



CATSFIELD PARISH COUNCIL

Minutes of Catsfield Parish Council Meeting held on Thursday 18th September 2025 at 19:00 in Hermon Cottage, Church Road, Catsfield, TN33 9DP

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

Also in attendance: Mrs Vicki Rutt (Clerk), Cllr Field (ESCC) and Cllr McLaren (RDC).

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

	PARISH COUNCIL MEETING MINUTES
1.	To receive apologies for absence Apologies were received and accepted from Cllr Jacques.
2.	To approve the minutes of the Parish Council meeting held on the 17th July 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 Nicola McLaren (RDC) ESCC – Cllr Field reported that ESCC are working hard on local government reorganisation. The final submission is being approved next week prior to the deadline. The announcement is likely to be made in the New Year. There is a proposal to not have County Council elections in May 2026. Cllr Robertson updated that RALC are forming a working group on devolution. RDC – Cllr McLaren’s full report can be found in Appendix A . Cllr McLaren reported that RDC were grateful for the completion of the Housing Needs Survey and that CPC are considering piloting a Neighbourhood Plan “light” which would not carry same weight on planning, but it would influence development of local plan, a Parish Priority Statement strengthens the PC case in planning applications. Cllr McLaren also noted that RDC would be open to discuss developing smaller plots in Catsfield which could help to avoid new “estate” type planning. CPC will review these ideas and meet with Cllr McLaren and planning officers to further investigate the potential for both of these ideas to work for Catsfield.
6.	Planning and Enforcement
6.1	<u>RR/2025/1476/P for Poplars Farm, Skinners Lane, Catsfield TN33 9DN</u> Variation of condition 3 imposed on RR/2024/1760/P to amend drawing to include minor external changes, including updated weatherboarding, flue and roof light. <i>PC commented: No objections.</i>
6.2	<u>RR/2025/1491/P for Wylands Farm, Farm Shop, Powdermill Lane, Catsfield TN33 0SU</u> Creation of an overflow car park and the erection of cycle and bin store with associated landscaping and works. <i>PC commented: No objections.</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 payments list to 18th September 2025 RESOLVED: The payments to 18 th September 2025 and the payments were reviewed and approved as shown in Appendix B .
8.2	To receive and approve the bank statement, reconciliation, balance sheet and Income v Expenditure report to 31st July 2025 RESOLVED: The bank statement, reconciliations, balance sheet and IvE report to 31 st July 2025 was reviewed and approved.
8.3	To receive and approve the bank statement, reconciliation, balance sheet and Income v Expenditure report to 31st August 2025 RESOLVED: The bank statement, reconciliations, balance sheet and IvE report to 31 st August 2025 was reviewed and approved.

8.4	Note and approve the Local government services pay agreement 2025/26 and backpay The NALC pay agreement and backpay from April 2025 was noted and Clerk will update payroll. Action 1.
8.5	Discuss and agree the process of the interest from the CCLA investment account RESOLVED: It was discussed and agreed that we will defer decision later in the year, will keep the interest payments going into the main account for now.
9.	Recreation Ground (Playing Field, Playground and Community Pavilion)
9.1	To receive the summary of recreation ground inspections through July 2025 Cllr Christian went through his inspection report. The following actions are required: • Clerk to ask resident to refill the dog waste bags. Action 2. • Clerk to get the benches on the Rec sanded and re-waxed. Action 3. • Clerk to ask the tree surgeon doing the car park works if he will also clear the growth around the recently cut trees in the Recreation ground near the car park. Action 4. • Clerk to ask John O'Connor if they will clear the bracken away to stop it growing through the newly planted cut trees at the back of the ground. Action 5.
9.2	To receive an update on the decarbonising project at the Pavilion Cllr Wilson reported that she is waiting for one more response from one of the companies with some answers to the questions from Cllr Robertson and then it can be a case of obtaining installer quotes and seeing what grants are available.
9.3	To discuss and agree how to proceed with the stream area at the Recreation ground Cllr Wilson reported that she has looked at grants and the National Lottery Community Fund is ideal. It was agreed though that the idea needs further detail on the proposal before we can proceed and for the project to be costed. Clerk to meet with Cllrs Harris and Wilson at the proposed site to discuss further. Action 6.
9.4	To discuss request from Catsfield FC to purchase new football goals for the Recreation ground A request has come for new football goals to be purchased due to the age and wear. Cllr Christian also reported on his recent inspection. It was agreed to buy new posts subject to the Clerk finding suitable quotes. Clerk will look into this and order when prices agreed. RESOLVED: Clerk to look at the prices for replacing the basketball hoop net and the football goals. Clerk to ask handyman to quote for removing and installing new products. Action 7.
10.	Community Engagement
10.1	To receive an update on strategic aims There is nothing to update this month.
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 updated that there is nothing to report at present. It is going to Lead Member (ESCC) for approval on the 20 th October meeting so more will be known after this date.
12.	Open Spaces
12.1	To receive an update on parking regulations and enforcement options for the Village car park Cllr Robertson updated that nothing new to update. The idea of signage was raised again. It was agreed that Clerk would re circulate the car park signage brief for discussion at next meeting to see if approved for Clerk to order and install. Cllr Robertson confirmed that RDC view is that we do have the power to enforce. The Clerk to liaise with other Rother clerks with similar issues to see if there is scope to work together on legal documents. Action 8.
12.2	To consider and approve quote for tree works in the Car Park The recent quote for tree works required in the village car park were approved. RESOLVED: Quote approved and Clerk to action with contractor. Action 9.
12.3	To receive an update on the recent streetlight changes and discuss the recent (lamp posts) service inspection report and associated costings It was agreed that Clerk would speak to the Clerk at Robertsbridge PC to ensure the quotes received are normal for streetlights. If confirmed, Cllrs gave Clerk authority to proceed. RESOLVED: Clerk to proceed with the costs for the service repairs once confirmed. Action 10.
13.	Items for referral to next agenda / reports / future agenda items / correspondence. • Clerk to report to ESH the pavement outside the new builds on The Green, the incline of them could breach health and safety.

