



CATSFIELD PARISH COUNCIL

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

Cllrs in attendance: Cllr Keith Robertson (Chair), Cllr Sarah Jacques, Cllr Diane Wilson and Cllr Sharon Harris

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

	PARISH COUNCIL MEETING MINUTES
1.	To receive apologies for absence Apologies were received and accepted from Cllr Christian.
2.	To approve the minutes of the Parish Council meeting held on the 15th May 2025 RESOLVED: The minutes were approved and signed.
3.	To receive declarations of interest on agenda items No declarations were received.
4.	Public Questions None.
5.	To receive reports from County Cllr Kathryn Field (ESCC) & District Cllr Chas Pearce (RDC) RDC – Cllr Field reported that the Devolution officer has been appointed, but not yet started the role. ESCC – Cllr Field reported that County have referred themselves to CIPFA - Chartered Institute of Public Finance and Accountancy which is costing them £40k. Cllr Field explained that as the S bends do have footpaths, could pedestrian warning signs be erected to help slow drivers. Clerk will liaise with Jo Reed to see if it is a possibility. Action 1.
6.	Planning and Enforcement
6.1	RR/2025/713/O for Kilnwood Farm, Potmans Lane, Catsfield, TN39 5JL Certificate of lawfulness for proposed development comprising widening of junction bellmouth road, reconstruction of stretch of initial access track and removal and relocation of existing access gate would constitute a material operation in conformity with planning permission WD/2021/1799/MAJ <i>No comments to be submitted.</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. The below points were discussed: - Clerk raised a recreation ground and pavilion hire request, this was agreed but it was resolved that Clerk would look at other local hiring costs. Action 2. - Pavilion decorating quotes were discussed and one was agreed. Clerk to liaise. Action 3. - The boiler room at the Pavilion had the key left in it. Clerk to liaise with the club responsible. Action 4. - Clerk to ask the Church if they would like the old defib once new pads have been sourced. Action 5
8.	Finance, Audit and Legal
8.1	To approve the accounts payments and finance pack to 19th June 2025 RESOLVED: The accounts and finance pack to 19 th June 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 31st May 2025 RESOLVED: The bank statement, reconciliations, balance sheet and IvE report to 31 st May 2025 was reviewed and approved.
8.3	To receive quote and agree to proceed with Mulberry and Co for future internal audits RESOLVED: It was agreed to appoint Mulberry and Co as the new internal auditors. Clerk to liaise. Action 6.
8.4	To note insurance renewal for 2025/26 with Zurich It was noted that the insurance renewal for 2025/56 has been completed.
8.5	To sign paperwork to authorise funds being moved into the CCLA account This will be deferred until July meeting as Cllr Christian is needed to sign the form.

