

Hamsey Parish Council

www.hamseyparish.gov.uk

Marie Owen, Clerk to Hamsey Parish Council
Beechwood Hall & Rural Park, Beechwood Lane, Cooksbridge, BN7 3QG
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Members of **HAMSEY PARISH COUNCIL** are summoned to attend the **Annual Parish Council meeting of Hamsey Parish Council** to be held on **Tuesday 19th May 2026 at 7.30pm at Beechwood Hall & Rural Park.**

Up to fifteen minutes only, are available at the start of the meeting for members of the public to have their correspondence addressed relating to a specific item on the agenda.

Should any member of the public wish to have the Council address any issue on the agenda then they may email the Parish Clerk directly on clerk@hamseyparish.gov.uk before 5pm on Friday 15th May 2026 or they may attend in person.

This meeting may be recorded for the purpose of minute taking.

1. Election of Chair and Vice Chair

2. Apologies for absence.

3. Questions from the public.

4. Declaration of interest from any Councillor regarding any item on the agenda.

5. Minutes from the meeting held on Thursday 12th March 2026 to be agreed and signed as a true record.

6. Update on any matters arising from last meeting – review and update actions - see action log at appendix 1 to this agenda.

7. Financial matters

a) To approve payment of invoices as detailed (including v.a.t).

Current Account

Transaction number	Payee	Amount £
V96	Helen Clegg – Magazine Printing & Editing	424.50
V97	Marie Owen – Printer Ink	13.49
V98	Marie Owen – Salary	647.90
V99	HMRC	179.07
V100	Marie Owen – OART Subscription	20.00
V101	Unity Trust – Bank Charges	7.00
V102	LDC – Playground Inspections	156.00
V1	K A Gardening & Landscaping – Tennis Court Cleaning	250.00
V2	East Sussex County Council – Verge Cutting	765.24
V3	ESALC – Annual Membership	283.42
V4	Marie Owen – Salary	647.90
V5	HMRC	179.07
V6	Unity Trust – Bank Charge	7.00
V7	Steve Brentnall – Internal Audit	415.00
V8	Barcombe Landscapes Ltd – Groundworks	186.00
V9	SLCC – Annual Membership	200.00
V10	TC Group – Payroll	599.10
V11	Marie Owen – Printer Ink	13.49

V12	D James – Bus Shelter Cleaning	40.00
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b) To note the Council's current financial situation

Detailed below is the expenditure and income for the period 1st April 2025 – 31st March 2026

Expenditure	£	Notes
Audit	655.00	
Capital Expenses	-	
Grants	1,305.00	
Grounds Maintenance	1,817.91	
Office Expenses/administration	10,573.01	Includes clerk's salary
Other Expenses	7,497.82	
Premises	7,672.78	
Subscriptions	904.68	
Total	30,426.18	

Income	£	Notes
Precept	21,000.00	
Lottery Grant		
VAT Reclaim	1617.92	
CIL Payment	59,818.92	
Bank Interest	815.90	
Other Payments	1000	
Total	84,252.74	

Balance per bank statement as at: 31st March 2026	£
Unity Trust - current account	26,087.78
Unity Trust - savings account	63,597.17
Total	89,684.95

Detailed below is the expenditure and income for the period 1st April 2026 – 30th April 2026

Expenditure	£	Notes
Audit	415.00	
Capital Expenses		
Grants		
Grounds Maintenance	951.24	
Office Expenses/administration	826.97	Includes clerk's salary
Other Expenses	7.00	
Premises	250.00	
Subscriptions	283.42	
Total	2,733.63	

Income	£	Notes
Precept	10,550.00	1 st Half of the Precept
Lottery Grant		
VAT Reclaim		
CIL Payment		
Bank Interest		
Other Payments		
Total	10,550.00	

Balance per bank statement as at: 30th April 2026	£
Unity Trust - current account	32,416.19
Unity Trust - savings account	63,925.17
Total	96.341.36

c) To note and agree the AGAR return for financial year ending 31 March 2026 - Attached

The Council are requested to agree and approve the Annual Governance and Accountability return for 2025/2026 (attached).

