



Hurstpierpoint & Sayers Common Parish Council  
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Village Centre  
Trinity Road  
Hurstpierpoint  
West Sussex BN6 9UY

Dear Councillor,

Members are summoned to attend the **Meeting of the Council** to be held on **Thursday 23 October 2025 at 7.30pm** in the **Hurstpierpoint Village Centre**. Members of the public have a right to and are invited to attend the meeting.

Sarah Groom, Clerk to the Council

Friday 17 October 2025

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## AGENDA

1. **Apologies for absence:** To receive and accept apologies for absence.
  2. **Declarations of interest:** To receive and record declarations of interest.
  3. **Minutes of the Previous Meeting of the Council:** To receive and adopt the minutes of the 25 September 2025 Council Meeting.
  4. **Adjournment for Questions from the Public:** To consider adjourning the meeting to receive questions from members of the public in accordance with Standing Orders.
  5. **Reports from Other Authorities:** To receive reports from representatives of other authorities:
    - 5.1 **West Sussex County Council**
    - 5.2 **Mid Sussex District Council**
  6. **Councillor Co-option:** The Parish Council has three ordinary vacancies for co-opted councillors. The deadline for applications was 12 noon on Tuesday 14 October 2025. No applications were received and Members are therefore asked to consider re-advertising the vacancies.
  7. **Committee Minutes:** To receive and where appropriate, consider the recommendations of the:
    - 7.1 **Planning Committee (6 October 2025):** There were no recommendations for Council.
    - 7.2 **Staff Panel (14 October 2025):** The minutes are to be considered under Confidential Matters.
    - 7.3 **Finance, Governance & Estates Committee (16 October 2025):** There were five recommendations for Council:
      - a) **F25/26.062: Chapel Decorating and Repairs:** The Committee re-considered a briefing note setting out quotes to repair and redecorate the Chapel, and to confirm the funding arrangements as the Section 106 request was unsuccessful, and it was: RESOLVED: That the Committee AGREED to:
        - i. appoint Nick Bruce Carpentry to carry out the door repairs at a cost of £830 plus VAT;
        - ii. appoint Silver Stained Glass to carry out the stained glass window repairs at a cost of £2,070 plus VAT;
        - iii. appoint JDP Decorating to carry out the internal and external decorating of the Chapel at a cost of £5,130 plus VAT; and
        - iv. recommend to Council that the Cemetery Earmarked Reserve (320) currently holding £21,708, be used to fund the works.
- RECOMMENDATION: That Council AGREES that the Cemetery Earmarked Reserve (320) currently holding £21,708, be used to fund the above works.**

- b) **F25/26.063: Cemetery Capacity Increase Assessment:** The Committee considered a briefing note setting out proposals to undertake a ground penetrating radar survey with the aim of creating additional burial plots, due to limited remaining capacity at South Avenue Cemetery. The Committee agreed to amend the £4,735 quote to remove the desk top utility surveys at a cost of £425, and apply for Section 106 funds to pay for the survey. If the Section 106 claim was unsuccessful, then the Committee recommends the Cemetery Earmarked Reserve (320) currently holding £21,708, be used to fund the works, and it was: RESOLVED: That the Committee AGREED to apply for Section 106 funds in order to appoint Terrain Surveys to undertake a ground penetrating radar survey at a revised cost of £4,310 plus VAT; and if the Section 106 Claim was not successful, to recommend to Council that the Cemetery Earmarked Reserve (320) currently holding £21,708, be used to fund the works. **RECOMMENDATION: That Council AGREES that the Cemetery Earmarked Reserve (320) currently holding £21,708, be used to fund the above works, if the Section 106 request is not successful.**
- c) **F25/26.064: Parish Council Half Year Financial Analysis:** The Committee considered a briefing note in order to review and assess the Parish Council's financial position at the half year stage, and agree any actions or remedies required including any changes to earmarked reserves for recommending to Council. The Committee agreed to monitor the Recreation Grounds budgets closely due to both the planned, and the unplanned property maintenance and repairs cost so far this year, and it was: RESOLVED: That the Committee NOTED the Parish Council's financial position at the half year stage and AGREED to recommend to Council that £7,000 be transferred from the Court Bushes Cost Centre (211) to the Court Bushes Sinking Fund Earmarked Reserve (380), as there was sufficient funds in the General Reserve at this time. **RECOMMENDATION: That Council AGREES that £7,000 be transferred from the Court Bushes Cost Centre (211) to the Court Bushes Sinking Fund Earmarked Reserve (380), as there are sufficient funds in the General Reserve at this time.**
- d) **F25/26.066: Internal Audit:** The Committee received a verbal briefing on the report of the interim internal audit of 2025/2026, which took place on 15 October 2025. The Committee noted the recommendations included in the report which were i) to contact the website provider to confirm the website complies with the latest regulations on accessibility requirements and to conduct a data audit, and ii) to apply for a Government Gateway account to monitor the payments the payroll provider supplies to the HMRC on the Parish Council's behalf for the national insurance contributions. The Committee congratulated the team of the outcome which described the Parish Council as a model of good practice, and it was: RESOLVED: That the Committee AGREED to recommend the Interim Internal Audit Report to Council for adoption. **RECOMMENDATION: That Council AGREES and ADOPTS the Interim Internal Audit Report dated 15 October 2025 and that the recommendations will be undertaken.**
- e) **F25/26.067: Budget and Precept Setting Timetable:** The Committee considered a briefing note to review the proposed timetable, principles and assumptions to commence the budget setting exercise for 1 April 2026 to 31 March 2027 and recommend it to Council for adoption. The report will be amended to show, as in previous years, that the assumption is to use the September Consumer Price Index figure released in late October each year, for the increases on the fees and charges and on expenditure for budgeting purposes, unless other factors come to light, and it was: RESOLVED: That the Committee AGREED to the proposed timetable, principles and assumptions (as amended) to commence the budget setting exercise for 1 April 2026 to 31 March 2027, and to recommend them to Council for adoption. **RECOMMENDATION: That Council AGREES the timetable, principles and assumptions (as amended) to commence the budget setting exercise for 1 April 2026 to 31 March 2027.**

**RECOMMENDATION: That the Council RECEIVES the minutes of the following Committees and Working Group, and AGREES the above recommendations:**

- i. Planning Committee (6 October 2025)
- ii. Staff Panel (14 October 2025) The minutes are to be considered under Confidential Matters.
- iii. Finance, Governance & Estates Committee (16 October 2025)

8. **Winter Plan 2025/26:** To review and adopt the Parish Council's Winter Plan for 2025/26.
9. **South Avenue Play Area Trampoline:** To consider a briefing note to install a new ground level trampoline in South Avenue Play Area at a cost of £7,376.75 plus VAT, and to reclaim this amount from S106 contributions.
10. **Reports from Representatives on Outside Bodies:** To receive reports from representative on outside bodies.
11. **To note any information items, correspondence received or requests.**
- 11.1 **MSDC Draft District Plan:** To receive a verbal update on the Mid Sussex draft District Plan.

**Members are asked to RESOLVE that in view of the confidential nature of the following items, the press and public be excluded under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.**

**Confidential Matters:**

12. **Staff Panel Minutes (14 October 2025):** To consider the minutes of the Staff Panel meeting and agree the recommendations as appropriate.

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*Protocol for filming and recording at public meetings: The Council has a protocol for public filming, recording and photography at its meetings, which is available on the Council's website or on request at the Parish Office.*

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