



Rear of Village Hall

The Green

Horsted Keynes

West Sussex

RH17 7AP

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

www.horstedkeynes-pc.gov.uk

Clerks Report 8th January 2025

Update on progress on items from meetings 12th Nov and 10th December

1. Earmarked fund codes that required removal have been reduced to nil, and funds transferred to generals reserves, they cannot be deleted or renamed until next year, according to how the accounting system works
2. F & G Committee scheme of delegation updated as per motion FC 111e FCM 12.11.24
3. Community grants approved all paid.
4. Petty cash cashbook set up in the accounting system to facilitate Youth Council operations.
5. Councillors reminded to check their Declarations of Interest on the website are correct.
6. Adopted Minimum Reserves Policy added to website.
7. Councillor and Clerk training took place on 7th January.

Progress on other items and day to day items

1. Mid Sussex District Council contacted to request Clerks details are updated.
2. Yew Tree - burn hill (not on Council land), leaning over concerns raised by several members of the public & pothole in Station Road at the junction with Rixons Orchard. Both reported to WSCC.
(Members of the public can report direct to WSCC using their online portal)

**Bank Reconciliation Statement as at 31/12/2024
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Current Account	31/12/2024		23,566.67
			<u>23,566.67</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			23,566.67
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			23,566.67
		Balance per Cash Book is :-	23,566.67
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation up to 31/12/2024 for Cashbook No 1 - Current Bank A/c

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
03/12/2024	DD	65.00		65.00		R <input checked="" type="checkbox"/>	EDF Energy
03/12/2024	DD	85.00		85.00		R <input checked="" type="checkbox"/>	EDF Energy
04/12/2024	DD	32.46		32.46		R <input checked="" type="checkbox"/>	NEST Pension
04/12/2024	BACS	139.00		139.00		R <input checked="" type="checkbox"/>	HK Wildlife Group
04/12/2024	BACS	180.00		180.00		R <input checked="" type="checkbox"/>	HK Community Land Trust
09/12/2024	BACS	30.00		30.00		R <input checked="" type="checkbox"/>	SUSSEX HR
09/12/2024	BACS	66.85		66.85		R <input checked="" type="checkbox"/>	Wessex IT
09/12/2024	BACS	160.00		160.00		R <input checked="" type="checkbox"/>	HK Conservation Group
09/12/2024	BACS	500.00		500.00		R <input checked="" type="checkbox"/>	HK Cricket Club
09/12/2024	BACS	508.75		508.75		R <input checked="" type="checkbox"/>	Sam Heynes
10/12/2024	BACS	600.00		600.00		R <input checked="" type="checkbox"/>	Proessional fees
16/12/2024	DD	20.34		20.34		R <input checked="" type="checkbox"/>	Castle water
19/12/2024	DD	70.17		70.17		R <input checked="" type="checkbox"/>	NEST Pension
23/12/2024	BACS	180.00		180.00		R <input checked="" type="checkbox"/>	SUSSEX HR
23/12/2024	BACS	1,908.34		1,908.34		R <input checked="" type="checkbox"/>	Salary Nov & Dec 24
		<u>4,545.91</u>	<u>0.00</u>				

Signatory 1:

NamejnedDate

Signatory 2:

NamejnedDate

**Bank Reconciliation Statement as at 31/12/2024
for Cashbook 2 - Business Premium Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Business Premium Account	31/12/2024		29,747.60
			<u>29,747.60</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			29,747.60
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			29,747.60
		Balance per Cash Book is :-	29,747.60
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation up to 31/12/2024 for Cashbook No 2 - Business Premium Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
02/12/2024	bacs		123.50	123.50		R ■	Receipt(s) Banked
		0.00	123.50				

Signatory 1:

NamejnedDate

Signatory 2:

NamejnedDate

Horsted Keynes Parish Council Current Year

Bank - Cash and Investment Reconciliation as at 31 December 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

31/12/2024	Current Account	23,566.67
31/12/2024	Business Premium Account	29,747.60

53,314.27

Receipts not on Bank Statement

0.00

Closing Balance

53,314.27

All Cash & Bank Accounts

1	Current Bank A/c	23,566.67
2	Business Premium Account	29,747.60
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	53,314.27