The Council are requested to read and note any issues for the Internal Auditor. Appendix 2

Section 1 of the AGAR – Review and approve.

Section 2 of the AGAR – Review and approve.

Notice of elector’s rights – To confirm dates.

d) To approve on going subscriptions:

ESALC £283.42 per annum

SLCC £200.00 per annum

CPRE £40.00 per annum

Ouse River Trust £20.00 per annum

LDALC £20.00 per annum

e) To consider and approve salary increase.

From April 2026 to increase the Clerk’s salary by two scale points as per the contract. A scale point increase was omitted in error last year. Moving from scale point 23 to scale point 25. This will take effect when the new NALC scales for 2026 have been confirmed and back dated to April 2026.

f) To appoint a new internal auditor for 2026/2027 after the retirement of the current internal auditor.

g) To compare budget to actual spending for 2025/2026 - Appendix 3

8. Policies

- a) Reapprove the Standing Orders – no changes
- b) Reapprove the Financial Regulations – no changes
- c) Reapprove the Financial Risk Assessment – no changes

9. Planning matters – to receive any report from the planning committee

a) Applications still awaiting decision/in progress (as at 30th April 2026)

LW/25/0339 – Land at Cooksbridge Road, Cooksbridge

The provision of 151 residential dwellings (class C3) including 40% affordable housing and commercial floorspace provision (class E), with public open space, soft and hard landscaping, play, space. Community orchard, vehicular access, car and cycle parking provision and associated infrastructure including SUDS provision.

LW/25/0484 – Former Hamsey Brickworks, South Road.

Erection of 12 residential dwellings (Use Class C3) with associated access, landscaping, parking, and infrastructure works.

SDNP/26/00594/CND – Mill Lane Farm, The Street, Offham

Removal of Condition 8 (access to workers dwelling solely via track) relating to Planning Approval SDNP/25/04064/FUL

SDNP/26/00267/LIS – 17 Bank Cottages, The Street, Offham

Dismantle and rebuild leaning chimney stack.

b) Applications determined/approved since last meeting.

LW/24/0823 – Resting Oak Hill Cottage, Resting Oak Hill, Cooksbridge

Dropped kerb with access over pavement

Withdrawn

SDNP/25/03056/LDE – 3 Pine Barn, Old Church Lane, Hamsey

Self-contained dwellinghouse.

Approved

SDNP/25/03057/LDE – The Woodshed, Old Church Lane, Hamsey

Self-contained dwellinghouse.

Approved

SDNP/25/04135 – Perseverance House, The Street, Offham

Erection of a new garden studio in place of partially demolished stable block.

Approved

SDNP/25/01301/HOUS – Coombe Lane, Mill Lane Farm. The Street, Offham

Demolishing of existing flat roof extension, erection of ground floor side and rear extension and two bay garage. Installation of external staircase and office in roof void.

Approved

c) New Applications

SDNP/26/00969/HOUS – Hamsey Place, Old Church Lane, Hamsey.

Erection of garden studio.

SDNP/26/01293/FUL – Hamsey Place Cottages, Whitfield Lane, Hamsey.

Internal and external alterations to numbers 1 and 2 Hamsey Place Cottages to amalgamate both cottages into one dwelling house.

d) Discussion on new developments and the implications for the Parish.

e) To instruct a solicitor to write to Antler Homes regarding the community building freehold.

10. Grant Applications

To consider any grant applications received

- a) Application of £55 from the Railway Group
- b) Application of £300 from Offham Monday Club

11. Beechwood Hall Working Group – Cllrs Henry and McBrown

To receive any reports from Beechwood Hall working group

12. Environment

To discuss any Environmental issues affecting the Parish

13. Highway and Traffic issues – Cllr McBrown

To discuss any Highway and Traffic issues

14. To consider Rail and Bus issues – Cllr McBrown

To discuss any rail and bus issues

15. Police/ Neighbourhood Watch - Cllr McBrown

To discuss any Police & Neighbourhood watch issues

16. General improvements to Parish

To discuss general improvements to the Parish

17. Reports from meetings

To receive any additional reports from meetings attended by Councillors or Clerk

18. Events

5th September 2026 Community Day

15th November 2026 Theatre

Weekend 4th - 6th December 2026 Christmas Events

19. Footpaths and rights way

To discuss footpaths and rights of way within the Parish

20. Neighbourhood Plan

21. Communication

a) To agree to use AI and a set prompt to improve the standard of email communications to external stakeholders. Prompt will be emailed and in Appendix 4.

