



CATSFIELD PARISH COUNCIL

Clerk & RFO: Mrs Vicki Rutt
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Minutes of Catsfield Parish Council Meeting held on Thursday 17th September 2026 at 19:00 in Hermon Cottage, Church Road, Catsfield, TN33 9DP

Clrs in attendance: Cllr Keith Robertson (Chair), Cllr Sharon Harris and Cllr Sarah Jacques.

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

	PARISH COUNCIL MEETING MINUTES
1.	To receive apologies for absence Apologies were received and accepted from Cllr Wilson and Cllr Christian.
2.	To approve the minutes of the Parish Council meeting held on the 16th July 2026 RESOLVED: The minutes were approved and signed.
3.	To receive declarations of interest on agenda items None.
4.	Public Questions John Feltwell attended in his role as Catsfield Tree Warden to reported to the Council concerns about contractors parking under an oak tree on the bend at Powdermill Lane/Catsfield Road. This was not a question about an agenda item, but the Chair allowed the question and a discussion to enable a full understanding of the issue being raised and any solutions available. Concerns had been raised over the past days by John with RDC and Highways and was raised with the Parish Council at this meeting. John asked if TPO status could be used to enforce no parking under the trees, and for all trees in that area to be given a TPO. He stated that some of the trees do have a TPO, but others do not and there is a risk to the trees due to the vehicles compacting the soil. The vehicles are also causing an obstruction to drivers' line of sight. John has reported this to Cllr McLaren (RDC) who has been liaising regularly with RDC officers about this issue. Cllr McLaren has been informed that TPOS do not cover vehicles parking underneath and therefore there is no RDC enforcement or powers available for them to assist. It is also understood that following contact with Highways and the Police by John neither see a case for action. No one has yet spoken directly with the contractors. The Parish Council has no authority to require these vehicles no to park in this area. Action 1. Clerk will speak with Highways to state the safety risk for drivers. Action 2. Cllr Robertson is going to approach contractors to make them aware of the situation.
5.	To receive reports from County Cllr Kathryn Field (ESCC) & District Cllr Nicola McLaren (RDC) ESCC – Cllr Field reported that following recent changes to the food vouchers, ESCC are reviewing the impact this has made. Councils will be aware that LGR has been paused, District elections are back on in May 2027, no County elections due so their term will end May 2029. Mayoral elections still happening in May 2028. There has been a motion to ask the leader to refund all the money that has been spent so far on LGR. RDC – Cllr McLaren reported that she has met with the Head of Planning about the Parish Priority Statement, and it has been confirmed that it will be included in the draft Local Plan. Due to changes in UK Gov legislation most planning applications will be decided by officers with no calls-ins available for review by Clrs. Review by Clrs is only in exceptional circumstances. Councillors and Clerks can receive a presentation online from RDC on this and the implications of it on the 25 th September 2026. Parish Councils are still able to comment on planning applications but with restriction that limit the impact unless properly worded. The new National Planning Policy Framework also removes much of the discretion from the Local Councils when interpreting planning law. It is important that the local plan is approved before the new NPPF becomes law to retain current interpretation in the draft local plan
6. 6.1	Planning and Enforcement <u>RR/2026/1011/RVC for EASTLANDS FARM, The Stream, Catsfield, Battle, East Sussex, TN33 9BB</u> A variation of conditions 4 & 5 imposed on RR/2025/981/P (for retrospective change of use to indoor cricket facility and farm building design alterations) to change opening times and external lighting. <i>Councillors did not comment due to lack of time to review ahead of meeting.</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 and approve the 2027 meeting dates RESOLVED: The meeting dates for 2027 were resolved. Clerk to book and publish. Action 3.
7.3	To receive an update on Local Government Reorganisation Local Government Reorganisation is now on pause while legal challenges to the UK Gov are resolved. This means that the first date a new Unitary Council could begin is May 2029. The Sussex Mayor is still expected to be installed in May 2028 supported by the new strategic authority. Parish and District Council elections will now be held in May 2027. Cllr Robertson reported that Parish Councils are expected to have representation in the new strategic authority via a representative panel attended by the East Sussex Association of Local Councils. ESALC is reviewing how to proceed with this and any changes that will flow from Local Government reorganisation if / when that happens. The Sussex and Brighton Strategic Authority has set up a prosperity policy forum to begin constructing policies that may apply when the Sussex Mayor is in place. ESALC is contributing to that forum. ESALC will work with Parish & Town Councils throughout the Devolution and LGR process.
8.	Finance, Audit and Legal
8.1	To approve the payments list to 17th September 2026 RESOLVED: The payments to 17th September 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 31st July 2026 RESOLVED: The bank statement, reconciliations, balance sheet and IvE report to 31st July 2026 was reviewed and approved.
8.3	To receive and approve the bank statement, reconciliation, balance sheet and Income v Expenditure report to 31st August 2026 RESOLVED: The bank statement, reconciliations, balance sheet and IvE report to 31st August 2026 was reviewed and approved.
8.4	To note Section 3 of the AGAR for 2025/26 from the External Auditor All Cllrs agree that they received the Section 3 of the AGAR 2025/26 and the Clerk has published it on the website.
8.5	To note the Conclusion of Audit for 2025/26 All Cllrs agree that they received the Notice of Conclusion of Audit 2025/26 and the Clerk has published it on the website.
8.6	To note the NALC pay award for 2026/27 and the backdate from April 2026 The NALC pay agreement and backpay from April 2026 was noted and the payroll has been actioned.
9.	Recreation Ground (Playing Field, Playground and Community Pavilion)
9.1	To receive the summary of recreation ground inspections through July and August 2026 The catch on the gate has been reported to contractor who is looking at it this week. Clerk to liaise with the cricket club about the cricket ball stuck in the roof. Action 4. Clerk to chase the contractor about moving the large pink bin back behind the Recreation ground gates. Action 5.
9.2	To receive an update on the decarbonising project and the recent grant application submission Clerk reported that following a lot of work with Cllr Wilson, the grant application has been submitted to the CIL department at RDC and now we wait, due to hear after the 6th October.
9.3	To discuss and agree the Legionnaires process for the Pavilion Deferred to the next meeting.
9.4	To discuss and agree the recent request from HUFC Youth Team for Rec/Pav hire as per email This request was discussed and agreed by all Cllrs, with an annual fee of £500. They need to ensure the Pavilion is cleaned otherwise will face a surcharge of £30 per session. Reminder to please ensure that all sock tape is picked up off the field. Fees will be reviewed in April 2027. Clerk to liaise with them. Action 6.
9.5	To discuss and agree request from Crowhurst Cricket Club for Rec/Pav hire Cllrs discussed and they like the idea but a meeting between the two cricket clubs to define how the pitch will be maintained needs to take place before a decision is taken. If they can agree a plan, it will be approved with an appropriate annual fee. Clerk to liaise with them. Action 7. Clerk to assess options for changing the Pavilion lock and providing more keys. Action 8.
10.	Community Engagement
10.1	To receive an update on the Parish Priority Statement All Cllrs received the comments from RDC and agreed that the PPS can now be finalised and published. Clerk to send to RDC and publish widely as final copy of Catsfield PPS. Action 9.

