

## **PARHAM PARISH COUNCIL**

### **Minutes of the ordinary Meeting of the Parish Council held at The Rackham Old School on Tuesday 10<sup>th</sup> March 2026 at 7.30pm**

**PRESENT: Parish Councillors** – Heather Cartwright (Chair), Will Rydon, Philipa Trumper, Claudia Fisher, Catherine Dugdale and Nigel Dean  
Also present –Vicky Spiers (the Clerk)

#### **1. Apologies for absence**

Apologies received and accepted from Paul Slimming.  
Apologies noted from WSCC councillor Paul Marshall and HDC councillors Len Ellis-Brown, Paul Clarke and Jon Campbell.

#### **2. Declarations of interest in items on the agenda**

None.

#### **3. To approve and sign the minutes of the ordinary Parish Council Meeting held on 20<sup>th</sup> January 2026**

The minutes were confirmed as a true record and signed by Heather.

#### **4. Update from District and County councillors**

Claudia provide a HDC update;  
- weekly food waste collections are being rolled out across the district, this is a government initiative  
- LGR decision regarding the unitary split for Sussex will possibly be delayed until May 2026, after the local elections.

#### **5. Adjournment to take questions/queries from members of the public**

None

**6.Current matters – update (a) Traffic Order for reduction of speed along the B2139-** the clerk advised this was submitted to WSCC in February, an acknowledgement had been received.

**(b) Blocked drain/ditch in Rackham Street** – the clerk advised that Heather and she have a site meeting with the parishioner on 16<sup>th</sup> March to discuss this issue further.

#### **7. Clerk's update and information items**

The clerk advised the following:

- HDC have undertaken an audit of all ROI forms, councillors advised of a few amendments that were required.
- Mulberry (council's internal auditors) have offered a further 3 year deal to the PC, whereby their hourly rate will not increase for this period, council agreed to go ahead, the clerk advised she will include this a separate agenda item for May to formally approve (the agenda for March meeting had already been issued when Mulberry's email was received)
- The PC's 2025/26 internal audit is booked for 6<sup>th</sup> May.

**8. To receive and approve the January and February 2026 bank reconciliations: to approve the financial statement from 21<sup>st</sup> January to 10<sup>th</sup> March 2026 (including authorisation for any payments)**

The Financial statement (as detailed below) was reviewed and approved by councillors and signed.

<b>PARHAM PARISH COUNCIL – FINANCIAL STATEMENT FOR PERIOD 21.01.26 to 10.03.26</b>		
Current account balance as at 20th January 2026		<b>£ 4,166.27</b>
<b>Receipts since 21st January 2026</b>		
06/03/2026	VAT refund 1st March 2025 to 28th Feb 2026	£ 145.24
		<b>£ 145.24</b>
<b>Less payments between 21st January to 10th March 2026</b>		
22/01/2026	Rackham Old School - Hire for PC meetings in 2025	144.00
22/01/2026	Amberley PCC - annual payment for inclusion of minutes in Parish mag	50.00
30/01/2026	Ms V Spiers - clerk's Nov salary , office expenses and mileage	438.18
30/01/2026	HMRC - clerk's& PC's Jan 26 PAYE	18.20
16/02/2026	Lloyds - Feb bank charges	4.25
25/02/2026	Vision ICT - Annual fee for website hosting and support	228.90
27/02/2026	Ms V Spiers - clerk's Feb 26 salary and office expenses	375.09
27/02/2026	HMRC - Clerk's Feb PAYE	8.00
		<b>£ 1,266.62</b>
Current account balance as at 10th March 2026		<b>£ 3,044.89</b>

The January and February 2026 bank reconciliations and bank statements were reviewed, approved and signed.

**9. To advise council of the Community Governance review being undertaken by HDC**

The clerk had attended an online meeting where HDC advised that they had approved to undertake a community governance review, the review will mainly look at creating, altering or abolishing parishes, the naming of parishes, the electoral arrangements and boundaries. Consultation dates tba by HDC in due course. The council noted the information.

**10. To review and adopt the ICO Model Publication Scheme**

Reviewed and council resolved this is adopted wef 10<sup>th</sup> March 2026.

