HORAM PARISH COUNCIL

The Horam Centre
3 Bank Buildings
High Street, Horam
TN21 0EH
Tel: 01435 812151

Minutes of the Full Council Meeting held on WEDNESDAY 11th MARCH at 7.30pm to 9.44pm in the Horam Centre

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

Also in Attendance: WDC Cllr Collins
WDC Cllr Gould
1 member of the public
1 member of the public on zoom
The Clerk

PUBLIC SESSION
The member of the public spoke as a trustee of the Horam Club Rooms Charity. She clarified that Cllr George Poole was a trustee as a resident of the parish not on behalf of the council and that any amendments to a draft lease type document made by the parish council would need to be checked by the charity's solicitor.
She requested clarification on what an ariel runway was – ITEM 15,1 (a) and clarification regarding what ITEM 18 Assertion 10 entailed. The Chairman answered both questions.

A minute's silence was held for ex councillor Nick Harkaker who had sadly passed away. The Chairman spoke highly of his time at Horam Parish Council.

Members **RESOLVED** to consider the Risk Register Agenda Item 16 after Agenda Item 18 - Assertion 10. The policies to be resolved featured in the Risk Register.

811/03/26 APOLOGIES FOR ABSENCE
Cllr Sadler – unwell

RESOLVED Cllr Sadler's apologies.

812/03/26 DECLARATIONS OF INTEREST

Cllrs Poole, Brockhurst, Roberts and Trott – Personal Interest ITEM 12 – Trustee Report from the parish council rep for the Horam Club Rooms Charity
Cllr Trott stated that she would not be voting on ITEM 12.

The Chairman clarified the rules on speaking and voting if a personal interest was declared.

813/03/26 MINUTES

RESOLVED the minutes of the council meeting held on 11th February 2026.

814/03/26 REPORT FROM DISTRICT COUNCILLOR GREG COLLINS & DIANE GOULD

WDC Cllr Gould reported that WDC had resolved a 0% increase on their proportion of the council tax and that both district councillors had funds available from their ward budgets for local grant awards. The deadline was the 27th March.
WDC Cllr Collins reported that the glitch on the WDC website had been fixed and the deadline for consultation responses had been extended by one week. The Crowborough Shield had lost their judicial review regarding the Crowborough camp but would be raising another action. WDC were listed as an interested party. Planting around the Horam Station area would be commencing to replace the plants lost during the building works. South East Water was behind schedule with their connections to Horam Station Hub. UK Power Networks were scheduled to make their connections on the 20th March.
A councillor expressed disappointment with the one-week extension for the Local Plan consultation, and another councillor highlighted the poor communication from WDC regarding his concerns with the website issues. Lastly WDC Cllr Collins confirmed that the council were aware of the missing development in Chiddingly Road from the Local Plan map documents.

815/03/26 UPDATE ON THE WDC HORAM STATION KIOSK

The Clerk updated Members. Cadence Cycle Club were hoping to open at the end of March but were still waiting for the water and power connections.

816/03/26 REPORT FROM COUNTY COUNCILLOR BOB BOWDLER

Noted.

817/03/26 REPORT FROM PCSO

Members noted that a report had not been received but the Clerk confirmed that a PSCO drop-in session had been provisionally arranged for Wednesday 20th May. Members also noted that the police proportion of the council tax had risen for the following financial year.

WDC Cllr Gould and Collins left the meeting at 7.47pm.

818/03/26 CORRESPONDENCE RECEIVED

Response received form Sussex Weald Homes to confirm arrangements can be made for a meeting regarding footpath connectivity within the parish
Legal advice regarding the type of agreement required for the parish council’s use of the Horam Centre as a public office
Quotation from Arborweald Environmental Planning Consultancy

Eastbourne Area Bus User Group Meeting Notes 10th February 2026

Noted.

