

HORAM PARISH COUNCIL

The Horam Centre
3 Bank Buildings
High Street, Horam
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JACKIE COTTRELL

Jackie Cottrell – Clerk

Dated: 4th JUNE 2025

Horam Parish Council Members are summoned to a Meeting to be held on WEDNESDAY 11th JUNE 2025 at 7.30pm in the Horam Centre

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. APOLOGIES FOR ABSENCE**
- 2. 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
- 3. MINUTES OF THE COUNCIL MEETING** held on 14TH MAY 2025 to be confirmed and signed as a true record (attached)

4. **REPORT FROM DISTRICT COUNCILLORS GREG COLLINS**
5. **REPORT FROM COUNTY COUNCILLOR BOB BOWDLER** (Circulated separately)
6. **REPORT FROM PCSO**
7. **CORRESPONDENCE RECEIVED**
Letter to Trevor Scott from the Planning & Highways Committee
Horam Village Hall Committee Trustee Meeting Agenda 22.5.2025
Minutes of the Horam Village Hall and Group Representative Meeting 13.3.2025
SLCC Branch Agenda 26.6.2025
Minutes of the SLCC Branch Meeting 24.4.2025
SLCC Presentation on Martyn's Law
WDC update on the Cuckoo Trail works
Email from Horam Village Hall regarding the Play park / Skate Park and 3rd Age Equipment
8. **REPORT FROM PARISH COUNCIL CHAIRMAN**
9. **REPORT FROM PARISH CLERK**
10. **REPORT FROM THE ADMINISTRATION ASSISTANT**
11. **PLANNING** - Report from Councillor Graham Knight, Chairman of the Committee. ***Please note that the Minutes of meetings are published independently***
12. **FINANCE**
 - (1) **RECOMMENDED**
 - (a) To **RESOLVE** that staff salaries would be paid in August before the Full Council meeting and retrospectively approved.
 - (b) To **CONSIDER** the purchase in principle of a solar light for inside the bus shelter at Maynards Green
 - (c) To **RESOLVE** the Finance Committee recommendation for a virement from EMR 393 CIL 20/21 of £2,000 to a new EMR to be used for the maintenance of the Play Park, Skate Park and 3rd Age equipment
 - (d) To **RESOLVE** the Finance Committee recommendation for face-to-face finance training for the Finance Committee at a cost of £200 plus mileage
 - (e) To **RESOLVE** Cllr Daniel Johnston to complete the council's internal audits
 - (f) To **Note** the interest rate on the Barclays Business account is being reduced from 1.35% to 1.25% from the 13th May 2025
 - (g) To **Note** the WDC charges for dog and litter bin emptying for the period from 1.4.2025 – 31.3.2025 have increased from £286.00 to £300.00 per bin per year
 - (h) To **Note** the monthly payroll service fee has increased by £1.50 plus VAT from the 1.4.2025
 - (i) To **Note** the parish council credit card application and new bank account applications are ongoing
 - (j) To **Note** the Community Grant Guidance Documentation and application form has been resolved by the Finance Committee for the 2025/26 financial year

- (k) To **Note** the Finance Committee resolution regarding the Village Hall grant application for the pump track
- (l) To **Note** the parish council auditor is retiring and will be unavailable next year
- (m) To **Note** the bank reconciliations and management account reports for the first quarter of the new financial year will be circulated ahead of the July Full Council meeting
- (n) To **Note** the asset register amendment resolved at the Finance Committee meeting 28.5.2025
- (o) To receive and **Note** the Internal Audit report for the financial year 2024/25
- (p) To note the dates for the Exercise of Public Rights
- (q) To **RESOLVE** Section 1 of the AGAR – The Annual Governance Statement 2024/2025
- (r) To consider, approve, sign and **RESOLVE** the Annual Accounts for 2024/2025
- (s) To note the significant variances for Section 2 – Accounting statements 2024/25
- (t) To **RESOLVE** Section 2 of the AGAR – The accounting statements for 2024/202

(2) To **Resolve** the payments listed below:

Payee Name	Account Debited	Invoice Number	Amount £
Staff & payroll costs	Current Account	June salaries & HMRC	3770.79
Horam Club Rooms	Current Account	Inv 157 – rental for May	625.00
Clerk – Zoom payment	Current Account	Inv 306804764 25.5.2025-24.6.2025	15.59
Horam Fun Day	Current Account	Community grant – Resolved at December Full Council 2024	900.00
Stanley	Current Account	Inv 22464 – Stair climber service	312.00
DCM Surfaces	Current Account	Inv 22259 Play park resurfacing as per PO 19032025	27,148.80
Horam Village Hall	Current Account	Inv 1171 Monthly Waste collection service dated 1.6.2025	35.91
Wilhar Publications Ltd	Current Account	Inv 7889 – 2 additional pages advertising the work of the pc and Skate Jam poster	225.00
Clerk – 20i	Current Account	Inv 8066173 Cloud micro server – monthly payment	11.99
Clerk- 20i	Current Account	Inv 8085559– storage upgrade	1.80
Clerk	Current Account	Lockable 4 drawer filing cabinet – Hospice in the Weald	40.00

