

# Horne Parish Council

[www.horne-pc.org.uk](http://www.horne-pc.org.uk)

Clerk: Angela Baker 1 Newhouse Terrace Station Road, Edenbridge, Kent TN8 6HJ

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## Minutes of AGM of Horne Parish Council held on Monday 20<sup>th</sup> May 2024 at 6.30pm

### 1. APOLOGIES FOR ABSENCE – Mark Sherwood

### 2. DECLARATIONS OF INTERESTS OR PREDETERMINATION - None

### 3. Procedural Matters

3.1 Alison Brown was elected Chairman of the Council and signed Chairman's Declaration of Acceptance of Office – proposed by Sian Clutterbuck, seconded by Ameila Miche

3.2 No Vice Chairman was elected

3.3 The Declaration of Acceptance of Office from Horne Parish Councillors were taken - verbal

3.4 The Declaration of Interests from all Horne Parish Councillors were confirmed - verbal

### 4. PUBLIC QUESTIONS AND STATEMENTS - None

### 5. RECEIVE, ADOPT AND SIGN THE MINUTES OF THE COUNCIL MEETING HELD ON 22<sup>th</sup> April 2024 - Confirmed

### 6. COUNTY AND DISTRICT COUNCILLOR REPORTS

6.1 County Councillors – none

6.2 District Councillors- none

### 7. PARISH ENVIROMENT

7.1 It was noted – The Boundary Commission review for Surrey has been published and Horne remains in Lingfield Division, Crowhurst goes to Godstone.

7.2 Gatwick has opened a four-week consultation on a further potential change to its Northern Runway plans. Consultation closes on 11<sup>th</sup> June – details in the link and sent to residents with this agenda

### [Second Notification of a Proposed Change report](#)

### 8. ADMINISTRATION

8.1	Councillors confirmed the Standing Orders to be adopted for the municipal year 2024/25 <a href="#">click here</a>
8.2	Councillors confirmed the Financial Regulations to be adopted for the municipal year 2024/25 <a href="#">click here</a>
8.3	Councillors confirmed the Code of Conduct to be adopted for the municipal year 2024/25 <a href="#">click here</a>
8.4	Councillors reviewed and agreed the risk assessment and Asset Register for 2024/25 - cricket club lighting and furniture now added
8.5	Councillors approved the insurance policy is adequate for the coming year – We are in a 3 year contract – as agreed April 23 meeting.

Councillors confirmed receipt and approve the Standing Orders, Code of Conduct and Financial Regulations 8.1- 8.5

Councillors confirmed the Insurance Policy with Zurich is acceptable for 2024 – 2025

<b>8.6 Committees</b>
It was agreed in accordance with Standing Order the terms of reference for the Human Resources and Cricket Club Committees
Confirmed as per Standing Orders that members are to be appointed to the Human Resources and Cricket Club Committee for the 2022/23 municipal year. Alison, Mark, Philip, Steven - CC Alison, Richard and Amelia – HR

8.7 Noted - AJ younger agreed to submit the CC plans on the parish council behalf estimated cost is £250 - Fee to tandridge paid and decision or more information needed will be updated at June meering

8.8

### 9. PLANNING / LICENCES/APPEALS

**Application:**

2024/360 - Supported

**Notice of appeals**

SITE - Bones Lane, Newchapel, Lingfield, Surrey, RH7 6HR

APPEAL BY Mr Levi Harbour

COUNCIL REF APPEAL REF ENFORCEMENT NOTICE NO. ENF/2023/192 APP/M3645/C/24/334119 -

Noted

Clerk to confirm with TDC re procedure on appeals process.

**10.FINANCIAL**

10.1 The monthly payments for May 2024

Including Clerks Salary HMRC , Pension .

£49.99 Invoice from Amazon / AB for the projector screen. April Skies £230 (circulated)

Expenses for APM – TBC - All agreed.

10.2 To approve payment of invoice £ 4654.01 to Wealdens for tree work – Cllrs had checked works and asked clerk to clarify two issues regarding wood not let on site and the removal of trees not listed – agree to pay invoice on receipt of satisfactory replies .

10.3 The Finance reports for April 2024 – as per the finance document were agreed (circulated to all councillors)

10.4 AGAR . All statements read out and agreed with in line with guidelines on the agar.

The internal auditors report was received by councillors. The points noted on report

- 1- The Council has not reviewed its reserve balances in the course of 23-24. I recommend the Council carries out a review of reserve balances in the next 3 months to assess the level of earmarked and general reserves it needs to hold, this should then be actioned on the accounting system.
- 2- There is no earmarked reserve for CIL monies on the trial balance. CIL monies must be held in a reserve until they are utilised, as there are restrictions on how CIL can be used. The Council will also need to publish a CIL annual return for publication for 23-24 before 31 December 24. Action – Clerk to publish

**11. Meeting Dates**

**June 2024 15<sup>th</sup> July 2024**

**August – TBC**

**September 16<sup>th</sup> Sept 2024**