819/03/26 REPORT FROM PARISH COUNCIL CHAIRMAN

The Chairman updated Members. He had designed and delivered the power point presentation for the parish council public meeting. He had participated in the Saturday drop-in open morning for residents to help with enquiries regarding their WDC LP consultation responses and would also be attending the second Saturday drop-in open morning. He had attended the parish council Focus Group meeting, a parish cluster meeting, the WDC Exhibition, a site visit to the new Youth Centre at Heathfield, a meeting with the WDC Crematorium Manager and a separate meeting with Sussex Weald Homes. The last two meetings listed had been arranged to discuss the parish councils new and upgraded footpath project. He had also helped to draft various letters and supported staff with the council's document retention policy. Members noted that he had completed training on the changes to the NPPF. The new policies would override the Local Plan and Neighbourhood Plan policies. He has also attended the Chairmans Forum. He thanked Members for their contributions in the 3 extraordinary meetings to consider the parish council's response to the WDC Draft Local Plan Consultation which had totalled nearly 6 hours. Lastly, he had attended a site meeting with the ecologist regarding the parish council's commissioned survey for the Land at Discovery Way.

820/03/26 REPORT FROM PARISH CLERK

Noted.

The Clerk added that the donation to the Brain Tumour Society which had been resolved at the December Full Council meeting had now been made. Members noted that the new plaque installer had been contacted regarding the marks which had appeared on the first plaque. The installer had suggested a way forward. The Clerk would keep Members updated.

821/03/26 REPORT FROM THE ADMINISTRATION ASSISTANT

Noted.

Members **AGREED** that the Administration Assistant would provide more information on the type of general enquiries received from the public in her monthly report.

822/03/26 TRUSTEE REPORT FROM PARISH COUNCIL REP FOR THE HORAM CLUB ROOMS CHARITY

12.1. To clarify the position of the parish council as a corporate trustee of the Horam Club Rooms Charity

The Chairman clarified to Members that Cllr George Poole was a registered trustee of the Horam Club Rooms Charity as a resident and NOT as a parish councillor. Members noted that the parish council had been removed as a corporate trustee. Members noted the draft response letter to the charity which had been previously circulated and clarified corporate trustee responsibility as per the guidance note listed on the Charity Commissions website since 2002.

A vote was taken. There were 4 abstentions.

Cllr Knight stated his disappointment regarding the decline of the relationship between the parish council and the charity.

RESOLVED the letter to be sent to the Horam Club Rooms Charity.

12.2. To consider the legal advice received regarding the type of hire agreement required for the parish council's use of the Horam Centre as a public office

Members noted that the legal advice received recommended that a licence would be the appropriate vehicle to be used for a hire agreement as the parish council did not have sole use of the building. The office area was shared with 3rd parties when the parish council public office was closed. The parish council office was not contained in a separate area.
A short discussion took place regarding other options for the parish council one being to buy the building from the charity. None of these were taken further.

A vote was taken with one abstention.

RESOLVED to inform the Horam Club Rooms Charity that the parish council would need a licence agreement for use of the Horam Centre as an office space.

823/03/26 PLANNING - Report from Councillor Graham Knight, Chairman of the Committee

Members noted that there had not been a planning meeting. ESCC had cancelled the upcoming SLR meeting due to the elections. They had also confirmed that they would no longer send a Road Safety & Traffic Officer to future meetings. A request for an update had been sent from the parish council listing all the outstanding items some of which dated back to the last 18 months. If none was received the Planning Committee would consider further action.

824/03/26 WEALDEN DISTRICT COUNCIL DRAFT LOCAL PLAN CONSULTATION UPDATE

14.1 Review of HPC Public meeting / WDC Exhibition

Members noted that the parish council public meeting had been a great success with residents queuing outside the door. Members noted that the WDC Exhibition was also well attended by residents and councillors.
The Chairman highlighted the problems with access to the WDC website which had been ongoing for 4 weeks. Despite this WDC had only extended their deadline for comments by 1 week. The council discussed the idea the consultation should be extended further and that WDC should publicise the time extension more extensively and not just on the website. Members **AGREED** that a 4-week extension was more appropriate. 1 week was not sufficient.

