



CATSFIELD PARISH COUNCIL

**Minutes of Catsfield Parish Council Meeting held on Thursday 21st May 2026
at 19:00 in Hermon Cottage, Church Road, Catsfield, TN33 9DP**

CLRs in attendance: Cllr Keith Robertson (Chair), Cllr Des Christian (Vice Chair),
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 6 members of the public.

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.catsfield-pc.gov.uk

Item no.	ANNUAL STATUTORY MEETING MINUTES	
1.	Election of Chairman for the ensuing year and to receive their declaration of acceptance of Office RESOLVED: Cllr Robertson was proposed and was elected unopposed. All CLRs 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. None.	
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 and Regular payee list for 2026/27 RESOLVED: The Financial Regulations and Regular payee list for 2026/27 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. RALC - RESOLVED: To continue being a member of RALC. East Sussex ALC Ltd & NALC - RESOLVED: To continue being a member of ESALC and NALC. 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 - Handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 - Council's complaints procedure - Council's policy for dealing with the press/media - Document Retention Policy - CCTV Policy - Grant Policy - IT 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 Sarah Jacques • 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 None.
2.	To approve the minutes of the Parish Council meeting held on the 16th April 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 reports from County Cllr Kathryn Field (ESCC) & District Cllr Nicola McLaren (RDC) ESCC – Cllr Field reported that Reform was appointed leader of ESCC at the recent Full Council meeting. Cllr Field has requested an item for the July meeting to discuss the tip booking system. ESCC Full Council recently took a motion of notice re the NPPF, the consultation has finished and ESCC have written to the Government stating they are unhappy that democracy has been removed from the planning process. RDC – Cllr McLaren's full report can be found on the PC website. Cllr McLaren reported that since the last meeting, there has been a by-election, Cllr Daniel Bradley was elected. Cllr. Mark Legg was elected as Chair and Cllr Jimmy Stanger as Vice Chair at recent annual meeting.
6.	Planning and Enforcement
6.1	None
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 the May 2026 newsletter and agree topics for next quarter The Clerk reported that the May 2026 newsletter has been well published. The Clerk explained it is hard to get engagement and needs more content from residents.
7.3	To discuss the Parish Council's new website The new Parish Council website is now live and can be found at www.catsfield-pc.gov.uk
8.	Finance, Audit and Legal
8.1	To approve the payments list to 21st May 2026 RESOLVED: The payments to 21st May 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 30th April 2026 RESOLVED: The bank statement, reconciliations, balance sheet and IvE report to 30th April 2026 was reviewed and approved.
8.3	To review and approve the Asset Register 2026 RESOLVED: The Asset Register was reviewed and approved.
8.4	To note the Q4 VAT submission and receipt for 2025/26 The Q4 VAT return for 2025/26 was noted. The Clerk confirmed the payment from HMRC has now been received.
8.5	To receive and note any recommendations from the Internal Auditor report for 2025/26 The internal auditor report for 2025/26 was received and noted. There were no recommendations. There was a note from the interim audit to remove the line from the financial regulations that the Chairman could not sign the finances, which has been amended. It was also noted that a data audit will need to be undertaken in 2026/27 which the Clerk is now aware of and has started preparing for this.