Horsted Keynes Parish Council Draft Budget

2025/2026

Master V9

PARISH COUNCIL		2023/2024		2024/2025				2025/2026 Budget		
	Budget	Actual	Current Budget	Actual YTD @30/09/24	Oct & Nov Actual	Projected	Forecast Year End	Variance	Proposed	Carried Fwd
100 Income										
1076 Precept	55,830	55,830	61,850	62,430		0	62,430	580	0	0
1077 Grants and Donations	0	419	0	0		0	0	0	0	0
NEW Precept - to the Village Hall	0	0	0	0		0	0	0	?	0
NEW Precept - Reserves	0	0	0	0		0	0	0	82,300	0
1080 Bank Interest Received	0	604	100	337		200	537	437	300	0
1240 Wayleaves	0	0	100	0	87	0	87	-13	0	0
1260 Miscellaneous Income	0	1,501	0	0	267	0	267	267	0	0
Total Parish Council Income	55,830	58,354	62,050	62,767	354	200	63,321	1,271	82,600	0
120 Administration										
4000 Salaries	16,650	14,245	18,900	4,664		7,500	12,164	-6,736	21,000	0
4001 PAYE NI	400	845	1,280	254	210	400	864	-416	2,400	0
4002 Pension	550	655	800	258		400	658	-142	900	0
4003 Extra Provision Office (Staff)	0	0	0	0		0	0	0	1,000	0
4005 Website maintenance	990	844	1,100	17	1,122	0	1,139	39	1,200	0
4006 Locum Clerk (Salaries)	0	1,541	0	7,187	2,440	0	9,627	9,627	0	0
4007 HR	0	0	0	9,325	7,038	2,500	18,863	18,863	1,000	0
4110 Postage	10	0	0	0		0	0	0	0	0
4120 Stationery	150	162	120	0		120	120	0	80	0
4130 Telephone	1,300	1,110	700	377	200	150	727	27	700	0
4140 Insurance	2,400	2,509	1,264	0	1,420	0	1,420	156	1,300	0
4150 Audit	900	695	850	324	378	0	702	-148	800	0

4160 Subscriptions	940	712	750	573	120	57	750	0	750	0
4170 Hall Hire	500	825	850	820		800	1,620	770	1,600	0
4180 Chairman's Allowance	50	0	50	0		50	50	0	50	0
4220 Parish Office (incl Wessex IT)	900	5,352	1,000	857	528	201	1,586	586	1,000	0
4230 Training/Conferences	300	0	600	0		600	600	0	1,000	0
4315 Defib and Defib maintenance	0	155	200	0	132	68	200	0	200	0
Overhead expenditure	26,040	29,650	28,464	24,656	13,588	12,846	51,089	22,625	34,980	0
200 Highways and Footpaths										
4310 Maintenance	0	0	0	182		0	182	182	400	0
4325 SID	0	2,745	0	0		0	0	0	0	0
4350 Fido Bins	1,460	0	1,650	913		740	1,653	3	1,800	0
4360 Hedge Cutting	0	0	0	120		0	120	120	200	0
4370 Bus Shelter Maintenance	120	0	100	0		0	0	-100	100	0
4380 Fingerpost Maintenance	200	0	0	254		0	254	254	0	0
Overhead expenditure	1,780	2,745	1,750	1,469	0	740	2,209	459	2,500	0
220 Village Green										
4310 Maintenance	500	545	600	0		600	600	0	600	0
4315 Defib and Defib Maintenance	0	137	0	0		0	0	0	0	0
4340 Mowing	2,800	2,400	2,940	1,230	820	890	2,940	0	3,000	0
4430 Christmas Tree	400	618	450	0	423		423	-27	450	0
Overhead expenditure	3,700	3,700	3,990	1,230	1,243	1,490	3,963	-27	4,050	0

