

**MINUTES OF THE ANNUAL TURNERS HILL PARISH COUNCIL MEETING  
HELD ON TUESDAY 5<sup>th</sup> May 2026 AT THE ARK**

PRESENT: Cllr B Forbes (Chairman), Cllr S Hughesdon, Cllr J Forbes, Cllr I Gibson, Cllr F Lutman, Mrs C Jim (Clerk) and 1 member of the public

194 Election of Chairman

It was RESOLVED to elect Cllr B Forbes as Chairman. Cllr Forbes signed his Declaration of Acceptance of Office.

195 Apologies

Cllrs P Coote and G Marsh

196 Election of Vice Chairman

It was RESOLVED to appoint Cllr Hughesdon as Vice Chairman.

197 Annual Report

The report was read by the Chairman. A copy of the report will be published in the village magazine and placed on the website.

198 Signatories

It was RESOLVED to appoint Cllrs B Forbes, Jarvis and Hughesdon. Mrs Jim and Miss Norman are signatories to manage the account, and both have use of Council debit cards.

199 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 Jarvis to carry out the Quarterly Bank Reconciliation as prepared by the RFO.
- e Cllrs Gibson, J Forbes and Marsh together with the Chairman to the Staff Management Committee.
- f Cllrs Hughesdon and Jarvis together with the Chairman to the Ark Community Executive Committee. The next meeting is proposed to take place on Thursday 16<sup>th</sup> July 26, October 2026 - TBC, January 2027 - TBC and April 2027- TBC.
- g Cllrs Hughesdon and Jarvis together with the Chairman to the Finance Committee. Meeting dates are Thursdays to take place after the Ark Committee meetings in October 2026 – TBC and April 2027. In addition, the Clerk provides a report at the end of quarter one and quarter three.
- h Cllrs Gibson, Lutman, Forbes, and Jarvis together with the Chairman to the Neighbourhood Plan Committee.
- i Cllrs J Forbes and Marsh to the Roads and Vehicle Working Group.
- j Cllrs J Forbes, Lutman and Marsh to the Withypitts Pond Working Group.

200 The Councillors noted subscription payments to the following:

National Association of Local Councils £111.20

West Sussex Association of Local Councils £492.63

201 Annual Accounts  
It was RESOLVED to approve the accounts for the year ending 31st March 2026.

202 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 August, although a meeting may be required to discuss any planning applications if any are received.

203 Record of Attendance  
This was noted.

## **PARISH COUNCIL MEETING**

204 Declarations of Personal and Disclosable Pecuniary Interests  
None

205 Fifteen minutes public participation  
One member of the public was present; however, they did not wish to comment.

206 Chairman's Announcements  
None

207 The Minutes of the Parish Council Meeting held on 7th April 2026 were approved and signed by the Chairman.

208 Matters currently being pursued by the Clerk  
\*End point internal audit taking place on 13<sup>th</sup> May.  
\*A company have now been sourced to carryout a service of the gas oven and hobs at The Ark and the company are certified to be able to issue the required CP42 certificate. The cost will be £300 inc. VAT.  
\*SIDs – Four devices and associated apparatus have been received, and payment will be made initially by the Parish Council on 7.05.2026 and later reclaimed from MSDC through a section 106 grant. Further items need to be purchased prior to installation, and it is suggested to place the first device by Ray Fosters prior to the remaining three.  
\*Non-domestic business rates for 2026/27 have increased by 50%, resulting in an additional annual cost of £800. The rateable value is set and assessed by the Valuation Office Agency despite the lower rent paid to MSDC. We are also not aware of the rent to MSDC increasing. Miss Norman has offered to investigate the matter further.  
\*Allotment fencing works will commence on 6th May. Unfortunately, the gardening contractors were unable to carry out the vegetation clearance beforehand, so this will be reviewed again once the fencing works are complete. Paddock Hurst Estate has undertaken some strimming to the rear of the allotment fence and boundary area.  
\*Councillors were updated on the insurance renewal with Zurich Insurance. The insurance premium for 2026/27 will be £1,269.10, representing an annual increase of £176.70 compared to the previous three years.  
\*Lamppost Column 43 was returned to a vertical position last week at a cost of £675. Although the works had originally been scheduled for 2026, the opportunity to complete them at short notice arose due to contractor availability and the hire of a crane for another project.

\*Each Councillor present was provided with a copy of the Parish Council's action plan for review, with comments to be discussed at the next Full Council meeting.

209 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.  
The Parish Council commented that they have no concerns relating to the planning  
application.

DM/26/1013            The Hollies, Lion Lane  
& DM/26/1095        (including listed building consent)  
Proposed single story brick extension with gabled roof to  
kitchen at rear (west) of the building.  
The Parish Council commented that they have no objection to the proposed  
application and would defer to the listed building officer.

210 Report on previous planning applications  
DM/25/1778            Worth School, Paddockhurst Road  
Withdrawal of Application

211 Finance Committee:  
The Minutes of the meeting held on 16<sup>th</sup> April were approved and signed by the  
chairman.

212 The Ark Community Executive Committee:  
The minutes of the meeting held on 16<sup>th</sup> April were approved and signed by the  
chairman.

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

214 The grant application submitted to the Parish Council by Nicky's Workshop CIC was  
considered and deferred at this time. The Council would first like to establish whether  
their application to MSDC Community Grants has been successful. Due to the limited  
grants budget available, a grant of this size is not currently possible. The Clerk will  
write to Nicky's Workshop to provide further clarification.

215 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 7<sup>th</sup> April  
2026, be approved; and  
c The Accounts schedule be duly signed.

216 It was RESOLVED to replace the faulty pressurisation unit (located in the boiler  
room, at The Ark) at a cost of £3,100 including VAT. The funds will be taken from  
the Ear Marked Reserve for the Village Enhancement Scheme.

The Chairman closed the meeting at 8:36pm

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

Signed .....Chairman

2nd June 2026