Horham and Athelington Parish Council

NOTICE OF PARISH COUNCIL MEETING

Members are duly summoned to attend

Tuesday 20 October 2026, 7.30pm
Horham Community Centre, IP21 5DY

AGENDA

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 26 May 2026

5 GOVERNANCE
a) **RECEIVE** and **CONSIDER** External Auditor's Report.
b) **REVIEW** Internal Audit Actions.

6 PARISH MATTERS
a) Play area development update
b) Neighbourhood Development Plan - receive briefing note
c) Locality grant - replacement noticeboards & dog bins
d) CIL expenditure - speed sign maintenance

7 CLERK'S REPORT - correspondence received

8 FINANCE
a) **RECEIVE** finance report - Q2 budget review
b) **RECEIVE** and **CONFIRM** bank reconciliation for the months May-September 2026 - *for signature 2 members & Chair*.
c) **RECEIVE** and **APPROVE** accounts for payment - *for signature 2 members & Chair*

9 PLANNING - **CONSIDER** the following applications or decisions presented to Council for comment:
a) Householder Application - Demolition of 20th Century Lean-to and construction of replacement extension. - Chapel Farm IP21 5ES Ref. No: DC/26/03586 | Tue 18 Aug 2026 | Pending Consideration | Planning Application
b) Application for Listed Building Consent - Demolition of 20th Century Lean-to and construction of replacement extension. - Chapel Farm IP21 5ES Ref. DC/26/03587 | 18 Aug 2026 | Pending Consideration | Planning Application
c) Householder Application - Erection of side single storey infill extension to kitchen recess and removal of external door. Amendments to fenestration to kitchen area including new door opening and replacement glazed units. New rooflight to kitchen west roof slope, replacement French door unit to living room, enlarged window opening to Living room to form French doorset opening - Rose Farm Athelington Road Horham Eye Suffolk IP21 5EG Ref. No: DC/26/04324 | Mon 05 Oct 2026 | Pending Consideration | Planning Application – letter attached
d) Householder Application - Extension to existing cart lodge including provision of 2 dormer windows and part conversion to provide additional living accommodation to existing dwelling - The Old Forge Worlingworth Road Horham Eye Suffolk IP21 5EF Ref. DC/26/03344 | Tue 04 Aug 2026 | Status: **Granted** | Case Type: Planning Application

10 BRIEF REPORTS OF MEMBERS - matters for forthcoming agenda

11 NEXT MEETING - set dates for council meetings November 2026-May 2027: Annual Parish Meeting (1 Mar-1 Jun) 2027.

12 PERSONNEL MATTERS - **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 the business to be transacted
a) **REVIEW** return-to-work terms and employment contract for the Clerk following a period of statutory family leave.
b) **RECEIVE** and **APPROVE** notification of payroll & expenses - *for signature 2 members, countersigned by Chair*

Close of meeting