



CATSFIELD PARISH COUNCIL

Minutes of Catsfield Parish Council Meeting held on Thursday 19th March 2026 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 Nicola McLaren (RDC) and two members of the public.

Clerk & RFO:
 Mrs Vicki Rutt
 The Village Hall, Church Road,
 Catsfield, East Sussex,
 TN33 9DP
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	PARISH COUNCIL MEETING MINUTES
1.	To receive apologies for absence Apologies were received and accepted from Cllr Des Christian and Cllr Kathryn Field.
2.	To approve the minutes of the Parish Council meeting held on the 19th February 2026 RESOLVED: The minutes were approved and signed.
3.	To receive declarations of interest on agenda items Cllr Harris declared a personal interest on agenda item 6.1 as she is a neighbour of the applicant.
4.	Public Questions Residents attended to raise the speed issue concerns at The Stream following the recent tragic accident. They also sent a letter in to the Parish Council and direct to East Sussex Highways in advance. Cllr Robertson explained that the PC agree with everything that they said in their letter, however the PC are limited on what they can do, and based on previous requests for changes to the road infrastructure it is unlikely that ESCC Highways would agree to changes, but we will try. Additional speedwatch sessions may help if we can get volunteers, which has also proven difficult. The Clerk updated that the site at The Stream for Speedwatch has been chased for a site risk assessment to see if this could be a new site location. It was agreed that Clerk could speak to Sussex Police about nudge signing and a mobile speed camera. Action 1. The Clerk was given permission by the resident to use their letter to make the local MP, ESCC and Sussex Police of the concerns. Action 2.
5.	To receive reports from County Cllr Kathryn Field (ESCC) & District Cllr Nicola McLaren (RDC) RDC – Cllr McLaren reported on the below: • Cabinet met on the 2nd March, community asset transfers were discussed and 71 assets have been identified to transfer to Town and Parish Councils. Battle has two assets that have been requested. Cllr Robertson raised the request from the PC to RDC to obtain a corner of the car park. Clerk to email again and ensure Cllr McLaren is copied in. Action 3. • RVA were getting funding reduced but that has now changed and funding will reduce by 10% next year. Rother funds a project officer for the 1066 Marketing and their funding is secured. • 10th March was the Local Plan exhibition, good turnout and a lot of positive conversations. Hard to get a site out of the plan once it is in there. • Blackfriars show home in Battle opened on the 28th February, the development includes 200 homes of which 130 are affordable. • Northeye prison site in Bexhill, previously purchased by the Home Office with the aim of transforming it into temporary accommodation for asylum seekers, has been transferred to Homes England.
6.	Planning and Enforcement
6.1	<u>RR/2026/0220/HOU for Anstey Cottage, The Green, Catsfield, TN33 9DJ</u> Removal of existing extension and replace with larger extension, fenestration alterations and front porch <i>PC commented: No objections.</i>
6.2	To agree the response to the Local Plan consultation A draft document had been circulated to all Councillors for their input. This was agreed and the Clerk will now submit to RDC. Action 4.