RESOLVED the amended draft letter questioning the legitimacy of the WDC consultation. The letter would be sent to WDC officers Nichola Watters, Trevor Scott, Chris Bending, James Webster and every district councillor. The letter would also note that WDC had only given the minimum timeframe of 6 weeks for the consultation when other local authorities had given 8. The letter would also be sent to PINS (the Planning Inspectorate for England and Wales) and all the Clerks in East Sussex.

14.2. To Note the parish council's response to the Draft Local Plan Consultation

Members noted the 3 extraordinary meetings held the previous week where the parish council's response to the consultation was considered. The response would be submitted as soon as practically possible.

825/03/26 FINANCE

(1) RECOMMENDED

(a) To **Consider** the update on the ariel runway repair
A quote had been received from Playdale for the replacement grass matting for the ramp for £602.00. Two other quotes had been obtained for £224 plus VAT and £500 plus VAT. Samples could be obtained. This item had not been highlighted as urgent on the inspection report.
Members noted that the joint on the Rota Bounce also needed replacing but was not highlighted as urgent either.
Members **AGREED** that a letter would be written to Playdale regarding the failure of the joint on the Rota Bounce so soon after a replacement had been fitted only a few years previously and to highlight the design failure of the aerial runway ramp before any further action was taken.

(b) To **Consider** obtaining quotes for rubber mulch to replace well used grassy areas and pathways for the play areas.
Members **AGREED** the Clerk and Cllr Knight would arrange a site visit to check the areas highlighted by the council's contractor. Alternative surface options would be considered.

(c) To **Resolve** the updated Asset Register from 1.4.2025 – 31.3.2026
Members noted the Asset Register had been updated by the Clerk. The new Asset Register figure would form part of the council's AGAR Section 2 for the 2025/26 financial year.
RESOLVED the Asset Register from 1.4.2025-31.3.2026.

(d) To **Resolve** the council's anti-virus protection cover

RESOLVED 1-year anti-virus protection cover.

(e) To **Resolve** the Finance Committees recommendation to transfer the balance of funds from the council's Landscape Sensitivity budget to a new EMR Reserve – Landscape Sensitivity
Members noted that the Ecology Report invoice would be deducted from the balance of funds before the transfer.
RESOLVED to transfer the balance to the new EMR above.

(f) To **Resolve** the Finance Committees recommendation to transfer £1,875.00 to EMR 345 Elections
Members noted that the council had previously resolved to set aside funds each year to cover potential election costs in 2027.

RESOLVED the above transfer to EMR 345 Elections.

(g) To **Resolve** to transfer £10,000 from EMR393 Unconfirmed CIL 2020/21 to a new EMR for youth activities
Members noted that the council had resolved £10,000 for youth activities as part of the budget/precept process in December 2025. The new EMR would state Youth Activities

– CIL to differentiate it from the existing EMR for Youth Activities as CIL spend needed to be accounted for separately.

RESOLVED to transfer £10,000 to a new EMR Youth Activities – CIL.

(h) To **Note** £25,000.00 will be transferred to General Reserves at Year End as Resolved in December 2024 at Full Council as part of the budget/precept process
Members noted that the full £25,000 budgeted for in 2025/26 to increase General Reserves had not been spent so therefore would increase the General Reserves by that figure at year end.

(i) To **Note** CIL would be used to pay the play park litter picking costs and bin costs from 1.4.2025
Members noted that this item had been resolved by the Finance Committee.

(j) To **Note** the update regarding the Wealden Works grant award for two new laptops for students
Noted. The Clerk will request that Wealden Works publicise the parish council's additional grant award.

(k) To **Note** the accountancy package would be added to the Clerks laptop
Members noted that this item had been resolved by the Finance Committee and would cost the council an additional £210 annually.

(l) To **Note** Reserve Movements would be reported to Full Council quarterly
Members noted that reporting reserve movements had been a recommendation at the last internal audit. The Clerk would action this going forward.

(m) To **Note** the date of the next Finance Meeting – Wednesday 27th May at 9.30am
Noted.

