



Rear of Village Hall
The Green
Horsted Keynes
West Sussex
RH17 7AP
01825 791919

e-mail: clerk@horstedkeynes-pc.gov.uk
www.horstedkeynes-pc.gov.uk

Minutes of the Meeting of the Horsted Keynes Parish Council held at 7.30pm on 8th October 2024

Present: Cllr S Webster (Chairman), Cllr D Colville, Cllr K Coulson, Cllr C Forman, Cllr T Gamble and Cllr P Miles

Public Question Time:

The poor condition of the pathway between Lewes Road and Hamsland was reported, Cllr Webster would raise this with WSCC Cllr Wall. Another resident questioned whether an insurance claim would be made for recent HR & Legal advice and was advised that due to the confidential nature of the matter no information could be shared.

FC092 To receive apologies for absence

Apologies received from Cllrs Clark, Dunstan, Peel-Cross and Soper.

FC093 To receive declarations of interest from Members in respect of any matter on the agenda.

The disclosure must include the nature of the interest. If you become aware, during the meeting, of an interest that has not been disclosed under this item you must immediately disclose it
Cllr Miles declared an interest in item FC098eiii as the joint coordinator of the HK Conservation Group (Hackers).

FC094 To approve the minutes of the Full Council meetings held on 23rd July and 10th September 2024

The minutes of the meetings held on 23rd July 2024 and 10th September 2024 were reviewed and approved and would be signed by the Chairman at the November meeting.

FC095 To note the Full Council Action List

No comments.

FC096 To consider co-option to fill the Parish Councillor vacancy

This item was deferred to the November meeting.

FC097 Reports

a. To receive a report from the County Councillor

Cllr Wall offered his apologies.

b. To receive a report from the District Councillors

Cllr Carvalho offered her apologies. Cllr Brown advised that MSDC were buying a special purpose vehicle to set up a joint venture for the Martlets Centre in Burgess Hill, and a similar vehicle for Clair Hall in Haywards Heath. The MSDC finances were not looking very good for the next year.

c. To receive and consider reports from Parish Councillors

Cllr Coulson advised that the bingo had been a success with all raffle money



Rear of Village Hall
The Green
Horsted Keynes
West Sussex
RH17 7AP
01825 791919

e-mail: clerk@horstedkeynes-pc.gov.uk
www.horstedkeynes-pc.gov.uk

being donated to the Heaseman family in light of their recent tragedy.

FC098 Finance & Governance

- a. To review and approve all payments made and the bank reconciliation statements for June, July, August and September 2024
The bank reconciliations statements were reviewed, approved and signed off by the Chairman. It was noted that the header for the September bank reconciliation document should show 30/8/2024 as the statement date.
- b. To note the current budget position for 2024-25
The current budget position was noted.
The Grant money given to the PCC had been posted to account 260/4515; this would be changed to the following separate accounts - 260/4515 £1350, 260/4516 £750 and 260/4517 £1300.
Future costs would be added to the 2025/26 forecast budget to make financial decisions going forwards.
- c. To review and adopt the updated Financial Regulations
The Financial Regulations were adopted, subject to item 7.1 having “much” amended to “must”.
- d. To review and agree the updated Fixed Assets list
The recommended changes to the Fixed Assets list were accepted and adopted. The Parish Council assets had been separated from the Charity assets, the new bin would be added to the Parish Council asset list.
It would be checked whether the Tennis Pavilion needed to be included as an asset.
- e. To consider the following grant requests:
 - i. Carols Donation of £135: Approved
 - ii. HK Post Office & Shop Association Ltd of £600: Approved for 2025/26
 - iii. HK Conservation Group of £160: ApprovedCllr Colville would obtain the correct bank details for the HK Post Office & Shop Association Ltd, so an approved grant payment of £500 for 2024/25 could be made.
- f. To review and approve the recommended changes to the Council Scheme of Delegation:
 - i. TGR&H Scheme of Delegation (allow expenditure approval to £1,000 before referral to Full Council)
 - ii. Planning Scheme of Delegation (recommended changes highlighted on attached document)
 - iii. Removal of Neighbourhood Plan Steering GroupCouncil resolved to approve these changes subject to removal of item 5.6b allowing TGR&H to approve unbudgeted spend up to £1000.
- g. To note the revised insurance schedule for renewal from 1st October 2024 for Horsted Keynes Parish Council assets
The insurance renewal quote of £1,419.56 was ratified, and it was noted that the bus shelter had been included as a building rather than item of street furniture.

