



Chailey Parish Council
www.chaileyparishcouncil.gov.uk

To All Councillors

A Meeting of Chailey Parish Council, which you are summoned to attend, will be held on Tuesday 16th June 2026 at 7.30pm in The Reading Room, Chailey Green.

Members of the public have a right to and are welcome to attend, and an opportunity will be made available to them to speak at the meeting, after which they may remain but must not speak unless invited to do so.

Signed: *Nicola Menniss* Clerk

Date: 10th June 2026

AGENDA

- 1. To co-opt a Councillor and to receive the declaration of acceptance of that office.**
- 2. Apologies for absence.**
- 3. Declarations of Interest: in accordance with section 31 of the Localism Act 2011 members are to declare any Disclosable Pecuniary Interests in items on this agenda and the Clerk must report any written requests for dispensation in respect of items on this Agenda.**
- 4. Questions/comments from members of the public. Under the Council's Standing Orders this agenda item will be limited to 15 minutes, and no member of the public may speak for more than 3 minutes.**
- 5. To consider items not on the agenda which the Chair is of the opinion should be considered as a matter of urgency.**
- 6. PLANNING**
 - 6.1 TW/26/0032/TPO – Land adjacent 6 – 8 Gradwell End, South Chailey, E Sx
Proposal: T1 – Ash – Fell to ground level – Ash dieback diseased.**
 - 6.2 LW/26/0219 – Chailey Heritage School, Haywards Heath Road, North Chailey, E Sx BN8 4EF
Proposal: Replacement of existing standing seam roof with improvements to thermal performance.**
 - 6.3 LW/26/0225- Cinder Farm, Cinder Hill, Chailey E Sx BN8 4HR
Proposal: Roof repairs, window refurbishment, timber frame and infill panel repairs, land drainage improvement and internal alterations and repairs.**
 - 6.4 LW/26/0256- Wraylodge, Lower Station Road, Newick, E Sx BN8 4HU
Proposal: Alterations to flat roof to form an external rear balcony with guarding.**
 - 6.5 To note LDC planning decisions and result of appeals.**

LW/25/0050	Land west of A275 South Common	Reserved matters (layout, scale, appearance, landscaping) as per outline permission LW/22/0418 including erect of 56 dwellings etc	Object March 2025	Approved.
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Please turn over....

LW/26/0016	The Old Coalyard, Lower Station Road, Newick, E Sx BN8 4HU	Two storey side extension with inclusion of a glazed link to the main dwelling, addition of 3 no. rooflights to existing roof and alterations to existing fenestration of detached annex building (amended plans and description)	No comment	Approved.
LW/26/0087	Land South of The Phylton, Green Lane, Chailey, E Sx BN8 4BT	Variation of Condition 1 (Plans) in relation to approval LW/24/0478 to amend the layout, appearance, scale and landscaping of the approved dwelling.	No objection	Approved.
LW/26/0109	Balneath Farm, Town Littleworth Road, Barcombe, E Sx	Covered yard area, to store farmyard manure (FYM), with associated hard standing.	No objection	Approved.
LW/26/0110	Balneath Barn Farm, Balneath Manor Lane, South Chailey, E Sx	Construction of a multi-purpose straw, silage and hay barn with farm workshop and associated hardstanding	No objection	Approved.
LW/26/0106	1 Dairy Cottages, Railway Lane, Sheffield Park, North Chailey, E Sx	Replacement of existing detached flat-roofed garage with gable end single bay garage.	No objection	Approved.

7. To agree the Minutes of the AGM held on 19th May 2026.
8. Financial Matters
 - i) To receive and if thought fit approve financial reports for May 2026.
 - ii) To receive end of year accounts for 2025/26.
 - iii) Performance against budget as at end of May
 - iv) Reconciliation for Bank Account (for reference only)
 - v) To consider and if thought fit approve applications received for 2026 Small Grants.
9. To receive a report from the Internal Auditor.
10. Contingent Liability – members to advise RFO of any contingent liability of which they are aware.
11. To consider and approve the Annual Governance Statement 2025/26 (Section 1 of Annual Return).
12. To consider and approve Accounting Statements 2025/26 (Section 2 of Annual Return).
13. To confirm the dates on Notice of Electors rights.

