



CATSFIELD PARISH COUNCIL

Clerk & RFO:
Mrs Vicki Rutt
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**Minutes of Catsfield Parish Council Meeting held on Thursday 15th May 2025
at 19:00 in Hermon Cottage, Church Road, Catsfield, TN33 9DP**

CLLrs in attendance: Cllr Keith Robertson (Chair), Cllr Des Christian and Cllr Sharon Harris

Also in attendance: Mrs Vicki Rutt (Clerk), Cllr Field (ESCC) and 4 members of the public

Item no.	ANNUAL STATUTORY MEETING MINUTES	
1.	Election of Chairman for the ensuing year and to receive their declaration of acceptance of Office RESOLVED: There was one nomination for Chairman. Cllr Robertson was proposed and was elected unopposed. All Cllrs present signed the acceptance of office book.	
2.	Election of Vice-Chairman for the ensuing year RESOLVED: There was one nomination for Vice-Chairman. Cllr Christian was proposed and was elected unopposed.	
3.	To receive apologies for absence. Apologies were received and accepted from Cllr Wilson and Cllr Jacques.	
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 No declarations were received.	
5.	To review and adopt Standing Orders RESOLVED: The Standing Orders were received, reviewed and adopted.	
6.	To review and adopt Financial Regulations. RESOLVED: The Financial Regulations were received, reviewed and adopted.	
7.	To review and confirm Risk Register RESOLVED: The Risk Register was received, reviewed and adopted.	
8.	Review of the Council's and/or employees' memberships of other bodies. a. RALC -RESOLVED: To continue being a member of RALC. b. East Sussex ALC Ltd & NALC - RESOLVED: To continue being a member of ESALC. c. Society of Local Council Clerks - RESOLVED: To continue being a member of SLCC, shared cost with Clerk's other Parish Council.	
9.	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 b. Council's complaints procedure c. Council's policy for dealing with the press/media d. Document Retention Policy e. CCTV Policy All the above policies were reviewed, RESOLVED and ADOPTED.	
10.	To review and agree Members areas of lead responsibility: • Open Spaces Cllr Diane Wilson • Highways and Traffic Cllr Keith Robertson • Finance Cllr Keith Robertson and Cllr Des Christian • Community Pavilion, Playing Field and Play Area Cllr Sarah Jacques and Cllr Sharon Harris	
11.	To review and agree member representatives to outside bodies: • RALC Cllr Keith Robertson and Cllr Sharon Harris	

	• ESALC Cllr Keith Robertson • Village Hall Committee Cllr Sharon Harris	
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*****End of Annual Statutory General Meeting*****

	PARISH COUNCIL MEETING MINUTES
1.	To receive apologies for absence Apologies were received and accepted from Cllr Wilson and Cllr Jacques.
2.	To approve the minutes of the Parish Council meeting held on the 16th April 2025 RESOLVED: The minutes were approved and signed.
3.	To receive declarations of interest on agenda items No declarations were received.
4.	Public Questions A resident enquired whether the Parish Council could look if there was something to be done about the phone signal in the village as it is worrying due to phone lines going digital and residents being able to make calls in emergencies. Cllr Field recommended a person for the Clerk to liaise with. It was agreed both the Chair and Clerk would investigate this to see if anything can be done. Action 1.
5.	To receive reports from County Cllr Kathryn Field (ESCC) & District Cllr Chas Pearce (RDC) RDC – Cllr Field reported that looking at RDC are currently looking at assets that they own. ESCC – Cllr Field reported that it has been quiet as there have been no meetings. Discussions continue about devolution and there is a full Council meeting next week.
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) <i>PC commented: The Parish Council object to this application due to the development of the size of the site and that it could be construed that this is a third dwelling and not an annexe.</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.
7.2	To discuss and consider changes to the Parish Council website The Clerk reported on the current situation with the Parish Council website. It is currently hosted by a generous resident, but it needs to change to a .gov website and does require updating. Our current IT provider a quote to create a new WordPress website and they would host it. To save money, the Clerk would take some time to populate it with all the relevant information. RESOLVED. This was agreed and the Clerk was given approval to proceed with this. Action 2.
8.	Finance, Audit and Legal
8.1	To approve the accounts payments and finance pack to 15th May 2025 RESOLVED: The accounts and finance pack to 15th May 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 Income v Expenditure report to 30th April 2025 RESOLVED: The bank statement, reconciliations, balance sheet and IvE report to 30 th April 2025 was reviewed and approved.
8.3	To review and approve the Asset Register RESOLVED: The Asset Register was reviewed and approved.
8.4	To receive and note the year-end financial figures for 2024/25 RESOLVED: The year-end figures were reviewed and approved. It was agreed the year-end accounts would be published on the Parish Council website. Action 3.
8.5	To note the Q4 VAT submission for 2024/25 The Q4 VAT return for 2024/25 was noted. The Clerk confirmed the payment from HMRC has now been received.
8.6	To receive and note any recommendations from the Internal Auditor report for 2024/25 The internal auditor report for 2024/25 was received and noted. There were no recommendations.

