

Signed:

Chairman:

HORAM PARISH COUNCIL

The Horam Centre
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Minutes of the Full Council Meeting held on on WEDNESDAY 10th SEPTEMBER 2025 at 7.30pm to 9.30pm in the Horam Centre

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

Also in Attendance: ESCC Cllr Bob Bowdler
WDC Cllr Greg Collins
WDC Cllr Diane Gould
3 members of the public
The Clerk

PUBLIC SESSION

One member of the public spoke regarding ITEM 13 – To consider whether the council required a DEI Policy. The Chairman clarified what DEI stood for. The member of public questioned its relevance.

641/09/25 APOLOGIES FOR ABSENCE
None

642/09/25 DECLARATIONS OF INTEREST
Cllr Roberts – ITEM 7 – Correspondence received - The Horam Club Rooms Charity
Cllr Brockhurst – ITEM 7 – Correspondence received – The Horam Club Rooms Charity

643/09/25 MINUTES

RESOLVED the minutes of the council meeting held on the 20th August 2025.

RESOLVED the minutes of the council meeting held on the 20th August 2025 under the Exclusion of Press and Public.

644/09/25 REPORT FROM DISTRICT COUNCILLOR GREG COLLINS & DIANE GOULD

WDC Cllr Gould reported that she had visited the Retro Reset bus at the Cuckoo Café which was kitted out with vintage gaming devices to inspire and upskill young people. She would also be visiting the Repair Café on Saturday. The Chairman suggested the bus would be a good idea at community events. Cllr Gould to pass the contact details for the bus to the Clerk. WDC Cllr Collins was continuing to investigate why the WDC planning portal was not displaying who the consultees were for each application. The information received was that it was an unfortunate side effect of the recent system upgrade. He would also speak to the planning department to ensure ex WDC Cllr Osborne was removed as a statutory consultee. He thanked the council for being included in their recent meeting with WDC to discuss the parish council's recent Landscape Sensitivity Assessment for the Coxlow site. He confirmed that WDC were considering the report findings which he had found to be informative.

645/09/25**REPORT FROM COUNTY COUNCILLOR BOB BOWDLER** (Circulated separately)

ESCC Cllr Bowdler informed members that events were being held over the county for older people which were highlighted in the programme of events presented to the Clerk. The Clerk to provide more details to Cllr Bowdler regarding her pump track enquiry. Two councillors highlighted how poor the 51 bus service was with details of their recent journeys. Cllr Bowdler requested that any complaints regarding the buses should be forwarded to himself. Members noted that the service was now every 75 minutes. Cllr Bowdler stated that double decker buses were being used around narrow country lanes which was why certain stops were being missed out. The bus company refused to use smaller buses as they did not wish to turn people away even though the bus company had been reported that at times only 10 people were using the service. He suggested that the parish council may wish to write to the bus company, and he would pass this correspondence on. A councillor reported that ESCC Highways had cut the wrong hedge near to the school at Maynards Green. Cllr Bowdler invited members to visit the new youth centre the following day. He would also email the Clerk with 3 further opportunities for a visit the following week. ESCC Head of Youth Services had suggested there may be 2-3 sessions a week that could be offered to the young people from Horam. The proposal would be sent to the Clerk. The Chairman reiterated the importance of the provision of transport.

646/09/25**REPORT FROM PCSO**

The Clerk confirmed that the PCSO had been unable to attend the meeting as there had been a major incident that day.

647/09/25**CORRESPONDENCE RECEIVED**

HPC letter sent to WDC regarding the WDC Coxlow screening application
 HPC update regarding their WDC CLIF Expression of Interest
 Correspondence from the Horam Club Rooms Charity
 SLCC Minutes 26.6.2025, Draft Minutes 30.7.2025 and supplementary documentation regarding policies for larger councils
 Email from a resident regarding the painting of the George Cross on the village mini roundabout and its associated markings

Signed:

Chairman:

Email from a resident requesting new signage for the village and an opportunity for technology training for parishioners

Email from a resident regarding broken glass at the Skatepark on Saturday 30th August

Correspondence from Cllr Trott regarding Cllr Knight

Noted.

Members noted that an EIA (Environmental Impact Assessment) was now a WDC requirement for the Coxlow site. This was confirmation that WDC had recognised that the development would have a significant impact on the environment.

Standing Orders were suspended.

The Chairman of the Horam Club Rooms Charity spoke to clarify details of the correspondence the council had received. She reported that herself and another trustee wished to step down from the charity and the proposal was for the parish council to again become a trustee. Both of these trustees would also be removed from the deeds for the freehold, but the parish council would remain. The wish was for the community space to be protected for the residents.