**11. To review and adopt the schedule of Freedom of Information data held by the council**

Reviewed and council resolved this is adopted wef 10<sup>th</sup> March 2026.

**12. To review and adopt the council's Records Retention Policy**

Reviewed and council resolved this is adopted wef 10<sup>th</sup> March 2026.

Signed: \_\_\_\_\_

Date: 12<sup>th</sup> May 2026

### **13. To review and adopt the council's Data Protection Policy**

Reviewed and council resolved this is adopted from 10<sup>th</sup> March 2026.

### **14. Annual review of the council's Standing Orders**

Held over to July PC meeting.

### **15. Annual review of the council's Financial Regulations**

Held over to July PC meeting.

### **16. To review and agree the council's Risk Assessment for 2026/27**

The clerk advised the only change from the current RA is that the PC owned defibrillator is independently checked every 3 months, the council resolved the approval of the 2026/27 RA.

### **17. To review current Planning applications**

It was noted that there had not been any progress on the applications awaiting a decision since the January PC meeting. The Clerk had emailed Councillors details of the current Planning Applications, these are as follows:

PLANNING APPLICATIONS - 21st January to 10th March 2026		
NEW APPLICATIONS		
None		
APPLICATIONS AWAITING A DECISION		
SDNP/25/03436/FUL	<b>The Parlour</b> - Conversion of existing stables, tack room and office into guest accommodation for short term holiday lets.	PPC felt they could not support due to increased car movement, noise, dark skies pollution and concerns for roosting bats. <b>In Progress with SDNPA</b>
SDNP/25/00799/FUL	<b>Woodsyard</b> , Land East of Rose Cottage, Rackham Road - Change of use from equestrian to residential with forestry tie, including the conversion and rebuild of an old stable block and outbuilding into a single story 2 bedroom home	PPC felt they could not support mainly due to a lack of technical details on the waste and water systems. <b>In Progress with SDNPA</b>
SDNP/25/01726/FUL	<b>Northpark Wood</b> - New access for the dispatch of timber via Rackham Street public highway. Including 60m of improvement to existing forest track with the provision to stack timber.	<b>The SDNPA Ecology Officer has advised</b> - the site is located within Parham Park Site of Special Scientific Interest (SSSI) and is within/immediately adjacent to a large parcel of Ancient replanted Woodland. Therefore, an ecological impact assessment is required to be carried out to detail the designated sites, habitats and species to be affected directly and indirectly as a results of the proposals and provide a detailed avoidance and mitigation strategy. As the submitted site plan indicates tree felling will be required, a 10% net gain in biodiversity will be required, unless any Biodiversity Net Gain exemptions can be fully justified. <b>IN PROGRESS WITH SDNPA</b>
APPLICATIONS DECIDED SINCE LAST MEETING		
None		

### **18. To receive any updates on external meetings attended by councillors**

Heather had attended four external meetings;

- HDC arranged Parishes meeting on 17<sup>th</sup> February 2026, main topic of discussion was the community governance review for parish councils
- WSALC Chairs Forum on 24<sup>th</sup> February 2026, main agenda topics were reforms to the planning system and emergency resilience plans

Signed: \_\_\_\_\_

Date: 12<sup>th</sup> May 2026

- HALC meeting 25<sup>th</sup> February, main discussion was around planning reforms and how these will affect PCs
- SDNP Parishes meeting 4<sup>th</sup> March, Philippa also attended, main agenda topics were the partnership management plan, the SDNPA Local Plan which will go to public consultation in May and devolution

Heather advised that members of the SDNPA have said they will happily attend PC meetings. Council resolved for the clerk to invite Vanessa Rowlands to a Parham PC meeting in 2026.

**19. To note the date of the next meeting 12<sup>th</sup> May 2026 at 7.40pm**

It was resolved by council that an Annual Parish meeting would be held at 7.30pm on 12<sup>th</sup> May, followed by the Annual meeting of the Parish Council.

The Chair closed the meeting at 8.20pm.

Vicky Spiers - Clerk to Parham Parish Council  
13<sup>th</sup> March 2026