14. To ensure that the Government and Accounting Statements, once approved, have been signed and dated by the Chair.
15. To review effectiveness of internal audit.
16. To confirm internal auditor for 2026/27 financial year with consideration for their independence to the Council.
17. To receive an update from the RFO on Reading Room Renovations.
18. To consider purchase of Bleed Control Kits for Parish Defibrillators.
19. Update on Telephone Kiosk, Chailey Green.
20. To consider clearance of vegetation from banks in Sports Club Car Park.
21. To approve costs of update to CPC Chain of Office.
22. Council to note report received from ESCC Cllr Charlotte Keenan.
23. Council to note report received from District Cllrs Mark Slater & Joa Saunders.
24. To receive verbal reports from Councillors on their area(s) of responsibility and/or on their involvement with village organisations.
25. Risk Implications: to note and consider any implications arising from the Council's duty under section 17(1) of the Crime and Disorder Act 1998.
26. Confidential matters: to consider a resolution to exclude the press and public from the meeting in accordance with section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 in order to discuss items of a confidential or commercially sensitive nature.
27. To note the date of the next meeting: Tuesday 21st July 2026 at 7.30pm in the Reading Room, Chailey Green.



Lewes District Council

Planning Services

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Ian Fitzpatrick - Director of Regeneration and Planning

Mr David Maher
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Courier House
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TN1 2UN

LW/25/0050

Town and Country Planning Act 1990

**Town and Country Planning (Development Management Procedure)
(England) Order 2015**

Notice of Approval of Reserved Matters

In pursuance of its powers under the above-mentioned Act and Order, the Council hereby notifies you that, in respect of the following development;

Approval of Reserved Matters Application for Reserved Matters (layout, scale, appearance and landscaping) pursuant to Outline planning permission (LW/22/0418) including erection of 56 residential dwellings, including 40% affordable homes, public open space, landscaping, and sustainable drainage systems (SuDS).

At Land west of A275 South Road, South Common, South Chailey

Parish: Chailey

that was granted outline permission under reference LW/22/0418, the Council **APPROVES** the proposals relating to layout, scale, appearance and landscaping of the development as set out in Application No. LW/25/0050 submitted to the Council on 6 February 2025.

The application is subject to the following conditions:

1. This decision relates solely to the following plan(s):

<u>PLAN TYPE</u>	<u>DATE RECEIVED</u>	<u>REFERENCE</u>
Other Plan(s)	19 June 2025	0105-D5-P02 Charleston
Other Plan(s)	5 February 2025	0106-P01 Frogmore
Other Plan(s)	5 February 2025	0107-P01 Gosford V2

Other Plan(s)	18 December 2025	0108-D5-P03 Penshurst V2
Other Plan(s)	19 June 2025	0109-D5-P02 Chawton
Other Plan(s)	5 February 2025	0110-P01 Goodwood
Other Plan(s)	18 December 2025	0111-D5-P03 Chartwell
Other Plan(s)	18 December 2025	0112-D5-P03 Kingsley
Other Plan(s)	18 December 2025	0113-D5-P03 Kingsley
Other Plan(s)	18 December 2025	0114-D5-P02 Blenheim
Other Plan(s)	18 December 2025	0115-D5-P03 Blenheim
Other Plan(s)	19 June 2025	0116-D5-P02 Bedford V1
Other Plan(s)	19 June 2025	0117-D5-P02 Bedford V3
Other Plan(s)	19 June 2025	0118-D5-P02 Taunton
Other Plan(s)	19 June 2025	0119-D5-P02 Oakham
Other Plan(s)	19 June 2025	0150-D5-P02 Carport Double Garage Substation
Other Plan(s)	19 June 2025	0151-D5-P02 Single Double Garage
Other Plan(s)	18 December 2025	7158/122 Rev C - Landscape Masterplan
Location Plan	5 February 2025	SCSCH-0200-P1 Site Location Plan
Other Plan(s)	18 December 2025	0230-D5-P05 - Proposed Site Plan
Other Plan(s)	18 December 2025	0233-D5-P06 - Unit types plan
Other Plan(s)	18 December 2025	0234-D5-P06 - Tenure plan
Street Scene	18 December 2025	0270-D5-P04 - Illustrative Streetscenes AA-BB-CC-DD

Reason: For the avoidance of doubt and in the interests of proper planning.

