

HORAM PARISH COUNCIL  
The Horam Centre  
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**PLEASE NOTE START TIME OF MEETING**

**Horam Parish Council Members are summoned to the Annual Meeting  
to be held on Wednesday 13<sup>th</sup> May 2026 at 6.30p.m. in The Horam Centre**

*Jackie Cottrell*

Jackie Cottrell - Clerk

Dated: 7<sup>th</sup> May 2026

*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 – 6.30 p.m. – 6.40 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. TO ELECT THE CHAIRMAN OF THE COUNCIL** and to receive the Chairman's Declaration of Acceptance of Office.
- 2. TO ELECT THE VICE CHAIRMAN** and to receive the Vice-Chairman's Declaration of Acceptance of Office.
- 3. APOLOGIES FOR ABSENCE – Resolution required**
- 4. 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.
- 5. MINUTES OF MEETING HELD ON 15<sup>th</sup> APRIL 2025** (circulated as a separate document) to be

confirmed and signed as a true record – **Resolution required**

6. **MINUTES OF THE APA 26<sup>th</sup> MARCH 2026 – For noting**
7. **REPORT FROM DISTRICT COUNCILLORS (GREG COLLINS AND DIANE GOULD)**
8. **UPDATE ON THE WDC HORAM STATION KIOSK**
9. **REPORT FROM COUNTY COUNCILLOR**
10. **REPORT FROM PCSO**
11. **CORRESPONDENCE**
  - Information on changes to payroll fees
  - Request from Samuels & Sons for more litter bins on the high street
  - Information on the Flexibus reduced service
  - Horam Village Hall meeting agenda 13.5.2026 and draft minutes 18.3.2026
  - WDC link to all responses on the WDC portal for the Draft Local Plan consultation
  - Information on WDC increases to dog and litter bin collection charges
  - WDC quotation information on footway improvements for the unofficial footpath from Chiddingly Road to the crematorium
  - WDALC draft minutes 8.4.2026
12. **REPORT FROM OUTGOING CHAIRMAN**
13. **CLERK REPORT**
14. **REPORT FROM THE ADMINISTRATION ASSISTANT**
15. **PARISH COUNCIL BUSINESS PLAN UPDATE**
  - 15.1. To note the Clerk update on Business Plan Objectives
  - 15.2. To note the Project Leaders updates on Business Plan Objectives
  - 15.3. New logo update
  - 15.4. Ramblers Association update
  - 15.5. Culvert Monitoring update
16. **PLANNING** - Verbal report from Councillor Graham Knight, Chairman of the Committee. ***Please note that the Minutes of meetings are published independently***
  - 16.1. To note the Planning Committees retrospective resolution regarding WDC's alternative road name, Cowslip, suggested for the development at Land East of Rosemead, Horebeech Lane, Horam TN21 9EA (Extension of Cornflower Avenue TN21 9DQ)
17. **TO APPROVE AND ADOPT STANDING ORDERS – Resolution required**
18. **TO APPROVE AND ADOPT FINANCIAL REGULATIONS – Resolution required**
19. **TO APPROVE COMMITTEE STRUCTURES INCLUDING DELEGATION ARRANGEMENTS WITHIN THE TERMS OF REFERENCE AND TO APPOINT MEMBERS TO SERVE ON THE UNDERMENTIONED COMMITTEES: - Resolutions required 19 (a) & (b)**

Chairman of standing committees will not be known until the first meeting of each relevant committee

(a) **PLANNING AND HIGHWAYS (seven members):** to appoint members and to resolve Terms of Reference

(b) **FINANCE (five members):** to appoint members and to resolve Terms of Reference

(c) **STAFFING (four members):** To resolve Terms of Reference.

Please note membership is the Chairman of the Council, the Chairman of the Planning & Highways and the Chairman of Finance and one additional councillor. Chairman of standing committees will not be known until the first meeting of each relevant committee. The additional member of the Staffing Committee will be resolved at the June Full Council meeting

**20. TO APPOINT COUNCIL REPRESENTATIVES FOR 2026 TO THE FOLLOWING GROUPS – Resolutions required**

<b>Group</b>	<b>No of Members</b>	<b>2025 Membership</b>	<b>Preliminary interest 2026</b>	<b>Additional information</b>
East Sussex Highways Liaison Group (SLR)	3	Andy Billings Graham Knight Ann Sadler	✓ ✓ ✓	2 meetings a year In person meetings at the Horam Centre
East Sussex ALC LTD AGM	Up to 2	Graham Knight	✓	1 annual meeting To attend, speak and vote
Cuckmere Flood Forum	Up to 2	Andy Billings David Marlow (non-voting member of the Planning & Highways Committee)	✓ ✓	At least 2 meetings a year In person meetings
Focus / Cluster Group	2	Andy Billings  Graham Knight		<b>Focus</b> either face-to face at the Horam Centre or Zoom meetings arranged on an ad-hoc basis <b>Cluster</b> – WDC Teams meetings <b>Membership criteria</b> Chairman of the Council Chairman of Planning
Horam Village Hall & Recreation Ground – trustee and Group Representative meetings	1	Johnathan Webb		Bi-monthly meetings Meetings at the Village Hall  <b>Currently arranged on FC nights</b>
Horam Parish Council / Horam Village Hall Liaison Group	3	Graham Knight Sue Lane Gary Brockhurst	✓ ✓	In person meetings at the Horam Centre 4 meetings a year  <b>Meetings stalled</b>
Youth Representative	2	Jenny Howells  Graham Knight	✓  ✓	To work alongside the Clerk

