, Catsfield TN33 9BB</u><br>Erection of first floor extension over garage with render finish to all external walls and internal alterations.<br><i>The PC discussed: No objections.</i> |

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| <b>8.</b>   | <b>Clerks &amp; Admin Matters</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>8.1</b>  | <p><b>To receive and consider the Clerk's action log</b></p> <p>The Clerk went through the action log and updates were provided to Councillors.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>8.2</b>  | <p><b>Review and approve Grant Policy</b></p> <p>This was discussed, agreed and adopted. RESOLVED.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>8.3</b>  | <p><b>Confirm receipt of resignation from Cllr Holgate and Notice of Vacancy</b></p> <p>Clerk confirmed that RDC had been informed and that the Notice of Vacancy has been published. The Clerk will be doing a recruitment drive in early 2025 as the PC are now carrying two vacancies.</p>                                                                                                                                                                                                                                                                                                                                                                        |
| <b>8.4</b>  | <p><b>Appoint new Vice Chairman</b></p> <p>It was discussed and agreed that Cllr Christian would be appointed as the new Vice Chairman. RESOLVED.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>8.5</b>  | <p><b>To appoint a Parish Council representative to the Village Hall trustees</b></p> <p>It was discussed and agreed that Cllr Harris would be appointed as the representative of the Village Hall Trustees. RESOLVED.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>8.6</b>  | <p><b>To receive an update on .Gov emails, website and sharepoint data access</b></p> <p>Clerk updated that the .Gov emails have been requested, but Uniserve [our IT supplier] has confirmed there is a delay, but they are on the case. The Clerk and Cllr Christian are going to meet in the New Year to look at setting up the Sharepoint folder which will assist in Cllrs receiving all the paperwork they require prior to meetings.</p> <p><b>Action 2.</b> Once the new email set up is in place, Uniserve are going to set up a new Parish Council .gov website. The Parish Council will discuss this early next year to agree what is to be included.</p> |
| <b>9.</b>   | <b>Finance, Audit and Legal</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>9.1</b>  | <p><b>To approve the accounts payments and finance pack to 19<sup>th</sup> December 2024</b></p> <p>RESOLVED: The accounts and finance pack to 19<sup>th</sup> December 2024 and the payments were reviewed and approved as shown in <a href="#">Appendix A</a>.</p>                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>9.2</b>  | <p><b>To receive and approve the bank statement, reconciliation, balance sheet and IvE report to 30<sup>th</sup> November 2024</b></p> <p>RESOLVED: The bank statement, reconciliations, balance sheet and IvE report to 30<sup>th</sup> November 2024 was reviewed and approved.</p>                                                                                                                                                                                                                                                                                                                                                                                |
| <b>9.3</b>  | <p><b>To approve the budget and precept for 2025/26</b></p> <p>RESOLVED: The budget for 2025/26 was fully discussed and approved. It was agreed that the precept required for 2025/26 will be <u>£48,400</u>. Clerk to submit the form to RDC. <b>Action 3.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>9.4</b>  | <p><b>To agree and adopt Financial Regulations</b></p> <p>Cllr Robertson had read through the document and made some suggested changes, these were discussed and agreed by all Cllrs. The Clerk will amend the document, and it will come to the January 2025 meeting for final approval. <b>Action 4.</b></p>                                                                                                                                                                                                                                                                                                                                                       |
| <b>9.5</b>  | <p><b>To agree an audit review date with the Clerk</b></p> <p>Cllr Robertson arranged to do an audit review of the Clerk's office and finances on the 15<sup>th</sup> January 2025.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>10.</b>  | <b>Recreation Ground (Playing Field, Playground and Community Pavilion)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>10.1</b> | <p><b>To receive the summary of recreation ground inspections through December 2024</b></p> <p>Cllr Christian reported that the zip wire seat was installed whilst he was there. Cllr Jacques and Harris need the login details for the CCTV at Rec, Clerk to send to them. <b>Action 5.</b> There was a discussion about whether the Council would consider memorial benches and plaques, it was agreed that it is something the Council would consider if a request was sent in to the Council.</p>                                                                                                                                                                |
| <b>10.2</b> | <p><b>To receive an update on the outstanding issues at the Pavilion and Recreation Ground</b></p> <p>The toilets at the recreation ground are still out of service but the Clerk is liaising with the relevant contractors to rectify this.</p>                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>10.3</b> | <p><b>To receive an update on clearing the garage space used by the triangle club</b></p> <p>The Clerk reported that there have been some signs that the space is being cleared but has not received an update so the Clerk will liaise with the relevant person to seek an update. <b>Action 6.</b></p>                                                                                                                                                                                                                                                                                                                                                             |
| <b>10.4</b> | <p><b>To agree to remove the equipment in the pavilion which failed PAT testing</b></p> <p>The Clerk confirmed that following the PAT testing, several leads that are in the boiler room failed. The Clerk has written to the groups asking if they are theirs and no one has taken ownership. Cllrs approved that the Clerk could dispose of the failed items. <b>Action 7.</b></p>                                                                                                                                                                                                                                                                                 |
| <b>10.5</b> | <p><b>To review club fees for 2025-26 and agree setting up a meeting with the clubs</b></p> <p>The club fees for 2025/26 were discussed and it was agreed that due to the running costs of the Pavilion, they need to be increased. Both the Stoolball and Cricket Club will receive a £50 increase, and the Football club will be increased by £100. The Clerk will write to inform the Clubs. <b>Action 8.</b></p>                                                                                                                                                                                                                                                 |

