HORAM PARISH COUNCIL

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HORAM PARISH COUNCIL MINUTES OF THE FULL COUNCIL MEETING HELD ON TUESDAY 8th JULY 2025 FROM 7.30PM TO 9.45PM

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

Also in Attendance: 2 members of the public (one arrived at 7.36pm)
WDC Cllr Collins
ESCC Cllr Bob Bowdler
The Administration Assistant
The Clerk

PUBLIC SESSION:
A member of the public introduced herself as a parish councillor for Heathfield & Waldron Parish Council as well as being part of the Heathfield Partnership Trust. She clarified that the Heathfield Partnership Trust had funds available to help transport young people from the Horam parish to the new youth facility at Heathfield and wished to set a meeting to discuss the matter.
ESCC Cllr Bob Bowdler confirmed that Wealden Works had received a substantial lottery award for the next 3 years.

579/07/25 APOLOGIES FOR ABSENCE
Cllr Lane – personal matter

Resolved Cllr Lane's apologies.

580/07/25 DECLARATIONS OF INTEREST
None.

581/07/25 MINUTES

RESOLVED the minutes of the council meeting held on the 11th June 2025.

RESOLVED the minutes of the council meeting held on the 11th June 2025 under the Exclusion of Press and Public.

582/07/25 CO-OPTION

4.1. To receive application forms from prospective councillors
Members noted that one candidate had applied for the position.
4.2. Co-option interview
Members noted the candidate's application form and there were no further questions.
4.3. To resolve a successful candidate

RESOLVED George Poole as the new councillor for Horam Parish Council.

4.4. The successful candidate to sign the Declaration of Office
Cllr George Poole signed the Declaration of Acceptance of Office

583/07/25 REPORT FROM DISTRICT COUNCILLOR GREG COLLINS

WDC Cllr Collins confirmed that the WDC CLIF programme was officially live.
The new lease on the Uckfield Leisure Centre would be in place until 2042.
WDC had opened a planning consultation, and he encouraged the parish council to take part.
The Bi-Election would be taking place on Thursday 10th July.
Cllr Webb expressed disappointment regarding planning permission granted to the Horam Park Golf Course development site after illegal tree felling had previously taken place whilst an outline planning application existed. Cllr Collins confirmed that planning powers were only triggered by construction, and a district councillor needed a material planning reason to call an application into committee.

584/07/25 REPORT FROM COUNTY COUNCILLOR BOB BOWDLER

Members noted that ESCC Cllr Bowdler's report would be circulated imminently.
He reported that it was still unclear how the responsibilities of parish councils might change as a result of Devolution.
Works on the A22 from the Polegate roundabout to the Boship roundabout was likely to be completed shortly.

585/07/25 REPORT FROM PCSO

The Clerk reported that the PCSO made best endeavours to visit Horam on her shift days. Her Neighbourhood Policing Teams also patrolled as often as they could.
The Clerk confirmed that the new PCSO would be attending the September Full Council meeting.
A public drop-in day with the PCSO had been arranged for Friday 25th July at the Horam Centre at 11am. The parish council would advertise this at their stand at the Horam Fun Day.
The Clerk to inform the PCSO of the date of the Horam Fun Day.
Cllr Trott reported an incident in Maynards Green which she had reported to the police and WDC as it was on their land.

586/07/25 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

Noted.

ESCC Cllr Bob Bowdler left the meeting at 7.58pm.

A member of the public also left the meeting at 7.58pm.

Cllr Knight read out a statement regarding his deep upset and disappointment at the correspondence received from the Chairman of the Village Hall Trustees questioning his validity on HPC. He stated that he would personally be taking further action and would like a written apology and no further contact with that person.
The Chairman clarified the election process to one councillor and stated the sole responsibility lay with WDC.
The Clerk to clarify her role in councillors Register of Interests with WDC.

