



**Hamsey Parish Council**  
**www.hamseyparish.gov.uk**

*Marie Owen, Clerk to Hamsey Parish Council*  
*Beechwood Hall & Rural Park, Beechwood Lane, Cooksbridge, East Sussex, BN7 3QG*  
*Tel: 07801 803252 Email: [clerk@hamseyparish.gov.uk](mailto:clerk@hamseyparish.gov.uk)*

**Draft Minutes of the meeting of HAMSEY PARISH COUNCIL**  
**held at Beechwood Hall & Rural Park on Thursday 11<sup>th</sup> September 2025, 7.15pm**

**Present:**

|                    |                 |
|--------------------|-----------------|
| Cllr M Cadwallader | Cllr D Bush     |
| Cllr A Sanders     | Cllr N Osborne  |
| Cllr K McBrown     | Cllr L McKenzie |
| Cllr C Henry       |                 |

**Apologies:**

District Councillor M Slater  
District Councillor J Saunders

**In Attendance:**

Marie Owen (Parish Clerk) Minutes  
Natalie Kinch Inclusion Officer

*The meeting started at 7.15pm*

**11.09.01 Apologies for absence**

District Cllr Saunders sent her apologies for herself and District Cllr Slater.

**11.09.02 Questions from the Public**

There were none.

**11.09.03 Declarations of interest from any Councillor regarding items on the agenda.**

There were none.

**11.09.04 The minutes of the meeting held on the 19<sup>th</sup> July 2025 were agreed and signed.**

**11.09.05 Update on any matters arising from the last meeting.**

All actions on the action log are in progress or completed.

**11.09.06 Financial Matters**

**a) To approve the Invoice payments made since the last meeting (including VAT).**

All payments were approved. **Proposed: Cllr Cadwallader Seconded: Cllr Sanders**

**b) To note the Council's current financial position**

The current financial position was noted and agreed. The Clerk informed the meeting that the updated bank balances as at 31<sup>st</sup> August 2025 for the current account was £60,353.14 and the balance on the savings account was £32,917.68.

**c) To approve the 3.2% pay increases form April 2025 for the Parish Clerk.**

**Proposed: Cllr Henry. Seconded: Cllr Cadwallader.**

**Action: PC to inform payroll company.**

**d) To note and approve the external auditors comments on the 2024/2025 AGAR.**

The Clerk stated that there were not any comments by the external auditors and the Conclusion of Audit had been posted.

**Proposed: Cllr Osborne. Seconded: Cllr Bush.**

#### **11.09.07 Policies**

The Clerk explained the new IT policy.

**Proposed: Cllr Sanders. Seconded: Cllr McBrown.**

#### **11.09.08 Planning matters**

All planning applications in progress, refused and determined since the last meeting were noted.

#### **New Developments.**

Cllrs Cadwallader, Henry and McKenzie stated that they had met with the planning officer from Lewes District Council and present were also two members of the Cala Homes planning department.

The Cllrs stated that they had verbally conveyed all the objections from the Parish for the new development and that the meeting was not be to taken as support for the development. They stated that members of the public had been cold called by Cala Homes. The representatives from Cala Homes would like to know the details of this as this isn't something that their company do.

The Cllrs noted the shop on the current plans and it was confirmed that it will be a Category E building to allow the flexibility for retail, food and drink, service, business, health and fitness, childcare or a workshop. The Councillors stated that they would not be keen on a shop selling UPFs.

It was noted that people would prefer allotments to an orchard and Cala Homes also mentions raised beds as being an option.

Cllr Henry proposed a walking/bike path around the development. Great emphasis was placed on connections with Lewes and South Chailey and the need for a cycle path and safe pathways.

It was noted that it was good to build a working relationship with the planning department of LDC and the need to prepare for the upcoming LDC meeting where a member of the parish council can speak.

#### **11.09.09 Grant Applications**

a) An application from Offham Church for £600 had been received

**Proposed: Cllr McKenzie. Seconded: Cllr Cadwallader.**

**Action: PC to pay.**

#### **11.09.10 Beechwood Hall working group – update**

Cllr Henry stated that Beechwood Hall had been awarded a grant to go towards young people's activities in the parish. Amount to be confirmed. A discussion was had about what events young people would like. Theatre, learning to DJ, self-defence, a disco, a barn dance, rapping. It was noted that there was a Beechwood Hall meeting on the 23<sup>rd</sup> October and this would be given more thought then.

**Action: Cllr McKenzie to contact Brighton Youth Centre for more ideas.**

**Action: PC to email current hirers to ask about storage.**

#### **11.09.11 Environment**

Nothing to add.

#### **11.09.12 Highway and traffic issues**

<https://live.eastsussexhighways.com/report-problem> - to report highways issues.