8.7	To note and approve Section 1 of the AGAR 2024/25 RESOLVED: Section 1 of the AGAR 2024/25 was received and reviewed. All approved and was signed by the Chair and Clerk.
8.8	To note and approve Section 2 of the AGAR 2024/25 RESOLVED: Section 2 of the AGAR 2024/25 was received and reviewed. All approved and was signed by the Chair and Clerk.
8.9	To note and approve the Provision for Public Rights form RESOLVED: The dates for the Provision of Public Rights were received and approved, ready for publishing on the 30 th May 2025.
8.10	To decide how to proceed with electricity plan at Pavilion The Clerk explained that the electricity contract for the Pavilion is about to come out of contract and the company are offered some fixed deals. Clerk was asked to try and work out units used and to enquire about the standing charge. Action 4.
8.11	To consider a grant application from the Village Hall Two members of the Village Hall committee attended to speak about the works required at the Village Hall. They have had a meeting with Solar UK and for around 20 solar panels and an 8kw battery, the estimated cost is around £15k. The air con project would be around £10k. It was agreed that the solar project would have the biggest advantage. As there is no rush as the CIL money will not be recalled, it was agreed that the resident and Cllr Wilson would meet to discuss whether the Village Hall and Pavilion could work together on the solar project. Action 5.
8.12	To discuss and agree any movements in EMR pots and funds to the new CCLA account It was agreed that £20k would be kept in the current around and the remaining reserves be moved into the CCLA account for better interest rates. Clerk to investigate the process for this and action. RESOLVED: All funds, other than £20k, be moved into the new CCLA account. Action 6.
9.	Recreation Ground (Playing Field, Playground and Community Pavilion)
9.1	To receive the summary of recreation ground inspections through May 2025 Cllr Robertson reported that the inspection has shown no issues.
9.2	To receive an update on the decarbonising project at the Pavilion Due to the absence of Cllr Wilson, it was agreed to defer to the following month, but Cllr Robertson stated that whilst the costings are interesting, what the Parish Council need to know is what the solar will do for us. We need it to heat all the showers in the Pavilion and run the central heating.
9.3	To consider a request for use of the recreation ground for a possible Village Fete RESOLVED: The request from the Stoolball and Village Hall committees to hold a Village Fete in August 2025 was considered and permission was given for the use of the Pavilion and recreation ground.
9.4	To discussed ongoing issues with the zip wire and how to proceed if further damage Discussions were held around the recent repair to the zip wire and the verbal abuse received by a user of the park towards Cllr Harris. It was agreed that when the zip wire must be taken out of service for H&S concerns, the chair should be totally removed. The Clerk explained that although there has been recent expenditure this is just general wear and tear, as the zip wire has not had any money spent on it for many years. It was agreed that the zip wire would remain. A discussion on users of the park was had and it was agreed that signage on the parking gate stating for children under 14 only should be installed. Clerk to action. Action 7.
9.5	To note the receipt of recent tree report and agree next steps The tree report for the car park showed the tree is fine with no works needed. The tree report for the recreation ground shows some works required, both high and medium priority so Clerk to obtain some quotes. Clerk to do a FB post for contractors. Action 8.
9.6	To discuss and agree how to proceed with the stream area at the Recreation ground It was agreed to defer to the next meeting so both Cllrs Harris and Wilson could share their ideas but a walk path around the outside of the recreation ground was raised by Cllr Harris. The Clerk will enquire from a fellow Clerk as they installed one recently, to get an idea of cost. Action 9.
10.	Community Engagement
10.1	To receive an update on strategic aims There is no update, but it was agreed to receive an update each month would be helpful, so Cllr Robertson is going to design a template. Action 10. It was discussed how the thoughts of the residents about some of the ideas would be obtained, both survey monkey and Google Forms were discussed. The Clerk is going to investigate this further. Action 11. The Clerk reported that she is aiming to send out a newsletter quarterly with the first one being published in July. Action 12.

