



CATSFIELD PARISH COUNCIL

Clerk & RFO:
Mrs Vicki Rutt
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**Minutes of Catsfield Parish Council Meeting held on Thursday 16th April 2026
at 19:00 in Hermon Cottage, Church Road, Catsfield, TN33 9DP**

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

Also in attendance: Mrs Vicki Rutt (Clerk), Cllr Nicola McLaren (RDC), Cllr Kathryn Field (ESCC) and Louise Halpern from Action in Rural Sussex.

	PARISH COUNCIL MEETING MINUTES
1.	To receive apologies for absence None.
2.	To approve the minutes of the Parish Council meeting held on the 19th March 2026 RESOLVED: The minutes were approved and signed.
3.	To receive declarations of interest on agenda items None.
4.	Public Questions None.
5.	To receive presentation from Action in Rural Sussex (AiRS) on housing needs surveys Louise Halpern from Action in Rural Sussex (AiRS) attended the meeting and delivered a presentation. <i>The presentation is available on the PC website.</i> AiRS is a charity service to deliver Sussex a Community Housing hub service. They provide technical advice, support and project management, enabling local affordable housing delivery across Sussex. A housing needs survey (HNS) is to assess the housing needs in Catsfield, it will consist of a survey being delivered to every household, it is an opportunity to obtain general views and specific needs. The average is a 25% return; smaller parishes do tend to get a better return. On the HNS, it will also include a call for sites. The survey will have a 3-week turnaround. Louise confirmed that the form does need to be fully completed in order to be fully assessed. It was agreed that an agenda item would be put on the May meeting for the Council to discuss and agree if they are going to proceed with an HNS. Action 1.
6.	To receive reports from County Cllr Kathryn Field (ESCC) & District Cllr Nicola McLaren (RDC) ESCC – Cllr Field reported that ESCC have been busy with the budget and upcoming elections. RDC – <i>Cllr McLaren's full report can be found on the PC website.</i> Cllr McLaren reported at the meeting that there is a consultation ending on the 26 th April regarding proposed changes at planning committees that will affect Parish Councils. Cabinet on Monday looked at Q3 budget, they will need to draw £1.75m down on reserves.
7.	Planning and Enforcement
7.1	RR/2026/0386/FN for Willow Patch, Potmans Lane, Catsfield, TN33 9BJ Erection of Agricultural Building for the use of housing farm machinery. <i>PC commented: No objections.</i>
8.	Clerks & Admin Matters
8.1	To receive and consider the Clerk's action log The Clerk updated the action log with all outstanding actions and provided status updates.
8.2	To review and agree plans for the Parish Assembly The Clerk confirmed that everything is in place. Discussions were held on what is going to be presented and who would deliver.
9.	Finance, Audit and Legal
9.1	To approve the payments list to EOY March and 16th April 2026 RESOLVED: The payments to EOY March 2026 and to the 16 th April were reviewed and approved as shown in Appendix A . They were signed and online payments approved by Cllr Robertson.
9.2	To receive and approve the bank statement, reconciliation, balance sheet and Income v Expenditure report to 31st March 2026 RESOLVED: The bank statement, reconciliations, balance sheet and IvE report to 31 st March 2026 was reviewed and approved.