WDALC	1	Virginia Roberts	X	1st July 2026 – Civic Centre, Uckfield 7th October 2026 – Civic Community Hall, Hailsham
Christmas working group	4	Jenny Howells Dan Johnston Ann Sadler Virginia Roberts (if required)	✓ ✓ ✓	To work alongside the Clerk and Administration Assistant

**21. TO APPROVE THE CALENDER OF MEETINGS FOR 2026/27 - Resolution required**

**22. FINANCE:**

- a) To **Consider** the update on the ariel runway and rota bounce repair
- b) To **Consider** an alternative pension scheme for the parish council staff
- c) To **Resolve** to transfer £580 unspent legal budget into the EMR for Legal Advice
- d) To **Note** the first half of the precept has been received
- e) To **Note** there has not been a CIL payment received in April 2026
- f) To **Note** the council have received a clean Internal Audit which took place on the 30<sup>th</sup> April
- g) To **Note** the council was compliant with the new Assertion 10 on the AGAR – Annual Governance and Accountability Return
- h) To **Note** the date for the next finance meeting - Wednesday 27<sup>th</sup> May 9.30am in the Horam Centre
- i) To **Note** the council’s credit card application is ongoing
- j) To **Note** bank mandate changes are ongoing
- k) To **Note** the bank reconciliations and management for March 2026
- l) To **Note** budget observations – verbal update
- m) To resolve the online payments, list as shown below:

Payee Name	Account Debited	Invoice Number	Amount £
Arborweald	Current Account	DKS1839.1 <b>Retrospective</b> approval of Ecological Appraisal – Resolved at March 2026 Full Council	1019.70
Staff & payroll costs	Current Account	May salaries & HMRC	4060.40
Horam Club Rooms	Current Account	Inv 167 – rental for April 2026	708.00
SLCC	Current Account	Inv QL208818-1 GDPR training Virginia Roberts	46.20
SLCC	Current Account	Inv QL206717-1 GDPR training Jenny Howells	30.00
April Skies Accounting	Current Account	Inv 0463 – Internal Audit	492.50

Rialtas	Current Account	Inv 33820 Annual Software support and Maintenance Agreement	254.40
ESALC	Current Account	Inv 2306 NALC & ESALC subscription	1,233.99
S&P Printing	Current Account	3 Skate Jam banners and 1200 A5 flyers for the minibus	289.00
S&P Printing	Current Account	3 Minibus banners	162.00
Horam Village Hall	Current Account	Monthly Waste collection service dated 1.5.2026	35.91
Wilhar Publications	Current Account	8310 – 1 additional parish page	75.00
Uniserve	Current Account	Inv 39851 monthly charges 9.5.2026-8.6.2026 – cancelled by credit note UNI39745 for dup pmt of invoice 37253	
Wealden Minibuses	Current Account	Transport service to the Heathfield Youth Club for 3 weeks– Inv 100300	480.00
WI	Current Account	Refreshments for the APM	40.00
Nest	Current Account	Pension May	275.98
James Todd & Co	Current Account	Inv 92690 April payroll	36.60
2Oi	Current Account	Inv 9240704 22.4.2026 Micro server	11.99
2Oi	Current Account	Inv 9220389 16.4.2026 Storage upgrade	1.80
Clerk – Zoom payment	Current Account	Zoom 351298892 25.4.2026-24.05.2026	15.59
Clerk	Current Account	Extra-large black ink cartridge – order placed 28.4.2026	21.52
The Finishing Touch	Current Account	April rubbish clearance	144.00
Malcolm Curtis	Current Account	Inv 81 – To cut grass verges	418.00
Malcolm Curtis	Current Account	Inv 83 - To cut grass playgrounds	124.00
<b>Europlants</b>	Current Account	May plant maintenance Inv 34859	96.00
<b>Malcolm Curtis</b>	Current Account	Inv 82 – Cut grass and tidy Memorial Garden	62.00

- 23. TO RESOLVE THE INSURANCE QUOTE FOR HORAM PARISH COUNCIL FOR 2026/27
- 24. YOUTH CLUB TRANSPORT SERVICE
  - 24.1. To Consider the update report
  - 24.2. To Agree a plan of action
- 25. SKATE JAM UPDATE
- 26. ASSERTION 10 UPDATE
- 27. TO CONSIDER A STALL AT THE HORAM FUN DAY – SUNDAY 12<sup>TH</sup> JULY
- 28. TO NOTE THE HPC INVOICE HAS BEEN SUBMITTED TO WDC FOR CLERK TIME SPENT ON THE SUBMISSION OF HPC’S RESPONSE TO THE DRAFT LOCAL PLAN CONSULTATION
- 29. COUNCILLOR AND STAFF FEEDBACK FORMS
  - 29.1. To note observations and recommendations
- 30. TO DISCUSS ITEMS THAT THE PARISH COUNCIL COULD PUBLICISE

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

***DATE OF NEXT MEETING***

Tuesday 27<sup>th</sup> May Planning & Highways  
 Wednesday 28<sup>th</sup> May Finance  
 Wednesday 11<sup>th</sup> June Planning & Highways, Full Council

**31. 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

**32. UPDATE ON PATH PROJECT**

**33. UPDATE REGARDING THE GRANT PAYMENT TO THE VILLAGE HALL & RECREATION GROUND CHARITY FOR THE GAP PATHWAY**

**33.1. To update and review the current PC position**

**To:** Councillors Billings, Knight, Howells, Roberts, Sadler, Lane, Webb, Brockhurst, Poole, Johnston and Trott

**Copies to:** District Council Ward Members for Horam and Punnetts Town Collins and Gould;  
 Bob Bowdler, East Sussex County Councillor; and  
 Louise Evans-Reeves, Police Community Support Officer.