Members **AGREED** with two abstentions that the Clerk should arrange a working group of council representatives and a meeting with the charity should take place as soon as possible.

Standing Orders were resumed.

The Clerk to investigate the details of the technology training which had been offered to residents in the past by the Club Rooms Charity and to contact Wealden Works and Heathfield Community College.

The Chairman noted with disappointment that there had been another incident of broken glass at the Skate Park.

648/09/25 REPORT FROM PARISH COUNCIL CHAIRMAN

The Chairman reported he had attended the recent Chairman's Forum with the Vice-Chairman who had kindly taken notes which had been circulated to councillors. Members noted that there had been a vote of no-confidence for ESCC Highways. He had attended a meeting with WDC regarding the council's Landscape Sensitivity Study. WDC had not yet responded with any feedback. Members noted that the Study had been presented to WDC before WDC had their final deliberations regarding the Draft Local Plan.

649/09/25 REPORT FROM PARISH CLERK

Noted.

The Clerk reported that the council had received a clean audit from the external auditors, and a new payment authorisation method had been introduced to speed up the process.

650/09/25 REPORT FROM THE ADMINISTRATION ASSISTANT

Noted.

651/09/25 PLANNING - Report from Councillor Graham Knight, Chairman of the Committee. *Please note that the Minutes of meetings are published independently*

The Chairman of Planning reported that members had considered two small applications as well as comments to ESCC regarding the construction entrance to the Leaper development site in Chiddingfold Road. The Planning Committee would be writing to WDC to seek clarification

Signed:

Chairman:

regarding the conditions for the Land East of Rosemead development site. Lastly a member of the public had attended the meeting to confirm that his land and that of his neighbours included in the Coxlow screening application was not for sale.

652/09/25

FINANCE

(1)

RECOMMENDED

- (a) To **Note** the parish council grant window has opened and will close at noon on Friday 10th October
Noted.

Two members of the public left the meeting 8.03pm.

- (b) To **Note** the Barclays Bank interest rate will be reduced from 1.2% to 1.1% from 11th November
Noted.
- (c) To **Note** the finance training update
Noted. The finance training would take place on Tuesday 14th October at 10.30am at the Horam Centre. All councillors were invited.
- (d) To **Note** the internal audits are up to date
Noted.
- (e) To **Note** the parish council credit card application and new bank account applications are ongoing
Noted.
- (f) To **Note** the bank reconciliations and management account reports for August 2025
Noted.
- (g) To **Note** budget observations
- All staff costs including pension costs are in line with the budget
 - No invoice has been received for the Landscape Sensitivity Assessment
 - All other costs are on target apart from advertising and publicity
 - Wealden Works have been chased regarding collection of their grant award

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

Payee Name	Account Debited	Invoice Number	Amount £
Staff & payroll costs	Current Account	September salaries & HMRC	4132.06
Horam Club Rooms	Current Account	Inv 159 – rental for August	500.00
Clerk – Zoom payment	Current Account	Inv 318877462 25.8.2025-24.9.2025	15.59
Parish Online	Current Account	Mapping software annual subscription 17.8.25-17.8.26	172.80
Horam Village Hall	Current Account	Monthly Waste collection service dated 1.9.2025	35.91

Signed:

Chairman:

Wilhar Publications Ltd	Current Account	Inv 8006 – 1 additional parish page	75.00
Clerk – 20i	Current Account	Inv 8374142 Cloud micro server – monthly payment	11.99
Clerk- 20i	Current Account	Inv 8393122– storage upgrade	1.80
Clerk	Current Account	Black bin bags for the Skate Park	6.99
Clerk	Current Account	Heavy-duty metal dustpan and brush and heavy-duty wooden broom	24.98
Clerk	Current Account	Black bin bags spare supply for emergency litter picks	6.99
Clerk	Current Account	Spare bin key for the Skate Park	3.95
Uniserve	Current Account	Inv 37727 – monthly charges 9.9.2025- 8.10.2025	83.04
Nest	Current Account	Pension Sept	293.92
James Todd & Co	Current Account	Inv 84286 Aug payroll	36.60
The Finishing Touch	Current Account	July rubbish clearance and last 2 picnic benches	172.25
Malcolm Curtis	Current Account	Inv 21 – cut grass playgrounds	120.00
Malcolm Curtis	Current Account	Inv 19 – to cut parish verges and re-instate finger post	240.00
Europlants –	Community Account	Plant maintenance September 25	103.80
Malcolm Curtis	Community Account	Inv 20 – cut and tidy memorial garden	60.00

RESOLVED the payments listed above.

