



Rear of Village Hall
The Green
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Draft - Minutes of the Meeting of the Horsted Keynes Parish Council held at 7.30pm on 12th November 2024

Present: Cllr S Webster (Chairman), Cllr R Clarke, Cllr D Colville, Cllr K Coulson, Cllr H Dunstan, Cllr C Forman, Cllr P Miles, Cllr N Peel-Cross and Cllr L Soper

In attendance: Mrs S Heynes (Locum Clerk) and Miss A Maxwell (Clerk), Mr S Slater

Public Question Time: A member of public spoke in support of the grant application from HKCLT, as well as in support of the grant request from Horsted Keynes Wildlife Group. Another member of public spoke in support of the increased grant funding required by the PCC. A member of public spoke in relation to the support required for the Village Hall and the public consultation results. A summary of the repairs and maintenance list has been provided for the information of the Parish Council. At the Village Hall AGM the installation of the defibrillator was queried. It was required to be accessible to all users of the village hall, not just the preschool. A member of the public asked about the remaining costs associated with the HR and Locum extraordinary expenditure, to understand on the impact on year-end reserves. The projected and remaining costs are reflected in the draft budget. The overgrown twitten opening to Challoners was flagged.

FC105 To receive apologies for absence

Apologies had been received from Cllr Gamble which were noted.

FC106 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 FC111c as a member of the church, FC111hi as secretary of the HKCLT, HK111hii as a member of the group.

FC107 To approve the minutes of the Full Council meetings held on 12th October 2024 and the EGM held on 29th October 2024

The minutes of the meetings held on 12th October and the EGM held on 29th October 2024 were reviewed and approved and signed.

A couple of corrections were made on minutes which were then approved.

FC108 To note the Full Council Action List

No comments.

FC109 To consider co-option to fill the Parish Councillor vacancy

Simon Slater was unanimously co-opted to join the Council. Committee membership would be agreed at the next meeting. The Clerk would provide all papers required for completion.

FC110 Reports

a. To receive a report from the County Councillor

Cllr Wall spoke regarding the upcoming year's budget, which was a challenging process particularly surrounding NI increases, however no planned cuts to any



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services were anticipated. Flooding issues were being discussed with Southern Water. A relaunch of fostering schemes had just commenced. Gatwick airport changes were on the horizon, which would impact the local community should they proceed. Cancer care for children was being merged to one site in future which may impact local residents. Healthwatch were carrying out a survey into adult social care requirements. A precept increase of 4.99% was looking likely. An extra £50m was being put into the budget for road repairs based on learnings from last year after the excessive rain. The twitten at Challoners was on the work programme but Cllr Wall would chase this for completion. A new protocol for white lining had been developed, research had demonstrated that a lack of white lines encouraged slower and safer driving however Cllr Wall would continue to push for the lines to be reinstated at Keysford Lane. A new smoking cessation service was starting at WSCC, which included vaping. Once the new legislation was available it would be possible to investigate recycling opportunities.

b. To receive a report from the District Councillors

Cllr Brown had been unable to attend the meeting. Cllr Carvalho spoke regarding the cross party led approach to policy and decision making, including Clair Hall. Still early days so no update available. The budget for 2025-26 was being worked on currently, and MSDC were looking in good shape. They also did not want to cut any servicing, precept increases would be required to fill the deficit. Car Parking costs were very much on the agenda, firstly for the 3 main towns but the villages would follow. A joint venture with New River had been formed in the hope it would regenerate the centre of Burgess Hill. High Weald AONB had passed its dark skies advice note. The District Plan was being looked at by the Planning Inspector, who had requested more work around Highways. It was looking likely an additional 1,000 houses would be required in order to extend the plan to 2040. The second stage would be heard in Spring 2025. The unmet need in Horsham, Crawley and Brighton was raised, however there was no update regarding the impact this may have on the future of the District Plan.

c. To receive and consider reports from Parish Councillors

Cllrs Forman and Webster attended the WSALC AGM and encouraged Clerks to attend local Clerk networking meeting. Encouragement of connecting travel planning was discussed, although no powers to achieve this. A presentation from Steve Tilbury regarding planning had explained the new method for calculating housing requirements, and that Mid Sussex would almost certainly have to revisit their District Plan. CPRE had estimated that the 1,039 houses per year would likely increase to 1,276.

Cllr Coulson advised the school Christmas Fair was on 29th November 2024 at 3.15pm.

