



CATSFIELD PARISH COUNCIL

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

Cllrs in attendance: Cllr Des Christian (Vice Chair), Cllr Sharon Harris and Cllr Diane Wilson.

Also in attendance: Mrs Vicki Rutt (Clerk), Cllr Pearce (RDC) and two members of the public.

Clerk & RFO:

Mrs Vicki Rutt
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PARISH COUNCIL MEETING MINUTES	
1.	To receive apologies for absence Apologies were received and accepted from Cllr Robertson, Cllr Jacques and Cllr Field.
2.	To approve the minutes of the Parish Council meeting held on the 20th of February 2025 RESOLVED: The minutes were approved and signed.
3.	To receive declarations of interest on agenda items Cllr Christian declared a personal interest in agenda item 7.1.
4.	Public Questions A resident asked to speak about a planning application that has appeared on the system. <u>RR/2024/2210/P for Henley Down House - Land South West of, Watermill Lane, Catsfield TN33 9BN.</u> <i>Outline application for the proposed erection of self-build dwelling with all matters reserved except access, layout and scale.</i> A resident read through their objection letter and explained it has been submitted to RDC. The Clerk explained that the Parish Council had not been officially consulted and has requested a deadline extension. Cllr Pearce confirmed that the Planning department are behind at the moment. The Clerk was asked to note in the minutes by a resident that there is a vacancy for a school crossing patrol person.
5.	To receive reports from County Cllr Kathryn Field (ESCC) & District Cllr Chas Pearce (RDC) RDC - Cllr Pearce reported that devolution is taking up a lot of time. There was an extraordinary meeting held last night on the devolution as an interim report needs to be in by the 21 st March 2025. Regarding the recent Council tax bill, to send the 47,000 out by post, this costs RDC £47k, this could be done online which would save money. The deadline for the new housing strategy consultation is the end of the month.
6.	To discuss and agree how to proceed with the below consultations:
6.1	<u>Devolution Consultation</u> – the deadline is the 13/04/2025. It was agreed that all Cllrs to submit their own personal response and then Cllr Christian is going to draft a response on behalf of CPC. Action 1.
6.2	<u>Rother District Council Housing survey</u> – the deadline is the 31/03/2025. It was agreed that Cllr Christian will look at this and draft a response on behalf of CPC. Action 2.
7.	Planning and Enforcement
7.1	<u>RR/2025/59/P for Pantiles, Skinners Lane, Catsfield TN33 9DN</u> Proposed single storey side and rear extension <i>Cllr Christian had to give a personal interest so could not discuss and therefore was not quorate for this item. It has also been approved by RDC since publishing the agenda.</i>
7.2	<u>RR/2025/300/P for Horns Hill Bungalow, Horns Corner, Catsfield TN33 9DT</u> Demolition of existing dwelling and erection of new dwelling <i>The Parish Council support this application as it is replacing a dilapidated house with a new one with no change to the existing footprint.</i>
8.	Clerks & Admin Matters
8.1	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.
8.2	To agree Clerks annual leave carry over to 2025/26 The Clerk explained that since starting as the Clerk in July 2024 she has been very busy and therefore has not thought about taking annual leave other than at Christmas time. The Clerk has 11.4hrs left to take for 2024/25. All Cllrs agreed that she could carry this over and the Clerk confirmed she will plan her annual leave better.

