

**MINUTES OF THE TURNERS HILL PARISH COUNCIL MEETING HELD ON  
TUESDAY 6<sup>th</sup> May 2025 AT THE ARK**

**PRESENT:** Cllr B Forbes (Chairman) Cllr S Hughesdon (Vice Chairman) Cllr J Forbes Cllr C Jarvis Cllr G Marsh Cllr F Lutman Cllr I Gibson and Cllr P Coote  
Mrs C Jim (Clerk) and 2 members of the public

- 013 Election of Chairman - It was **RESOLVED** to elect Cllr B Forbes as Chairman. Cllr Forbes signed his Declaration of Acceptance of Office.
- 014 Apologies - None
- 015 Election of Vice Chairman - It was **RESOLVED** to appoint Cllr Hughesdon as Vice Chairman.
- 016 Annual Report - The report was read by the Chairman. A copy of the report will be published in the Two Villages magazine, space permitting, and on the website.
- 017 Signatories - It was **RESOLVED** to appoint Cllrs B Forbes, Jarvis and Hughesdon. Mrs Jim is a signatory to manage the account and has use of the Council debit card. The recommendation to add Miss Elaine Norman as a signatory to the accounts in order to manage them was approved.
- 018 Representatives/Roles - It was **RESOLVED** to appoint:
- a Cllr Gibson to the West Sussex Association of Local Councils meeting (only the named representatives can vote at the Annual Meeting).
  - b Cllr Gibson to attend the Mid Sussex Association of Local Council Meetings.
  - c Cllr Hughesdon to carry out the allotment inspections in June and September.
  - d Cllr Coote stated that he no longer wished to attend the CAGNE and GACC meetings. Following this, the Parish Council voted to discontinue its association with these groups in relation to Gatwick Airport.
  - e Cllr Jarvis to carry out the Quarterly Bank Reconciliation as prepared by the RFO.
  - f Cllrs Gibson, J Forbes and Marsh together with the Chairman to the Staff Management Committee.
  - g Cllrs Hughesdon and Jarvis together with the Chairman to the Ark Community Executive Committee. Meeting dates will be Thursdays at 10am on 17th July 2025, 17th October 2025, 22nd January 2026 and 16th April 2026 (subject to change).
  - h Cllrs Hughesdon and Jarvis together with the Chairman to the Finance Committee. Meeting dates are Thursdays on 17th October 2025 and 16th April 2026 (subject to change), to follow the ACE Committee meetings. In addition, the Clerk provides a report at the end of quarter one and quarter 3.
  - i Cllrs Gibson, Lutman, Forbes, and Jarvis together with the Chairman to the Neighbourhood Plan Committee.

- j Cllrs J Forbes, and Marsh to the Roads and Vehicle Working Group.
- k Cllrs J Forbes, F Lutman and Marsh to the Pond Working group (new group).
- 019 It was agreed to discontinue payments of the following annual subscriptions  
Gatwick Area Conservation Campaign - £10  
Communities Against Gatwick Noise and Emissions - £10
- 020 The Councillors noted subscription payments to the following:  
National Association of Local Councils £108.75  
West Sussex Association of Local Councils £480.00
- 021 Annual Accounts - It was RESOLVED to approve the accounts for the year ending 31st March 2025.
- 022 Meeting dates - It was RESOLVED to set meeting dates as the first Tuesday of each month other than the January meeting which is on the second Tuesday. It was suggested to not hold a meeting in January, and the councillors will consider this and confirm prior to the meeting.
- 023 Record of Attendance - This was noted.

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- 024 Declarations of Personal and Disclosable Pecuniary Interests - None
- 025 Fifteen minutes public participation - The property owner of 8 Newstone Cottages stated that he had been advised by the planning department to defer his application for 28 days. Cllrs Marsh and Gibson as district councillors offered to call in the application to committee.
- 026 Chairman's Announcements - The Chairman reminded Councillors that the Annual Parish Assembly will be on Wednesday 28th May. There will be a presentation from Tulleys Farm on the History of the farm.

To commemorate VE Day on Thursday 8<sup>th</sup> May there will be a service held on the Village Green. Canon David Tickner, Turners Hill Primary School and The Chairman of the Parish Council will be in attendance.

- 027 The Minutes of the Parish Council Meeting held on 1st April 2025 were approved and signed by the Chairman.
- 028 Matters currently being pursued by the Clerk - End point internal audit taking place on 14<sup>th</sup> May.
- 029 Planning Applications - to consider:

DM/25/0858                      Land at Tulleys Farm, Turners Hill Road  
*Removal/Variation of Condition - Variation of condition 2 of planning application DM/21/2136 - To enable works to commence on construction of access ahead of approval of details reserved by condition in relation to the Flood Emergency Evacuation Plan.*

The Parish Council stated they had no objections and supported the proposed application.

DM/24/1165

Land at Tulleys Farm, Turners Hill Road

*Outline application with all matters except access and layout reserved –*

*Proposed demolition of existing building and construction of buildings comprising, agricultural, café, retail, museum and event space, for use in association with surrounding land for horticultural and agricultural activities by visiting members of the public (together with surrender of outline planning permission for construction of crematorium chapel and natural burial site).*

*Formation of associated car parking, minor upgrade of existing vehicular access, and provision of surface water attenuation basin, landscaping and infrastructure works (Updated information received 14 November 2024 and 8 April 2025)*

The Parish Councillors expressed their support for the application and raised no objections.

DM/25/1121

Shamrock Cottage, North Street

Leylandii x1 - Fell. Trees in Conservation Area.

The Parish Councillors raised no objection.

030 Report on previous planning applications

None

031 To review and approve the following policies:

a Standing Orders - these were reviewed and approved.

b Community Emergency Plan - these were reviewed and approved.

032 Finance Committee:

a The Minutes of the meeting held on 24<sup>th</sup> April were reviewed and approved.

b It was **RESOLVED** to transfer £1,500 from general reserves into the Repairs and Renewals Fund.

033 The Ark Community Executive Committee:

a The Minutes of the meeting held on 24<sup>th</sup> April were reviewed and approved.

034 The Action Plan for 2024-2026 was reviewed and approved. Clerk requested for Cllrs to make suggestions for additions when appropriate.

035 The grant application from KSS Air Ambulance was considered and it was **RESOLVED** to grant £300.

036 Electricity at The Ark - It was **RESOLVED** to give the Clerk delegated authority to enter a contract with the best value supplier. The preferred deal was the 3-year plan with EDF Energy.

037 Accounts Due for Payment

It was **RESOLVED** that:

a The Accounts shown on the schedule as being due for payment be paid.

b The Accounts shown on the schedule as being paid since the meeting held on 1st April, be approved; and

c The Accounts schedule be duly signed.

The Chairman closed the meeting at 8:28pm

Signed .....Chairman

4th June 2024