22. Correspondence

To note correspondence received since the last meeting and any action required.

23. Future agenda items

To discuss and note future agenda items/reports

24. Date for next meeting

Thursday 9th July 2026. 7:15pm.

Signed

Dated

Marie Owen – Hamsey Parish Clerk/RFO

Notes

1. Agenda Item 22 relevant to any correspondence received – see monthly spreadsheet circulated previously. This spreadsheet includes various correspondence received weekly including newsletters from: NALC, Chief Executive Bulletin, Rural Bulletin, CPRE, Public Sector Executive and planning application details from LDC and SDNPA and meeting invitations and agendas.

2. Should any resident like to see a copy of the monthly correspondence log please contact the Parish Clerk on clerk@hamseyparish.gov.uk

Appendix 1 – Action Log

Number	Regarding	Responsibility	Action
1	Bike racks	LMcK	Awaiting to hear from LDC planning.
2	Speak with Antler Homes re issues and opportunities & drawings.	MC	Send email asking for freehold.
3	Children crossing signs for Bevernbridge	CH	To find out price for sign from Highways. Awaiting.
4	Rural Design Code & Neighbourhood Plan	MC	Ongoing. Think about next steps.
5	Mood board for village sign	MC	Ask school to design.
6	Request notification on road closures and request hatchings at end of Beechwood Lane and school.	KMcB	Not possible for school. Looking into Beechwood Lane.
7	Cycleway	MC	Ben from SDNP to liaise with landowners.
8	Report overhanging trees and barriers to Highways	KMcB	Ongoing.
9	Inform Highways to go ahead with dropped kerb	CH	Balfour Beatty saying that there is a problem with location. Awaiting more details.
10	Speak to school re parking	LMcK	Email school asking them to send out reminder details of yellow lines.
11	Investigate cost and process of vehicle activated sign	CH	Awaiting info
12	Investigate use of WhatsApp Communities	TG	Done. TG to take over posting.
13	Look into TPO's	LMcK	
14	Look into tree legacy	MC	Problem as not owners.
15	Collate all outstanding highways issues	KMcB	
16	Prepare speech for Cala Homes application to committee	LMcK	
17	Apply to SDNP CIL for solar panels for Beechwood Hall	DB	
18	Prepare formal complaint to East Sussex Highways Department	LMcK	
19	Apply for CIL funding for village sign	CH	
20	Ask Bernie to advertise stalls for Easter Market	CH	

Appendix 2

Internal Auditor's report to Hamsey Parish Council.

Prepared by Steve Brentnall 28th April 2026

1. I have carried out my Internal Audit function in accordance with the Local Councils' Governance and Accountability Guidance. This has included making test checks on the Council's financial transactions and evaluating whether or not the Council's system of internal financial control is adequate for the purpose intended and effective. It has also included a review of how various risks facing the Council are being dealt with. My visit to inspect the physical records was made on 28th April 2026. Much of the work was completed in my home office on 25th April 2026.

2. I would like to thank the clerk, Marie Owen, for the help and co-operation she has given me for my Internal Audit work for 2025/26; the information and explanations that she supplied have assisted me in drawing my audit conclusions.

3. The work that I have undertaken has included making test checks on each of the fifteen objectives of internal control, apart from the following area:- F. Petty cash. The Council does not maintain a petty cash. I have sought explanations and clarifications on the various procedures carried out by the Council, including an examination of the minutes to identify some of the key issues currently faced by the council. I am satisfied that the issues that I identified are being dealt with in a professional way by the clerk.

