

Horham and Athelington Parish Council
NOTICE OF ANNUAL PARISH COUNCIL MEETING
Members are duly summoned to attend



Tuesday 26 May 2026, 7.30pm
Community Centre, IP21 5DY

AGENDA

Karen Elliott, Clerk and Proper Officer to the Council

- 1 ELECTION OF CHAIR**
 - a) **RESOLVE** election of chair to the council
 - b) **RECEIVE** declaration of acceptance of office
- 2 ELECTION OF VICE-CHAIR**
 - a) **RESOLVE** election of vice-chair to the council
 - b) **RECEIVE** declaration of acceptance of office
- 3 APOLOGIES**
 - a) **RECEIVE** apologies for absence
 - b) **NOTE** decisions to accept apologies for absence
- 4 DECLARATIONS OF INTEREST**
 - a) **RECEIVE** declarations of interest relating to the agenda
 - b) **NOTE** decisions of requests for dispensation relating to the agenda.
- 5 MINUTES - APPROVE** minutes (previously circulated) as a true record - *for signature by the chair*
 - a) Minutes of the meeting of the council held on 14 April 2026
- 6 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.
- 7 GOVERNANCE**
 - a) **RESOLVE** to confirm members' register of interests are published and up to date.
 - b) **RESOLVE** to **ADOPT** amended Standing Orders and Financial Regulations (previously circulated)
 - c) **REVIEW** policies, procedures and practices:
 - i. Complaints Procedure;
 - ii. Council obligations under freedom of information and data protection legislation;
 - iii. Dealing with the press and media;
 - iv. Employment;
 - v. Review Council expenditure incurred under s.137 LGA 1972.
 - d) **RESOLVE** Personnel Panel appointments:
 - i. Performance Review Panel - *2 members*
 - ii. Discipline and Grievance Panel - *3 members*
 - iii. Appeals Panel - *2 members*
 - e) **RESOLVE** to approve annual membership of professional bodies: Suffolk Association of Local Councils, National Association of Local Councils, Society of Local Council Clerks, Suffolk Preservation Society.
 - f) **REVIEW**
 - i. inventory of land and other assets including IT and office equipment;
 - ii. arrangements for insurance cover in respect of all insurable risks;
 - g) **RESOLVE** Business continuity and IT: website, emails, data security
- 8 PLANNING - CONSIDER** the following applications or decisions presented to Council for comment:
 - a) [Application to determine if Prior Approval is required for 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 Sch 2, Part 3, Class Q - Conversion of agricultural building to 8no. residential units. - Lodge Farm The Street Horham IP21 5DX](#) Ref. No: DC/25/05201 | Received: 26 Nov 25 | Status: Formal Approval IS required - Approved | Planning Application
 - b) [Planning Application. Retrospective application for Gypsy & Travellers site for single family, including 2no. concrete hardstandings for affordable residential caravans, and associated Day Room. - Land Opposite Hall Farm Stradbroke Road Horham IP21 5DZ](#) Ref. No: DC/26/01595 | Received: Wed 15 Apr 26 | Status: Decline to Determine | Case Type: Planning Application
 - c) [Discharge of Conditions Application for DC/25/04807 - 6 \(Refuse and Recycling Storage\), 10 \(Wildlife Sensitive Design Scheme\), 11 \(Bat Mitigation Licence\) and 12 \(Construction Environmental Management Plan\) - Hill Cottage Cattery Worlingworth Road Horham Eye Suffolk IP21 5EF](#) Ref. No: DC/26/00717 | Received: Mon 23 Feb 2026 | Status: Part Granted/Part Refused | Case Type: Planning Application
 - d) [Householder Application - New side extension replacing an existing lean-to extension. New rear extension and porch to replace existing porch. - Chapel Cottage Chapel Lane Horham Eye Suffolk IP21 5ES](#) Ref. No: DC/26/00964 | Received date: Fri 06 Mar 2026 | Status: Granted | Case Type: Planning Application

9 FINANCE

- a) **RECEIVE** finance report (previously circulated) - 2026/27 budget review.
- b) **RECEIVE** and **CONFIRM** bank reconciliation for the month of April 2026 - *for signature by 2 members.*
- c) **RECEIVE** and **APPROVE** accounts for payment - *for signature 2 members.*
- d) **CONSIDER** and **APPROVE** the Statement of Accounts and Reconciliation for year ending 31 March 2026 - *for signature by the chair*
- e) **RECEIVE** and **REVIEW** the report from the Internal Auditor and **NOTE** recommendations.
- f) **CONSIDER** 2025/26 AGAR for submission to the External Auditor
 - 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*
- g) **NOTE** the dates for the Notice of Public Rights.
- h) **RECEIVE** public liability certificates for 2026/27 from contractors.

10 PARISH MATTERS

- a) Play area development
- b) Neighbourhood Plan
- c) Locality grant - replacement noticeboard, speed signs, dog bins
- d) Training

11 CLERK'S REPORT - correspondence received.

12 BRIEF REPORTS OF MEMBERS - matters for forthcoming agenda.

13 NEXT MEETING - set dates for council meetings June 2026-May 2027: Annual Parish Meeting 2027.

14 RESOLVE pursuant to s1(2) Public Bodies (Admission to Meetings) Act 1960 for the public and press to leave the meeting due to the confidential nature of business to be transacted.

- a) Personnel matters - **REVIEW** locum clerk contract
- b) **RECEIVE** and **APPROVE** notification of payroll & expenses - *for signature 2 members, countersigned by Chair*

Close of meeting