240 Toilets										
4250 Electricity	600	1,229	1,200	486	170	120	776	-424	250	0
4260 Water	750	1,069	1,100	0		0	0	-1,100	400	0
4310 Maintenance	0	331	150	0		150	150	0	150	0
4450 Toilet Cleaning	3,650	3,296	3,800	1,124	990	1,320	3,434	-366	3,960	0
4460 PHS	700	775	800	852		852	1,704	904	1,800	0
Overhead expenditure	5,700	6,700	7,050	2,462	1,160	2,442	6,064	-986	6,560	0
260 Donations/Grants										
NEW Donation to RGC	4,260	5,591	5,446	374	3,017	2,960	6,351	905	6,610	0
NEW Donation to Village Hall	0	0	0	0		0	0	0	0	0
4510 Community Donations	2,000	2,355	2,000	90	165	979	1,234	-766	1,000	0
4515 Donations/Grants Churchyard	2,400	2,400	1,350	1,350		0	1,350	0	1,400	0
4516 Hkafe Donation	0	0	750	750		0	750	0	750	0
4517 Donation/Grant P&P	0	0	1,300	1,300		0	1,300	0	1,500	0
4525 Post Office grant	500	500	500	0	500	0	500	0	600	0
4529 PWLB Loan Repayment	9,450	9,478	9,450	4,739		4,711	9,450	0	9,450	0
TRANSFER TO RESERVES	0	0	0	0		0	0	0	13,000	0
Overhead expenditure	18,610	20,324	20,796	8,603	3,682	8,650	20,935	139	34,310	0
280 Neighbourhood Plan										
4240 Neighbourhood plan	0	108	0	0		0	0	0	200	0
Overhead expenditure	0	108	0	0		0	0	0	200	0
290 Miscellaneous Projects										
1260 Miscellaneous Projects	0	0	0	0		0	0	0	0	0
Overhead expenditure	0	0	0	0		0	0	0	0	0

999 VAT Data										
115 VAT Receipts	0	5,773	0	3,455		0	3,455	3,455	0	0
Total Income	0	5,773	0	3,455		0	3,455	3,455	0	0
515 VAT on payments	0	3,455	0	2,932		0	2,932	2,932	0	0
4310 Maintenance	0	64	0	0		0	0	0	0	0
Overhead expenditure	0	3,519	0	2,932		0	2,932	2,932	0	0
Total Parish Council Income	55,830	64,127	62,050	66,222	354	200	67,129	4,726	82,600	0
Parish Council Budget Expenditure	55,830	66,746	62,050	41,352	19,673	26,168	87,192	25,142	82,600	0
Parish Council EMR Expenditure				5,200						
Net Parish Council Income over Expenditure	0	-2,619	0	19,670	-19,319	-25,968	-20,063	-20,416	0	0

320 EMR - Elections	2,000	0	0	2,000
324 EMR - Parish Office	1,780	0	1,000	780
NEW EMR - Youth Council	267	0	0	267
333 EMR - Defibrilators	200	0	0	200
326 EMR - Play Area	5,254	0	0	5,254
334 EMR - SID	255	0	0	255
322 EMR Fingerposts	4,145	2,000	0	2,145
321 EMR Toilets and Bus Shelter	7,301	0	0	7,301
328 Donation to RGT - Pavilion EMR	3,285	0	0	3,285
331 EMR - Small Business Rural Grant	6,750	3,200	3,550	0
TOTAL	31,236	5,200	4,550	21,486

	O/B @ 01/04/2024	YTD @ 29/11/2024	YE@ 31/03/2025
Current Account	8,182	28,113	
Business Premium Account	49,201	29,624	
Total	57,383	57,737	27,019
Made up of;			
Remaining Budget	0	351	0
EMR	31,236	26,036	21,486
General Reserves	26,147	31,350	5,533
	57,383	57,737	27,019

