



HORHAM AND ATHELINGTON PARISH COUNCIL
PARISH COUNCIL MEETING - 13 MARCH 2026

Minutes of the meeting of Horham and Athelington Parish Council held
 Friday 13 March 2026 at the Community Centre commencing 12.09

PRESENT

Chair	Councillor A Black	Yes
Vice-chair	Councillor P Hambling	Yes
Councillors	Councillor Mrs S Queen	Yes
	Councillor T Wright	Yes
	3 VACANT SEATS	
IN ATTENDANCE	Clerk to the Council	

1 23/26 **APOLOGIES:** NIL

2 24/26 **DECLARATIONS OF INTEREST:** NIL

3 25/26 **PUBLIC PARTICIPATION**

a) **RECEIVE** reports from District and County Councillors:

Report received from SCC Councillor Henry Lloyd: <https://www.henrylloyd.co.uk/p/march-county-report-26>

b) **RECEIVE** public comments relating to the agenda or matters for future consideration: NIL

4 26/26 **MINUTES**

a) **RESOLVED** to **APPROVE:** minutes of the meeting of the council held 19 February 2026, on proposal Councillor T Wright, seconded Councillor P Hambling, all agreed and duly signed by the Chair.

5 27/26 **GOVERNANCE**

a) **RECEIVED** and **NOTED:** Interim Internal Audit report.

b) **RECEIVED** and **NOTED:** Internal Control Statement - *report to be completed by Councillor Mrs S Queen*

c) **RESOLVED** to **ADOPT** ICO model publication scheme, proposed Councillor A Black, seconded Cllr Hambling, all agreed.

d) **RECEIVE** Register of Interests: Cllr P Hambling, Cllr Mrs S Queen, Cllr T Wright - **DEFERRED** - *to be completed*

6 28/26 **PARISH MATTERS**

a) Play area development - MSDC infrastructure team site visit feedback: CIL expenditure framework provides for play areas where there is a tangible betterment. Eligible to make a District CIL Funding application for:

- New items of play equipment including inclusive equipment, adult fitness equipment, and picnic benches
- New hardstanding improvements providing accessibility to play area from the car park and within play area

Required: Freehold evidence, liaison with Planning, Environmental Health, Public Realm, 3 quotes, Business Plan, full funding strategy, future maintenance, public engagement, consideration of accessibility & inclusivity. DC Community Grants Team can advise on potential internal and external funding opportunities - *to follow up*

b) Neighbourhood Development Plan - *to liaise with Redlingfield*

c) Community Governance Review - *to liaise with Redlingfield*

d) Locality grant - replacement noticeboards and road safety speed signage: To cost, consider new Noticeboard site, fix road sign bracket, contact Highways for equipment and training to clean road signage. Download data from speed camera, evidence to support additional 30mph signs on road surface, IRO £800. Concerns no warning signage leading up to S-bend, 2 recent accidents - *to raise with Highways*

e) **RECEIVED** Suffolk Highways Survey - *for submission by 30.04.26*. To download speed data, evidence to support additional 30mph signs on road surface, IRO £800 (*check funding*). Concerns no warning signs leading to S-bend, 2 recent accidents - *to raise with Highways*

f) Website update - ongoing to ensure compliance with Transparency Code and Model Publication Scheme.

g) **RECEIVED:** Colchester IT receipt of old ASUS laptop for recycling confirming all data irretrievably deleted.

h) Training - NIL

7 29/26 **CLERK'S REPORT - RECEIVED** and **NOTED**

8 30/26 **FINANCE**

a) **RECEIVED:** Finance report - budget review, VAT refund £214.91, NS&I apology payment £75; recycling credit £154.10 (due).

b) **RESOLVED** to **APPROVE:** signatories for NS&I account, NS&I account closure and transfer of funds to current account, proposed Cllr Black, seconded Cllr Wright, all agreed. *Signatories: Cllr Black, Cllr Hambling, Cllr Mrs Queen, Cllr Wright, Administrator: Clerk/RFO. Correspondence sent to NS&I, awaiting response.*

c) **CONFIRMED:** bank reconciliation for the month of February 2026 - *signed Cllr Hambling, Cllr Mrs Queen*

