



CATSFIELD PARISH COUNCIL

Minutes of Catsfield Parish Council Meeting held on Thursday 17th April 2025 at 19:00 in Hermon Cottage, Church Road, Catsfield, TN33 9DP.

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

Also in attendance: Mrs Vicki Rutt (Clerk) and Cllr Field (ESCC)

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 and Cllr Pearce.
2.	To approve the minutes of the Parish Council meeting held on the 20th of March 2025 RESOLVED: The minutes were approved and signed.
3.	To receive declarations of interest on agenda items None.
4.	Public Questions None.
5.	To receive reports from County Cllr Kathryn Field (ESCC) & District Cllr Chas Pearce (RDC) RDC – Cllr Field reported that they have some levelling up money, there was a plan for spending, but the funds can now be repurposed for other projects. ESCC – Cllr Field reported that social services made some cuts at a centre in Eastbourne, it is going back to Full Council in May for a re-decision. ESCC have voted that they will support the new unitary authority, all but 1 member supported.
6.	Planning and Enforcement
6.1	An extension request has been made to RDC for this application. The Parish Council will submit comments. RR/2024/2210/P for Henley Down House - Land South West of, Watermill Lane, Catsfield TN33 9BN. Outline application for the proposed erection of self-build dwelling with all matters reserved except access, layout and scale. <i>It was agreed that the PC would submit an email stating they agree with all comments made in the letters from residents and do not support the application.</i>
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.
8.	Finance, Audit and Legal
8.1	To approve the accounts payments and finance pack to end of year 2024/25 RESOLVED: The accounts and finance pack to 31 st March 2025 and the payments were reviewed and approved as shown in Appendix A . The end of year finance update will be on the May meeting agenda.
8.2	To approve the accounts payments and finance pack to 17th April 2025 RESOLVED: The accounts and finance pack to 17 th April 2025 and the payments were reviewed and approved as shown in Appendix B .
8.3	To receive and approve the bank statement, reconciliation, balance sheet and IvE report to 31st March 2025 RESOLVED: The bank statement, reconciliations, balance sheet and IvE report to 31 st March 2025 was reviewed and approved.
8.4	To approve using Pat Buckle for the internal audit process for 2024/25 RESOLVED: It was agreed that Pat Buckle would be asked to do the internal audit for 2024/25 and the Council note that that will be her 5 th year, so a new auditor needs to be secured moving forward. Clerk will obtain quotes. Action 1.
9.	Recreation Ground (Playing Field, Playground and Community Pavilion)
9.1	To receive the summary of recreation ground inspections through April 2025 March 2025 – Cllr Jacques updated that the car park area needs a tidy up. Discuss at the next meeting. Action 2. April 2025 – Cllr Christian updated that all is well.