Horsted Keynes Recreation Ground Charity (RGC) Draft Budg 2025/2026

RECREATION GROUND CHARITY	2023/2024		2024/2025					2025/2026 Budget		
	Budget	Actual	Current Budget	Actual YTD @30/09/24	Oct & Nov Actual	Projected	Forecast Year End	Variance	Proposed	Carried Fwd
100 Income										
1200 Allotment	50	60	60	0		60	60	0	60	0
1220 Recreation Grounds	900	1,368	1,200	900		0	900	300	900	0
1230 Memorial Pavillion	0	0	0	0		350	350	-350	350	0
Total RGC Income	950	1,428	1,260	900	0	410	1,310	-50	1,310	0
140 Memorial Pavillion										
4250 Electricity	650	794	720	371	130	150	651	69	300	0
4260 Water	700	856	650	27	81	600	708	-58	700	0
4280 Fire Inspection	90	0	120	0		120	120	0	170	0
4310 Maintenance	700	556	700	160		300	460	240	1,000	0
Overhead expenditure	2,140	2,206	2,190	558	211	1,170	1,939	251	2,170	0
160 Playground										
4310 Maintenance	650	1,611	650	125		1,700	1,825	1,175	1,200	0
4330 Inspections	120	110	110	118		0	118	8	150	0
Overhead expenditure	770	1,721	760	243	0	1,700	1,943	1,183	1,350	0

180 Recreation Ground										
4310 Maintenance	500	1,500	500	0	640	0	640	-140	600	0
NEW (4140) Insurance	0	0	1,286	0	1,286	0	1,286	0	1,400	0
4340 Mowing	1,200	1,472	1,200	473		500	973	227	1,500	0
4360 Hedge Cutting	600	120	770	0	880	0	880	-110	900	0
Overhead expenditure	2,300	3,092	3,756	473	2,806	500	3,779	-23	4,400	0
Total RGC Expenditure	5,210	7,019	6,706	1,274	3,017	3,370	7,661	1,411	7,920	0
Net RGC (Donation from PC)	-4,260	-5,591	-5,446	-374	-3,017	-2,960	-6,351	-1,461	-6,610	0

HK Parish Council Proposed 2025/6 Budget

10/12/2024

	2024/5 Budget	2025/6 Proposed Budget	Increase	Band D Annual Increase
Operating expenses	62,250	69,600	7,350	(1)
Precept - Expenses	62,430	69,600	7,170	9.54
Precept - Reserves	0	12,700	12,700	16.89
Total Precept	62,430	82,300	19,870	26.43

Projected General Reserves 5,533 18,233

(1) Increase in Expenses

Salary/NI/Pension	2,300	3.06
Extra Staff Provision	1,000	1.33
HR Costs	1,000	1.33
PHS Contract	1,000	1.33
Hall Hire	800	1.06
Playground Maint.	550	0.73
Inflation etc.	700	0.93
Total	7,350	

Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR - Election	2,000.00		2,000.00
321 EMR - Toilets and Bus Shelter	7,301.00		7,301.00
322 EMR - Fingerposts	4,145.00	-2,000.00	2,145.00
323 EMR - Potential Liabilities	540.00	-540.00	0.00
324 EMR- Parish Office	1,780.34		1,780.34
326 EMR - Play Area	5,253.50		5,253.50
328 EMR - Memorial Pavilion Future	3,285.00		3,285.00
329 EMR - Contingency donation	138.00	-138.00	0.00
330 EMR - Legal Expenses	275.00	-275.00	0.00
331 EMR - V Hall Lease Expenses	6,750.03	-3,200.00	3,550.03
332 EMR - Planning Advice	80.00	-80.00	0.00
333 EMR - Defibrilators	200.00		200.00
334 EMR-SID	255.00		255.00
335 EMR- Coronation	65.87	-65.87	0.00
336 EMR - Youth Council	0.00	266.51	266.51
	<u>32,068.74</u>	<u>-6,032.36</u>	<u>26,036.38</u>



Horsted Keynes Solar Project

Initial briefing to the Parish Council

By Ennoviga Solar Ltd

17 December 2024

Copyright 2024 Ennoviga Solar Ltd



Summary

A new solar generator for South East Water's local pumping station

- With this presentation, we would like to begin a discussion with the Horsted Keynes Parish Council on whether and how a modestly sized solar generator could be discretely hosted within the parish to supply renewable electricity to South East Water's pumping station.
- The objective is to decarbonise and to reduce the cost of the electricity used to deliver your drinking water.
- The project is still at the conceptual design stage where important design choices have yet to be made, and for this we seek your views.
- This is in advance of a formal public consultation in Jan / Feb 2025 to advise a subsequent planning application.

An opportunity for solar power for local residents

- We would like to understand whether the local community might wish to form its own community energy scheme such that the solar generator is slightly increased in size and the additional electricity sold to the community.