2. Prior to the application of any external finishing (including window and door frames), a full schedule of external materials finishes to be used on the development hereby approved shall be submitted to and approved in writing by the Local Planning Authority. The submitted details should be in broad compliance with the approved materials distribution plan. Thereafter the

development shall be carried out in full accordance with the approved schedule.

Reason: In the interest of visual amenity in accordance with LLP1 policies CP10 and CP11, LLP2 policies DM25 and DM33, para. 135 of the NPPF and CNP policies HO1 and HO3.

3. No individual dwelling shall be occupied until secure, covered cycle parking areas shown on the approved plans have been provided for that dwelling. These facilities shall thereafter be retained for no other use other than for the parking of cycles.

Reason: In order that the development site is accessible by non-car modes and to meet the objectives of sustainable development in accordance with LLP1 policies CP11 and CP13, LLP2 policy DM25 and para. 110 and 116 of the NPPF and CNP policy HO1.

4. Prior to the first occupation of any dwelling, suitable bin storage and collection facilities to service that dwelling shall be installed in accordance with details to be submitted to and approved by the Local Planning Authority and shall thereafter be maintained in accordance with those details for the lifetime of the development.

Reason: In the interest of environmental amenity in accordance with LLP1 policy CP11, LLP2 policies DM20 and DM25, para. 135 of the NPPF and CNP policy HO1.

5. Notwithstanding the landscaping details submitted, which have not been approved, prior to completion any residential unit forming part of the development hereby permitted, a scheme for landscaping shall have been submitted to and approved in writing by the Local Planning Authority. The scheme shall include the following:

- Details of all hard surfacing.
- Details of all boundary treatments (including provision of mammal gates to allow for foraging animals to cross the site).
- Details of all proposed planting, including numbers and species of plant, and details of size and planting method of any trees.
- Ecological enhancements and Biodiversity Net Gain.

All hard landscaping and means of enclosure shall be completed in accordance with the approved scheme prior to first occupation of the development. All planting, seeding or turfing comprised in the approved scheme of landscaping shall be carried out in the first planting and seeding seasons following the first occupation of the building or the completion of the development, whichever is the sooner; and any trees or plants which within a period of 5 years from the completion of the development die, are removed or become seriously damaged or diseased shall be replaced in the next planting season with others of similar size and species, unless the Local Planning Authority gives written consent to any variation.

Reason: To ensure the development incorporates sympathetic landscaping that amalgamates with surrounding landscaping, is appropriately and sympathetically screened, and provides a secure and safe environment for future occupants in accordance with LLP1 policies CP8 and CP10, LLP2 policies DM24, DM25 and DM27, para. 180 of the NPPF and CNP policies HO1, ENV1, ENV2, ENV3 and ENV5.

6. The play area shall be laid out, equipped, landscaped and properly retained, in accordance with full details and specifications, which are to be submitted to and approved by the Local Planning Authority at an agreed stage or stages no later than the occupation of the 5th unit of the development. Seating for adults must be provided.

The play equipment shall be designed, manufactured, installed and maintained in accordance with European Standards EN1176 and EN1177 (or any superseding legislation) and the submitted details shall be accompanied by a management and maintenance plan for the play area.

Reason: To provide a healthy living environment in accordance with LLP1 policy CP11, LLP2 policies DM15, DM16 and DM25, para. 96, 98 and 135 of the NPPF and CNP policies HO1 and COM1.

