

PLEASE NOTE START TIME OF MEETING
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**Horam Parish Council Members are summoned to the Annual Meeting
to be held on Wednesday 14th May 2024 at 7p.m. in The Horam Centre**

Jackie Cottrell
Jackie Cottrell - Clerk

Dated: 7th May 2024

Recordings, including filming, audio recording, photography and using social media sites is permitted at Council meetings which are open to the public.

*Please contact the clerk **24 hours** before the meeting if you have any accessibility concerns regarding your attendance. A stair climber is available for wheelchair users and a zoom link can be provided to attend the meeting virtually (audio access only).*

PUBLIC SESSION – 7.30 p.m. – 7.40 p.m. Ten minutes are available for the public to express a view or ask a question on relevant matters on the following agenda. Each member of the public can speak for a maximum of 3 minutes for an item on the agenda requiring a resolution and a maximum of 2 minutes for any other item on the agenda. The public are welcome to stay and observe the rest of the meeting.

The door to the Horam Centre will be unlocked 15 minutes before the meeting starts.

A G E N D A

- 1. TO ELECT THE CHAIRMAN OF THE COUNCIL** and to receive the Chairman's Declaration of Acceptance of Office.
- 2. TO ELECT THE VICE CHAIRMAN** and to receive the Vice-Chairman's Declaration of Acceptance of Office.
- 3. APOLOGIES FOR ABSENCE – Resolution required**
- 4. DECLARATIONS OF INTEREST** – To receive any disclosure by members of personal interests in matters on the Agenda, the nature of the interest and whether the member regards the interest as personal or pecuniary under the terms of the Code of Members Conduct.
- 5. MINUTES OF MEETING HELD ON 9th APRIL 2025** (circulated as a separate document) to be confirmed and signed as a true record – **Resolution required**
- 6. MINUTES OF THE MEETINGS HELD ON 30th APRIL, 1st MAY and 2nd MAY 2024– Resolution required**

7. MINUTES OF THE APA 27th MARCH 2025 – For noting
8. TO RECEIVE WRITTEN APPLICATIONS FOR THE OFFICE OF PARISH COUNCILLOR AND TO CO-OPT A CANDIDATE TO FILL THE EXISTING VACANCY – Resolution required 8.3.
 - 8.1. To receive application forms from prospective councillors
 - 8.2. Co-option interviews
 - 8.3. To resolve a successful candidate
 - 8.4. The successful candidate to sign the Declaration of Office
9. CORRESPONANCE
 - Draft minutes of the SLR meeting on the 12.2.2025
 - Cuckmere Flood Forum agenda 28.4.2025
 - Cuckmere Flood Forum meeting notes 18.11.2025
 - High Weald Nature Community Fund information
 - Parish Council letter to all district councillors re Land at Discovery Way
 - WDALC Agenda 2.4.2025
 - WDALC Minutes 15.1.2025
 - Cllr Roberts notes from the WDALC meeting 2.4.2025
 - Minutes of the Horam Village Hall & Recreation Ground Trustee and Group Representative meeting 13.3.2025
 - Sussex Police Rural Crime Team Report
 - Response from the Horam Village Hall & Recreation Ground Charity regarding the parish council's letter requesting an urgent meeting
 - Email correspondence from member of the public regarding the licence application at the Horam Petrol Station
 - Email correspondence from a member of the public regarding dirty road signs, overgrown vegetation, broken steps and a request for SIDS and lighting in the Maynards Green bus shelter
10. REPORT FROM OUTGOING CHAIRMAN
11. REPORT FROM DISTRICT COUNCILLORS GREG COLLINS AND CORNELIE USBORNE
12. REPORT FROM COUNTY COUNCILLOR BOB BOWDLER
13. CLERK REPORT
14. ADMINITRATTIVE ASSISTANT REPORT
15. REPORT FROM PCSO
16. PLANNING - Verbal report from Councillor Graham Knight, Chairman of the Committee. ***Please note that the Minutes of meetings are published independently***
17. TO APPROVE AND ADOPT THE STANDING ORDERS AND FINANCIAL REGULATIONS DATED MAY 2025 FOR HORAM PARISH COUNCIL - Resolution required
18. TO RESOLVE THE STAFFING COMMITTEE RECOMMENDATIONS