Background

- Ennoviga Solar Ltd is a renewable energy developer specialising in creating projects for UK water companies. We have delivered projects for Thames Water, Northumbrian Water and now South East Water.
- Water companies must achieve net-zero carbon by 2030 by adding new renewable generation (e.g. buying "credits" is not allowed).
- Treating and pumping water is very energy intensive and electricity represents a large part of consumer's water bills. Our solar projects deliver electricity at well below market price.
- The Horsted Keynes pumping station has quite a high electricity demand – replacing daytime electricity purchases with solar generation will benefit customer bills.
- Approx. 20-25% of an adjacent arable field could host a solar generator that could supply the pumping station. The field is not classified as best and most versatile soil and the proposed solar generator would not occupy the entire field, so farming would continue elsewhere.
- The site lies within an Area of Outstanding Natural Beauty but would only be visible from nearby public rights of way and would not materially diminish the AoNB.
- Replacing arable use with a solar generator would allow the soil to rest and regenerate over 30+ years and would enhance biodiversity locally.
- Solar generation is clean, silent, and easy to remove from the site at the end of its service life.

Objective of early engagement

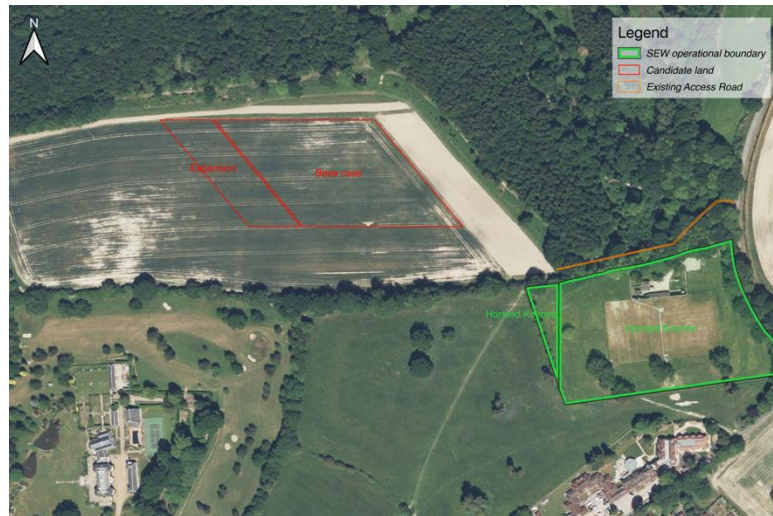
- We acknowledge that society faces many challenges and must constantly make difficult choices on all manner of important topics.
- As a company we also believe that solar is one of the “friendlier” renewable technologies that readily lends itself to being integrated within communities at an appropriate scale.
- We aspire to design solutions that engage, benefit and become a welcome part of the local community.
- To be successful, we need to engage early during the “optioneering” stage, but this still does not guarantee success:
 - Surveys have not yet been completed so unexpected constraints may be found;
 - Planning consent is not yet secured so the project may not go ahead or be curtailed;
 - Grid capacity is not yet confirmed so capacity limits may be imposed.

At Horsted Keynes, we would specifically like to answer the question:

“How can we design the project so that it is acceptable (or better – desirable) to the local community?”

A solar project to supply clean, renewable electricity directly to the Horsted Keynes pumping station

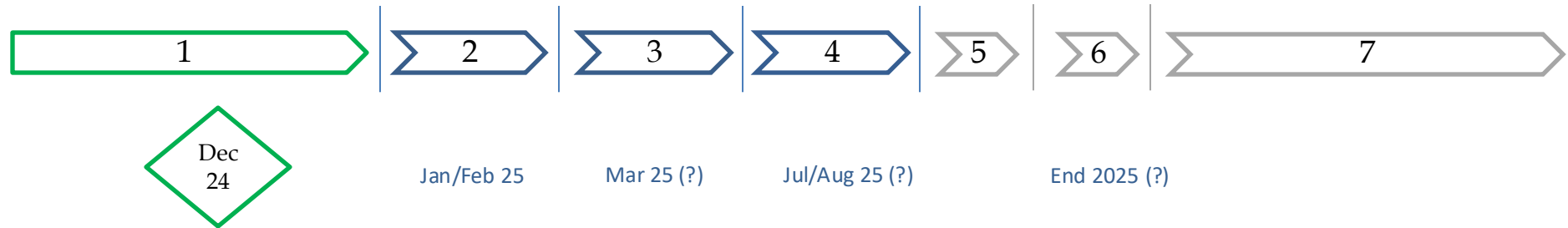
- Provides > 50% of annual electricity needs of the pumping station via a new, private wire connection
 - Pumping station will remain connected to the public grid
 - SEW target: carbon neutral by 2030
 - County council: Climate emergency declared
- Not supported by subsidies or public money
- Silent, unmanned operation after brief construction period