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| <b>10.6</b>                                                     | <b>To discuss and agree grass cutting for 2025</b><br>This was discussed and it was agreed that Cllrs would approve the quote for 2025 cuts with the current contractor and next year when the Clerk goes out to tender, it will be for a 3 year contract which will assist in budget setting for the coming years.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>11.</b><br><b>11.1</b>                                       | <b>Community Engagement</b><br><b>To agree strategic aims and action plans</b><br>Cllr Robertson reported that notes have been circulated from the recent strategy meeting and Cllrs have individual projects to work on, in liaison with the Clerk. It was agreed that the Clerk will contact Fields in Trust to find out what can be done at the Recreation ground. <b>Action 9.</b> Cllr Robertson is going to update the main strategy document with the aim for it to be approved at the January 2025 meeting so it can be shared with the community. <b>Action 10.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>12.</b><br><b>12.1</b><br><br><b>12.2</b>                    | <b>Road safety and Policing</b><br><b>To receive an update on the request for speed limit charges to the North of the village</b><br>Cllr Robertson reported that we have not received an update from ESCC on the approval for a change to a 30mph limit, this will be chased in the New Year. The Clerk reported there has been 3 accidents since the last meeting, the latest being last night which sadly involved the driver being taken to hospital with injuries. The Police attended the scene.<br><b>To receive an update on parking on double yellows corner of Church Road and The Green</b><br>The Clerk reported that the Traffic Regulation Order (TRO) has now been officially sealed so the double yellow lines are enforceable. The Clerk is going to enquire who enforces. <b>Action 11.</b> <i>It is East Sussex County Council who can enforce parking breaches.</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>13.</b><br><b>13.1</b><br><br><b>13.2</b><br><br><b>13.3</b> | <b>Open Spaces</b><br><b>To receive an update on parking regulations and enforcement options for the Village car park</b><br>The Catsfield Car park is owned by RDC and leased to Catsfield Parish Council. This means that parking enforcement needs to be managed in partnership with RDC. The Clerk will arrange a meeting in the new year with the RDC officer who manages cars parks, our district Cllr Pearce and Cllr Wilson who holds the portfolio for open spaces. <b>Action 12.</b> It was noted that RDC would only enforce once signage of the parking rules have been installed, it was agreed by all Cllrs that parking rules will be to limit parking stays to 72 hours, with no return within a further 72 hours. This will prevent long term parking but retain parking for residents and visitors for up to 3 days. Vehicles not complying with the rules may be removed at the owner's expense and/or have fines applied. The Clerk is going to liaise with Burwash PC to use similar wording from their signage and get a quote from a supplier for the next meeting. <b>Action 13.</b><br><b>To consider a request from Sussex Outreach Support re storing their multipurpose vehicle</b><br>A request has been received for a multipurpose vehicle, from Sussex Outreach support, to be parked in the village car park for long term. It was agreed that due to the discussions in agenda item 13.1, this would go against the Parish Council's policies and could not be agreed. The Council would be open to limited use of the car park if it can be shown that the vehicle would benefit residents of Catsfield.<br><b>To receive an update regarding the rubbish pile on the corner of Church Road/The Green</b><br>The Clerk has received a response from Southern Housing stating it is not their property. Before the Clerk tries to identify the owner further, a letter will be sent to the property informing them of the complaints received and requesting they clear the pile of rubbish. <b>Action 14.</b> |
| <b>14.</b>                                                      | <b>Items for referral to next agenda / reports / future agenda items / correspondence.</b> <ul style="list-style-type: none"> <li>Final review and approval of Financial Regulations.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

