

HORAM PARISH COUNCIL

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

Jackie Cottrell – Clerk

Dated: 2nd JULY 2025

**Horam Parish Council Members are summoned to a Meeting to be held on TUESDAY
8th JULY 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 11th JUNE 2025 to be confirmed and signed as a true record (attached)

4. **TO RECEIVE WRITTEN APPLICATIONS FOR THE OFFICE OF PARISH COUNCILLOR AND TO CO-OPT A CANDIDATE TO THE FILL THE EXISTING VACANCY – Resolution required**
 - 4.1. To receive application forms from prospective councillors
 - 4.2. Co-option interviews
 - 4.3. To resolve a successful candidate
 - 4.4. The successful candidate to sign the Declaration of Office
5. **REPORT FROM DISTRICT COUNCILLOR GREG COLLINS** (Circulated separately)
6. **REPORT FROM COUNTY COUNCILLOR BOB BOWDLER** (Circulated separately)
7. **REPORT FROM PCSO**
8. **CORRESPONDENCE RECEIVED**

Email from the Chairman of the Village Hall & Recreation Ground Charity – validity of one parish councillors' position on the council
ESCC response to A267 Road Safety Group Vision and Strategy
SLCC Branch Agenda 26.6.2025
Changes to Proper Practices for town and parish councils
Thank you letter from the Air Ambulance
Email from a member of the public requesting draft minutes are added to the website before they are resolved
Parish Council letter to WDC highlighting the parish council's disappointment that the NP was ignored when approving the East of Rosemead application
9. **REPORT FROM PARISH COUNCIL CHAIRMAN**
10. **REPORT FROM PARISH CLERK**
11. **REPORT FROM THE ADMINISTRATION ASSISTANT**
12. **PLANNING** - Report from Councillor Graham Knight, Chairman of the Committee. ***Please note that the Minutes of meetings are published independently***
13. **FINANCE**
 - (1) **RECOMMENDED**
 - (a) To **RESOLVE** the quotation for maintenance work at the Memorial Garden
 - (b) To **RESOLVE** the purchase of a solar light for inside the bus shelter at Maynards Green
 - (c) To **RESOLVE** the quotation for a replacement panel for the bus shelter on the high street
 - (d) To **RESOLVE** the quotation to repaint the parish council bench on the high street
 - (e) To **RESOLVE** the quotation to repaint the bus shelter on the high street
 - (f) To **RESOLVE** the quotation to refurbish the Vines Cross Village Sign
 - (g) To consider and **RESOLVE** a quotation to paint the Skate Parks retaining walls to cover up the graffiti
 - (h) To **RESOLVE** the CIL Monitoring Report for the 2024-25 financial year
 - (i) To **Note** the AGAR documentation has been sent to the internal auditor

- (j) To **Note** the dates for the Notice of Public Rights was amended to Friday 20th July- Thursday 31st July
- (k) To **Note** Cllr Johnston has completed his first Internal Audit
- (l) To **Note** the finance training update
- (m) To **Note** the parish council credit card application and new bank account applications are ongoing
- (n) To **Note** the bank reconciliations and management account reports for the first quarter of the 2025-26 financial year
- (o) To **Note** budget observations – verbal update

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

Payee Name	Account Debited	Invoice Number	Amount £
Retrospective Approval The Finishing Touch	Current Account	May rubbish clearance and oiling pc benches and picnic benches in the play park / skate park	658.73
Staff & payroll costs	Current Account	July salaries & HMRC	3709.88
Horam Club Rooms	Current Account	Inv 158 – rental for June	550.00
Clerk – Zoom payment	Current Account	Inv 310882449 25.6.2025-24.7.2025	15.59
ESALC	Current Account	Planning Training Cllr Billings Inv 2104	48.00
Roache Electrical Limited	Current Account	Inv 876 PAT Testing office equipment	70.00
Wealden District Council	Current Account	Dog bin quarterly emptying charges 1.4.25-30.6.25 Inv 70068189	429.00
K. Robertson	Current Account	Internal Audit charges Inv 25-6	223.20
Horam Village Hall	Current Account	Inv 1191 Monthly Waste collection service dated 1.7.2025	35.91
Wilhar Publications Ltd	Current Account	Inv 7937 – 1 additional pages advertising the work of the pc and Skate Jam poster	150.00
Clerk – 20i	Current Account	Inv 8169505 Cloud micro server – monthly payment	11.99
Clerk- 20i	Current Account	Inv 8190096– storage upgrade	1.80

