



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

Minutes of the Council Meeting held on Thursday 23 October 2025 at 7.30 pm at the Hurstpierpoint Village Centre.

Members Present:

Cllr Malcolm Llewellyn (Chairman)	Cllr Susan Dyke	Cllr Bob Sampson
Cllr Michael Avery	Cllr Claire Majsai	Cllr Julia Shorrocks
Cllr Sarah Baldey	Cllr Duncan Ranger	Cllr Annette Street
Cllr Helen Bedford		

Members Absent: Cllr Rodney Jackson

Also Present: Sarah Groom, Clerk to the Council plus Cllr Joy Dennis (WSCC) and Cllr Zeidler (MSDC) and one member of the public. Apologies were received from Cllr Bennett (MSDC).

C25/26.074: Apologies for Absence: Apologies for absence were received from Cllr Lindsay Thompson, and it was:

RESOLVED: That the Council **ACCEPTS** the apologies for absence for Cllr Thompson.

C25/26.075: Declarations of interest: There were no declarations of interest.

C25/26.076: Previous Minutes: Members received the minutes of the Meeting of the Council held on 25 September 2025, and it was:

RESOLVED: That the Council **ADOPTS** the minutes of 25 September 2025.

C25/26.077: Adjournment for Questions from the Public: The member of the public had been pleased to see the clearing of the vegetation around Berrylands Pond but was concerned for two 7/8 year old children falling in, that she had seen playing around the pond. The Chairman agreed to raise the matter with Mid Sussex District Council, the owner of the pond.

C25/26.078: Reports from Other Authorities: Members received reports from representatives of other authorities:

C25/26.078.1: West Sussex County Council: Cllr Dennis confirmed that the extension of the 20mph zone in Hurstpierpoint had been approved to go out for formal consultation. Cllr Dennis had been approached by residents of Gatehouse Lane to request that the de-restricted speed limit became a 30mph zone. Due to the major development of some 1,400 homes in the area in future years, the Chairmen felt this could be factored into the Thakeham Homes development. Cllr Dennis will speak to the Burgess Hill Connectivity Team. Manor Road residents had also approached Cllr Dennis about the problems of people parking on the pavements meaning pedestrians have to walk in the road, and waste and emergency vehicles cannot pass, leaving bins unemptied. Officers are looking at options for the footpath from Highfield Drive to St George's Lane, which was due to become part of the "safe routes to school" cycleway. Cllr Dennis has asked for clarification as to which parts of her Division receive their water supply from Ardingly Reservoir. Apparently low water flow through the pipes creates weaknesses in the pipework, which can develop leaks. The vulnerable persons list will be updated in case of water shortages.

C25/26.078.2: Mid Sussex District Council: Cllr Zeidler had submitted a written report on 7 October. The master-planning work for Sayers Common was proceeding slowly. The Coombe Farm application for 210 homes in Sayers Common had been received by MSDC. There had been teething issues with the roll-out of the 1-2-3 bin collection regime. Cllr Zeidler was investigating parking on the road outside the Spa Medica building on Reeds Lane. Cllr Dyke noted the pitches were open at the Arc but was concerned that the landscaping has not been finished so a great deal of mud was being walked over the new 3G artificial turf pitches. The cycle route gate from Gatehouse Lane was also inaccessible. Doors were being left open, allowing the heating to escape and taps hadn't been fitted properly, so it

already felt very unloved. Cllr Sampson asked MSDC to re-consider dredging Berrylands Pond. Cllr Zeidler will investigate the response the Parish Council had received regarding this issue. Cllr Majsai enquired why the Northern Arc (Brookleigh) school was not being built. Cllr Zeidler and Cllr Dennis explained there was no demand for school places at present to justify it and extra capacity was currently being provided by the Burgess Hill Academy.

The Chairman thanked Cllr Dennis and Cllr Zeidler for their reports and they left the meeting at 8.33pm.