19. TO APPROVE COMMITTEE STRUCTURES INCLUDING DELEGATION ARRANGEMENTS WITHIN THE TERMS OF REFERENCE AND TO APPOINT MEMBERS TO SERVE ON THE UNDERMENTIONED COMMITTEES: - Resolutions required 19 (a) & (b)

Chairman of standing committees will not be known until the first meeting of each relevant committee

(a) PLANNING AND HIGHWAYS (seven members): to appoint members and to resolve Terms of Reference

(b) FINANCE (five members): to appoint members and to resolve Terms of Reference

(c) STAFFING (four members): To resolve Terms of Reference.

Please note membership is the Chairman of the Council, the Chairman of the Planning & Highways and the Chairman of Finance and one additional councillor. Chairman of standing committees will not be known until the first meeting of each relevant committee. The additional member of the Staffing Committee will be resolved at the June Full Council meeting

20. TO APPOINT COUNCIL REPRESENTATIVES FOR 2025 TO THE FOLLOWING GROUPS – Resolutions required

Group	No of Members	2024 Members For Information	Additional information
East Sussex Highways Liaison Group (SLR)	3	Andy Billings Graham Knight Ann Sadler	2 meetings a year In person meetings at the Horam Centre
East Sussex ALC LTD AGM	Up to 2	Graham Knight Jane Trott	1 annual meeting To attend, speak and vote
Cuckmere Flood Forum	Up to 2	Andy Billings Virginia Roberts	At least 2 meetings a year In person meetings
Focus / Cluster Group	2	Andy Billings Graham Knight	Focus either face-to face at the Horam Centre or Zoom meetings arranged on an ad-hoc basis Cluster – WDC Teams meetings Membership criteria Chairman of the Council Chairman of Planning
Horam Village Hall & Recreation Group Trustee and Group Representative meetings	1	Johnathan Webb	Bi-monthly meetings Meetings at the Village Hall
Horam Parish Council / Horam Village Hall Liaison Group	3	Graham Knight Sue Lane Gary Brockhurst	In person meetings at the Horam Centre 4 meetings a year
Youth Representative	1	Ex Cllr Cousins	To work alongside the Clerk
Emergency Plan Working Group	4	Andy Billings Virginia Roberts Jenny Howells Jane Trott	In person meetings at the Horam Centre
WDALC	1	Graham Knight or Virginia Roberts	Zoom meetings 16 th July, 17 th September and 1 st October

Christmas working group	4	Ex councillor Cousins Andy Billings Ann Sadler Virginia Roberts	To work alongside the Clerk and Administration Assistant
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21. TO APPROVE THE CALENDER OF MEETINGS FOR 2025/26 - Resolution required

22. FINANCE:

- (1) To note the first half of the precept has been received
- (2) To note there has not been a CIL payment received in April 2025
- (3) To note the Internal Audit has taken place on the 8th May
- (4) To note the date for the next finance meeting has been set for Wednesday 28th May 9.30am in the Horam Centre
- (5) To resolve the online payments list as shown below:

Payee Name	Account Debited	Invoice Number	Amount £
Staff & payroll costs	Current Account	May salaries & HMRC	3605.38
Horam Club Rooms	Current Account	Inv 156 – rental for April	600.00
Clerk – Zoom payment	Current Account	Inv 302696851 25.4.2025-24.5.2025	15.59
Rialtas	Current Account	Inv 31845 – Annual support and maintenance licence	243.60
Zurich Insurance	Current Account	Inv 543759301 Annual insurance premium	2625.98
Team Rubicon	Current Account	Horam Skate Jam – Wednesday 16 th April	1104.00
Horam Village Hall	Current Account	Inv 1158 Monthly Waste collection service dated 1.5.2025	35.91
Wilhar Publications Ltd	Current Account	Inv 7830 – 2 additional pages advertising the work of the pc	150.00
Clerk – 20i	Current Account	Inv 7966982 Cloud micro server – monthly payment	11.99
Clerk- 20i	Current Account	Inv 7985085– storage upgrade	1.80
Clerk	Current Account	Black ink cartridge	19.67
Clerk	Current Account	A4 punch pockets	6.99
Clerk	Current Account	A4 plastic sleeves	7.99
1 st Horam Scout Group	Current Account	For use of the Scouts toilets for the Skate Jam	250.00
Clerk	Current Account	Plastic boxes for	12.00