8.6	To agree request from previous Clerks regarding accessing her Clerks gratuity fund RESOLVED: It was agreed to pay a previous Clerk, her gratuity payment, as agreed at the point of her employment and noted in her contract. This is in a reserve account. Clerk to make the payment. Action 7.
9.	Recreation Ground (Playing Field, Playground and Community Pavilion)
9.1	To receive the summary of recreation ground inspections through June 2025 Cllr Wilson reported on the inspection. The issues were noted and are in hand.
9.2	To receive an update on the decarbonising project at the Pavilion Cllr Wilson updated that she will be meeting with David Scott soon about the village hall plans to decarbonise to see if it is worth joining together. All the assessments have been received, and it seems worthy to see what is feasible and get some quotes. There was a discussion about solar panels and the air source heat pump, whilst it was agreed to move away from oil, the question needs answering whether the proposed new equipment could heat all the showers for after a match. Cllr Wilson is going to look into this further and liaise with AiRS. Action 8.
9.3	To discuss and agree how to proceed with the stream area at the Recreation ground Cllr Wilson and Cllr Harris have been discussing ideas for a stream area at the rear of the recreation ground. They are going to meet with the Clerk and Cllr Jacques to look at the site and then they are going to make a plan on how it could look and what could be installed. Action 9. It was discussed that a community clean up day could be arranged.
9.4	To consider tree quotes regarding the recommended tree works at the Recreation ground The Clerk explained that 4 quotes were received. All Cllrs received copies of the tender return along with costs from contractors A-D. Councillors agreed to appoint Contractor D. Clerk to liaise. Action 10.
9.5	To discuss and agree playground gate signage and quote RESOLVED – the new signage for the gate was agreed. Clerk to place the order. Action 11.
10.	Community Engagement
10.1	To receive an update on strategic aims No updates at this time.
10.2	To discuss the storage needs of the History Group Two members of the History Group attended the meeting to explain that they would like the three-corner table removed so the PC filing cabinet could be moved and then a new cupboard to be built for the group to have more storage. Clerk to liaise with the Village Hall committee to ask about removal of the table Action 12 and then speak to PC handyman about creating a 4th cabinet. Action 13. A conversation was held around digitalizing their work, but the ladies explained they only meet once a fortnight and with only 4 members it is a lot of work. The fantastic work the group undertake was discussed and they are planning an exhibition for next year and Clerk will ensure the group is featured on the new website and newsletter once set up. Action 14.
10.3	To receive an update from Cllr Wilson on a recent Parish Meeting Cllr Wilson went through the notes of a Parish meeting she recently attended. She explained it was about climate declarations and the Councils working together better. Cllr Jacques has arranged for Cllr Wilson to be added to the dark skies Council WhatsApp. A Neighbourhood Plan was discussed, and it was agreed it is a lot of work and effort for no specific offering, but it was raised could a group of Councils undertake a plan with a consultant employed to do it. This will be looked into by Cllr Wilson. Action 15.
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 ESH have said that the funding has now been pulled for the matching funding initiative for this project. The Clerk has gone back to challenge this as Catsfield's appraisal was completed in September 2024 so not a 'recent' one and should be honoured. The Clerk will update when ESCC respond. In the meantime, she will update the MP Action 16. Cllr Wilson raised the idea of a petition.
12.	Open Spaces
12.1	To receive an update on parking regulations and enforcement options for the Village car park Cllr Robertson spoke with Robertsbridge who have the same issue as we do; to determine the status of the car park as either private or public and what legal options there are for enforcement for both if RDC will not assist us. The Clerk is waiting to speak to the new devolution officer about having the corner of the car park included in the lease.
12.2	To consider installing a height barrier at the Village car park The Clerk provided an example that had been used at another local Council. Discussions were held and the first question to be asked is whether the community wants a height barrier in the car park. Clerk to ask the village a question on Facebook. Action 17.
13.	Items for referral to next agenda / reports / future agenda items / correspondence. • None.

Meeting ended at 20:40

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

Signed:

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Chairman

Appendix A

Finance report for 19th June 2025 PC meeting

<u>Payments by Debit Card <i>paid</i> pending authorisation</u>			
Payment Date	Payee	Payment Details	Amount
11.06.25	Value Products Ltd	No dog in play area signs x 2	£21.71
<u>Payments by Bank Transfer <i>paid</i> pending authorisation</u>			
Payment Date	Payee	Payment Details	Amount
22.05.25	Zurich Municipal	Insurance renewal 2025/26	£1,286.11
<u>Payments by Bank Transfer pending authorisation</u>			
Payment Date	Payee	Payment Details	Amount
19.06.25	Vicki Rutt	June 2025 salary	£1,062.17
19.06.25	HMRC	Tax + NI for June 2025	£455.66
19.06.25	Broad Oak Tree Consultants	Tree survey and report	£528.00
19.06.25	John O'Connor	Grass cutting May 2025	£380.95
19.06.25	East Sussex County Council	Urban grass cuts for 4 extra	£839.03
19.06.25	Evergreen Garden Solutions	Loral maintenance in car park	£125.00
19.06.25	Satswana	Annual DOP service	£180.00
19.06.25	Uniserve	IT service charge June 2025	£47.64
19.06.25	John O'Connor	Grass cutting June 2025	£380.95
<u>Payments by direct debit for authorisation</u>			
Date	Payee	Payment Details	Amount
20.05.25	NEST	Pension May 2025	£97.74
21.05.25	Eon Next	Pav electricity April 2025	£94.79
21.05.25	Castle Water	Pav water April 2025	£29.49
27.05.25	O2 business	Phone May 2025	£34.20
28.05.25	JM Waste Management	Service charge May 2025	£77.64
02.06.25	Rother District Council	Car aprk monthly charge	£51.00
16.06.25	NEST	Pension June 2025	£97.74
<u>Acknowledge receipt of monies</u>			
None			