



CATSFIELD PARISH COUNCIL

**Minutes of Catsfield Parish Council Meeting held on Thursday 16th July 2026
at 19:00 in Hermon Cottage, Church Road, Catsfield, TN33 9DP**

CLRs in attendance: Cllr Keith Robertson (Chair), Cllr Des Christian (Vice Chair)
and Cllr Diane Wilson.

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

Clerk & RFO:
Mrs Vicki Rutt
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	PARISH COUNCIL MEETING MINUTES
1.	To receive apologies for absence Apologies were received and accepted from Cllr Jacques and Cllr Harris.
2.	To approve the minutes of the Parish Council meeting held on the 18th June 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 County agreed yesterday to send the tip booking system to Overview and Scrutiny. Veterans to have free bus travel is also going back to Overview and Scrutiny. Re-organisation update was received, it is going to be One East Sussex, but the boundaries have changed so now minus East Saltdean, Peacehaven, and Telscombe. It is going to be a Shadow Authority, not a preparing authority so will cost a small fortune. RDC – Cllr McLaren reported that she has joined the Overview and Scrutiny committee, they met on the 6 th July and there was a lively discussion on the draft local enforcement plan. Committee agreed that no time has been given to review so they have extended and are seeking comments. Cllr Robertson explained that RDC requested RALC to seek and to collate replies from Parishes.
6.	Planning and Enforcement
6.1	<u>RR/2026/0676/HOU for 25 Skinners Lane, Catsfield, Battle, East Sussex, TN33 9DN</u> Proposed single storey rear extension. <i>PC commented: No objections.</i>
6.2	<u>RR/2026/0662/FULL for Wylands Farm, Powdermill Lane, Battle, East Sussex, TN33 0SU</u> Replacement of the existing store building with a new commercial building comprising Class E (offices and workshops) and B8 (storage use) uses. <i>PC commented: They have no objections to this application, therefore support it for approval. However, they would like it noted that they feel that the way applications are submitted very chaotic and hard to understand.</i>
6.3	<u>RR/2026/0683/FULL for Pump House Peppering Eye, Battle, East Sussex, TN33 0ST</u> Change of use of holiday let accommodation into single family dwelling and the installation of 2no. additional rooflights (Retrospective). <i>PC commented: The PC have no objections.</i>
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	Review the NAC proposal from RALC and provide any comments Keith explained the document and proposal to CLRs present. CLRs fully support.
8.	Finance, Audit and Legal
8.1	To approve the payments list to 16th July 2026 RESOLVED: The payments to 16 th July 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 June 2026