Meeting ended at 20:36

Signed:

.....
Chairman

Appendix A

Report to Catsfield PC from RDC by Cllr Nicola McLaren 18/9/25

1. Thank you for completing and submitting the Housing Needs Survey as we discussed at the last meeting. I had the chance to meet with Graeme Quinnell, Housing Enabling & Development Officer, to discuss it. As promised I followed up with Mike Hughes Head of Planning on your offer to be the pilot Parish Council for a new Neighbourhood Plan “lite”: the Parish Priority Statement. Mike has agreed and the next step is for me to share some guidance and an example for you to decide whether you’d like to go ahead. Good guidance is available on the South Downs National Park Authority website: [Parish Priorities Statements - South Downs National Park Authority](#). The PPS does not of course have the same standing as a full Neighbourhood Plan but could lend support to future planning applications that align with it.
2. Full Council took place on 15th September. Environmental motions on Rights for Rivers and Trees were passed, the latter a first in the country.
3. An extraordinary Full Council meeting is scheduled for 24th September to consider approval of the business case for Local Government Reorganisation in East Sussex.
4. Further to my email sent 17th August concerning Rother District Council Community Grants Fund. It has now been launched, and the submission deadline has been extended to end October.
5. The Council has received additional government funding for the Household Support Fund from East Sussex County Council. The funding will help local households most in need with essential costs including food, energy, and water bills. The scheme is now open for applications. It will close at the end of March 2026 or earlier if the funds are fully allocated. Information on who is eligible and how to apply is available on the council’s website www.rother.gov.uk/benefits-grants-and-funding/financial-support-for-residents/household-support-fund In addition the Rother Rural Trust - which is set up to help individuals and organisations in need in the rural parishes of Rother – is open to requests for help. Details from the Clerk.
6. Work on the development of the new Sidley Hub has commenced. The project is a boost for both the local community and wider Rother district. It is part of the £19.3 million Levelling Up Fund project that will deliver cultural-led regeneration and help improve much needed community facilities in Sidley

Appendix B

Finance report for 18th Sept 2025 PC meeting

Payments by Debit Card <i>paid</i> pending authorisation			
Payment Date	Payee	Payment Details	Amount
17.07.25	Balcombes DIY	Keys cut x 3 for boiler room	£22.50
02.09.25	Galleon Supplies	Cleaning supplies for Pavilion	£113.40
15.09.25	Trading 4 U	Box for Pavilion and Blu Tack	£9.78
15.09.25	Microsoft 365	History Group compuetr update	£84.99
Payments by Bank Transfer <i>paid</i> pending authorisation			
Payment Date	Payee	Payment Details	Amount
21.07.25	CCLA	Deposit investment fund	£75,000.00
28.07.25	Battle Build Company	Pavilion painting and maintenance works	£2,187.57
26.08.25	Vicki Rutt	Salary for August 2025	£1,061.97
26.08.25	HMRC	Tax and NI for August 2025	£455.86
26.08.25	Parish Online	annual subscription	£63.00
26.08.25	PKF Littlejohn	Audit 2024-25	£252.00
26.08.25	ROSPA Play safety	Annual play area safety report	£124.80
26.08.25	John O'Connor	Grass cutting July 2025	£380.95
26.08.25	John O'Connor	Grass cutting Aug 2025	£380.95
26.08.25	Uniserve	IT charges August 2025	£47.64
26.08.25	Victoria Robertson	Pav cleaning on 29/07	£50.00
Payments by Bank Transfer pending authorisation			
Payment Date	Payee	Payment Details	Amount
18.09.25	Vicki Rutt	Salary for September 2025	£1,062.17
18.09.25	HMRC	Tax and NI for September 2025	£455.66
18.09.25	Matt Phelps	Cemetary strimming	£470.00
18.09.25	Matt Phelps	Cutting back hedges in cemetary	£350.00
18.09.25	Uniserve	IT charge for Sept 2025	£47.64
18.09.25	Victoria Robertson	Pavilion cleaning Aug 2025	£50.00
Payments by direct debit for authorisation			
Date	Payee	Payment Details	Amount
18.07.25	NEST	Pension July 2025	£97.74
18.07.25	ICO	Annual data protection	£47.00
22.07.25	e-on	Pav electricity June 2025	£89.43
24.07.25	O2 business	Clerk phone July 2025	£34.20
28.07.25	JM Waste	Monthly charge July 2025	£76.92
01.08.25	Rother District Council	Monthly car park charge	£51.00
21.08.25	e-on	Pav electriciy July 2025	£106.74
27.08.25	O2 business	Clerk phone Aug 2025	£34.20
28.08.25	JM Waste	Waste charge Aug 2025	£78.36
02.09.25	Rother District Council	Monthly car park charge	£51.00
Acknowledge receipt of monies			
25.07.25	3D recruit	Pavilion booking for 12/09	£200.00
04.08.25	CCLA investment	Interest	£86.73
11.08.25	HMRC	Q1 VAT return	£1,714.11
29.08.25	Rother District Council	Precept part 2	£24,200.00
02.09.25	CCLA investment	Interest	£261.30
11.09.25	Hastings Utd Football Club	Adult team use in July + Aug	£375.00