9.	Finance, Audit and Legal
9.1	To approve the accounts payments and finance pack to 20th March 2025 RESOLVED: The accounts and finance pack to 20 th March 2025 and the payments were reviewed and approved as shown in Appendix A .
9.2	To receive and approve the bank statement, reconciliation, balance sheet and IvE report to 28th Feb 2025 RESOLVED: The bank statement, reconciliations, balance sheet and IvE report to 28 th February 2025 was reviewed and approved.
9.3	To agree the adding and removal of signatories on the banking mandate RESOLVED: It was agreed that Cllr Christian would be added to the banking mandate and 4 people were removed who are no longer with the Parish Council.
10.	Recreation Ground (Playing Field, Playground and Community Pavilion)
10.1	To receive the summary of recreation ground inspections through March 2025 Cllr Jacques was unable to attend the meeting so the report will be discussed at the April meeting. Cllr Harris raised a concern with the spring on the zip wire. The Clerk will liaise with Playdale for a repair quote and Cllrs Harris and Jacques will look at how they can decommission the zip wire until it is repaired. Action 3. Cllrs Harris and Wilson recently walked about the Recreation Ground and noticed that in the woodland and stream, there are a lot of dumped items that need clearing. It will be an item for the April meeting to discuss how to proceed with this area. Action 4.
10.2	Consider request for a memorial bench or tree on the Recreation ground The Cllrs reviewed the request, and it was agreed that a plaque could be added to a bench on the Recreation ground due to the links to Catsfield. Clerk to arrange. Action 5.
10.3	To receive an update on the decarbonising project at the Pavilion Cllr Wilson confirmed that all the energy information that Net Zero and Energise Sussex requested has now been sent to them, they have confirmed it will be some time until they send their reports back. When this is done, it will be an agenda item to discuss the reports and consider next steps.
11.	Community Engagement
11.1	To receive an update on strategic aims Cllr Harris met with the person at the farm about possible land for a community garden, they are keen that a field is used for this purpose but there have been no discussions yet on cost and contracts. The next steps are to see what interest there is from residents on having a community garden. Cllr Harris will be raising this at the Parish Assembly.
12.	Road safety and Policing
12.1	To receive an update on the request for speed limit charges to the North of the village Clerk reported that she had liaised with the community match funding team to ask what items can be implemented now whilst we continue to discuss the S bends. Frustratingly the response back from ESH was confusing so an in-person meeting has been requested, and we are awaiting dates from ESCC.
13.	Open Spaces
13.1	To receive an update on parking regulations and enforcement options for the Village car park The Clerk updated that it is still not known whether the village car park is classed as a public or private car park. There are different rules attached to both, so we need to know which one we are to follow the correct rules and know which options are available. RDC have been unable to assist at the moment, Cllr Pearce suggested going back to the Head of Car Parks and the Chief Executive as they should know this as the car park landlord. Action 6.
14.	Items for referral to next agenda / reports / future agenda items / correspondence. Recreation ground improvement ideas from Cllr Harris and Cllr Wilson

Meeting ended at 20:03

The next Parish Council meeting is Thursday 17th April 2025 at 19:00.

Signed:

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Chairman

Appendix A

Finance report for 20th March 2025 PC meeting

<u>Payments by Debit Card <i>paid</i> pending authorisation</u>			
Payment Date	Payee	Payment Details	Amount
05.03.25	Post Office	Envelope & priority delivery for CCLA form	£9.85
05.03.25	Nisbets Ltd	Cleaning products for Pavilion	£34.75
12.03.25	Microsoft 365	Monthly charge <i>*will now be cancelled</i>	£1.99
<u>Payments by Bank Transfer <i>paid</i> pending authorisation</u>			
Payment Date	Payee	Payment Details	Amount
21.02.25	Sharon Harris	Reimbursement for tree shielf	£9.96
<u>Payments by Bank Transfer pending authorisation</u>			
Payment Date	Payee	Payment Details	Amount
20.03.25	Vicki Rutt	March 2025 salary	£1,062.17
20.03.25	HMRC	Tax + NI March 2025	£308.18
20.03.25	Vicki Rutt	Mileage claim Q4 2024/25	£63.00
20.03.25	Victoria Robertson	Pavilion cleaning	£50.00
20.03.25	Uniserve	IT for March 2025	£47.64
20.03.25	Uniserve	Cllr/Clerk IT set up on 20th Feb	£88.80
20.03.25	TS Electrical Services Ltd	Wiring in new defib into Village Hall	£270.00
<u>Payments by direct debit for authorisation</u>			
Date	Payee	Payment Details	Amount
25.02.25	NEST pension	Pension Feb 2025	£97.74
26.02.25	O2 Business	Clerks phone	£32.40
26.02.25	Npower	Streetlights Jan 2025	£305.07
28.02.25	J M Waste	Monthly charge for Feb 2025	£76.44
03.03.25	Rother District Council	Monthly car park charge	£61.00
18.03.25	E-on	Pavilion electricity Feb 2025	£135.52
19.03.25	Castle Water	Pavilion water	£22.32
<u>Acknowledge receipt of monies</u>			
03.03.25	Boiler Juice	Partial refund due to not using all oil	£122.85
20.03.25	Catsfield Football Club	Club fees	£400.00