7. Prior to the first occupation of any part of the development hereby permitted, information shall be submitted to and approved in writing by the Local Planning Authority detailing how the development would adhere to the principles of Secured by Design. The development shall be carried out and retained in accordance with the agreed details.

Reason: In order to provide a healthy and safe environment for future occupants of the development and the wider public in accordance with LLP1 policy CP11, LLP2 policy DM25, para. 96 and 135 of the NPPF. And CNP policy HO1.

8. Prior to the connection of any drainage works, and supplementary to the details to be submitted in regard to LW/22/0418 condition 5, details of pollution control measures to prevent discharge of contaminants via the surface water drainage system shall be submitted to and approved by the Local Planning Authority. The development shall thereafter be carried out and maintained in accordance with the approved details.

Reason: In order to prevent environmental damage in accordance with LLP1 policy CP10 and CP12, LLP2 policies DM20 and DM22 and para. 182 and 187 of the NPPF.

9. No part of the development shall be occupied until the full specification of the sewage pumping station, confirming capacity to serve the development, monitoring and emergency storage measures, compound details and screening, noise and odour emissions and an appropriate maintenance and management programme to ensure it continues to function effectively for the

lifetime of the development has been submitted to and approved by the Local Planning Authority.

The pumping station shall thereafter be installed and maintained in accordance with the approved details for the lifetime of the development.

Reason: In order to ensure drainage is managed correctly and surrounding water bodies are protected from pollution in accordance with LLP1 policies CP10 and CP12, LLP2 policy DM22, paras. 163, 165 and 174 of the NPPF and CNP policy HO1.

10. Prior to its installation, full details of the electrical substation to be provided on site, along with any required compound area, shall be submitted to and approved by the Local Planning Authority and the development thereafter carried out and maintained in accordance with the approved details.

Reason: In the interest of visual amenity in accordance with LLP1 policies CP10 and CP11, LLP2 policies DM25 and DM33, para. 135 of the NPPF and CNP policy HO1.

11. Notwithstanding the provisions of The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) (or any Order revoking and re-enacting that Order with or without modification), no buildings, structures or works as defined within Part 1 of Schedule 2, class AA and B of that Order (or any replacing it), shall be erected or undertaken on the site unless permission is granted by the Local Planning Authority pursuant to an application for the purpose.

Reason: To ensure the roofscape of the development remains sympathetic to the character and appearance of the surrounding area and the transition between the urban environment and the wider countryside in accordance with LLP1 policies CP10 and CP11, LLP2 policy DM25, para. 135 of the NPPF and CNP policies HO1, HO2, ENV1 and ENV3.

12. Notwithstanding the provisions of The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) (or any Order revoking and re-enacting that Order with or without modification), no buildings, structures or works as defined within Part 1 of Schedule 2, class A and E of that Order (or any replacing it), shall be erected or undertaken on plots 3-7 inclusive or 33 (as shown on the submitted site plan 0230-D5-P05) unless permission is granted by the Local Planning Authority pursuant to an application for the purpose.

Reason: In order to allow the LPA to assess any potential impact upon the poplar trees on the southern boundary of the site in the interest of maintaining their health, appearance and longevity in accordance with LLP1 policies CP10 and CP11, LLP2 policies DM25 and DM27, para. 135 and 136 of the NPPF and CNP policies HO1, ENV1 and ENV5.

13. Notwithstanding the details in the submitted Arboricultural Report, no trees in Group G4 shall be removed other than where strong justification is provided and agreed with the Local Planning Authority. If any trees are to be removed in this group then they are to be replaced on a like for like basis.

Reason: In order to prevent the unnecessary loss of existing trees that contribute towards the character of the area as well as provide screening and habitat value in accordance with LLP1 policies CP10 and CP11, LLP2 policies DM25 and DM27, para. 135 and 136 of the NPPF and CNP policies HO1, ENV1 and ENV5.

