



Turners Hill Parish Council
The Ark
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TO ALL COUNCILLORS

29th April 2026

You are summoned to attend THE ANNUAL MEETING OF THE PARISH COUNCIL to be held on TUESDAY 5th MAY 2026 at THE ARK at 7:30 pm.

C. Jim

Clerk to the Council

A G E N D A

- 1 Election of Chairman for the coming year and to receive the Chairman's signed Declaration of Acceptance of Office
- 2 Apologies
- 3 Election of Vice Chairman for the coming year
- 4 Annual Report
- 5 To confirm signatories for the Parish Council Bank Accounts.
Currently Cllrs Forbes, Jarvis and Hughesdon. Mrs Jim and Miss Norman are signatories to manage the account.
- 6 To confirm representatives/roles as follows:
 - a Two representatives for the West Sussex Association of Local Councils meeting (only the named representatives can vote at the Annual Meeting).
Currently only Cllr Gibson.
 - b At least one representative to attend the Mid Sussex Association of Local Council Meetings. Currently only Cllr Gibson.
 - c One representative to carry out the allotment inspections in June and September. Currently Cllr Hughesdon.
 - d One Councillor to carry out the Quarterly Bank Reconciliation as prepared by the RFO. Currently Cllr Jarvis.
 - e Three Parish Councillors to the Staff Management Committee. Currently Cllrs Gibson, J.Forbes and Marsh together with the Chairman.
 - f Two Parish Councillors to the Ark Community Executive Committee. Currently Cllrs Hughesdon and Jarvis together with the Chairman. Suggested meeting dates are Thursdays at 10am. The next meeting is

proposed on 16th July 26, October 2026 - TBC, January 2027 – TBC and April 2027.

- h Two Parish Councillors to the Finance Committee. Currently Cllrs Hughesdon and Jarvis together with the Chairman. Suggested dates are Thursdays to take place after the Ark Committee in October 2026 and April 2027. In addition, the Clerk provides a report at the end of quarter one and quarter three.
 - i Five Parish Councillors to the Neighbourhood Plan Committee. Currently Cllrs Gibson, Jarvis, Forbes, Lutman together with the Chairman.
 - j Two Parish Councillors to the Roads and Vehicle Working Group. Currently Cllrs J. Forbes and Marsh.
 - k Three councillors to the Withypitts Pond Working Group. Currently Cllrs J. Forbes, Lutman and Marsh.
- 7 To note subscription payments to the following for organisations:
National Association of Local Councils £111.20
West Sussex Association of Local Councils £492.63
- 8 To receive and approve the Accounts for the year ending 31st March 2026 ([attached](#))
- 9 To decide dates and times of ordinary meetings of the Council for the coming year. Meetings are normally held on the first Tuesday of each month other than the January meeting which is on the second Tuesday.
- 10 To note the record of attendance for the past year ([attached](#))

PARISH COUNCIL MEETING

- 11 Declarations of interests in any agenda item listed
- 12 Fifteen minutes for public participation
- 13 Chairman's announcements
- 14 To confirm the minutes of the meeting held on 7th April 2026 ([attached](#))
- 15 Matters currently being pursued - report by the Clerk
- 16 Planning Applications – to consider:
DM/26/0626 105 Lion Lane
Retrospective Planning Application for the continued use of 105 Lion Lane as a residential dwelling (Class C3) including the external utility room, garden and car parking space.
- 17 Report on previous planning applications
DM/25/1778 Worth School, Paddockhurst Road
Withdrawal of Application

- 18 Finance Committee:
 - a To confirm the Minutes of the meeting held on 16th April ([attached](#))
- 19 The Ark Community Executive Committee:
 - a To confirm the Minutes of the meeting held on 16th April ([attached](#))
- 20 To consider grant application from KSS Air Ambulance ([attached](#))
- 21 To Consider grant application from Nicky's Workshop CIC ([attached](#))
- 22 Accounts Due for Payment
Details ([attached](#)) – please submit any questions on the accounts to the Clerk by 4th May so that the correct information can be reported at the meeting.
- 23 Boiler Room – Authorisation to replace the current pressurisation unit – The existing pressurisation unit in the boiler room has been reported as showing signs of deterioration and may not be operating at optimal performance. A quotation in the sum of £3,100 (excluding VAT) has been received from GJ HVAC Services for the supply and installation of a replacement unit.

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The next meeting of Turners Hill Parish Council will be held on 2nd June 2026 at 7:30pm in
The Dove Suite.