653/09/25

TO CONSIDER WHETHER THE COUNCIL REQUIRES A DEI POLICY

Members noted the previously circulated report.

The Chairman reiterated that the Clerk had researched and discovered from 3 independent sources that a DEI Policy was a not a requirement for a parish council.

Cllr Trott who had proposed the policy spoke in support of her motion referring to an Equality Impact Assessment which the council had not completed in the past.

The Chairman did not agree with this statement and noted the lack of supporting documentation for this item on the agenda.

RESOLVED that a DEI Policy was not a requirement.

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Chairman:

654/09/25 HORAM PARISH COUNCIL CHRISTMAS FUN NIGHT – FRIDAY 5TH DECEMBER

14.1. To note the Christmas Fun Night update report

Noted.

14.2. To note the Christmas Costs

One councillor urged the council to pay close attention to the costs of the Christmas event.

WDC Cllr Collins, Gould and ESCC Cllr Bowdler left the meeting at 8.10pm.

14.3. To consider site clearance

Cllr Brockhurst offered to clear the site for the Christmas tree.

14.4. To obtain a team of litter pickers for Saturday 6th December

Cllr Billings and Johnston volunteered to complete a litter pick.

14.5. To resolve the quotation for the installation and removal of the Christmas lights

RESOLVED the quotation from Ultralite for the installation and removal of the Christmas lights.

14.6. To consider and resolve a quotation for a magician

The council discussed the item at length. It was agreed that there was not an area which was big enough area in a safe position to go forward with the idea of having a magician.

The Clerk noted that the council would like to consider the idea of a road closure next year.

The Clerk to investigate the possibility of having some stalls on the Co-op forecourt.

RESOLVED to not proceed with hiring a magician for the Christmas event.

655/09/25 NETTLESWORTH FARM VISIT – FEEDBACK

Cllr Sadler reported that she had attended the Nettlesworth Farm visit speaking very highly of what the farm has to offer to the young people in the area. The owners held events for local children tailored to art and conservation.

The Clerk to keep contact details on file.

656/09/25 TO CONSIDER SUBMITTING AN APPLICATION TO ESCC IN SUPPORT OF DOUBLE YELLOW LINES AT THE TOP OF SICKLEHATCH LANE

The council discussed the item at length. It was noted that the area was extremely congested at school pick up and drop off times which posed a health and safety risk.

It was also noted that the cars currently parking in that particular area would then have to move to an alternative area, meaning more parking on the pavement, which could be equally as unsafe.

Members noted double yellow lines were not enforced by the police as they class parking illegally as anti-social behaviour. However, it could be reported on their website. ESCC would also not enforce parking illegally as it had not been decriminalised. Blips could be installed but this would not allow local residents to receive deliveries.

One councillor suggested a decreased speed limit to 20pmh as a solution to the problem.

There was currently a 25mph speed limit from outside St Mary's School to West Street Lane.

Signed:

Chairman:

Despite the negative points the council felt that the safety of local children was paramount, and the double yellow lines would still act as a deterrent due to their legal requirements even if they would not be policed.

RESOLVED to support an application for double yellow lines in the above location and to add this item to the next SLR agenda.

The Clerk to also add a 20mph speed limit outside the school to the next SLR agenda.

657/09/25 MEMORIAL PLAQUES UPDATE

Members noted the report.

The Clerk clarified that herself and the Administration Assistant had visited the Horam Crematorium. Their plaques were obtained from Holland and engraved in the UK. A local shop in Heathfield could supply brass plaques at the relevant size 5" X 2.5" at a price which included the engraving. Each plaque had 2 screw holes.

Members noted that the plaques should not be screwed into the granite memorial stone as that would cause damage. The Clerk to investigate if the plaques could be stuck on with some sort of adhesive and to also clarify the details supplied regarding the hammarite black paint.

The Clerk to obtain an engraved plaque sample from the local supplier for the October Full Council meeting.

658/09/25 YOUTH CLUB UPDATE

Members noted the report.

The Clerk stated that she had been unsuccessful with her attempts to contact the Heathfield Partnership Trust. She had also re-established contact with ESCC Youth Services but had yet to receive a response.

Members noted that the grand opening was on Thursday 18th September.