FC111 Finance & Governance

- a. To note that the bank reconciliation statements for October 2024 would be prepared for the December meeting.
Noted.
- b. To note the current budget position for 2024-25 to September
The current budget position was noted, together with the projected spend through to the end of the year.



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- c. To note the increased grant requests for 2025-26 received from the PCC
Council noted the increased grant requests. This year a total of £3,400 had been paid which was the highest payment to date. PCC requested up to £6250 with a contribution to assist with the tree works at the church and the Martindale Centre for 2025-26. Cllr Forman proposed that a total grant of £3,650 be budgeted for in 2025-26, seconded by Cllr Clarke. The motion was carried with 8 votes in favour, with 2 votes abstaining.
- d. To consider the draft budget for 2025-26
The shortfall in reserves would need to be addressed in this budget, as would the additional NI burden.
Cllr Colville advised that the charity was not exempt from VAT so this would need to be factored into the budget costs.
The EMR for the playground was queried as this was for an asset belonging to the charity, however the charity and HKPC accounts would need to be separate in future. Further guidance would be sought regarding how to accrue funding to playground repairs in future especially regarding VAT liabilities.
The reserves were forecast to be approx. £6k by the end of 2024-25, this needed to be increased to at least 3 months of the precept, which would be approx. £17k, with a view to increasing further in subsequent years. The next F&G meeting on 2nd December 2024 would review this based on the views of the Council. Most were happy to defer to the F&G committee to make a recommendation. The allocation of EMR could be changed upon Council resolution. A Reserves Policy would also be created to inform future budgets.
The increased grant requests would need to be considered within the wider context of the current financial position of the Parish Council. In relation to the recent consultation of the village hall funding requirements, it was recommended that another meeting with the committee be held to discuss some of the alternative suggestions that had been made.
- e. To consider adoption of the updated F&G Committee scheme of delegation
The F&G scheme of delegation still contained that the committee would prepare the draft budget, whereas the Clerk/RFO should prepare the draft annual budget for initial review by the F&G Committee. Item 1.6a would be amended to read 'to liaise with the Clerk/RFO who will prepare a draft budget'. Item 1.2 should be reviewed to ensure that no items relating to the charity were included in this. Item 1.6θ was flagged as not being relevant to the Parish Council, however this was rejected.
Council voted 10 in favour and 1 against adoption, the motion was carried.
- f. To consider the amendment proposed by F&G Committee to update the financial regulations to allow the RFO to hold petty cash to facilitate the operations of the Youth Council
Council voted unanimously to adopt this amendment.
- g. To approve the recommendation of the F&G Committee on 23 September to transfer the balances on the following EMR codes to General Reserves and then delete these codes:



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323 Potential Liabilities	£540
329 Contingency Donation	£138
332 Legal Expenses	£275
332 Planning Advice	£80
335 Coronation	£65.87

Cllr Forman proposed and Cllr Webster seconded this motion, which Council voted to unanimously to approve.

h. To consider the following grant applications (attached):

- i. Horsted Keynes Community Land Trust - £180
Council voted 10 in favour and 1 abstention to award this grant.
- ii. Horsted Keynes Wildlife Group - £138.99
Council voted 10 in favour and 1 abstention to award this grant.

iii. Horsted Keynes Cricket Club - £1,000

Cllr Forman proposed that a grant offer of £500 be made to assist with repairs for one bench. Cllr Colville countered this with a proposal to pay the full grant request now. Cllr Forman then proposed that one bench be paid for now with a review in March 2025 to see if the costs could be met for the second bench. Council resolved unanimously to approve this approach; the Clerk would add consideration of the funding for the second bench to the March 2025 agenda.

FC112 Planning

a. A verbal update on Planning Applications received was given as below;

DM/24/2556: Birch House, Bonfire Lane

1. Remove magnolia, 2. Remove hazel tree, 3. Remove conifer bush

No objection.

DM/24/2488: Shawfield, 24 Hamsland

Proposed single storey rear extension to the property and internal alterations

No objection, however Committee strongly recommended the rooflight should have a blind installed to prevent light spill at night.