4. During the course of my work, no matter has arisen which I would need to draw to the attention of the Members of the Council.

5. I can report to the Council that the internal control objectives have been met in all significant respects. I can also report that the clerk has maintained the accounting software and the underlying supporting documentation in excellent order and that the records are up to date.

Appendix 3

Hamsey Parish Council

Detailed Budget

		Budget	Actuals	Difference
		2025-2026	2025 - 2026	
Office Expenses				
1	100 - Clerk salary	8410.27	7773.60	-636.67
2	101 - Clerk Tax & NI	490.56	2150.10	1659.54
3	102 - Payroll costs	470.00	481.24	11.24
4	103 - Clerks expenses			0.00
5	104 - postage & stationary	200.00	209.00	9.00
6	105 - phone allowance	10.00		-10.00
7	106 - website costs	310.00	569.40	259.40
		9890.83	11183.34	1292.51
Capital Expenses				
8	200 - Contingency			
9	201 - Notice Boards			
45	202 - Malthouse Way			
		0.00	0.00	0.00
Subscriptions				
10	300 - ESALC	230.00	227.96	-2.04
11	301 - LDALC	40.00	20.00	-20.00
12	302 - CPRE			0.00
13	303 - SLCC	190.00	190.00	0.00
14	304 - Ouse River Trust	20.00	20.00	0.00
15	305 - Scribe Accounting	400.00	345.60	-54.40
43	306 - ICO Sub	40.00	52.00	12.00
		920.00	855.56	-64.44
Grants				
16	400 - Section 137 Payments			0.00
17	401 - Section 214 Payments	600.00	1305.00	705.00
18	402 - Section 19 Payments	400.00		-400.00
		1000.00	1305.00	305.00
Premises				
19	501 - Insurance	3000.00	2175.88	-824.12
20	502 - Beacon Licence	20.00	20.00	0.00
21	503 - Maintenance/Repairs	3000.00	4700.85	1700.85
		6020.00	6896.73	876.73
Grounds Maintenance				
22	600 - Malthouse Way	550.00	900.00	350.00
23	601 - ESCC verge mowing	600.00	493.26	-106.74
24	602 - Beechwood Park	650.00	225.00	-425.00

25	603 - Waste Bin Emptying	0.00		0.00
26	604 - Play Park inspections	300.00	130.00	-170.00
		2100.00	1748.26	-351.74
Audit				
27	700 - Internal audit	400.00	403.00	3.00
28	701 - External audit	320.00	210.00	-110.00
		720.00	613.00	-107.00
Other Expenses				
29	800 - Election Costs	200.00		-200.00
30	801 - Meeting Expenses	0.00		0.00
31	802 - Training/Conferences	240.00		-240.00
32	803 - Newsletters	1450.00	1641.52	191.52
33	804 - Chairs Expenses		36.00	36.00
34	805 - Contingency	1000.00	4856.65	3856.65
35	806 - Bank Charges	72.00	73.00	1.00
36	807 - Documentation	0.00	239.94	239.94
37	808 - Events	0.00	113.28	113.28
		2962.00	6960.39	3998.39
	Total	23,612.83	29,562.28	5,949.45

Last year's precept

21,000.00

Appendix 4

Prompt for AI when sending emails to external stakeholders.

You are a professional communications assistant supporting Parish Councillors in England.

Please rewrite or refine the email text below with the following goals:

Ensure all spelling, and punctuation are correct using UK English.

Use a professional, polite and friendly tone throughout.

Keep the language approachable and collaborative so the recipient feels like an ally rather than becoming defensive.

Be diplomatically firm where appropriate to the message clearly communicates expectations and encourages a response.

Maintain the original intent, meaning, and key points of the message.

Use clear, plain English suitable for communications with residents, officers, councillors, or partner organisations.

Where appropriate, include a courteous and clear call to action.

Do not introduce bullet points, dashes, numbered lists, bold text, italics, or any other highlighted formatting.

Do not add new facts, assumptions, or commitments unless they are clearly implied in the original text.

Email text to refine:

[Paste email below]