Clerk	Current Account	Heavy duty bin liners – Skate Park/Play Park/3 rd Age	6.99
Clerk	Current Account	Black ink cartridge	39.34
Clerk	Current Account	3 A4 Lever arch files	10.69
Clerk	Current Account	Cable ties	6.99
Uniserve	Current Account	Inv 37253 – monthly charges 9.7.25-8.8.2025	83.04
Nest	Current Account	Pension July	266.54
James Todd & Co	Current Account	Inv 82276 June payroll	36.60
The Finishing Touch	Current Account	June rubbish clearance and last 2 picnic benches	272.40
Malcolm Curtis	Current Account	Inv 3 – cut grass playgrounds	180.00
Malcolm Curtis	Current Account	Inv 4 – to cut parish verges	315.00
Europlants –	Community Account	Inv 33116 Plant maintenance July 25	103.80
Malcolm Curtis	Community Account	Inv 2 – cut and tidy memorial garden	60.00

14. TO RESOLVE A COUNCIL REPRESENTATIVE FOR SLCC MEETINGS

15. MEMORIAL PLAQUES

15.1. To consider and resolve the replacement of a damaged memorial plaque

15.2. To consider the introduction of a Memorial Plaque policy

16. TO RESOLVE WHETHER TO PROCEED WITH THE WDC CUCKOO TRAIL ENHANCEMENT PROPOSALS

17. HORAM PARISH COUNCIL CHRISTMAS FUN NIGHT – FRIDAY 5TH DECEMBER

17.1. To resolve the size of the community Christmas Tree

17.2. To discuss options for the installation and removal of the tree

17.3. To consider the purchase of additional lights for the community Christmas tree

17.4. To discuss options for the installation and removal of the tree lights

17.5. To resolve the quotation for the PA system

17.6. To discuss sponsorship

17.7. To consider and resolve delegated authority for the Christmas night expenditure to the working group

18. TO CONSIDER INVESTIGATING THE COST AND PROCESS OF TEMPORARY SPEED INDICATION DEVICES IN THE PARISH

19. TO NOTE THE CHAIRMAN AND VICE-CHAIRMAN OF THE STAFFING COMMITTEE

20. YOUTH CLUB UPDATE

21. TO DISCUSS ITEMS THAT THE PARISH COUNCIL COULD PUBLICISE
22. PARISH COUNCIL STAND AT THE HORAM FUN DAY UPDATE
23. EMERGENCY PLAN UPDATE
24. LANDSCAPE SENSITIVITY UPDATE
25. SKATE JAM UPDATE – THURSDAY 31ST JULY 2025
21.1. To note the update report
26. PARISH COUNCIL BUSINESS PLAN UPDATE
22.1. To review the progress of the Business Plan
22.3. To resolve a working group to update the Business Plan at end of year one
27. TO RESOLVE A PARISH RESPONSE TO THE WDC CONSULTATION ON LOCAL GOVERNMENT RE-ORGANISATION
28. INFORMATION FOR/FROM COUNCILLORS (for noting or inclusion on future agendas).
29. DATE OF NEXT MEETING
PLANNING & HIGHWAYS on Monday 28th July 2025 at 7.30pm
PLANNING & HIGHWAYS on Wednesday 20th August 2025 at 6.45pm
FULL COUNCIL on Wednesday 20th August 2025 at 7.30pm
30. 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
31. DONATION OF LAND UPDATE
32. TO CONSIDER EXPRESSIONS OF INTEREST FOR WDC GRANTS

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 Usborne, District Council Ward Members for Horam and Punnetts Town and Councillor Bob Bowdler, East Sussex County Councillor & Police Community Support