C25/26.079: Councillor Co-option: Members noted that there had been no applications for the three ordinary vacancies for co-opted councillors by the deadline of 12 noon on Tuesday 14 October 2025. Members considered re-advertising the vacancies in the new year with a view to co-opt councillors at the February and March 2026 Council meetings. A number of new methods of advertising will be considered, and it was:

RESOLVED: That the Council AGREES to re-advertising the vacancies in the new year with a view to co-opt councillors at the February and March 2026 Council meetings.

C25/26.080: Committee Minutes: Members received and as appropriate, considered the recommendations of the:

- i. **Planning Committee (6 October 2025):** There were no recommendations for Council.
- ii. **Staff Panel (14 October 2025):** The recommendations were considered under Confidential Matters.
- iii. **Finance, Governance & Estates Committee (14 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, and it was:
RESOLVED: 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, and it was:
RESOLVED: 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 was 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, and it was:**

RESOLVED: 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, and it was:

RESOLVED: That Council AGREES and ADOPTS the Interim Internal Audit Report dated 15 October 2025, noting the description of the Parish Council as a model of good practice, 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, and it was:

RESOLVED: That Council AGREES the timetable, principles and assumptions (as amended) to commence the budget setting exercise for 1 April 2026 to 31 March 2027, and to use the September CPI (Excluding Housing Costs) figure of 3.8% to increase the fees and charges, and set the expenditure budgets, unless or until other factors come to light, and it was:

RESOLVED: That the Council RECEIVES the minutes of the following Committees and Panel and AGREES the above recommendations:

- i. **Planning Committee (6 October 2025)**
- ii. **Staff Panel (14 October 2025)**
- iii. **Finance, Governance & Estates Committee (14 October 2025)**

C25/26.081: Winter Plan 2025/26: Members considered the Parish Council's Winter Pan for 2025/26. It was agreed to re-order the wording, and it was:

RESOLVED: That the Council AGREES the Parish Council's Winter Pan for 2025/26, as amended.

C25/26.082: South Avenue Play Area Trampoline: Members considered a briefing note to install a new ground level trampoline in South Avenue Play Area at a cost of £7,376.75 plus VAT. Members noted the application for Section 106 funds had been approved by MSDC, and it was:

RESOLVED: That the Council AGREES 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.

C25/26.083: Reports from Representative on Outside Bodies:

C25/26.083.1: Santa Sunday: Cllr Bedford reported that the event this year was really well organised.

C25/26.083.2: St Lawrence Fair: Cllr Bedford said the AGM was at the end of the month. Members noted the proposed change in the St Lawrence Fair Committee personnel.

C25/26.083.3: Hurstpierpoint Society: Cllr Dyke reported the Society had held a meeting at which they confirmed that they had taken on the late David Evan's heritage collection. The Society had a question about the Cemetery Chapel for consideration at a later date. The Society is promoting the Nature Recovery Strategy that is out for consultation.

C25/26.083.4: South Downs National Park Authority: Cllr Dyke had responded to the points circulated by the SDNPA following the parishes liaison meeting held on 1 October 2025.

C25/26.083.5: Twinning Association: Cllr Shorrocks reported the Association are planning their Christmas party, and a French Film and wine event for next February.

C25/26.084: To note any information items, correspondence received or requests:

C25/26.084.1: Assets of Community Value: The Chairman reported that following the Parish Council's meeting with MP Alison Bennett, one of the items discussed was the assets of community value process, which the Parish Council and found lacking in respect of not being able to inspect the Methodist Church during the moratorium period. Alison is proposing an amendment to the new Bill to strengthen this area.

C25/26.084.1: MSDC Draft District Plan: The Chairman reported that along with the Clerk and Planning Consultant, they had attended a further Sayers Common master-planning meeting to try to move the process forward, as very little had happened since August 2024. Further meetings are being held on 10 and 24 November 2025.

Members RESOLVED 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:

Staff Panel Minutes (14 October 2025): Members considered the minutes of the Staff Panel meeting of 14 October 2025, and agreed the recommendations, and it was:

RESOLVED: That the Council AGREES the recommendation of the Staff Panel of 14 October 2025.

There being no other business, the Chairman closed the meeting at 9.36pm.

Chairman