- Not visible except from the public right of way
- Cable to the water works would be buried
- Could be visually screened by new hedges
- Would always deliver legal minimum biodiversity net gain
 - Seek to maximise biodiversity improvement beyond the legal minimum.
- Could supply a community energy scheme?

The Horsted Keynes solar generator enables low carbon drinking water for the community

Indicative timeline



1. Preparatory phase

- Studies, negotiations, initial designs and “optioneering”, UKPN discussions

2. Public consultation

- Leaflets, live public events, web page, feedback collection.

3. Complete planning application

- On basis of feedback received, team will finalise planning application and submit it

4. Planning authority considers application

- Project will be reviewed, result expected within 13+ weeks

5. Finalise project on basis of planning feedback

- Finalise designs according to planning advice, award construction contract

6. Construction

- About twelve weeks of construction activities on site, including arrival of materials on site and piling

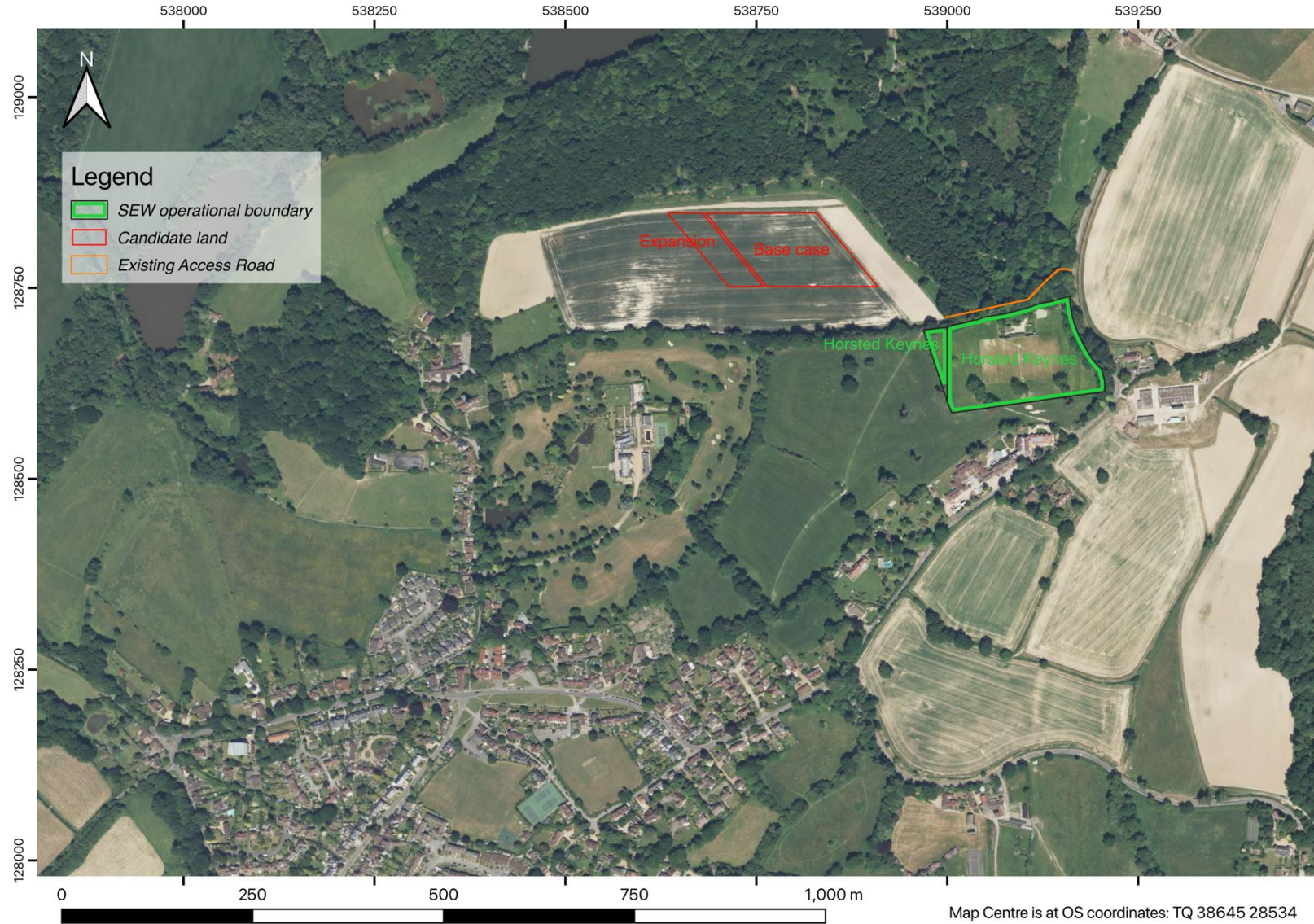
7. Operations

- Power delivery to SEW, unmanned operation, regular visits by engineers for checks and repairs, implement landscape and ecology management plan

Early community engagement

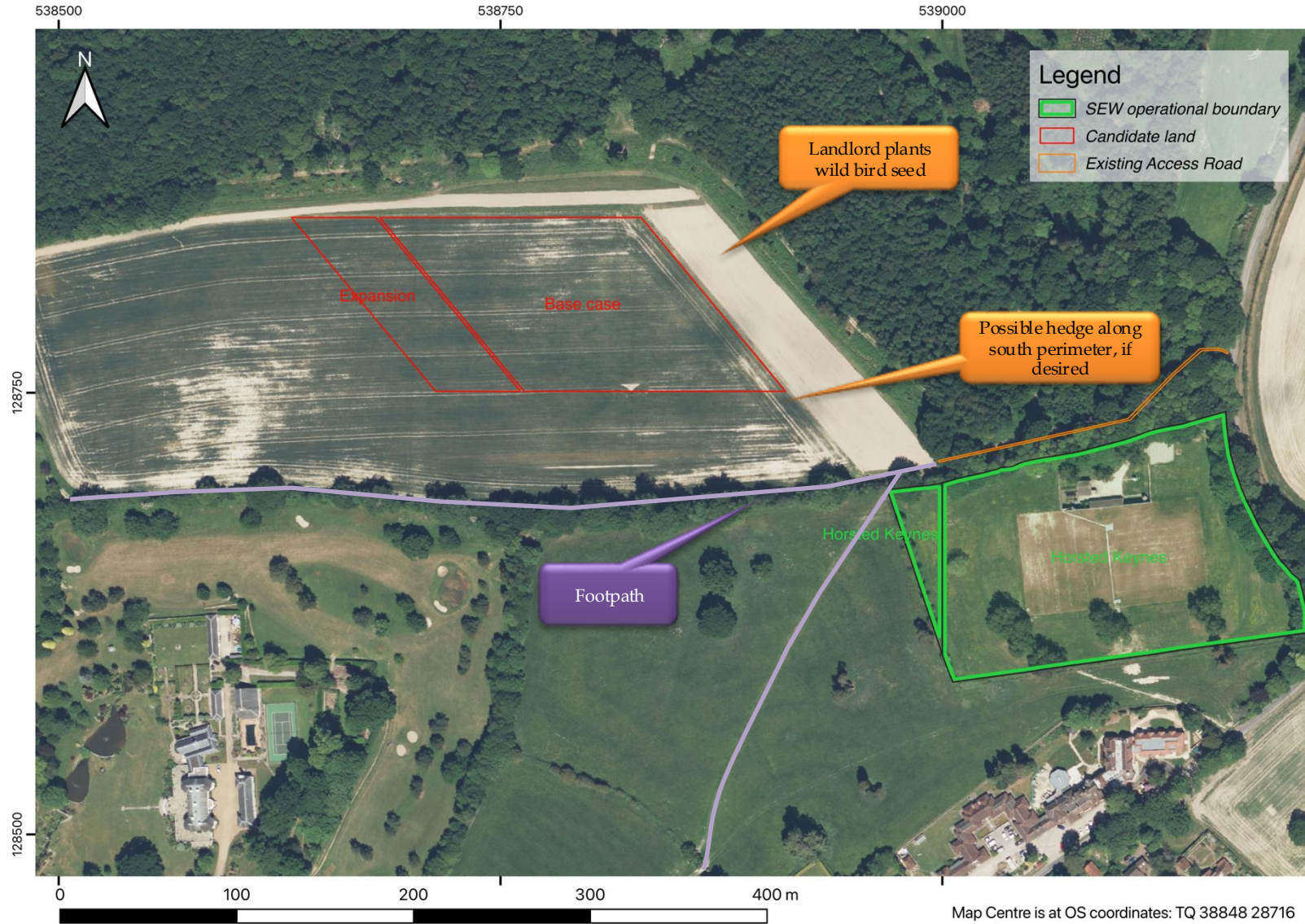
- Keen to understand local views early in the design process when maximum design flexibility exists.
- What can we do to have the local community on-side?
- What does a win-win look like?
- External factors (like grid constraints) will limit what we can do, but willing to push the boundaries to benefit the local community.