FC099 Planning



Rear of Village Hall
The Green
Horsted Keynes
West Sussex
RH17 7AP
01825 791919

e-mail: clerk@horstedkeynes-pc.gov.uk
www.horstedkeynes-pc.gov.uk

- a. To receive a verbal update on Planning Applications received and any MSDC Decisions

DM/24/2622: Rixons, Lewes Road

Yew Tree – cut back by 2-3 metres to the fence line and off from the building
Committee queried the need for the proposed works but if MSDC's tree officer was satisfied that the need was justified, the committee requested that the tree was cut back consistently around the spread of the tree and not just cut back on one side, as the current proposals appear to indicate.

It was noted that Cllr Clarke (HKPC Tree Officer) had advised by email that the preferable time to carry out such works was late spring/early summer.

DM/24/2186: The Stables, Lewes Road

Oak tree – reduce crown and branches by 1.5m to 2m which are overhanging house
No objection.

DM/24/2144 & DM/24/2128: 1 Old Church Cottages, Church Lane

Single storey extension and internal alterations, demolish existing single storey
Committee resolved to **object** to both applications. Cllr Miles would draft a detailed response for members to agree prior to submission.

DM/24/1674: Mulberries, Lewes Road

Proposed new garden outbuilding
No objection.

FC100 Youth Council

- a. To receive a verbal update on Youth Council matters
No update available.

FC101 General

- a. To consider the activities at St Stephens Field
Cllr Webster had spoken to Gary Marsh (MSDC) regarding this matter. This would remain a regular agenda item in order to disseminate information on the discharge of conditions in future.
- b. To receive an update regarding the proposal to provide additional future support for the Village Hall
Cllrs Miles & Webster had distributed the questionnaire, the consultation closing date was 1st November 2024 with an event planned for 16th October 2024 in the Village Hall.
- c. To receive an update regarding playground repairs
Cllr Webster was chasing Sutcliffe for a rearranged site meeting to review the repairs required. The Pavilion roof tiling had been repaired and the gutters had been cleared by Cllrs Coulson and Peel-Cross.



Rear of Village Hall
The Green
Horsted Keynes
West Sussex
RH17 7AP
01825 791919

e-mail: clerk@horstedkeynes-pc.gov.uk
www.horstedkeynes-pc.gov.uk

- d. To consider Community Resilience
Cllr Colville requested the Council consider a Working Group to work on this, and resolved to form this with Cllrs Colville, Gamble & Webster. The new group would propose a date for a public meeting to inform and recruit members of the public.
- e. To receive an update regarding Mobile Connectivity
No update.
- f. To receive an update from the Environment Working Group
Last month's meeting in Hurstpierpoint had been postponed until November due to bad weather.
- g. To note the future requirements for the Recreation Ground Trustees including insurance
The insurance quotation and updated fixed assets register were noted.
- h. To consider items for inclusion on a future Agenda
Future agenda items to be included were St Stephens Field and an update on the CLT Feasibility Group.

FC102 Comments from Members of the Public relating to agenda items

Training arrangements for the Parish Councillors and adoption of a discrimination policy were suggested for consideration by Council.

The finger post on the green opposite the old post office needed attention, Cllr Coulson would mention this to Cllr Peel-Cross.

A couple of wooden posts were missing around the green, Cllr Webster would check.

Details of the EMRs were available on the website including in the supporting documents for the F&G meeting held on 23 September 2023, further updates were required.

Cllr Coulson would be provided with a set of keys for the recreation ground.

It was advised that Neighbourhood Watch do a lot of the things identified in the Resilience policies and a representative would attend the first resilience group meeting.

The Martindale was the emergency assistance centre recognised by MSDC.

FC103 Confidential Business

To consider whether to resolve to exclude the press, broadcast media and public (pursuant to the Public Bodies (Admission to Meetings) Act 1960) during consideration of the following confidential business to be conducted.

Council resolved to exclude the press, broadcast media and public.

a) Staff Matters

An update regarding recruitment progress was provided.

- FC104** To note items arising after the preparation of this Agenda which the Chairman agrees to take as urgent. Such matters will be for noting only or deferral to a future meeting only
None.

Meeting closed at 9pm

Future Meeting: Tuesday 12th November 2024