Meeting ended at 21:25

The next Parish Council meeting is Thursday 16<sup>th</sup> January 2025 at 19:00.

Signed:

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Chairman

## Appendix A

### Finance report for 19th Dec 2024 PC meeting

| <u>Payments by Debit Card <i>paid</i> pending authorisation</u>    |                               |                                            |           |
|--------------------------------------------------------------------|-------------------------------|--------------------------------------------|-----------|
| Payment Date                                                       | Payee                         | Payment Details                            | Amount    |
| 21.11.24                                                           | Ricky's                       | Boiler room key cut and key tags x 10      | £12.50    |
| 10.12.24                                                           | Amazon UK                     | Mop with replacement head for Pavilion     | £28.56    |
| <u>Payments by Bank Transfer <i>paid</i> pending authorisation</u> |                               |                                            |           |
| Payment Date                                                       | Payee                         | Payment Details                            | Amount    |
| 06.12.24                                                           | London Hearts                 | Defib and cabinet - match funding          | £900.00   |
| <u>Payments by Bank Transfer pending authorisation</u>             |                               |                                            |           |
| Payment Date                                                       | Payee                         | Payment Details                            | Amount    |
| 19.12.24                                                           | Parochial Church of Catsfield | Purchasing poppy wreath                    | £20.00    |
| 19.12.24                                                           | John O'Connor                 | Grass cutting under charge April-Oct       | £1,058.40 |
| 19.12.24                                                           | ESALC Ltd                     | New Cllr course                            | £48.00    |
| 19.12.24                                                           | Uniserve                      | Domain fee [24mths]                        | £17.62    |
| 19.12.24                                                           | ML Services                   | Boiler repair and service at Pavilion      | £390.00   |
| 19.12.24                                                           | Uniserve                      | IT charges November 2024                   | £47.64    |
| 19.12.24                                                           | HMRC                          | Tax and NI - December 2024                 | £308.18   |
| 19.12.24                                                           | Vicki Rutt                    | December 2024 salary                       | £1,062.17 |
| 19.12.24                                                           | Battle Building Company       | Works at Recreation ground                 | £67.50    |
| 19.12.24                                                           | Catsfield Village Hall        | Annual hire charge                         | £310.00   |
| 19.12.24                                                           | Playdale Playgrounds          | Final invoice following zip wire install   | £510.41   |
| 19.12.24                                                           | Uniserve                      | IT charges December 2024                   | £47.64    |
| 19.12.24                                                           | Viking                        | Stationary order for Clerk & history group | £45.32    |
| 19.12.24                                                           | Vicki Rutt                    | Mileage Q3                                 | £103.50   |
| <u>Payments by direct debit for authorisation</u>                  |                               |                                            |           |
| Date                                                               | Payee                         | Payment Details                            | Amount    |
| 26.11.24                                                           | Npower                        | Streetlight October 2024                   | £233.71   |
| 28.11.24                                                           | J M Waste                     | Monthly charge for Nov 2024                | £76.44    |
| 02.12.24                                                           | Rother District Council       | Monthly car park charge                    | £61.00    |
| 13.12.24                                                           | NEST                          | Pension December 2024                      | £97.74    |
| 18.12.24                                                           | Castle Water                  | Pavilion water Nov 2024                    | £25.11    |
| <u>Acknowledge receipt of monies</u>                               |                               |                                            |           |
| 11.11.24                                                           | Catsfield Cricket Club        | 2024/25 fees                               | £225.00   |
| 18.11.24                                                           | Catsfield Stoolball Club      | 2024/25 fees                               | £200.00   |
| 27.11.24                                                           | McLarens UK                   | Pavilion insurance claim                   | £2,981.50 |