The Clerk was instructed to contact the ESCC Head of Youth Services as a matter of urgency regarding their proposal of 2-3 sessions a week for Horam young people which ESCC Cllr Bowdler had confirmed would be sent through to the council.

659/09/25 TO DISCUSS ITEMS THAT THE PARISH COUNCIL COULD PUBLICISE

Members agreed the following items would be publicised in the Village Diary or the website or both: 100 years since the village of Horam changed its name from Horeham Road, Skate Jam, Christmas Event save the date and sponsorship, encourage public to attend parish council meetings, parish council community grants programme, new glass in the bus stop, individual councillor achievements and staff Highways successes. Lastly an information request for a family looking for details on a war veteran. It was also AGREED that headlines from the parish council letter to central government regarding the lack of infrastructure in a village which was increasing in size should be included.

660/09/25 EMERGENCY PLAN UPDATE

The Clerk had attended a meeting with a representative from ESCC and WDC to discuss the council's draft Emergency Plan. She verbally updated Members with the suggested amendments. Once the amendments had been made the EP would be sent back to ESCC and WDC for final approval. The council could then adopt the EP and send a copy to ESALC to be used as a model template.

The Clerk to advertise the fact that HPC's EP would be used as a model template.

661/09/25

SKATE JAM UPDATE**22.1. To note the Skate Jam update report**

Noted.

The new date for the next Skate Jam was Thursday 30th October.

The Clerk to contact the Scouts and check if they would like to provide hot and cold refreshments on the day. If that was not possible Cllr Sadler and Cllr Webb had details of another two local coffee mobile units that could be contacted.

Wealden Works were considering whether they would like to be involved in some way

22.2. To agree councillor representatives for the day

The Clerk to circulate the volunteer shift times that needed to be covered on the day. Cllr Sadler was available for the morning shift.

662/09/25

PARISH COUNCIL BUSINESS PLAN UPDATE**23.1. To review the progress of the Business Plan**

Noted.

Members noted that there had been progress on the majority of the Business Plan objectives. The Chairman reiterated the importance of the document. It had been used effectively to keep the council moving forward over the last year.

23.2. To note the date of the Business Plan review meeting

Noted.

The date had been set for Monday 22nd September at 7.30pm. He urged all councillors to review the current Business Plan ahead of the meeting. He urged councillors to circulate their ideas preferably with supporting information before the meeting if possible. He reiterated that no idea was a bad idea. He stated that there were some available CIL monies that could be used to fund projects.

23.3. To discuss the website overview by Cllrs Johnston and Poole

Noted.

The Chairman thanked Cllrs Johnston and Poole for their review of the website. He requested that all councillors consider Cllr Poole's suggested changes and send their views to the Clerk.

23.4. To note the progress of the Stop Press addition to the Home Page

The Stop Press box had been added to the Home Page on the website. He requested that any councillor feedback should be sent to the Clerk.

663/09/25

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

Christmas Fun Night, Skate Jam and SLR meeting update

The Clerk to send to Cllr Trott comments from the recent consultation that was reviewed by the Planning Committee.

The Clerk to consider ideas to minimise the disruption when councillors and public enter the meeting room at a point when the planning meeting is still in progress.

664/09/25

DATE OF NEXT MEETING

PLANNING & HIGHWAYS on Monday 22nd September 2025 at 6.30pm

PLANNING & HIGHWAYS on Wednesday 8th October 2025 at 6.45pm

FULL COUNCIL on Wednesday 8th October 2025 at 7.30pm

665/09/25

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

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Chairman:

(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 9.12pm to exclude the press and public.

666/09/25 DONATION OF LAND UPDATE

Members noted that there were no significant updates.

667/09/25 LANDSCAPE SENSIVITY REPORT UPDATE

Members noted that HPC had had a meeting with WDC to showcase the Landscape Sensitivity Assessment. WDC had stated they would contact HPC when they were ready to discuss the findings.

WDC's Regulation 18 public consultation for their Draft Local Plan looked likely to be at the beginning of 2026.

668/09/25 LEGAL ADVICE UPDATE

The Clerk confirmed that a solicitor had been contacted. She was awaiting a response.

669/09/25 COUNCIL CORRESPONDENCE TO BE ADDRESSED

The Chairman addressed Members and re-iterated the high standards of councillor conduct that he expected from councillors.

To: All Members of the Parish Council: Councillors: Andy Billings, Jennifer Howells, Graham Knight, Sue Lane, Virginia Roberts, Ann Sadler, Jane Trott, Jonathan Webb, Gary Brockhurst, Dan 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