



CATSFIELD PARISH COUNCIL

To: All Council Members of Catsfield Parish Council
You are hereby summoned to attend the meeting
of the **Parish Council** on **Thursday 15th May 2025 at 19:00**
in Hermon Cottage, Church Road, Catsfield TN33 9DP

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

Meeting called 9th May 2025

The press and members of the public are encouraged to attend and are reminded that they must remain silent when the meeting is in progress unless invited by the Chairman to speak or to ask public questions at the start of the meeting

Item no.	ANNUAL STATUTORY MEETING AGENDA	
1.	Election of Chairman for the ensuing year and to receive their declaration of acceptance of Office	
2.	Election of Vice-Chairman for the ensuing year	
3.	To receive apologies for absence.	
4.	In accordance with the Code of Conduct to receive any personal or pecuniary declarations of Members interests and to receive any written dispensation requests for granting	
5.	To review and adopt Standing Orders Appendix 5 AGM	
6.	To review and adopt Financial Regulations. Appendix 6 AGM	
7.	To review and confirm Risk Register Appendix 7 AGM	
8.	Review of the Council's and/or employees' memberships of other bodies. a. RALC b. East Sussex ALC Ltd & NALC c. Society of Local Council Clerks	
9.	To review and adopt the Council's following key documents: a. Handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 Appendix 9a AGM b. Council's complaints procedure Appendix 9b AGM c. Council's policy for dealing with the press/media Appendix 9c AGM d. Document Retention Policy Appendix 9d AGM e. CCTV Policy Appendix 9e AGM	
10.	To review and agree Members areas of lead responsibility: • Open Spaces • Highways, Traffic and Police • Finance • Community Pavilion, Playing Field and Play Area	
11.	To review and agree member representatives to outside bodies: • RALC • ESALC • Village Hall Committee	

*** End of Annual Statutory General Meeting ***

	PARISH COUNCIL MEETING AGENDA	
Item	Agenda Item	
1.	To receive apologies for absence	
2.	To approve the minutes of the Parish Council meetings held on the 16 th April 2025	
3.	To receive declarations of interest on agenda items	
4.	Public Questions relevant to items on the agenda	
5.	To receive reports from County Cllr Kathryn Field (ESCC) & District Cllr Chas Pearce (RDC)	KF / CP
6.	Planning and Enforcement	
6.1	RR/2025/537/P for Anchor Cottage, Horns Corner, Catsfield TN33 9DT Erection of annexe for family member to previously approved dwelling at Anchor Cottage (Plot 2)	
7.	Clerks & Admin Matters	Clerk
7.1	To receive and consider the Clerk's action log Appendix 7.1	
7.2	To discuss and consider changes to the Parish Council website Appendix 7.2	
8.	Finance, Audit and Legal	Clerk/KR
8.1	To approve the accounts payments and finance pack to 15 th May 2025 Appendix 8.1	
8.2	To receive and approve the bank statement Appendix 8.2a , reconciliation Appendix 8.2b , balance sheet Appendix 8.2c and Income v Expenditure report Appendix 8.2d to 30 th April 2025	
8.3	To review and approve the Asset Register Appendix 8.3	
8.4	To receive and note the year-end financial figures for 2024/25 Appendix 8.4	
8.5	To note the Q4 VAT submission for 2024/25 Appendix 8.5	
8.6	To receive and note any recommendations from the Internal Auditor report for 2024/25 Appendix 8.6	
8.7	To note and approve Section 1 of the AGAR 2024/25 Appendix 8.7	
8.8	To note and approve Section 2 of the AGAR 2024/25 Appendix 8.8	
8.9	To note and approve the Provision for Public Rights form Appendix 8.9	
8.10	To decide how to proceed with electricity plan at Pavilion Appendix 8.10	
8.11	To consider a grant application from the Village Hall	
8.12	To discuss and agree any movements in EMR pots and funds to the new CCLA account	
10.	Recreation Ground (Playing Field, Playground and Community Pavilion)	SH/SJ
10.1	To receive the summary of recreation ground inspections through May 2025	
10.2	To receive an update on the decarbonising project at the Pavilion Appendix 10.2	
10.3	To consider a request for use of the recreation ground for a possible Village Fete Appendix 10.3	
10.4	To discussed ongoing issues with the zip wire and how to proceed if further damage Appendix 10.4	
10.5	To note the receipt of recent tree report and agree next steps Appendix 10.5	
10.6	To discuss and agree how to proceed with the stream area at the Recreation ground	
11.	Community/Engagement	All
11.1	To receive an update on strategic aims	
11.2	To discuss Parish Assembly	
12.	Road safety and Policing	KR
12.1	To receive an update on the request for speed limit charges to the North of the village	
12.2	To discuss installing ESH temporary road speed signs on the S bends Appendix 12.2	
13.	Open spaces	DW
13.1	To receive an update on parking regulations and enforcement options for the Village car park	
13.2	To consider installing a height barrier at the Village car park	
14.	Items for referral to next agenda / reports / future agenda items / correspondence	

Next meeting date:
Thursday 19th June 2025 at 19:00