587/07/25 REPORT FROM PARISH COUNCIL CHAIRMAN

The Chairman reported that he had attended a site meeting with WDC, several other councillors and the Clerk regarding the Cuckoo Trail enhancements as well as another meeting with WDC Cllr Kelvin Williams regarding the CLIF and CIF funding programmes. He had spent time collating information for the parish council stand at the Horam Fun Day. He encouraged all councillors to attend on the day.

588/07/25 REPORT FROM PARISH CLERK

Noted.
The Clerk clarified that a rota would need to be arranged to cover the parish council's contractors leave regarding the skate park and play park litter clearance.

589/07/25 REPORT FROM THE ADMINISTRATION ASSISTANT

Cllr Johnston to provide details of the GDPR training he has completed.
The Administration Assistant would arrange GDPR training for Cllr Poole.
Councillors were encouraged to ensure that their biographies had been completed for the website.

590/07/25 PLANNING

The Chaiman of Planning listed the planning applications which had been discussed at the Planning Meeting which included the Football Club House on Horam Recreation Ground and the sewage issues at the Rosemead site. The committee had requested more details from WDC.

591/07/25 FINANCE

(1) RECOMMENDED

(a) To **RESOLVE** the quotation for maintenance work at the Memorial Garden

Members noted and discussed the quotation received.

RESOLVED the quotation for the maintenance work. The work was estimated to take approximately 10-16 hours. The hourly rate was £20, and the work would be completed over several days. The total cost would be debited from Ear Marked Reserve 360 – Community Projects.

(b) To **RESOLVE** the purchase of a solar light for inside the bus shelter at Maynards Green

Members noted the suggested solar light.

RESOLVED the purchase of a Jorft Solar Security Light at a cost of £13.99. The required cage would be provided by Cllr Knight. Members noted the risk of vandalism, and the Clerk would monitor the situation. Members would not agree to multiple purchases in the case of vandalism.

(c) To **RESOLVE** the quotation for a replacement panel for the bus shelter on the high street

Members noted that only one quotation had been obtained despite best efforts to obtain alternatives. The replacement panel was made of glass and would be installed by an experienced fitter.

RESOLVED the quotation from Millbrook Glass at a cost of £210.53.

(d) To **RESOLVE** the quotation to repaint the parish council bench on the high street

Members noted that only one quotation had been received despite best efforts to obtain alternatives.
The item was **DEFERRED.** The Clerk to obtain prices for a new bench made from the same material for the August Full Council meeting as a comparison.

(e) To **RESOLVE** the quotation to repaint the bus shelter on the high street

The item was **DEFERRED** until a decision was made regarding the high street bench.

(f) To **RESOLVE** the quotation to refurbish the Vines Cross Village Sign

Members discussed the quotation.

RESOLVED the quotation for the Vines Cross Village Sign refurbishment at a cost of £730.00 plus VAT.

(g) To consider and **RESOLVE** a quotation to paint the Skate Parks retaining walls to cover up the graffiti

Members discussed the proposal but **RESOLVED** to not proceed further.

(h) To **RESOLVE** the CIL Monitoring Report for the 2024-25 financial year

The item was **DEFERRED** until the August Full Council meeting.

(i) To **Note** the AGAR documentation has been sent to the external auditor
Noted.

(j) To **Note** the dates for the Notice of Public Rights was amended to Friday 20th July-Thursday 31st July
Noted.

(k) To **Note** Cllr Johnston has completed his first Internal Audit
Noted.

(l) To **Note** the finance training update
Noted. The Clerk had requested dates from the trainer.

(m) To **Note** the parish council credit card application and new bank account applications are ongoing
Noted.

(n) To **Note** the bank reconciliations and management account reports for the first quarter of the 2025-26 financial year
Noted.