9.2	To receive an update on the decarbonising project at the Pavilion Cllr Wilson provided a summary document on the reports received so far. One report shows the minimal usage and if going to maximise, should consider evening use of the Pavilion. There was a discussion about the water as the showers currently use oil so there is going to be an assessment based on possibly installing a pump for the water. The other assessment for the solar panels were more positive and Cllr Wilson is going to continue to find out more information on this and research available grants. Cllr Wilson needs to know how old the boiler is so Clerk will find out and report back. Action 3.
9.3	To consider a request for use of the recreation ground This was discussed and approval of use was agreed as long as an official agreement is signed, Katy to unlock the gate and a £100 annum admin fee. RESOLVED: Approved and Clerk to liaise with requestor. Action 4.
9.4	To ratify approval for the zip wire repair quote Clerk explained that it had to be approved due to timescale and was within her agreed financial scales. All Councillors agreed the quote. RESOLVED: Zip wire repair quote approved.
9.5	To discuss and consider improvement ideas for the Recreation ground Cllr Wilson reported that her and Cllr Harris reviewed the recreation ground, and the PC do own beyond the stream. It was discussed that if it could be tidied, it could be used as a lovely area for a nature trail, children from the school and preschool could visit etc. It was agreed that the recreation ground is under used and a discussion took place on how the PC could engage visitors i.e. an area for picnic tables, coffee mornings, a boules pitch. It was agreed these ideas would be raised at the Parish Assembly to see if there is any interest.
10.	Community Engagement
10.1	To receive an update on strategic aims There is no update on the allotment garden yet, but Cllr Harris reported that she is going to raise at the Parish Assembly to see how much interest there is. The Clerk confirmed that all invites have gone out to all groups. There was a discussion on the recent recruitment drive undertaken by the Cricket Club, and it was agreed Clerk to speak to them to see if the PC can support them further, possibly an open day in August. Clerk to liaise. Action 5.
11.	Road safety and Policing
11.1	To receive an update on the request for speed limit charges to the North of the village Clerk reported that a meeting is being held at the end of April so will have an update at the next meeting. Cllr Wilson noted that she has seen more people using the footpaths which are dangerous and need action taken ASAP on the S bends.
12.	Open Spaces
12.1	To receive an update on parking regulations and enforcement options for the Village car park Clerk reported there is a phone call in the diary with car park officer next month so she is hopeful she may receive an update on where the PC stand with the car park being private or public.
13.	Items for referral to next agenda / reports / future agenda items / correspondence. • Tree report • Stream area on the Rec

Meeting ended at 20:00

The next Parish Council meeting is Thursday 15th May 2025 at 19:00.

Signed:

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Chairman

Appendix A

Finance report for 21st March - 31st March EOY 2024/25

<u>Payments by direct debit for authorisation</u>			
Date	Payee	Payment Details	Amount
25.03.25	NEST pension	Pension March 2025	£97.74
26.03.25	O2 Business	Clerks phone	£32.40
26.03.25	Npower	Streetlights Feb 2025	£265.43
28.03.25	J M Waste	Monthly charge for March 2025	£76.44

End of Year Finances completed for 2024/25

Appendix B

Finance report for 17th April 2025 PC meeting

<u>Payments by Debit Card <i>paid</i> pending authorisation</u>			
Payment Date	Payee	Payment Details	Amount
08.04.25	Mutts Butts	replacement dog waste bags	£165.70
<u>Payments by Bank Transfer <i>paid</i> pending authorisation</u>			
Payment Date	Payee	Payment Details	Amount
None			
<u>Payments by Bank Transfer pending authorisation</u>			
Payment Date	Payee	Payment Details	Amount
17.04.25	Vicki Rutt	April 2025 salary	£1,033.29
17.04.25	HMRC	Tax + NI April 2025	£453.94
17.04.25	Playdale	50% deposit for zip wire repair	£296.75
17.04.25	John O'Connor	Grass cutting April 2025	£380.95
17.04.25	Victoria Robertson	Pavilion cleaning	£50.00
17.04.25	Uniserve	Domain for one year	£48.10
17.04.25	Uniserve	IT charges for April 2025	£47.64
17.04.25	Rialtas	Finance software for 1 year	£243.60
17.04.25	Rialtas	Making Tax Digital for VAT software	£139.20
17.04.25	CLlr Sharon Harris	Reimbursement for materials for zip wire	£12.90
17.04.25	Maiden Accountancy services	Payroll Q1 2025/26	£36.00
17.04.25	Streetlights	LED upgrade project	£4,818.00
17.04.25	eSALC Ltd	eSALC and NALC subs 2025/26	£266.33
17.04.25	Rother District Council	Bins Q1 2025/26	£579.80
<u>Payments by direct debit for authorisation</u>			
Date	Payee	Payment Details	Amount
01.04.25	Rother District Council	2 mthly payments of car park charge	£111.28
17.04.25	Castle Water	Pavilion water March 2025	£27.69
<u>Acknowledge receipt of monies</u>			
01.04.25	Rother District Council	Precept part 1	£24,200.00
04.04.25	Co-Op Bank	Interest on savings account	£570.87