d) **APPROVED:** accounts for payment - *signed Cllr Hambling, Cllr Mrs Queen*

Power to spend	Payee	Description	Net £	VAT £	Gross £
LGA 1972 s111	Staff	Salary & expenses (incl. travel, mob)	803.71	0.00	803.71
LGA 1972 s111	HMRC	PAYE	48.37	0.00	48.37
LGA 1972 s111	HP Inc UK	OmniBook Laptop, bag, mouse	505.82	101.16	606.98
LGA 1972 s111	Parish Online	gov.uk domain, emails & website	352.00	70.40	422.40
LGA 1972 s111	SALC	Payroll Services (Oct-Jan)	30.00	6.00	36.00
LGA 1972 s111	Horham VH Trust	Hall hire (25/26)	30.00	0.00	30.00
LGA 1972 s111	DM Payroll	Payroll services (Feb-Mar)	52.00	10.40	62.40
LGA 1972 s111	Mrs V Waples	Interim Internal Audit	90.00	0.00	90.00

Signed: Chair



- 8 30/26 **FINANCE cont.**
- e) **CONFIRMED:** full bank reconciliation for the years 2023/24 and 2024/25 - *signed Cllr Hambling, Cllr Mrs Queen*
 - f) **APPROVED:** Revised Statement of Accounts and Reconciliation for the year ending 31 March 2024, and for the year ending 31 March 2025 - *duly signed by the Chair*
 - g) **RECEIVED and NOTED:** revised assets list - *to set minimum (replacement) values for insurance purposes*
 - h) **RECEIVED and NOTED:** 2024/25 Indicative Annual Internal Audit Report based on restated figures.
 - i) **RESOLVED:** restated AGAR 2023/24 and 2024/25 on proposal Cllr Wright, seconded Cllr Hambling, all agreed
 - i. Section 1: Annual Governance Statement - *duly signed by the Chair, accompanying statement text to be agreed*
 - ii. Section 2: Accounting Statements - *duly signed by the Chair*
 - iii. Exemption from External Audit in accordance with S.9 Local Audit Regulations 2015 - *duly signed by the Chair*
 - j. **NOTED:** dates for the Notice of Public Rights.
- 9 31/26 **PLANNING** - the following applications or decisions presented to Council for comment were **CONSIDERED:**
- a) Application for a Lawful Development Certificate for Proposed Use or Development. Town and Country Planning Act 1990 - New side extension replacing an existing lean-to extension. New rear extensions. - Chapel Cottage, Horham, IP21 5ES | Ref: DC/26/00446 | Received: 04 Feb 2026 | Decision: **REFUSED** 27 Feb 2026 | Status: **Was Not Lawful - NOTED**
 - b) DC/25/05201 | Application to determine if Prior Approval is required for a proposed Change of Use of Agricultural Buildings to Dwellinghouses (C3) and for building operations reasonably necessary for conversion. Town and Country Planning (General Permitted Development) (England) Order 2015 as amended Schedule 2, Part 3, Class Q - Conversion of an agricultural building to 8no. residential units. | Lodge Farm The Street Horham Eye Suffolk IP21 5DX Ref: DC/25/05201 | Received: 26 Nov 2025 | Consultation extended to 18 March 2026 - **OBJECTION** regarding access and services, on proposal Cllr Wright, seconded Cllr Hambling, all agreed.
 - c) Discharge of Conditions Application for DC/25/04807 - 6 (Refuse & Recycling Storage), 10 (Wildlife Sensitive Design Scheme), 11 (Bat Mitigation Licence) and 12 (Construction Environmental Management Plan) - Hill Cottage Cattery, Worlingworth Road, Horham, IP21 5EF | Ref: DC/26/00717 | Received: 23 Feb 2026 | Status: **Pending Consideration - NO OBJECTION**
- 10 32/26 **BRIEF REPORTS OF MEMBERS** - matters for forthcoming agenda - Pound Lane footpath/permissive, new dog bin
- 11 33/26 **NEXT MEETING** - Tuesday 14 April 2026 commencing 19.30
- 12 34/26 **PERSONNEL MATTERS - RESOLVED** pursuant to s1(2) Public Bodies (Admission to Meetings) Act 1960 for public and press to leave the meeting due to the confidential nature of business to be transacted, proposed Cllr Black, seconded Cllr Wright, all agreed.
- a) **RECEIVED and APPROVED:** notification of payroll & expenses - *signed Cllr Hambling, Cllr Mrs Queen*

There being no further business, the meeting closed 13.56

Signed: Chair