(n) To **Note** the bank signatories for the Nationwide account
Members noted that Cllr Roberts and Cllr Knight were the bank signatories. The council to resolve two new signatories at the April Full Council meeting.

(o) To **Note** the bank signatories for the Barclays account
Members noted that Cllr Roberts, Sadler, Howells and Lane were bank signatories.

(p) To **Note** the parish council new bank account at the Unity Trust bank has been set up
Noted.

(q) To **Note** the bank signatories for the Unity Trust account
Members noted that Cllr Roberts, Sadler and Howells were bank signatories.

(r) To **Note** a new credit card application at Barclays has commenced
Noted.

(s) To **Note** the bank reconciliations and management account reports for February 2026
Members noted these would be circulated as soon as practically possible. Members noted the Finance Committee had received the up-to-date staff costs for the financial year.

(t) To **Note** the budget observations – verbal update
Members noted these would be circulated as soon as practically possible.

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

Payee Name	**Account Debited**	**Invoice Number**	**Amount £**
Horam Parish Council Unity Trust Bank Account	**Current Account**	**FSCS protection limit increased to £120,000.**	**120,000.00**
Horam Parish Council Nationwide Bank Account	**Current Account**	**FSCS protection limit increased to £120,000. Transfer from Barclays Savings Account – Resolved at January 2026 FC**	**33,500.00**
Staff & payroll costs	Current Account	March salaries & HMRC	4,107.97
Horam Club Rooms	Current Account	Inv 165 – rental for February	500.00
Wealden District Council	Current Account	Dog bin quarterly emptying charges Jan – March	450.00
S&P Printing	Current Account	Flyers for public meeting	76.00
S&P Printing	Current Account	100 copies of WDC Draft Local Plan list of policies and consultation response form – 160 copies spoilt	274.80
S&P Printing	Current Account	100 copies of WDC Draft Local Plan list of policies and consultation response form	240.00
Horam Village Hall	Current Account	Monthly Waste collection service dated 1.3.2026	35.91
Wilhar Publications	Current Account	8247 – 1 additional parish page, 1 page for stiles	150.00
Uniserve	Current Account	Inv 39243 monthly charges 9.3.2026-8.4.2026	83.04
Uniserve	Current Account	Inv39169 improving security for staff pc's and laptop plus Hilary's printer set up	46.80
Uniserve	Current Account	Inv39113 new printer and printer set up – up to 3 years ink included	441.60

Nest	Current Account	Pension March	291.04
James Todd & Co	Current Account	Inv 90919 Feb payroll	36.60
2Oi	Current Account	Inv 9002136 16.2.2026 Micro server	11.99
2Oi	Current Account	Inv 9024155 22.2.2026 Storage upgrade	1.80
Clerk	Current Account	2500 sheets of white paper	21.55
Clerk – Zoom payment	Current Account	Zoom 343185432 25.2.2026-24.03.2026	15.59
WI	Current Account	Refreshments for the Public Meeting	40.00
Wealden Works Grant	Current Account	Resolved at Dec 25 Full Council for the purchase of 2 laptops for students	600.00
Heathfield Choral Society Community Grant	Current Account	Resolved at Dec 24 Full Council Grant Monitoring Form received	88.00
The Finishing Touch	Current Account	February rubbish clearance	75.00
Europlants	Current Account	March plant maintenance Inv 34526	96.00

RESOLVED the payments above. The Clerk to transfer £100 first for each of the bank transfers and then the remaining balance.

The Clerk to monitor the interest received from each bank account going forward.

Members had **RESOLVED** at the beginning of the meeting to consider the Risk Register Agenda Item 16 after Agenda Item 18 - Assertion 10. The policies to be resolved featured in the Risk Register.

827/03/26 YOUTH CLUB TRANSPORT UPDATE

17.1. To Note the action plan in place

Members noted the minor changes which had been made to the action plan.