		storage	
Administrative Assistant	Current Account	Lanyard shop	8.88
Cllr Billings	Current Account	Gift for Ex Cllr Cousins – 23 years’ service to the council	21.50
Uniserve	Current Account	Inv 36551 – monthly charges -date 1.4.2025	83.04
Uniserve	Current Account	Inv 36626 – Cllr Knight setting up emails on alternative devices	44.40
Uniserve	Current Account	Inv 36734 – monthly charges-date 1.5.2025	83.04
Nest	Current Account	Pension May	261.45
James Todd & Co	Current Account	Inv 80677 May payroll	36.60
Cuckmere Flood Forum	Current Account	Community grant – Resolved at FC Dec 2024 – to be paid from the precept	60.00
Air Ambulance	Current Account	Community grant – Resolved at FC Dec 2024 – o be paid from the precept	300.00
The Finishing Touch	Current Account	Play park and Skate park maintenance for April	190.45
Malcolm Curtis	Current Account	Inv 88 – cut grass playgrounds	120.00
Malcolm Curtis	Current Account	Inv 87 – to cut parish verges	210.00
Europlants –	Community Account	Inv 32688 Plant maintenance May 25	103.80
Malcolm Curtis	Community Account	Inv 89 – cut and tidy memorial garden	60.00
Derek Tourle	Community Account	Memorial plaque	85.00

23. TO RESOLVE THAT THE PC WILL BEGIN NEGOTIATIONS WITH THE HORAM VILLAGE HALL AND RECREATION GROUND CHARITY FOR A POSSIBLE NEW AGREEMENT FOR THE PLAYPARK, SKATE PARK AND 3RD AGE EQUIPMENT

24. LANDSCAPE SENSITIVITY STUDY UPDATE

25. PARISH COUNCIL SKATE JAM

25.1. Review of the Skate Jam held on 16.4.2025

25.2. To note the date of the summer Skate Jam 31.7.2025

26. BUSINESS PLAN UPDATE

26.1. To note the Business Plan

26.2. To discuss the progress on the Business Plan Objectives

27. TO DISCUSS ITEMS THAT THE PARISH COUNCIL COULD PUBLICISE

INFORMATION FOR/FROM COUNCILLORS (for noting or inclusion on future agendas)

DATE OF NEXT MEETING

Tuesday 27th May Planning & Highways

Wednesday 28th May Finance

Wednesday 11th June Planning & Highways, Full Council

28. EXCLUSION OF PRESS AND PUBLIC BY RESOLUTION

To consider whether to exclude the Press and public from the meeting during consideration of the following items pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reasons of the confidential nature of the business to be transacted

29. UPDATE AND REVIEW ON THE COURSE OF ACTION TAKEN BY THE PARISH COUNCIL REGARDING THE GRANT PAYMENT TO THE VILLAGE HALL & RECREATION GROUND CHARITY FOR THE GAP PATHWAY

29.1. Retrospective approval that the Clerk confirmed with the Village Hall that all HVH trustees AGREED to refuse a meeting with the PC

29.2. To update and review the current PC position

30. TO REVIEW A DONATION OF LAND

To: Councillors Billings, Knight, Howells, Roberts, Sadler, Lane, Webb, Brockhurst, Lee and Trott

Copies to: District Council Ward Members for Horam and Punnetts Town Collins and Usborne;
Councillor Bob Bowdler, East Sussex County Councillor; and
Megan Driscoll, Police Community Support Officer.

