

HORAM PARISH COUNCIL

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HORAM PARISH COUNCIL MINUTES OF THE FULL COUNCIL MEETING HELD ON WEDNESDAY 11TH JUNE 2025 FROM 7.30PM TO 9.11PM

In Attendance: Councillors Andy Billings, Graham Knight, Daniel Johnston, Jennifer Howells, Virginia Roberts, Ann Sadler, Jane Trott, Jonathan Webb and Sue Lane

Also in Attendance: WDC Cllr Collins
ESCC Cllr Bob Bowdler
The Clerk

PUBLIC SESSION: None.

548/06/25 APOLOGIES FOR ABSENCE

Cllr Gary Brockhurst – Unwell

RESOLVED Cllr Brockhurst's apologies.

549/06/25 DECLARATIONS OF INTEREST

Cllr Trott – ITEM 15 Youth Club update – Personal Interest

550/06/25 MINUTES of the Annual Council meeting held on the 14th May 2025 to be confirmed and signed as a true record

The Clerk verbally updated Members with one amendment.

RESOLVED the amendment.

RESOLVED the minutes of the Annual Meeting held on the 14th May 2025.

551/06/25 REPORT FROM DISTRICT COUNCILLORS GREG COLLINS

WDC Cllr Greg Collins verbally updated the meeting. He stated that the quorum which was a minimum of 3 members for WDC planning committees had always been in place and was NOT a result of the new constitution.

He reported that he would be speaking against application WD/2024/2006/MRM Land East of Rosemead – Reserve Matters for the erection of up to 46 residential dwellings as it did not comply with the Neighbourhood Plan. He would also be monitoring the Two Oaks site.

The nominations for the bi-elections would close on the 13th June.

WDC Cllr Greg Collins answered questions from Cllr Lane regarding the recent officer approval of application WD/2025/0893/F Merrydown Village for the erection of a single storey building comprising of 8 secure stores. He had attended 3 meetings with officers who could not find material reasons for refusal. He stated the car park in front of the flats had not been formally registered for public parking and it would not be practical or financially viable for WDC to take legal action against historic planning conditions which were not binding indefinitely. Cllr Lane expressed disappointment that WDC Cllr Greg Collins had not been supportive of the local residents and the parish council who had objected to the application. WDC Cllr Greg Collins defended the comment by stating that it would be impossible to support all the differing views of the parishioners in Horam.

552/06/25 REPORT FROM COUNTY COUNCILLOR BOB BOWDLER

Members noted the previously circulated report.

ESCC Cllr Bob Bowdler added that there were currently some conflicting views on what the new combined authority would be called and the geographical area that it would cover. There was still no further information on how Devolution would affect parish councils. Lastly, he had provided the Clerk with more information regarding the new youth centre in Heathfield.

WDC Cllr Greg Collins left the meeting at 7.41pm.

553/06/25 REPORT FROM PCSO

The Clerk stated that the council had a new PCSC for the parish. She had been unable to attend the meeting in person but now had a list of all the council meetings going forward and would be visiting the office in the near future. She had reported that there were currently no ongoing issues at present but had requested the council advise her of any police matters that needed to be prioritised in the area.

The Clerk to request details of her expected police presence in the parish and for her to confirm if she would she be working as a lone officer. The Clerk to also request the PCSO to monitor shop lifting and county lines drug dealing (which had been reported at the time) within the parish.

ESCC Cllr Bob Bowdler left the meeting at 7.45pm.

554/06/25 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

Noted.

555/06/25 REPORT FROM PARISH COUNCIL CHAIRMAN

The Chairman updated Members by stating that himself and Cllr Brockhurst had removed all the herras fencing from the play area and the car park to enable the village hall to have the white lines painted in their car park.
He asked Members to note that the Business Plan would need to be reviewed shortly and to send any Business Plan ideas to the Clerk. He was pleased to report that objectives were being achieved, and it had been a useful tool for the council.

556/05/25 REPORT FROM PARISH CLERK

Noted.

The Clerk added that the WDC Bi election would be taking place on the 10th July 2025.

557/06/25 REPORT FROM THE ADMINISTRATION ASSISTANT

Noted.

558/06/25 PLANNING

The Chairman of Planning stated the committee would be monitoring the planning application for Two Oaks in Chiddingly Road.

**559/06/25 FINANCE
(1) RECOMMENDED**

(a) To **RESOLVE** that staff salaries would be paid in August before the Full Council meeting and retrospectively approved.

RESOLVED staff salaries would be paid at the regular time of the month and retrospectively approved at the August Full Council meeting which had been delayed to a later date.