Overview map – concept



Copyright 2024 Ennoviga Solar Ltd

Overview map – concept



Copyright 2024 Ennoviga Solar Ltd

Site photo – from SE corner looking NW



Copyright 2024 Ennoviga Solar Ltd

Community Energy Scheme – Option

- If desired, the solar generator can be scaled up a bit to generate more power than needed by South East Water, with the surplus being sold to the local community through a CES.
- The CES would be owned and operated by the local community as a cooperative. The solar generator would deliver power to SEW and to the cooperative – you decide how to run your cooperative.
- The CES would buy solar power when it is available from the solar generator, and buy electricity at other times from a licensed supplier. The CES would purchase electricity for its members as a coop so they have a better price than individuals buying from the market.
- Any members that have their own solar panels could also sell their surplus electricity to the CES, if desired.
- We propose you consider Energy Local (energylocal.org.uk), a community interest company that helps local communities set up their own CES's exactly like this.
 - Energy Local run webinars and workshops to inform prospective communities;
 - Local community involvement will be required – Energy Local provide the, “how to” plus ongoing guidance, but the local community is expected to organise itself.
- Pre-requisites: CES members need to have “smart meters” so that supply and demand can be matched in real time, and CES members need to have the same electricity supplier (chosen by the CES).
- Limitation: UK Power Networks needs to calculate how much power can be redelivered from the solar generator to local customers over the existing wires. They may say, “zero”!

Components used



Example of a hedge being grown higher around a solar site (during construction)



Example of a deer fence around a solar site



Example of a containerised inverter

Design options



3-in-portrait:
Larger and taller
but fewer solar
"tables" with wider
row spacing



2-in-portrait:
Smaller and lower
but more solar
"tables" with
narrower row
spacing



© 2024 Ennoviga Solar Ltd

Tilt angle:

- ranges 15-30deg but typically 20deg.

Row spacing:

- minimise winter shading by one row onto the next
- space for vehicle for cleaning / maintenance
- space for biodiversity

Fence:

- Typically 2m stock fence with wooden posts

CCTV:

- For security as fence only delays motivated intruders
- Infra-red so no nighttime illumination
- Speakers / microphones only to warn/deter intruders



Solar panels at Plas Newydd on Anglesey | © National Trust Images/James Dobson

Source: <https://www.nationaltrust.org.uk/visit/wales/renewable-energy-in-wales> 12

Discussion requested

- We are keen to engage the Parish Council for a discussion in advance of the normal pre-planning public consultation:
 - Opinions, suggestions, questions, options
- Particularly interested in whether there is any local community appetite to create a community energy scheme.
- How can we design the project so that it is acceptable (or better – desirable) to the local community?
- Contact / comments: HK.consultation@ennovigasolar.com
- Meetings can be arranged on Teams / Zoom to discuss in more detail

Thank you

Ennoviga Solar Ltd
Company Registered in England and Wales: 07238725