9.3	To receive and note the Q4 figures with year-end explanation for 2025/26 The Q4 and year-end figures were received and reviewed by all Cllrs. It was agreed that they have ended the year well and will continue to manage the budget with CIL reserve allocated to project and to increase the general reserves over the coming years to bring it back in line with required amount.
9.4	To review and approve insurance quote and agree time length as per letter The Clerk circulated the insurance renewal paperwork, all Cllrs reviewed and approved to go with the 3 year long term agreement. Clerk to write to them to inform to get the new paperwork and invoice. Action 2.
10.	Recreation Ground (Playing Field, Playground and Community Pavilion)
10.1	To receive the summary of recreation ground inspections through April 2026 Cllr Wilson will do a thorough review later this month, but it has been reported that one of the CCTV cameras is down so Clerk to arrange for this to be checked. Action 3.
10.2	To receive an update on the decarbonising project at the Pavilion Cllr Wilson reported that she has received 3 solar companies that have been recommended, she will arrange to meet with them and circulate dates to Cllrs if anyone wishes to also attend.
10.3	To review an email from the Cricket Club regards some questions around the Pavilion The Clerk has received a few emails from the Cricket Club for review; they are listed below: • Question asked re if a cricket ball hit the roof and broke a tile or if solar panels fitted and a ball broke one. Would the PC cover this? <i>The Clerk will liaise with the insurers.</i> Action 4. • The Pavilion clock needs amending. <i>Cllr Robertson confirmed that he sent an email instructing how it is done and advised that a younger member of the Cricket committee could action.</i> • The 'Catsfield Playing Field' wooden sign is rotting and needs some TLC. <i>Clerk to look at this.</i> Action 5. • Request from Sussex CCC to use the Recreation ground for a junior programme, Catsfield Cricket Club were happy with it if PC agrees. <i>Clerk to go back to explain they can as long as Keith Cook available to assist letting them in and out of facilities on a Sunday, a Thursday there are two clashes so will liaise. If they need own keys etc then they need to sign a contract and will be £100 admin fee.</i> Action 6.
10.4	To review quote to replace boiler room doors and agree how to proceed This will be deferred to the next meeting as further information required. Action 7.
11.	Community Engagement
11.1	To review the draft Parish Priority Statement ready for consultation at Parish Assembly Cllr Robertson explained that we had 31 responses to the survey and a draft statement has been completed. This is being reviewed at a meeting with Rother District Council on the 6 th May and will be raised at the Parish Assembly on the 14 th May.
12.	Road safety and Policing
12.1	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.
13.	Open Spaces
13.1	To receive an update on car park signage The signage has now been installed, huge thanks to Cllr Robertson.
14.	Items for referral to next agenda / reports / future agenda items / correspondence. • Draft NAC proposal from RALC. • Boiler room door quote.

Meeting ended at 20:50

The next Parish Council meeting is Thursday 21st May 2026 at 19:00.

Signed:

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Chairman

Appendix A

Finance report for End of Year March 2026

Payments by Debit Card <i>paid</i> pending authorisation			
Payment Date	Payee	Payment Details	Amount
27.03.26	Defib World	Defib battery and pads for Pavilion	£311.99
Payments by Bank Transfer <i>paid</i> pending authorisation			
Payment Date	Payee	Payment Details	Amount
24.03.26	Victoria Robertson	Pav Cleaning March	£50.00
24.03.26	Vicki Rutt	Q4 mileage for 2025/26	£73.80
Payments by Bank Transfer pending authorisation			
Payment Date	Payee	Payment Details	Amount
None			
Payments by direct debit for authorisation			
Date	Payee	Payment Details	Amount
24.03.26	eon Next	Pav electricity Feb 2026	£142.66
24.03.26	NEST	Pension March 2026	£100.87
25.03.26	o2 Business	Clerks phone March 2026	£34.20
27.03.26	Npower	Streetlights Feb 2026	£33.67
30.03.26	JM Waste Management	Bins March 2026	£81.24
Acknowledge receipt of monies			
None			

Finance report for 16th April 2026 PC meeting

Payments by Debit Card <i>paid</i> pending authorisation			
Payment Date	Payee	Payment Details	Amount
None			
Payments by Bank Transfer <i>paid</i> pending authorisation			
Payment Date	Payee	Payment Details	Amount
None			
Payments by Bank Transfer pending authorisation			
Payment Date	Payee	Payment Details	Amount
16.04.26	Vicki Rutt	Salary for April 2026	£1,063.85
16.04.26	HMRC	Tax and NI for April 2026	£473.02
16.04.26	Streetlights	Maintenance contract part 1	£343.52
16.04.26	Rialtas	Annual software	£396.00
16.04.26	Rother District Council	Bin collection for 2026/27	£790.40
16.04.26	Maiden Accountancy Services	Payroll service	£36.00
16.04.26	Uniserve	IT Services for April 2026	£47.64
16.04.26	Uniserve	New website set up	£690.00
Payments by direct debit for authorisation			
Date	Payee	Payment Details	Amount
01.04.26	Rother District Council	April 2026 car park charge	£46.80
Acknowledge receipt of monies			
01.04.26	Rother District Council	Precept part 1 for 2026/27	£24,200.00
02.04.26	CCLA	CCLA interest	£238.48