



CATSFIELD PARISH COUNCIL

Clerk & RFO:
Mrs Vicki Rutt
The Village Hall, Church Road,
Catsfield, East Sussex,
TN33 9DP
Phone 07483 306519
Email clerk@catsfieldpc.co.uk
Website www.catsfieldpc.co.uk

Minutes of Catsfield Parish Council Meeting held on Thursday 20th February 2025 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), Cllr Field (ESCC), Cllr Pearce (RDC) and one member of the public.

PARISH COUNCIL MEETING MINUTES	
1.	To receive apologies for absence None.
2.	To approve the minutes of the Parish Council meeting held on the 16th January 2025 RESOLVED: The minutes were approved and signed.
3.	To receive declarations of interest on agenda items None.
4.	Public Questions A resident asked about relocating the rarely used millennium bench from the Stream as it is rotting away. This will be placed on the action list for later in year. Action 1.
5.	To receive reports from County Cllr Kathryn Field (ESCC) & District Cllr Chas Pearce (RDC) ESCC – Cllr Field reported that the budget has been set and there is a council tax increase of 4.99%. Adult social cuts are not as bad as first thought, statutory services remain. It was suggested that the £1.65m not spent on elections next year could be spent on adult social care but this was declined. The final budget is being confirmed next Tuesday 25 th February. Non statutory services such as homelessness, will sadly be affected. RDC - Cllr Pearce reported that there was a £25,000 winner on the Rother lottery last week. There are 90 good causes that are registered and out of the £1 per ticket, 60p goes to the causes. It has been confirmed that the Council tax has been increased by 2.9%. The devolution consultation came out this week, everyone is encouraged to complete. Car park charges are going for decision next week for the Bexhill and Battle car parks.
6.	Planning and Enforcement <u>Appeal for APP/U1430/C/24/3353014 /3045 - Glebelands, Potmans Lane, Catsfield, East Sussex, TN33 9BH</u> Without planning permission, the material change of use of the Land from agriculture and as a camping and caravanning site to a mixed use for agriculture, camping and caravanning, and for permanent residential purposes. No further comments to be submitted.
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. The CCLA form was completed and approval given for the Clerk to be the main contact and Cllrs Robertson and Christian to be the authorised signatories. Clerk to submit the application. Action 2.
7.2	To agree signage proof and quote for Parish Assembly The Clerk had obtained a proof of proposed signage on large boards to go either side of the village to promote the Parish Assembly. The company would put them out 2 weeks prior and collect them. The quote was for £100. This was approved. Clerk to place the order. Action 3.
7.3	To receive an IT update following the earlier meeting with company Clerk updated that everyone is now on the .gov.uk email system. It will be published widely that the Council have new email addresses. The website is going to remain the same, but the Clerk is able to fully update now and will do so when the correct information is received.
7.4	To approve the Clerk completing her probationary period All Cllrs agreed that the Clerk has passed her probationary period, and she was thanked for all her hard work. Cllr Robertson signed the letter informing the Clerk.
7.5	To agree the 2025 meeting dates The 2025 meeting dates were approved and will be updated on the PC website and social media. Action 4.