8.3 8.4	RESOLVED: The bank statement, reconciliations, balance sheet and IvE report to 30th June 2026 was reviewed and approved. Note the VAT return for Q1 for 2026/27 The Q1 VAT return was noted for 2026/27. The Clerk also reported that this has now been received, on the 9th July 2026. To note the finance pack for Q1 of 2026/27 The Q1 finance pack was reviewed and noted.
9. 9.1 9.2 9.3 9.4 9.5	Recreation Ground (Playing Field, Playground and Community Pavilion) To receive the summary of recreation ground inspections through June 2026 Cllr Christian submitted his full report to the Clerk. Most items have since been rectified, others are in hand. Note receipt of the ROSPA annual safety inspection for 2026 The report was received and noted. Discuss how to proceed with the play area, due to maintenance issues raised in previous report, including the currently broken zip wire. The Clerk has been given authority to liaise with Playdale to ask them to come and look at the issues within the play area and repair the items required. Action 1. To discuss and agree the Legionnaires process for the Pavilion It was agreed to defer to the next meeting. To discuss notes from the meeting held with users of the Pav/Rec The notes from the meeting were circulated to all. Cllrs gave approval to the Clerk to order soil. Action 2. A recent email from Keith Cook was discussed about a cricket ball hitting the Pav roof, Clerk to liaise. Action 3. The request for a fence around the woodland to prevent balls going in there has to be rejected on the basis that recent advice regarding wildlife. The showers in the Pavilion were discussed, it was agreed with users that the showers were only used about 10 times per year. An option is to replace the hot water fed showers with electrically headed cold feed showers. The Clerk to send to Diane a new proposal for the showers to be included in the grant proposal. Action 3.
10. 10.1 10.2 10.3	Community Engagement To approve the final Parish Priority Statement Cllrs received version 4 of the PPS. All reviewed and agreed approval. Clerk will now submit to RDC for final comments prior to going out for final consultation and submission to RDC. Action 4. To approve the documents and plans for the upcoming Housing Needs Survey (previously circulated) All the documents were approved, and the Clerk will now confirm with AiRS. Action 5. To discuss with the History Group a plan for digitalising The History Group have now received a new computer that will enable them to operate more effectively and provide index lists of the data held. The Chair noted that to spend public funds we must give the public reasonable access to the data held. It was agreed that an index of the history data held will be posted by the history group on the PC website, with an email contact so that members of the public can arrange to request access to the data by visiting the history group and taking copies of data as appropriate. Action 6. The Clerk will work with the group to start getting the index lists onto the PC website and an article in next newsletter. Action 7.
11. 11.1 11.2	Road safety and Policing To discuss and approve the increased costs from ESH relating to the speed limit changes The Clerk explained that a recent email indicated the design costs for the speed limit change scheme has increased by just over £3k. Cllrs discussed and whilst unhappy the cost has gone up and this will be raised, it was acknowledged the project needed to move forward so the funds will be fund by moving CIL funds round. RESOLVED: Cllrs approved the increase in costs. Clerk will liaise with Highways. Action 8. Discuss SLR agenda items for upcoming meeting The next SLR meeting is being held via Teams on August 25th at 14:00. If you have any agenda items, please send to the Clerk.
12. 12.1	Open Spaces Discuss whether the car park area needs maintenance grass cutting It was agreed that the village car park would benefit from a tidy so Clerk to instruct contractor to clear the brambles and cut back the hedges. Action 9.
13.	Items for referral to next agenda / reports / future agenda items / correspondence. None at this time.

Meeting ended at 20:21

There is no meeting held in August 2026.
The next PC meeting is Thursday 17th September at 19:00

Signed:

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Chairman

Appendix A

Finance report for 16th July 2026 PC meeting

Payments by Debit Card <i>paid pending authorisation</i>			
Payment Date	Payee	Payment Details	Amount
None			
Payments by Bank Transfer <i>paid pending authorisation</i>			
Payment Date	Payee	Payment Details	Amount
None			
Payments by Bank Transfer pending authorisation			
Payment Date	Payee	Payment Details	Amount
16.07.26	Vicki Rutt	Salary July 2026	£1,092.53
16.07.26	HMRC	Tax and NI for June 2026	£474.94
16.07.26	Battle Building Company	Works approved to benches, sign and fence at Rec	£579.07
16.07.26	Victoria Robertson	Pav cleaning June 2026	£50.00
16.07.26	Uniserve	IT monthly charge <i>*now incl Hist Group laptop</i>	£60.00
16.07.26	Uniserve	New laptop and set up for Hist group	£772.80
16.07.26	Uniserve	Annual renewal of security programme	£42.06
16.07.26	Maiden Accountance Services	Payroll	£36.00
16.07.26	ROSPA Play Safety	Annual play area inspection	£128.40
16.07.26	John O'Connor	Grass cutting July 2026	£315.95
Payments by direct debit for authorisation			
Date	Payee	Payment Details	Amount
23.06.26	e-on	Pav electricity May 2026	£122.20
24.06.26	O2	Clerk phone	£36.00
26.06.26	Npower	Streetlights May 2026	£24.24
29.06.26	JM Waste	Bins June and extra weight in May	£88.90
01.07.26	Rother District Council	Monthly car park charge	£52.00
07.07.26	NEST	Pension June 2026	£100.87
Acknowledge receipt of monies			
02.07.26	CCLA	Interest	£236.07
09.07.26	HMRC	VAT Q1 return	£3,333.76