



Horham and Athelington Parish Council
NOTICE OF PARISH COUNCIL MEETING
Members are duly summoned to attend
Friday 13 March 2026, 12 noon
Community Centre, IP21 5DY

AGENDA

Karen Elliott, Clerk & Proposer Officer

1 APOLOGIES

- a) **RECEIVE** apologies for absence.
- b) **NOTE** decisions to accept apologies for absence.

2 DECLARATIONS OF INTEREST

- a) **RECEIVE** declarations of interest regarding the agenda.
- b) **NOTE** decisions of requests for dispensation relating to the agenda.

3 PUBLIC PARTICIPATION (*shall not exceed 15 minutes*)

- a) **RECEIVE** reports from District and County Councillors.
- b) **RECEIVE** public comments relating to the agenda or matters for future consideration.

4 MINUTES - APPROVE minutes (previously circulated) as a true record - *for signature by the Chair*

- a) minutes of the meeting of the council held on 18 February 2026

5 GOVERNANCE

- a) **RECEIVE** and **CONSIDER** Interim Internal Audit report.
- b) **RECEIVE** Internal Control Statement. *Report to be completed by appointed member.*
- c) **RESOLVE** to **ADOPT** ICO model publication scheme - *to be completed*
- d) **RECEIVE** Register of Interests - Councillor P Hambling, Councillor Mrs S Queen, Councillor T Wright

6 PARISH MATTERS

- a) Play area development
- b) **CONSIDER** Neighbourhood Development Plan - to include Redlingfield
- c) **CONSIDER** Community Governance Review - to include Redlingfield
- d) Locality grant - replacement noticeboards & speed sign
- e) **RECEIVE** Suffolk Highways Survey – *for completion by 30 April 2026*
- f) Website update
- g) **RECEIVE** receipt from Colchester IT to recycle old ASUS laptop and irretrievably remove all data
- h) Training

7 CLERK'S REPORT - correspondence received

8 FINANCE

- a) **RECEIVE** finance report - budget review, VAT refund £214.91, NS&I apology payment £75, recycling credit £154.10.
- b) **RESOLVE** to **APPROVE** signatories for NS&I account, NS&I account closure and transfer of funds to current account.
- c) **RECEIVE** and **CONFIRM** bank reconciliation the month of February 2026 - *for signature 2 members & Chair*
- d) **RECEIVE** and **APPROVE** accounts for payment - *for signature 2 members & Chair*
- e) **RECEIVE** and **CONFIRM** full bank reconciliation for the years 2023/24 and 2024/25 - *for signature 2 members & Chair*
- f) **CONSIDER** and **APPROVE** the Revised Statement of Accounts and Reconciliation for the year ending 31 March 2024, and for the year ending 31 March 2025 - *for signature by the Chair*
- g) **CONFIRM** assets list for 2023/24 and 2024/25 and set an appropriate minimum (replacement) value for the register.
- h) **RECEIVE** and **REVIEW** the report from the Internal Auditor and **NOTE** recommendations.
- i) **CONSIDER** restated AGAR for submission to the External Auditor for the years 2023/24 and 2024/25
 - i. Section 1: Annual Governance Statement - **CONSIDER** questions and **RESPOND** accordingly. 'No' responses to be accompanied by written statement (text agreed by council) - *for signature by the Chair*
 - ii. Section 2: Accounting Statements - **CONSIDER** and **AGREE** the statement figures - *for signature by the Chair*
 - iii. **RESOLVE** to **APPROVE** exemption from external audit in accordance with Section 9 of the Local Audit (Smaller Authorities) Regulations 2015 - *for signature by the Chair*
- j) **NOTE** the dates for the Notice of Public Rights.

9 PLANNING - CONSIDER the following applications or decisions presented to Council for comment:

- 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**
- 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
- 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**

10 BRIEF REPORTS OF MEMBERS - matters for forthcoming agenda

11 NEXT MEETING - Tuesday 24 March 2026 commencing 19.30

12 PERSONNEL MATTERS - RESOLVE 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

- a) **RECEIVE** and **APPROVE** notification of payroll & expenses - *for signature 2 members, countersigned by Chair*

Close of meeting