Cllr McKenzie has reported potholes and it was noted that there was large puddles forming by Hamsey Lane.

Cllr Cadwallader stated that the brambles had been cleared along the A275 in Bevernbridge but the low hanging trees were still an issue and the orange barrier had fallen down.

Cllr McBrown had a meeting with Balfour Beatty regarding the surface dressing of Chandlers Mead.

**Action: Cllr McBrown to report issues to Highways.**

#### **11.09.13 Rail and bus issues**

Cllr Cadwallader thanked Robert Baughan for his detailed report and stated how lovely the station looked.

#### **11.09.14 Police/Neighbourhood watch issues**

Please report any issues of fly tipping using the address below:

<https://lovecleanstreets.info>

#### **11.09.15 General Improvements to the Parish**

Cllr Cadwallader stated that she would like to plant daffodils and snowdrops in the phone box area to encourage the traffic to slow down. A budget of £350 was agreed for planting.

**Proposed: Cllr Cadwallader. Seconded: Cllr Henry**

Cllr Cadwallader said that there was a new head mistress at Hamsey School and would send an email arranging a meeting to introduce the Parish Council.

**Action: Cllr Cadwallader to contact school and purchase bulbs.**

#### **11.09.16 Reports from meetings attended**

There were none.

#### **11.09.17 Events**

31<sup>st</sup> October 2025 – Meet up with Minis Halloween Event

Weekend 5<sup>th</sup> – 7<sup>th</sup> December 2025 – Christmas Events

28<sup>th</sup> March 2026 Easter Trail

28<sup>th</sup> August 2026 Community Day

15<sup>th</sup> November 2026 Theatre

Weekend 4<sup>th</sup> -6<sup>th</sup> December 2026 Christmas Events

### **11.09.18 Footpaths and rights of way**

Nothing to add.

### **11.09.19 Neighbourhood Plan and Rural Design Code**

The Parish clerk stated that she had attended a LDC planning department where they were encouraging parish councils to update their Neighbourhood Plans and indicated that there may be funding available for this. It was noted what a large task this would be.

**Action: PC to ask other local Council for details on funding and consultants used.**

### **11.09.20 Communication**

Nothing to add.

### **11.09.21 Correspondence**

Nothing to add.

### **11.09.22 Future agenda items**

Nothing to add.

### **11.09.23 Date for next meeting**

**Thursday 13<sup>th</sup> November 2025. 7:15pm.**

-----  
The Chair thanked all for attending and the meeting ended at 21:32

Signed .....Chair

Date.....

Minutes taken and prepared by Marie Owen, Parish Clerk/RFO

## Appendix 1 – Action Log

| Number | Regarding                                                                            | Responsibility | Action                                                                                                        |
|--------|--------------------------------------------------------------------------------------|----------------|---------------------------------------------------------------------------------------------------------------|
| 1      | Bike racks                                                                           | CH             | Racks received. Email for permission to erect.                                                                |
| 2      | Speak with Antler Homes re issues and opportunities & drawings.                      | MC             | Meeting 22 <sup>nd</sup> September.                                                                           |
| 3      | Children crossing signs for Bevernbridge                                             | MM             | JS to chase MM                                                                                                |
| 4      | Rural Design Code & Neighbourhood Plan                                               | MC             | Arrange meeting for working group.                                                                            |
| 5      | Ask PCSO if all accidents have been reported.                                        | KMcB           | KMcB to ask PC O'Conner                                                                                       |
| 6      | Mood board for village sign                                                          | AS             | Ask local Clerks for makers and ask school to design.                                                         |
| 7      | Ask why grass isn't being cut by phone books                                         | AS             | Waiting for LDC                                                                                               |
| 8      | Request notification on road closures and request hatchings at end of Beechwood Lane | KMcB           | Waiting for Highways                                                                                          |
| 9      | Meeting with T d'Arienzo re cycleway                                                 | MC             | Ongoing                                                                                                       |
| 10     | Inform payroll company of pay rise                                                   | PC             | Yes                                                                                                           |
| 11     | Pay grant                                                                            | PC             | Yes                                                                                                           |
| 12     | Contact Brighton Youth Centre for more ideas                                         | LMcK           |                                                                                                               |
| 13     | Contact hirers re storage cupboard                                                   | PC             | Identified who everything belongs to in the store cupboard. Have asked them to remove anything not necessary. |
| 14     | Report over hanging trees and barriers to Highways                                   | KMcB           |                                                                                                               |
| 15     | Contact school                                                                       | MC             | Yes                                                                                                           |
| 16     | Purchase bulbs                                                                       | MC             |                                                                                                               |
| 17     | Contact other councils re Neighbourhood Plan funding and consultants                 | PC             |                                                                                                               |