7.6	To discuss and agree to join the Civility & Respect pledge. All Cllrs discussed and agreed to join the Civility and Respect pledge. The Clerk will complete the relevant form. Catsfield PC will now be registered on their map and all Cllrs will attend Code of Conduct training on the 6 th March at 19:00. Clerk will book this. Action 5.
8.	Finance, Audit and Legal
8.1	To approve the accounts payments and finance pack to 20th February 2025 RESOLVED: The accounts and finance pack to 20 th February 2025 and the payments were reviewed and approved as shown in Appendix A .
8.2	To receive and approve the bank statement, reconciliation, balance sheet and IvE report to 31st January 2025 RESOLVED: The bank statement, reconciliations, balance sheet and IvE report to 31 st January 2025 was reviewed and approved.
8.3	To note and agree the NALC pays scales 2024/25 RESOLVED: The NALC pay scales for 2024/25 and the back pay was noted and approved.
8.4	To discuss request from Cricket Club regarding 2025/26 fees RESOLVED: To defer the increase in fees for the Cricket Club to 2026.
9.	Recreation Ground (Playing Field, Playground and Community Pavilion)
9.1	To receive the summary of recreation ground inspections through February 2025 Cllr Wilson updated that she did the inspection and reported on issues identified but all have since been rectified.
9.2	To discuss tree survey quotes and agree contractor The Clerk reported that she went out to tender, and 4 quotes were received. Cllrs received contractors A-D with no company details along with what service they could offer and costs associated. Cllrs chose Contractor D who will undertake a tree inspection, tag the trees, produce a location plan and recommendations for works required along with a full report for £390 + VAT. It was agreed the fir tree in the car park should also be included. Clerk to arrange this with the contractor. Action 6.
9.3	To discuss and agree an inspection rota for the Rec for 2025 A new rota for 2025 was agreed amongst Cllrs and the Clerk will update and circulate. Action 7.
9.4	To receive an update on decarbonising the Pavilion Cllr Wilson updated on two recent meetings she held about decarbonising the Pavilion. Both have offered a free service to look into this further, they just need some additional information which Cllrs agreed they could have. Clerk to action. Action 8. Cllrs Wilson and Harris will look into the booklet which covers other possible solutions and report back. Action 9.
9.5	Consider request for a memorial bench or tree on the Recreation ground A request has been received to put a memorial item on the recreation ground. Cllrs discussed and agreed they would possibly agree to a plaque on an existing bench, but they would like to know who it is for and what is the link to Catsfield. The Clerk will liaise. Action 10.
10.	Community Engagement
10.1	To agree next steps on strategic aims Cllr Harris updated that she went to see the farm about a possible community garden, she is waiting to hear back from them. It was agreed that each Cllr would create a document with an update on the area they are leading on for the March 2025 meeting ready for presenting at the Parish Assembly. Action 11.
10.2	To discuss promoting the Parish Councillor vacancies It was agreed that promotion would be done in the usual way for the 2 current Parish Councillor vacancies; poster on noticeboards, social media, word of mouth and at the Parish Assembly.
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 reported that we are waiting to hear from ESH further to our response to their latest report. Cllr Wilson raised comments in a recent CQC report for the care home stating the residents should be going out regularly, but since COVID there seems to be a reluctance. This may well be due to the footpaths. It could be considered they are having their human rights impeded by it not being safe for them to leave. Clerk to forward this information to ESH. Action 12. Clerk is liaising with ESH to find out if we have to wait for the whole proposal to be agreed or whether parts that have been approved already can be moved to the next stages. Action 13.
12.	Open Spaces
12.1	To receive an update on parking regulations and enforcement options for the Village car park Cllr Robertson updated that we have vehicles that should not be in the car park but we do not appear to have the power to enforce if rules are broken. We will only have 2/3 vehicles a year to enforce. It was decided to create signage to set out the rules on parking and continue to work with RDC and take legal advice to enable

12.2	enforcement and to discourage long stays. RDC will need to approve any signage due to a condition in the lease. Cllrs to receive the car park sign brief and discuss at the next meeting. Action 14. To discuss streetlight process, costings and agree next steps The Clerk updated that Catsfield has 11 streetlights that still need to be changed to LED lanterns. This will significantly reduce the electricity charges each month, and is in line with our carbon reduction strategy. It was
12.3	agreed that the Clerk would proceed, and this will be funded by CIL money. Action 15. To discuss who will respond to the survey requesting Parish Council views on the East Sussex Rights of Way Access Plan Cllr Wilson agreed to do this. She will pull together a draft response which will be shared with Cllrs for approval prior to submitting. Action 16.
13.	Items for referral to next agenda / reports / future agenda items / correspondence. - Car park signage quote - Volunteer village morning

Meeting ended at 20:30

The next Parish Council meeting is Thursday 20th March 2025 at 19:00.

Signed:

.....
Chairman

Appendix A

Finance report for 20th February 2025 PC meeting

<u>Payments by Debit Card paid pending authorisation</u>			
Payment Date	Payee	Payment Details	Amount
03.02.25	Boiler Juice	Oil for Pavilion	£496.93
12.02.25	Microsoft	Monthly charge for 365	£1.99
<u>Payments by Bank Transfer paid pending authorisation</u>			
Payment Date	Payee	Payment Details	Amount
None			
<u>Payments by Bank Transfer pending authorisation</u>			
Payment Date	Payee	Payment Details	Amount
20.02.25	Vicki Rutt	February 2025 salary	£1,062.17
20.02.25	HMRC	Tax + NI for Feb 2025	£308.18
20.02.25	Uniserve	IT charges	£47.64
20.02.25	Lydan Services	Replace electrical box cover at Pavilion	£115.00
20.02.25	Evergreen Garden Solutions	Car park works	£450.00
<u>Payments by direct debit for authorisation</u>			
Date	Payee	Payment Details	Amount
21.01.25	e-on Next	Pavilion electricity Dec 2024	£104.40
21.01.25	NEST	Pension Jan 2025	£97.74
21.01.25	Castle Water	Pavilion water Dec 2024	£25.31
27.01.25	N Power	Streetlights dec 2024	£286.94
28.01.25	JM Waste Management	Monthly service charge Jan 2025	£76.44
28.01.25	O2	Clerks phone	£32.40
03.02.25	Rother District Council	Monthly car park charge	£61.00
19.02.25	Castle Water	Pavilion ater	£27.69
<u>Acknowledge receipt of monies</u>			
13.01.25	HMRC	VAT refund	£903.60
27.01.25	Vicki Rutt	Old Clerk phone recycle	£30.00