17.2. To note the meeting notes from the Clerk and Chairman's visit to the new Youth Club on 4.3.2026

Noted. The Clerk reiterated how impressed herself and the Chairman had been with the facilities at the new youth club. The youth club representative at the meeting had confirmed that young people from Horam did attend but there were no statistics showing which individual groups they attended. The youth club would guarantee places in both sessions for Horam young people if the council resolved the minibus service. If sessions became too big the youth club would divide them. Members noted that the other rural parishes who had attended the meeting were interested in HPC's transport project. The Clerk would be keeping them informed of any progress.

17.3. To Review the meeting notes from the site visit at Wealden Minibuses on the 27.2.2026

Noted. The Clerk confirmed that she had attended a meeting at Wealden Minibuses with Cllr Knight and the Admin Assistant. Members noted the costs of providing the transport service and that so far, no young people had come forward to express an interest in using it. The two pick up points would be the bus stop outside the chemist in Horam Highstreet and the layby outside Maynards Green School. The Clerk reiterated the importance of a consent form which

the parents of the young people using the minibus would need to sign and confirm that they were residents of Horam. Some necessary contact details would be passed onto Wealden Minibuses to ensure a smooth-running service. A booking service would be required. The council **AGREED** that Wealden Minibuses would be responsible for the management of the booking service. The Clerk stated that the service provided would need to be closely monitored on a regular basis with Wealden Minibuses especially regarding the numbers of young people using it. The weekly transport service could be cancelled one week in advance.
The Clerk asked Members to note that all the options the council had already considered regarding a youth service in some capacity had been expensive.
The Clerk to confirm if the youth centre was open 52 weeks a year.
The importance of publicising the transport service was noted.

17.4. To Review the updated Interim Risk Assessment

Members noted that the interim HPC risk assessment had been updated as a result of the meeting with Wealden Minibuses.

17.5. To consider and resolve the quotations provided by Wealden Minibuses

Members noted that Wealden Minibuses had provided two quotations. The first for a Wednesday night session at the youth club for years 7 and 8 which was a junior's group from 5.30-7.30pm. The second was for a Friday session for seniors 13–17-year-olds from 6.30-8.30pm.
The council **AGREED** that the idea was good, but a slow approach was required as the service was expensive. Members noted that the take up to begin with maybe slow.

RESOLVED to provide transport to the Friday night session on a rolling contract for a trial period of up to six months. Wealden Minibuses would be invoiced monthly.

17.6. If appropriate resolve a start date for the service

RESOLVED the target start date for the trial service would be on Friday 10th April. This would be subject to the youth club opening during a school holiday and that Wealden Minibuses had availability from that date.

17.7 If appropriate to agree how to promote the new transport service

Members **AGREED** that the service would be promoted on the front page of the Village Diary, the notice boards and a Facebook poll on the Horam Community page. The Clerk to investigate if flyers could be given to young people at the youth club.

828/03/26 ASSERTION 10

18.1. To note the Assertion 10 Update Report

Noted. The Clerk stated that the website provider would be confirming that the parish council's website was compliant imminently and both staff members were working through the items on the action list to ensure the council would be compliant with Assertion 10 on the 2025/26 AGAR.

18.2. To adopt a Privacy Policy
Members noted the draft policy circulated prior to the meeting. There were no further comments.

RESOLVED the Horam Parish Council Privacy Policy.

18.3. To adopt a Health & Safety Policy
Members noted the draft policy circulated prior to the meeting. There were no further comments.

RESOLVED the Horam Parish Council Health & Safety Policy

18.4. Data Protection training update
Members noted the training update which was included in the Assertion 10 Update Report.

829/03/26 PARISH COUNCIL BUSINESS PLAN UPDATE

19.1. To note the Clerk update on Business Plan Objectives
Noted. The Clerk stated the WDC had confirmed that they would not be disposing of any of their public car parks. A landowner had come forward requesting a replacement stile as a result of the council's article in the Village Diary.