- (b) To **CONSIDER** the purchase in principle of a solar light for inside the bus shelter at Maynards Green

It was **AGREED** that the Clerk would investigate the cost of a solar light for inside the bus shelter at Maynards Green which would not be costly. Members noted that it would need to have PIR. Cllr Knight to aid the Clerk with her research. The possibility of vandalism was noted, and it was **AGREED** that this would be monitored closely if a purchase was made at a later date.

- (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

RESOLVED the above virement.

- (d) To **RESOLVE** the Finance Committee recommendation for face-to-face finance training for the Finance Committee at a cost of £200 plus mileage.

RESOLVED the clerk would arrange finance training for the Finance Committee. The Clerk would investigate if this was a set price. If this was the case all councillors would then be invited.

- (e) To **RESOLVE** Cllr Daniel Johnston to complete the council's internal audits

RESOLVED the above.

- (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
Noted.

- (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
Noted.

- (h) To **Note** the monthly payroll service fee has increased by £1.50 plus VAT from the 1.4.2025
Noted.

- (i) To **Note** the parish council credit card application and new bank account applications are ongoing

Noted.

- (j) To **Note** the Community Grant Guidance Documentation and application form has been resolved by the Finance Committee for the 2025/26 financial year
Noted. The Clerk to circulate the new forms to all members as soon as practically possible.
- (k) To **Note** the Finance Committee resolution regarding the Village Hall grant application for the pump track
The Clerk read out the resolution in full. Noted.
- (l) To **Note** the parish council auditor is retiring and will be unavailable next year
Noted.
- (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
Noted.
- (n) To **Note** the asset register amendment resolved at the Finance Committee meeting 28.5.2025
Noted.
- (o) To receive and **Note** the Internal Audit report for the financial year 2024/25
Noted.
- (p) To note the dates for the Exercise of Public Rights
Noted.
- (q) To **RESOLVE** Section 1 of the AGAR – The Annual Governance Statement 2024/2025

560/06/25 RESOLVED Section 1 of the AGAR – The Annual Governance Statement

- (r) To consider, approve, sign and **RESOLVE** the Annual Accounts for 2024/2025

561/06/25 RESOLVED the Annual Accounts for 2024/25

- (s) To note the significant variances for Section 2 – Accounting statements 2024/25
Noted.
- (t) To **RESOLVE** Section 2 of the AGAR – The accounting statements for 2024/2025

562/06/25 RESOLVED Section 2 of the AGAR – The accounting statements for 2024/25

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

Payee Name	Account Debited	Invoice Number	Amount £
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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 – 2Oi	Current Account	Inv 8066173 Cloud micro server – monthly payment	11.99
Clerk- 2Oi	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

RESOLVED the payments listed above. The parish council's contractors' monthly invoice would also be paid despite his invoice being received after the agenda had been circulated. The invoice would be retrospectively approved at the July Full Council meeting.

563/06/25 TO RESOLVE THE FOURTH MEMBER OF THE STAFFING COMMITTEE

RESOLVED Cllr Lane as the fourth member of the staffing committee.

564/06/25 TO RESOLVE THE CHRISTMAS FUN NIGHT WILL TAKE PLACE ON FRIDAY 5TH DECEMBER

Members noted the change of day from a Thursday to a Friday. It was **AGREED** this might encourage more families to stay later. The date did not clash with any other Christmas Fun nights in other neighbouring parishes.

RESOLVED the Christmas Fun Night would be held on Friday 5th December.

565/06/25 YOUTH CLUB UPDATE

15.1. Update on the site visit to the Horam Chapel

The Clerk reported that the visit to the Horam Chapel had gone well. ESCC had confirmed that they would need 2 staff and 1 volunteer for a 2 hour a week slot. ESCC provisionally suggested a Tuesday evening and a start date in September. The Clerk and Cllr Howells had been added to the Heathfield Partnership Trust meetings and would investigate further the fund for transport.

15.2. To RESOLVE the age group for a potential parish council youth club

RESOLVED to the 12-16 age group for the potential youth club.

15.3. To note the days of the week other clubs for young people run in the parish

Cllr Howells had provided details of the Scouts and guide nights. The Clerk would investigate if there were any tennis or football club weeknight meetings. There were cricket sessions on a Friday night in Heathfield.

566/06/25 TO REVIEW THE WDC CUCKOO TRAIL ENHANCEMENT PROPOSALS FOR THE PARISH COUNCIL TO CONSIDER

The Chairman summarised the parish council's involvement with the WDC's Cuckoo Trail Masterplan over the last few years. The two parish council representatives had put forward a number of suggestions and ideas to WDC none of which had been progressed further. Members noted their disappointment that WDC had not gone ahead with their original idea of a new car park where the new raised beds were now situated. It was also noted that none of the original WDC Steering Group officers were still involved with the project.

Members noted the two proposals which WDC had put forward for consideration. Councillors were not inspired by either. The parish council would be investing and maintaining something which was not in their ownership.