(o) To **Note** budget observations – verbal update
The Clerk reported that

- There were no areas of concern regarding overspends on budget headings
- The first half of the precept had been received
- The quarterly interest received was as expected
- The staff costs were slightly under budget. Members noted that all members of the Finance Committee received a detailed staff costings spreadsheet on a monthly basis which included overtime hours, HMRC and pension costs
- HMRC costs were slightly underbudget
- Pension costs were on budget
- Slightly overbudget on publicity but the council was working hard to promote their activities which had been one of the agreed targets when the Business Plan had been formulated
- The Administration Assistant would be helping to ensure that grant awardees claimed their awards

(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 – 2Oi	Current Account	Inv 8169505 Cloud micro server – monthly payment	11.99
Clerk- 2Oi	Current Account	Inv 8190096– storage upgrade	1.80
Clerk	Current Account	Heavy duty bin liners – Skate Park/Play Park/3rd 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

RESOLVED the payments listed above.

592/07/25 TO RESOLVE A COUNCIL REPRESENTATIVE FOR SLCC MEETINGS

The Clerk confirmed that these meetings had to be attended by a staff member, and she would be attending the meeting on the 21st October on zoom.

593/07/25 MEMORIAL PLAQUES

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

The Administration Assistant would be organising a site visit with the current supplier. There appeared to be a defect on a recently installed plaque. The manufacturer would not replace any damaged or faded plaques, but the parish council would request that the current supplier replaced the newly installed damaged plaque free of charge.

The Administration Assistant to contact the crematorium for information on their plaque supplier who provided a guarantee and other alternatives.

15.2. To consider the introduction of a Memorial Plaque policy

The council **AGREED** that the existing form should be amended to cover liability for the plaque once it had been installed. This would apply to new plaques going forward.

594/07/25 TO RESOLVE WHETHER TO PROCEED WITH THE WDC CUCKOO TRAIL ENHANCEMENT PROPOSALS

The chairman summarised the two Cuckoo Trail options for HPC proposed by WDC. A site visit had taken place with both parties present where Members had expressed disappointment regarding the lack of input that HPC were allowed. It was noted that although there was a significant drop from each of the terraces, handrails were not part of the design despite current building regs which require them. Also, the original idea of additional parking had not been taken forward. Lastly many trees had been felled which had not been in the approved planning application.

HPC had subsequently requested that WDC consider either leasing the areas to the parish council or to issue HPC with a licence or to consider the option of donating the land.

It was **AGREED** to **DEFER** the item until WDC had responded to HPC's suggestions.

595/07/25 HORAM PARISH COUNCIL CHRISTMAS FUN NIGHT – FRIDAY 5TH DECEMBER

17.1. To resolve the size of the community Christmas Tree

RESOLVED to purchase a 25ft community Christmas tree.

17.2. To discuss options for the installation and removal of the tree
It was **AGREED** to defer the item until the August Full Council meeting in order to obtain a further quote arranged by Cllr Webb.

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

It was **AGREED** to not purchase any further lights.

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

Members **AGREED** to continue to use the services of Ultralite, the parish council's existing supplier.

17.5. To resolve the quotation for the PA system

RESOLVED the quotation from Roache Electrical for the PA system for £345.00**.**

17.6. To discuss sponsorship
The Clerk reported that a grant had been received for £250.00 towards the community Christmas event.
Cllr Sadler to provide a list of local developers to approach for sponsorship.
The Chairman and Clerk to visit Samuel & Son.
It was **AGREED** that a sign at the base of the Christmas tree should be erected to publicise all the sponsors of the event.
The Clerk to add a section in the parish council's Village Diary page advertising for potential sponsors and donations.

17.7. To consider and resolve delegated authority for the Christmas night expenditure to the working group
Members noted the previously circulated report and the resolved budget of £4,000 for this year's event. The majority of costs would be staying the same.
Working group members were Jenny Howells, Dan Johnston, Ann Sadler, Virginia Roberts and both members of staff.

RESOLVED delegated authority to the Christmas Working Group of a budget of £4,000. Any decisions exceeding this budget would be resolved at Full Council. A monthly report would be submitted to FC to include costings.