10.2	To discuss the Parish Assembly It was agreed that the Parish Assembly went well but next year, reports need to be limited to 5 minutes.
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 a meeting was held on the 30 th April and whilst they continue to not grant the request for the s bends as it does not meet their policy, the speed changes for the other section can proceed. ESH now have all the relevant information, and it will either be taken to the Lead Member Meeting in June 2025 or December 2025. Once approved by them, it will take up to 12/18 months to process and install.
11.2	To discuss installing ESH temporary road speed signs on the S bends The Clerk explained that ESH can issue Parish Councils large A1 sized ‘speed slow’ signage in various styles to put up around the village, but locations must meet a certain criteria. It was agreed that these could be installed in the S bends to try and slow down drivers. Clerk will do a Facebook post to see if any residents living in that specific area would like to assist with putting signage up if their locations meet criteria. Action 13.
12.	Open Spaces
12.1	To receive an update on parking regulations and enforcement options for the Village car park Clerk reported that Rother District Council can’t state whether it is a public or private car park, this has even gone through their legal department, and it is a grey area. Discussions took place whether the Parish Council could extend the lease to cover the whole car park including the small section in the corner. It was also agreed that the Parish Council would like to commence discussions on the possibility of purchasing the car park due to devolution. Clerk will liaise with the new devolution officer once they have been appointed. Action 14.
12.2	To consider installing a height barrier at the Village car park Discussions took place about installing a height barrier to prevent large vehicles accessing the car park and remaining there for long periods. The Parish Council have the power to install one, would just need to let RDC know. The Village Hall would be in favour of this. The idea of a barrier was agreed in principle and Clerk to do some further research on this. Action 15.
13.	Items for referral to next agenda / reports / future agenda items / correspondence. • None.

Meeting ended at 21:02

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

Signed:

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Chairman

Appendix A

Finance report for 15th May 2025 PC meeting

<u>Payments by Debit Card <i>paid</i> pending authorisation</u>			
Payment Date	Payee	Payment Details	Amount
None			
<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
15.05.25	Vicki Rutt	May 2025 salary	£1,091.05
15.05.25	Signs of Style	Posters for Parish Assembly meeting	£100.00
15.05.25	HMRC	Tax + NI for May 2025	£457.38
15.05.25	Pat Buckle	Internal Audit 2024/25	£200.00
15.05.25	Playdale Playgrounds	Zip wire repair part 2 payment	£296.75
15.05.25	Streetlights	Payment 1 of 2 for Maintenance contract	£330.31
15.05.25	Battle Building Company	Removed old padlock and installed new	£42.99
15.05.25	Uniserve	IT charge May 2025	£47.64
15.05.25	Messy Masons	Jetwashing of Pav and play equipment	£445.00
15.05.25	Victoria Robetson	Pavilion cleaning	£50.00
<u>Payments by direct debit for authorisation</u>			
Date	Payee	Payment Details	Amount
22.04.25	e-on	Pav electricity March 2025	£99.50
22.04.25	NEST	Pension April 2025	£97.74
24.04.25	O2 Business	Clerks phone	£34.20
24.04.25	N-Power	Streetlights March 2025	£251.90
28.04.25	JM Waste	Service charge April 2025	£78.84
01.05.25	Rothe District Council	Monthly car park charge	£51.00
02.05.25	Co-Op	Parish Assembly refreshments	£70.00
<u>Acknowledge receipt of monies</u>			
25.04.25	Rothe District Council	CIL April 2025 payment	£10,630.64
07.05.25	HMRC	Q4 2024/25 VAT refund	£272.27