16.1. To note the Clerk is arranging a meeting with WDC to discuss the proposals

The Clerk would continue to arrange a face-to-face meeting which would include a site visit as soon as practically possible.

567/06/25 TO REVIEW THE FIRST DRAFT OF THE HPC EMERGENCY PLAN

Members **AGREED** that once the Emergency Plan had been adopted it would need to be regularly reviewed, with a date set to do this, to ensure that it was kept up to date.

Members noted that further consideration would need to be given to alternative emergency hubs in the village especially as the Village Hall was used as a pre-school 5 mornings a week. Possible additional locations suggested were the Horam Chapel, Maynards Green Primary School and St Marys school. The Clerk to make preliminary enquiries with the Horam Chapel as the first alternative to investigate.

The Clerk to send the draft Emergency Plan to WDC for review.

568/06/25 TO AGREE THE PARISH COUNCIL WILL REQUEST THAT WDC CREMATORIUM / SUSSEX WEALD HOMES ADD ADDITIONAL DOG WASTE BINS IN THE PARISH

Members noted the dog fouling problem had increased since the Sussex Weald Homes housing development had been built.

The Clerk would contact Sussex Weald Homes and request an additional dog waste bin at the entrance to the footpath on Chiddingly Road which led to the crematorium and one at the Willows entrance into the estate.

Members **AGREED** that WDC should be responsible for the costs of any additional bins.

18.1. To agree that the Clerk will continue to attempt to arrange a meeting with Sussex Weald Homes

It was **AGREED** the Clerk would re-contact Sussex Weald Homes to arrange a site visit to the Willows Development.

569/06/25 TO CONSIDER WHETHER TO HAVE A STAND AT THE HORAM FUN DAY ON SUNDAY 13TH JULY

Members suggested possible information topics for a stand at the Horam Fun Day which included the Landscape Sensitivity Study, the new website, the possible new youth club in the village, the Skate Jam (Clerk to obtain flyers). The idea of setting up a QR code for the event with the help of Cllr Sadler and Johnston was **AGREED**.

The Clerk to ensure an old parish council laptop was available to use on the day for power point presentations/website demonstrations as well as the parish council mobile phone. A portable screen if available would be used.

Cllr Virginia Roberts volunteered availability for an hour on the day.

The Administration Assistant had availability for the morning until 12pm if needed.

All Members to email their availability with any other suggestions for information topics by Tuesday 17th June

RESOLVED to have a stand at the Horam Fun Day inside the hall on Sunday 13th July.

570/06/25 LANDSCAPE SENSITIVITY UPDATE

Members noted that a draft document for comments would be received in the next two weeks.

571/06/25 SKATE JAM UPDATE**21.1. To note the date of the next Skate Jam 31st July 2025**

Noted.

21.2 To note the update report

Noted. The Clerk added that The Little Dough Coffee Company would be on site on the day with hot drinks, cakes, bakes and hot dogs.

Cllr Johnston volunteered for both shifts 10.00am – 12noon and 1pm – 3pm.

Cllr Sadler volunteered to be on site at 9.30 to check the area over and to meet Rubicon.

21.2. To resolve to a £250 grant award to the Scouts for use of their toilets for the Skate Jam

Members noted the previously circulated report.

A short discussion took place.

RESOLVED the grant of £250 to the Scouts if they were able to provide toilet facilities on the day of the Skate Jam.

572/06/25 PARISH COUNCIL BUSINESS PLAN UPDATE**22.1. To review the Business Plan**

Members noted the progress report for the Business Plan which had been circulated prior to the meeting.

22.2. To note and discuss future progress on the Business Plan objectives

The Chairman requested members to note that the Business Plan would need an annual review with new objectives added.

The Clerk or Administration Assistant would clerk the meeting.

22.3. To resolve a working group to update the Business Plan at end of year one

RESOLVED that a working group would be set up to review the Business Plan. Membership would be resolved at the July Full Council meeting.

573/06/25 TO DISCUSS ITEMS THAT THE PARISH COUNCIL COULD PUBLICISE

Cllr Sadler to set up a QR code for the Skate Jam event which could be advertised on the parish council notice boards. The parish council's stand at the Horam Fun Day on Facebook.

574/06/25 INFORMATION FOR/FROM COUNCILLORS (for noting or inclusion on future agendas).

Landscape Sensitivity Study, Skate Jam, Fun Day stand, Youth Club.

575/06/25 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

576/06/25 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

RESOLVED at 8.56pm to exclude the press and public.

577/06/25 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

It was **AGREED** the Clerk would primarily seek free legal advice from NALC.

578/06/25 DONATION OF LAND UPDATE

Members discussed the site visit to a possible donation of land.

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

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