596/07/25 TO CONSIDER INVESTIGATING THE COST AND PROCESS OF TEMPORARY SPEED INDICATION DEVICES IN THE PARISH
The Chairman clarified the different types of SID's.
It was **AGREED** that the Clerk would investigate the cost and process of **temporary** speed indication devices which was the only option available to the parish council. The council **AGREED** that their own contractor should be responsible for changing their locations.

597/07/25 TO NOTE THE CHAIRMAN AND VICE-CHAIRMAN OF THE STAFFING COMMITTEE
Members noted that Cllr Lane was the Chairman of Staffing and Cllr Knight was the Vice-Chairman.

598/07/25 YOUTH CLUB UPDATE

The Clerk had confirmed with ESCC the age range of children the council would like to accommodate for and the days and times of all the local clubs in the area.
ESCC had not yet responded.
The Chairman encouraged councillors who would be on the parish council stand at the Fun Day to speak to any parents to find out their views on their children being transported to the new youth facility in Heathfield.

599/07/25 TO DISCUSS ITEMS THAT THE PARISH COUNCIL COULD PUBLICISE

Donations or sponsorship for the Christmas Fun Night. Thank you to the Co-op for their sponsorship money. The Skate Jam and the newly stained benches and picnic tables in the parish.

600/07/25 PARISH COUNCIL STAND AT THE HORAM FUN DAY UPDATE

The display board had been prepared, and a rota had been agreed. The following items would be collected: pens, pencils, post it notes, lanyards, suggestion box and double sided Velcro.

601/07/25 EMERGENCY PLAN UPDATE

Members noted the report. WDC and ESCC had made some suggested amendments, and the Clerk would be making the necessary changes to the document. A meeting date had been arranged in August between all three parties.
Working Group Members were confirmed: Cllrs Billings, Ann Sadler, Dan Johnston, Jenny Howells and George Poole.
The revised document would be considered for adoption at the next available Full Council meeting.

602/07/25 LANDSCAPE SENSITIVITY UPDATE

The Clerk to circulate the report as soon as practically possible.

603/07/25 SKATE JAM UPDATE – THURSDAY 31ST JULY 2025

21.1. To note the update report
Noted.

604/07/25 PARISH COUNCIL BUSINESS PLAN UPDATE

26.1. To review the progress of the Business Plan
Members noted the update report.
26.2. To resolve a working group to update the Business Plan at end of year one
The Chairman stated the new document would be a 5-year Business Plan.
The Clerk to circulate the existing Business Plan for councillors to formulate ideas.
It was **RESOLVED** that the Business Plan would be reviewed after a Planning Meeting in August and then reviewed and **RESOLVED** at September Full Council.

605/07/25 INFORMATION FOR/FROM COUNCILLORS (for noting or inclusion on future agendas).

Skate Jam review, Landscape Sensitivity Report, youth club, Christmas event, SIDS, Emergency Plan, business Plan.

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

606/07/25 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 9.21pm to exclude the press and public.

607/07/25 DONATION OF LAND UPDATE

Members noted the update.

608/07/25 TO CONSIDER EXPRESSIONS OF INTEREST FOR WDC GRANTS

Members **RESOLVED** projects to be submitted as Expressions of Interest.

609/07/25 TO RESOLVE A PARISH RESPONSE TO THE WDC CONSULTATION ON LOCAL GOVERNMENT RE-ORGANISATION

Members **AGREED** to move this item to the last item on the agenda.
The questions from the consultation were projected and reviewed by Members before answering.

The answers to the WDC consultation were **RESOLVED.** The Clerk to email the council's written submission.

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, Daniel Johnston and George Poole
Copy to: Councillors Greg Collins & Diane Gould District Council Ward Members for Horam and Punnetts Town and Councillor Bob Bowdler, East Sussex County Councillor & Police Community Support