8.6	To note and approve Section 1 of the AGAR 2025/26 RESOLVED: Section 1 of the AGAR 2025/26 was received and reviewed. All approved and was signed by the Chair and Clerk.
8.7	To note and approve Section 2 of the AGAR 2025/26 RESOLVED: Section 2 of the AGAR 2025/26 was received and reviewed. All approved and was signed by the Chair.
8.8	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 2 nd June 2026.
9.	Recreation Ground (Playing Field, Playground and Community Pavilion)
9.1	To receive the summary of recreation ground inspections through April 2026 Cllr Wilson reported on her recent inspection, the following points and actions were raised: - Litter issue in the car park has increased. The rubbish bin is overflowing and the Clerk raised that the Parish Council are being charged for extra weight collections. Clerk to contact JM Waste to ask them to bring the pink bin back down to the Pavilion to prevent people using for household litter. Action 1. - Signs should be put up in the car park area about taking litter home. Clerk to put some up. Action 2. - The boiler room is not easy to access; there is so much stuff inside that needs removing. Clerk to add to agenda for the upcoming meeting with the Clubs. Action 3. - CCTV needs inspecting. Clerk to arrange. Action 4.
9.2	To receive an update on the decarbonising project at the Pavilion Cllr Wilson explained that she is finding the workload with this project overwhelming and asked for some help. Cllr Harris stated she is happy to assist. Cllr Wilson reported that she has received 3 quotes, she has summarised the information into one document. As there is a grant application needed for June, Cllr Robertson suggested applying for the full amount and then going from there. Clerk will assist Cllr Wilson with drafting a brief summary for the grant application that can be approved at the June meeting. Action 5.
9.3	To discuss and agree the boiler room doors quote The quote was discussed, it was agreed that we will wait to see if any further issues with the doors before proceeding.
10.	Community Engagement
10.1	To discuss the draft Parish Priority Statement Cllr Robertson reported that we have a draft one in place which was introduced at the Parish Assembly and received a positive general consensus. Following a recent meeting with RDC they stated it is a great start but need to expand with more specific information. Clerk to add to Sharepoint so Cllrs can start adding in further information. Action 6.
10.2	To discuss and agree a request from the Catsfield Community Gardeners Their request was agreed and everyone supports 'Catsfield in Bloom'. Clerk will speak to Highways about getting permission for specific locations and PC will assist with a grant for planters and bulbs. Clerk will liaise. Action 7.
10.3	To discuss and agree whether to proceed with a Housing Needs Survey The Parish Council received a thorough presentation at the April 2026 PC meeting from Action in Rural Sussex. <i>This can be found on our PC website under April PC meeting.</i> A lengthy discussion was had between Councillors on whether a Housing Needs Survey is needed. Cllrs voted and it was a 3:2 vote to proceed with a survey. Clerk to liaise with Action in Rural Sussex to start the process. Action 8.
11.	Road safety and Policing
11.1	To receive an update on the request for speed limit charges to the North of the village The following update has been received at the beginning of May from Highways: - The detailed design has been completed and is currently under final review with their delivery partners. - A Task Order has now been issued to progress the scheme, and they are awaiting a revised programme from the contractor, as the original proposed start date is no longer achievable. - Highways should have more clarity on timescales once that revised programme is received. Cllr Robertson asked if we could get a copy of the design. Clerk will request. Action 9.
11.2	To discuss the recent incident at The Stream and agree next steps Cllr Robertson reported that there have now been 2 incidents at The Stream recently, one fatality and one car going through a garden. Residents in attendance reported that it is dangerous daily and they would like something to be done. They would like to see speed restrictions such as speed. A resident asked that the 2 islands installed, did they ever receive a review, and did it reduce the speed? Clerk to look into this. Action 10. The issue will also be placed on the next SLR agenda. Action 11.

12.	Open Spaces Nothing to report this month.
13.	Items for referral to next agenda / reports / future agenda items / correspondence. Nothing at this time.

Meeting ended at 20:52.

The next Parish Council meeting is Thursday 18th June 2026 at 19:00.

Signed:

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Chairman

Appendix A

Finance report for 21st May 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
21.05.26	Vicki Rutt	Salary for May 2026	£1,121.41
21.05.26	HMRC	Tax and NI for May 2026	£476.66
21.05.26	eSALC Limited	eSALC and NALC subs	£327.13
21.05.26	Zurich	Insurance renewal	£1,469.46
21.05.26	Mulberry and Co	Internal Audit 2025-26	£180.00
21.05.26	Viking	A3 paper, laminate and EOY boxes	£56.73
21.05.26	Uniserve	IT charges May 2026	£47.64
21.05.26	East Sussex County Council	Urban Grass cutting 2026/27	£1,084.51
21.05.26	Battle Building Company	Replacement trunking on electrical boxes	£240.00
21.05.26	John O'Connor	Grass cutting April 2026	£315.95
21.05.26	Victoria Robertson	Pav cleaning	£50.00
21.05.26	Signs of Style	Parish Assembly signage	£100.00
21.05.26	Keith Robertson	Reimbursement for Parish Assembly	£72.45
Payments by direct debit for authorisation			
Date	Payee	Payment Details	Amount
21.04.26	NEST	Pension April 2026	£100.87
22.04.26	e-on Next	Pav electricity March 2026	£145.59
24.04.26	O2	Clerks phone April 2026	£36.00
28.04.26	JM Waste	Bins April 2026	£98.01
30.04.26	Npower	Streetlights March 2026	£32.41
01.05.26	Rother District Council	Car park charge	£52.00
21.05.26	Eon Next	Pav electricity April 2026	£126.72
Acknowledge receipt of monies			
24.04.26	HMRC	Q4 2025/26 VAT return	£421.63
05.05.26	CCLA	Interest	£231.75