7.	Clerks & Admin Matters
7.1	To receive and consider the Clerk's action log The Clerk updated the action log with all outstanding actions and provided status updates.
7.2	To discuss and agree Parish Assembly logistics and expenditure The Clerk went through her to do list for the Parish Assembly with associated expenditure. All Cllrs reviewed and the actions were agreed. The Clerk will now action. It is being held on Thursday 14 th May 2026 at 19:00. Action 5.
8.	Finance, Audit and Legal
8.1	To approve the payments list to 19th March 2026 RESOLVED: The payments to 19 th March 2026 were reviewed and approved as shown in Appendix A . They were signed and online payments approved by Cllr Robertson.
8.2	To receive and approve the bank statement, reconciliation, balance sheet and Income v Expenditure report to 28th February 2026 RESOLVED: The bank statement, reconciliations, balance sheet and IvE report to 28 th February 2026 was reviewed and approved.
9.	Recreation Ground (Playing Field, Playground and Community Pavilion)
9.1	To receive the summary of recreation ground inspections through March 2026 Nothing to report.
9.2	To receive an update on the decarbonising project at the Pavilion Cllr Wilson explained that the heating reports were useful. Both are saying that the sports equipment on the boiler room floor should be removed for access and safety reasons. One suggested a new boiler; the other company are referring to going to an electric boiler. Either system needs efficient programming. The indirect cylinder needs replacing and all the pipework needs to be insulated. Solar may be covered by grants which the contractor will apply for. Air source heat pumps ruled out due to cost. The contractors were discussed and it was agreed that Cllr Wilson would liaise with the chosen one to get an updated quote and report sent to the Clerk for processing. Action 6.
9.3	To receive an update and agree next steps regarding Legionnaires process The Clerk updated that the Pavilion has received a risk assessment for Legionnaires and she has undertaken the relevant training. She is now going to pull a folder together and have a meeting with the cleaner to see what she can undertake and what the Clerk will need to do. Action 7.
9.4	To approve a booking request for the Pavilion and Playing Field for Village Fete on the 1st August 2026
9.5	The request was reviewed and approved by all Cllrs. To receive an update on the cleaning at the Pavilion and agree next steps The Clerk updated that following a report from the cleaner about the state the football club left the Pavilion in they have been written to but as yet no response. It was agreed they would be spoken to again and they need to ensure it is cleaned up or forfeit the ground. It was agreed that a meeting with all the Clubs who use the recreation ground and Pavilion facilities would be useful. Clerk to arranged. Action 8.
10.	Community Engagement
10.1	To receive an update on strategic aims It was agreed that this document will be reviewed every 6 months and it will be placed on the new website. Action 9.
10.2	To receive an update and agree next steps on the Parish Priority Statement process The Clerk updated that the survey results have been sent to Cllrs. A summary document is going to be created which will be consulted with residents at the Parish Assembly. Action 10.
10.3	To discuss the recent archive session at Bexhill Museum Cllr Wilson reported that it was an excellent meeting. The general feeling is that it was helpful, and they can see the need to digitalise documents, but they do need the technology for it i.e. a new laptop and flatbed scanner in order to be able to do this. Cllr Wilson is going to liaise with them about a meeting with the PC to discuss next steps. Any actions agreed need to confirm that the outcomes will result in paper records being digitised, paper once digitised will be achieved off site, and digested records will available via web application for public access. Action 11.
11.	Road safety and Policing
11.1	To receive an update on the request for speed limit charges to the North of the village Nothing new to update, still waiting for the design document to be sent.

11.2	To receive an update on Speedwatch sessions The Clerk updated that she is now the administrator for Speedwatch. All members shown on the system have been sent an email to ask them a few questions before proceeding with setting up sessions. The Clerk has also liaised with Sussex Police as a number of sites need re-assessing and one has been requested at The Stream which is still awaiting a police risk assessment. Clerk will continue to liaise. Action 12.
11.3	To discuss the road safety issues raised at The Stream This was discussed in agenda item 4.
12.	Open Spaces
12.1	To receive an update on car park signage The signage has been received and will be installed in due course by Cllr Robertson.
13.	Items for referral to next agenda / reports / future agenda items / correspondence. • Year-end figures for 2025/26 • Parish Priority Statement

Meeting ended at 20:37

The next Parish Council meeting is Thursday 16th April 2026 at 19:00.

Signed:

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Chairman

Appendix A

Finance report for 19th March 2026 PC meeting

<u>Payments by Debit Card paid pending authorisation</u>			
Payment Date	Payee	Payment Details	Amount
16.03.26	eBay UK	2 x long pickers for Wombles	£22.78
<u>Payments by Bank Transfer paid pending authorisation</u>			
Payment Date	Payee	Payment Details	Amount
None			
<u>Payments by Bank Transfer pending authorisation</u>			
Payment Date	Payee	Payment Details	Amount
19.03.26	Vicki Rutt	March 2026 salary	£1,092.53
19.03.26	HRMC	Tax and NI for March 2026	£474.94
19.03.26	Bexhill Museum	Room hire for Archives meeting	£26.25
19.03.26	Uniserve	IT services for March 2026	£47.64
19.03.26	Delia Thornton	Legionnaires training	£90.00
<u>Payments by direct debit for authorisation</u>			
Date	Payee	Payment Details	Amount
20.02.26	NEST	Pension Feb	£100.87
24.02.26	e-on	Pav electricity	£164.27
25.02.25	O2 Business	Clerks phone Feb	£34.20
27.02.26	Npower	Streetlights	£40.41
02.03.26	J M Waste	Bins	£82.68
02.03.26	Rother District Council	Car park monthly charge	£51.00
<u>Acknowledge receipt of monies</u>			
03.03.26	CCLA	Interest	£216.55