

HORAM PARISH COUNCIL

The Horam Centre
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JACKIE COTTRELL

Jackie Cottrell – Clerk

Dated: 1st OCTOBER 2025

Horam Parish Council Members are summoned to a Meeting to be held on WEDNESDAY 8th OCTOBER 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 10th SEPTEMBER 2025 to be confirmed and signed as a true record (attached)
- 4. REPORT FROM DISTRICT COUNCILLOR GREG COLLINS & DIANE GOULD**(Circulated separately)
- 5. REPORT FROM COUNTY COUNCILLOR BOB BOWDLER** (Circulated separately)

6. **REPORT FROM PCSO**
7. **TO CONSIDER PARISH COUNCIL OPTIONS REGARDING THE SALE OF THE DOCTORS SURGERY BUILDING IN HOREBEECH LANE**
8. **TO RESOLVE THE HORAM CLUB ROOMS PROPOSAL THAT THE PARISH COUNCIL BECOMES ONE OF THE TRUSTEES**
8.1. Contingent on the above. To Resolve the parish council representative to the trusteeship
9. **TO DISCUSS THE VALUTION OF THE WDC CAR PARK IN HILLSIDE DRIVE**
9.1. To resolve a course of action
10. **CORRESPONDENCE RECEIVED**
ESCC draft business case for a single unitary council
HPC letter sent to Central Government, District & County Councillors and Nus Ghani MP regarding concerns over increased housing developments and the lack of supporting infrastructure
Email from a resident regarding the 3rd Age Equipment and a request for improved signage in this area
Cllr Roberts zoom notes from the Chairmans Forum September 2025
Email from a resident regarding vandalism on the Cuckoo Trail/local streets and issues on the Recreation Ground
Photographs received from a resident showing anti-social behaviour on the Cuckoo Trail
Email from the Horam Village Hall requesting information on the parish councils Ear Marked CIL Reserves
WDC Local Government Reorganization paper submitted to the Secretary of State
ESCC response to enquiry regarding the diminished Stagecoach route 51
Credit Note request from the Chairman of the Village Hall Trustees regarding the invoice issued to the Village Hall to recoup an overpayment for the GAP Pathway grant awarded by the parish council
11. **REPORT FROM PARISH COUNCIL CHAIRMAN**
12. **REPORT FROM PARISH CLERK**
13. **REPORT FROM THE ADMINISTRATION ASSISTANT**
14. **PLANNING** - Report from Councillor Graham Knight, Chairman of the Committee. ***Please note that the Minutes of meetings are published independently***
15. **FINANCE**
 - (1) **RECOMMENDED**
 - (a) To **CONSIDER** the final external auditor report and review if any action is required
 - (b) To **RESOLVE** a virement for play area maintenance
 - (c) To **Note** the second half of the precept has been received from WDC
 - (d) To **Note** a VAT refund has been received for £4,191.96 for 1.4.2024-31.3.2025
 - (e) To **Note** the finance training is being held on Tuesday 14th October at 10.30am in the Horam Centre. All councillors are welcome
 - (f) To **Note** the next Finance Committee Meeting will be held on Tuesday 28th October at 9.30am in the Horam Centre
 - (g) To **Note** both staff members have completed their annual reviews
 - (h) To **Note** the payments will be authorised on Tuesday 14th October

- (i) To **Note** the parish council credit card application and new bank account applications are ongoing
- (j) To **Note** the bank reconciliations and management account reports for September 2025
- (k) To **Note** the half yearly budget observations

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

Payee Name	Account Debited	Invoice Number	Amount £
Staff & payroll costs	Current Account	October salaries & HMRC	4013.97
Horam Club Rooms	Current Account	Inv 160 – rental for September	500.00
Clerk – Zoom payment	Current Account	Zoom 25.9.2025-24.10.2025	15.59
Millbrook Glass	Current Account	Inv 3895 replacement glass bus shelter	210.53
PKF Littlejohn LLP	Current Account	Inv SB20251609 External Audit charges	504.00
Image Matters	Current Account	Inv 2906 vinyl stickers for the Skate Jam	36.00
Wealden District Council	Current Account	Inv 70068704 Dog bin emptying charges July – Sept 2025	450.00
Huskison Brown Associates	Current Account	Inv 1163 Landscape Sensitivity Report	4221.60
English Woodlands	Current Account	Community Christmas Tree – Resolved at August Full Council	425.00
Wealden Works	Current Account	Community grant award – Resolved at Dec 2024 FC Grant monitoring form received	1200.00
Admin Assistant	Current Account	Post it notes	6.63
Horam Village Hall	Current Account	Monthly Waste collection service dated 1.10.2025	35.91
Wilhar Publications Ltd	Current Account	1 additional parish page and Skate Jam poster	150.00
Clerk	Current Account	2 black ink cartridges	41.54
Clerk	Current Account	1 colour ink cartridge	19.03

Uniserve	Current Account	monthly charges 9.10.2025-8.11.2025	83.04
Nest	Current Account	Pension August	292.88
James Todd & Co	Current Account	Inv 85219 Sep payroll	36.60
The Finishing Touch	Current Account	September rubbish clearance	143.00
Malcolm Curtis	Current Account	Inv 34 – cut grass playgrounds	120.00
Malcolm Curtis	Current Account	Inv 19 – to cut parish verges	150.00
Euoplants –	Community Account	Plant maintenance October 25	103.80
Malcolm Curtis	Community Account	Inv 33 – cut and tidy memorial garden	90.00

16. TO CONSIDER THE VILLAGE HALL REQUEST FOR A CREDIT NOTE TO BE ISSUED AGAINST THE PARISH COUNCIL INVOICE TO RECOUP (AS PER SECTION 10 OF THE GRANT AWARDING STATEMENT) OVERPAYMENT RELATING TO THE PARISH COUNCIL GRANT AWARD FOR THE GAP PATHWAY
17. TO CONSIDER THE IDEA OF A NEW NOTICEBOARD AND ITS LOCATION. TO BE INSTALLED BY WDC BUT TO BE MAINTAINED BY THE PARISH COUNCIL
18. TO CONSIDER AND RESOLVE A NEW MEMORIAL PLAQUE SUPPLIER
19. PARISH COUNCIL BUSINESS PLAN UPDATE
 - 19.1. To NOTE any progress on current Business Plan Objectives
 - 19.2. To CONSIDER the draft Business Plan objectives for the five-year cycle and allocate tasks to councillors
 - 19.3. To RESOLVE the Business Plan and tasks
 - 19.4. Update on website overview
20. HORAM PARISH COUNCIL CHRISTMAS FUN NIGHT – FRIDAY 5TH DECEMBER
 - 20.1. To note the Christmas Fun Night update report
 - 20.2. To note the Christmas Costs
21. DOUBLE YELLOW LINES AT THE TOP OF SICKLEHATCH LANE UPDATE – Verbal update
22. YOUTH CLUB UPDATE
 - 22.1. To note the options proposed by ESCC
 - 22.2. To note a meeting between both parties is being arranged
23. EMERGENCY PLAN UPDATE
24. SKATE JAM UPDATE
 - 24.1. To note the Skate Jam update report
25. TO DISCUSS ITEMS THAT THE PARISH COUNCIL COULD PUBLICISE

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

27. DATE OF NEXT MEETING

PLANNING & HIGHWAYS on Monday 27th October 2025 at 6.30pm

FINANCE on Tuesday 28th October 2025 at 9.30am

PLANNING & HIGHWAYS on Wednesday 12th November 2025 at 6.45pm

FULL COUNCIL on Wednesday 12th November 2025 at 7.30pm

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