DM/24/2463: 1 Highfields, Lewes Road

Dropped kerb and new vehicular access and hard standing

No objection, Committee were supportive of removing a car from on street parking.

b. DM/24/1641: Land South Cinder Hill Farm, Cinder Hill Lane

The installation of a 30 metre high slimline lattice tower supporting 3 no. antennas and 2 no. transmission dishes, 4 no. equipment cabinets, 1 no. electric meter cabinet, and ancillary development thereto, including the installation of 9 no. Remote Radio Units (RRUs), a GPS module and a 1.8m wire mesh fenced compound. It was noted that this application has been withdrawn.

FC113 Youth Council

a. To receive a verbal update on Youth Council matters

Christmas Market on 8th December 2024 from 12pm to 2pm. Donations for a hamper raffle would be welcome, please drop to Cllr Soper.



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FC114 General

- a. To consider the activities at St Stephens Field
Cllr Webster had been chasing this with MSDC, an Enforcement Officer would be visiting.
The Weald to Waves initiative relating to Constance Wood Field had been flagged with Simon Hughes, Director of MSDC and the Chair is chasing MSDC to formally register the site as Local Green Space or Green Infrastructure in the revised District Plan.
- b. To receive an update regarding the Village Hall consultation
Cllrs Miles and Webster had worked on this and a report had been created based on the 90 responses received. Another meeting was recommended to take place before the next F&G meeting on 2nd December to debate whether to increase the budget to cover the funding required, as the consultation response rate was low in comparison to the village population. Other stakeholders within the village should be consulted regarding their requirements in the interests of fairness. However, the Parish Council did not have funding available so this would need to be raised via the Precept. All councillors were welcome to join, along with representatives from the Village Hall, Martindale and Preschool.
- c. To receive an update regarding playground repairs
£1,106.36 ex VAT had been quoted for the replacement bridge required which did not include installation costs. Cllr Peel-Cross would look at the item to see if repairs could be made at a lower cost. The warranty had expired as timber was only covered for 2 years.
- d. To consider Community Resilience
A meeting had taken place however more stakeholders were required to obtain wider input. The form on the website would be amended to include 'other' as an option, Cllr Colville would provide results of responses received to date.
- e. To receive an update regarding Mobile Connectivity
Virgin Mobile had withdrawn the funding and support for the mast, hence the planning application being withdrawn. There were suggestions that Vodaphone may look at this site in Spring 2025. West Hoathly Parish Council had contacted the Chairman to suggest they joined forces with Horsted Keynes Parish Council to try and exert a stronger influence.
- f. To receive an update from the Environment Working Group
A visit to Hurstpierpoint to look at Hurst Meadows, approx. 50 acres, to give ideas for rewilding and the management of the space. The next meeting would take place within the next 2 months at Haywards Heath Town Council.
- g. To receive an update regarding the CLT Feasibility Group
The group had been set up with a view to finding a site for affordable housing within the village. MSDC allocated 2 of the sites in the DPD, one of these was the Police House Field. As a result of a potential development being identified who would work with them, they had registered as a legal group (Community Benefit



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Society) and a meeting was planned for to 27th November 2024 at 7.30pm at the Village Hall, all were welcome, especially anyone interested in becoming a member.

- h. To consider the purchase of a new printer for the Parish Council office
Cllr Forman proposed option 2 be selected as it was the cheaper option, however Cllr Clarke proposed a printer with refillable inkwells be selected as an alternative as it would be cheaper to maintain. Cllr Clarke would provide an option to be considered. A total budget of £350 was approved for Cllrs Webster, Clarke and the Clerk to make the purchase.
- i. To consider the Public Consultation for Remote Meetings and Proxy Voting
Cllr Forman recommended that all Councillors responded individually to this consultation.
- j. To consider items for inclusion on a future Agenda
Volunteers were requested to assist Cllrs Coulson and Webster put up the Christmas Tree in the village, Cllrs Peel-Cross and Slater offered to help.
Cllr Webster welcomed Anita Maxwell to the Council as the new Clerk and RFO, starting 12th November 2024.

FC115 Comments from Members of the Public relating to agenda items

Additional resilience considerations were required with the loss of the new mobile phone mast. The drop in event at Forest Row community centre being run by Neighbourhood Watch with BT, running from 10am to 1pm on 13th November 2024.

A robbery in Haywards Heath had been flagged at a NFU meeting as the issue crossed East and West Sussex borders would not typically be linked by local police. Issues like this should be raised with the Rural Crime Team (PCSOs) as they cover East and West Sussex.

FC116 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 9.30pm

Future Meeting: Tuesday 10th December 2024