19.2. To note the Project Leaders updates on Business Plan Objectives
Cllr Billings asked Members to note that the ESCC Stiles scheme was not a simple process as they required very detailed information from the landowner. The current scheme was due to end on the 31.3.2026. It was not known if they would be able to run the same scheme for the next financial year.

19.3. Culvert Monitoring
Cllr Brockhurst noted that he would need to check the Riverside Farm culvert and Cllr Trott would need to check the West Street Lane culvert when they were able to.

19.4. To Resolve the updated Emergency Plan
Members noted that both ESCC and WDC had both made suggested amendments to the council's draft Emergency Plan. Those amendments had been made. There were no further comments. It was **AGREED** that each councillor would need a copy, both staff and one to be kept at the office. It would be made clear on the front of the Emergency Plan if it was a public or a councillor copy for GDPR reasons. Several spare public copies would be printed and kept at the office.

RESOLVED to adopt the Emergency Plan and for it to be published on the website.

19.5. New land update
The Chairman updated Members with the council's ongoing project to improve the connectivity of the new housing developments with each other and the crematorium footpaths. A positive meeting had taken place with Sussex Weald Homes, but it was noted that the original suggested route for a footpath would need to be relocated to a different position. There would need to be engagement with the residents of the Hedgerows development, and their approval would be required. The council's ideas were due to be proposed at the upcoming WDC cabinet meeting where assets would be discussed.

830/03/26 TO RESOLVE THE UPDATED RISK REGISTER
Members noted that the Finance Committee had considered the updated Risk Register in detail at their recent meeting.

RESOLVED to adopt the updated Risk Register.

831/03/26 RETROSPECTIVE APPROVAL FOR THE COMPLETION OF AN ECOLOGY REPORT FOR THE LAND AT DISCOVERY WAY

RESOLVED to commission an ecology report for the Land at Discovery Way.

831/03/26 REVIEW OF THE PLAY AREAS INSPECTION REPORTS

19.1. To consider if action is required

Members noted the following observations from the Clerk:

- Replacing the joint on the Rosta Bounce was being investigated
- Members **AGREED** that the existing graffiti would not be removed
- The pathways in the play areas would be treated to remove the weeds
- The Clerk to arrange with the contractor to remove any sharp branches on the small tree in the Skate Park
- The Clerk to arrange for a quotation for a sign to be erected at the 3rd Age Equipment area displaying important information
- There were no further areas of concern

832/03/26 ANNUAL PARISH ASSEMBLY UPDATE – THURSDAY 26TH MARCH 6.45PM-9PM

Members noted the update report. All speakers had been booked in.

833/03/26 TO REVIEW UNREGISTERED LAND IN THE PARISH

Members understood the importance of monitoring any unregistered land in the parish. It was **AGREED** that this item may be pursued in the future.

834/03/26 LANDSCAPE SENSITIVITY & ECOLOGY REPORT UPDATE – Verbal update

Members noted that the Ecology Report had been completed in draft form but there were amendments to be made.

835/03/26 TO DISCUSS ITEMS THAT THE PARISH COUNCIL COULD PUBLICISE

The minibus transport service to the youth club (front page of the diary), the parish council grant for the two laptops for Wealden Works, the Skate Jam, the parish council's work on the WDC Draft Local Plan consultation, the PCSO update and to continue to advertise the new stile scheme.

836/03/26 INFORMATION FOR/FROM COUNCILLORS (for noting or inclusion on future agendas).

Skate Jam update, new bank signatories.

837/03/26 DATE OF NEXT MEETING

OFFICE OPEN TO THE PUBLIC TO VIEW WDC DRAFT LOCAL PLAN CONSULTATION & LANDSCAPE STUDY on Saturday 14th March at 9am-1pm
ANNUAL PARISH ASSEMBLY on Thursday 26th March 2026 at 7.30pm-9.30pm
PLANNING & HIGHWAYS on Monday 30th March 2026 at 6.30pm
PLANNING & HIGHWAYS on Wednesday 8th April 2026 at 6.45pm
FULL COUNCIL on Wednesday 8th April 2026 at 7.30pm

Signed Chairman

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