Image Matters	Current Account	Inv 2847 Vinyl stickers for the 3 Skate Jam banners	36.00
Uniserve	Current Account	Inv 37016 – monthly charges 9.6.25-8.7.2025	83.04
Uniserve	Current Account	Inv 36874 – Ex Cllr Lee email issues	22.20
Nest	Current Account	Pension June	276.73
James Todd & Co	Current Account	Inv 81455 June payroll	36.60
ESALC	Current Account	Introduction to planning training – Cllr Johnston	48.00
Malcolm Curtis	Current Account	Inv 94 – cut grass playgrounds	120.00
Malcolm Curtis	Current Account	Inv 87 – to cut parish verges and installation of repaired finger post	420.00
Europlants –	Community Account	Inv 32959 Plant maintenance June 25	103.80
Malcolm Curtis	Community Account	Inv 93 – cut and tidy memorial garden	75.00

13. TO RESOLVE THE FOURTH MEMBER OF THE STAFFING COMMITTEE
14. TO RESOLVE THE CHRISTMAS FUN NIGHT WILL TAKE PLACE ON FRIDAY 5TH DECEMBER
15. YOUTH CLUB UPDATE
 - 15.1.Update on the site visit to the Horam Chapel
 - 15.2.To RESOLVE the age group for a potential parish council youth club
 - 15.3.To note the days of the week other clubs for young people run in the parish
16. TO REVIEW THE WDC CUCKOO TRAIL ENHANCEMENT PROPOSALS FOR THE PARISH COUNCIL TO CONSIDER
 - 16.1. To note the Clerk is arranging a meeting with WDC to discuss the proposals
17. TO REVIEW THE FIRST DRAFT OF THE HPC EMERGENCY PLAN
18. TO AGREE THE PARISH COUNCIL WILL REQUEST THAT WDC CREMATORIUM / SUSSEX WEALD HOMES ADD ADDITIONAL DOG WASTE BINS IN THE PARISH
 - 18.1. To agree that the Clerk will continue to attempt to arrange a meeting with Sussex Weald Homes
19. TO CONSIDER WHETHER TO HAVE A STAND AT THE HORAM FUN DAY ON SUNDAY 13TH JULY
20. LANDSCAPE SENSITIVITY UPDATE
21. SKATE JAM UPDATE

- 21.1. To note the date of the next Skate Jam 31st July 2025
- 21.2 To note the update report
- 21.2. To resolve to a £250 grant award to the Scouts for use of their toilets for the Skate Jam
- 22. **PARISH COUNCIL BUSINESS PLAN UPDATE**
 - 22.1. To review the Business Plan
 - 22.2. To note and discuss future progress on the Business Plan objectives
 - 22.3. To resolve a working group to update the Business Plan at end of year one
- 23. **TO DISCUSS ITEMS THAT THE PARISH COUNCIL COULD PUBLICISE**
- 24. **INFORMATION FOR/FROM COUNCILLORS (for noting or inclusion on future agendas).**
- 25. **DATE OF NEXT MEETING**
 - PLANNING & HIGHWAYS on Monday 23rd June 2025 at 7.30pm**
 - PLANNING & HIGHWAYS on Tuesday 8th July 2025 at 6.45pm**
 - FULL COUNCIL on Tuesday 8th July 2025 at 7.30pm**
- 26. **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
- 27. **VILLAGE HALL & RECREATION GROUND**
 - 27.1. UPDATE ON THE COURSE OF ACTION RESOLVED AT THE MAY 2025 FULL COUNCIL MEETING REGARDING THE GRANT PAYMENT TO THE VILLAGE HALL FOR THE GAP PATHWAY IN 2023**
- 28. **DONATION OF LAND UPDATE**

To: **All Members of the Parish Council:** Councillors: A. Billings, Jennifer Howells, Graham Knight, Sue Lane, Virginia Roberts, Ann Sadler, Jane Trott, Jonathan Webb, Gary Brockhurst and Andrew Lee

Copy to: Councillors Greg Collins and Cornelia Osborne, District Council Ward Members for Horam and Punnetts Town and Councillor Bob Bowdler, East Sussex County Councillor & Police Community Support