11.	Road safety and Policing
11.1	To note the minutes from the SLR meeting held on the 25th August 2026 The minutes were noted. The Clerk stated she is working through the actions.
11.2	To discuss and agree whether the Council look into purchasing a Speed Indicator Device [SID] Cllrs discussed and agreed that the idea in principle is good but requires more information. It was agreed it would be a good community project and maybe something for the Parish Assembly. Clerk to look into further. Action 10.
12.	Open Spaces
12.1	Discuss whether the car park area needs maintenance grass cutting Clerk to chase when the work in the car park is going to be done by the contractor. Action 11.
13.	Items for referral to next agenda / reports / future agenda items / correspondence. • Q2 finance pack.

Meeting ended at 20:32
The next PC meeting is Thursday 15th October at 19:00

Signed:

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Chairman

Appendix A

Finance report for 17th Sept 2026 PC meeting

<u>Payments by Debit Card paid pending authorisation</u>			
Payment Date	Payee	Payment Details	Amount
27.08.26	Nisbetts	Pavilion cleaning products	£132.84
<u>Payments by Bank Transfer paid pending authorisation</u>			
Payment Date	Payee	Payment Details	Amount
24.08.26	Victoria Rutt	August 2026 salary	£1,092.53
24.08.26	HMRC	Tax and NI for August 2026	£474.94
24.08.26	John O'Connor	Grass cutting August 2026	£315.95
24.08.26	Parish Online	Annual Subscription	£63.00
24.08.26	Evergreen Garden Solutions	Maintenance tree works at Rec	£300.00
24.08.26	Victoria Robertson	Pavilion cleaning	£50.00
01.09.26	Playdale Playgrounds	Deposits and 50% of play area works incl zip wire	£1,135.28
<u>Payments by Bank Transfer pending authorisation</u>			
Payment Date	Payee	Payment Details	Amount
17.09.26	Vicki Rutt	Sept salary and NALC backpay	£1,295.04
17.09.26	HMRC	Tax and NI for Sept 2026	£597.05
17.09.26	Vicki Rutt	Q2 mileage	£119.90
17.09.26	John O'Connor	Grass cutting Sept	£315.95
17.09.26	Uniserve	IT charge August 2026	£60.00
17.09.26	Uniserve	IT charge September 2026	£60.00
17.09.26	Victoria Robertson	Pav cleaning	£50.00
17.09.26	Mulberry and Co	Clerk attending Finance conference	£36.00
17.09.26	PKF Littlejohn	External Auditor fee for 2025/26	£378.00
17.09.26	Matt Phelps	Cemetery strimming	£470.00
<u>Payments by direct debit for authorisation</u>			
Date	Payee	Payment Details	Amount
20.07.26	NEST	Pension July 2026	£100.87
20.07.26	Castle Water	Pav water June 2026	£0.23
20.07.26	Info Commissioners office	Data protection annnual renewal	£47.00
21.07.26	e-on	Pav electricity June 2026	£117.53
24.07.26	O2	Clerks phone July 2026	£36.00
28.07.26	JM Waste	Bin charge for July 2026	£84.76
28.07.26	N Power	Streetlights June 2026	£21.29
03.08.26	Rother District Council	Car park charge	£52.00
19.08.26	Castle Water	Pav water July 2026	£10.52
26.08.26	O2	Clerk phone August 2026	£36.00
27.08.26	NEST	Pension Aug 2026	£100.87
28.08.26	JM Waste	Bin charge for Aug 2026	£91.78
28.08.26	Npower	Streetlights July 2026	£22.88
01.09.26	Rother District Council	Car park charge	£52.00
14.09.26	Microsoft 365	Auto renew <i>*Clerk trying to get this refunded</i>	£84.99
<u>Acknowledge receipt of monies</u>			
04.08.26	CCLA	Interest	£244.07
28.08.26	Rother District Council	Precept part 2	£24,200.00