14. Prior to the commencement of the development hereby permitted a full Arboricultural Method Statement shall be submitted to and approved in writing by the Local Planning Authority which shall include numbering and detailing trees, confirming root protection areas, foundation design, temporary ground protection, routing of service trenches, overhead services and carriageway positions and any details of sensitive/no dig techniques along with associated use of geotextiles and an indication of the methodology for necessary ground treatments to deal with compacted areas of soil. The works shall be implemented in accordance with the approved details.

Reason: In order to prevent damage to retained trees within and adjacent to the site in the interest of retaining vital green infrastructure and preserving the verdant character of the surrounding area in accordance with LLP1 policy CP10 and CP11, LLP2 policy DM25, para. 136 and 187 of the NPPF and CNP policies HO1, ENV1 and ENV5.

15. Any excavation work at plots 3 and 33, or within any other root protection areas identified in the Arboricultural Method Statement subject of condition 14 shall be carried out only by hand (or other method previously approved by the Local Planning Authority) and under the supervision of a qualified Arboriculturalist representative of the Local Planning Authority. Any roots over 25mm in diameter shall not be severed without the prior agreement of the Local Planning Authority.

Reason: In order to prevent damage to retained trees within the site in the interest of retaining vital green infrastructure and preserving the verdant character of the surrounding area in accordance with LLP1 policy CP10 and CP11, LLP2 policy DM25, para. 136 and 187 of the NPPF and CNP policies HO1, ENV1 and ENV5.

16. Prior to occupation of the development, evidence (including surveys, as built plans, site records and photographs as necessary) should be submitted showing that the drainage system has been constructed as per the final agreed detailed drainage designs.

Reason: In order to ensure surface water is managed effectively in accordance with LLP1 policy CP12, LLP2 policy DM22 and para. 161 and 181 of the NPPF.

I. Fitzpatrick

Ian Fitzpatrick
Director of Regeneration and Planning
Lewes District Council and Eastbourne Borough Council

Date: 13 May 2026

Please read the attached notes.

Informative

1. The developer is required to ensure there is sufficient water for firefighting in accordance with the Water UK National Guidance Document. This is usually achieved by the provision of Fire Hydrant(s) attached to a suitable water main. Early consultation with East Sussex Fire & Rescue Service is recommended to ensure that all needs are met.

Notes to applicant

a) Discharge of conditions – It is advised that some conditions may require details to be submitted and approved by the Local Planning Authority prior to commencement of works. The details should be submitted using an Approval of Details Reserved by Conditions form available from our website. Please note there may be a fee payable for this type of application and that the Local Planning Authority has up to 8 weeks from the date of application(s) to advise the applicant of discharge of conditions or refusal of the details.

b) Amendments – Should alterations or amendments be required to the approved plans, it will be necessary to apply either under Section 96A of the Town & Country Planning Act 1990 for non-material alterations or Section 73 of the Act for minor material alterations. An application must be made using the standard application forms and you should consult with us, to establish the correct type of application to be made.

c) Building Regulations – Your attention is drawn to the need for compliance with the Building Regulations and general statutory provisions in force in the area and nothing herein shall be regarded as dispensing with such compliance and shall not be taken as granting any licence or approval for any other purposes whatsoever. Your attention is drawn to the Party Wall Act 1996 and your responsibilities to your neighbours under this legislation. Your attention is drawn to the provisions of Section 35 of the East Sussex Act 1981 regarding Access for Fire Brigade.

Note

Appeals to the Secretary of State

- If you are aggrieved by the decision of your local planning authority to refuse permission for the proposed development or to grant it subject to conditions, then you can appeal to the Secretary of State under section 78 of the Town and Country Planning Act 1990.
- If this decision is for a minor commercial development, and you want to appeal against your local planning authority's decision, then you must do so within 12 weeks of the date of this notice. For all other types of development you must appeal within 6 months of the date of this notice.
- Appeals must be made using a form which you can get from the Planning Inspectorate at Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6PN (Tel: 0303 444 5000) or online at <https://www.gov.uk/appeal-planning-decision>
- The Secretary of State can allow a longer period for giving notice of an appeal, but he will not normally be prepared to use this power unless there are special circumstances which excuse the delay in giving notice of appeal.
- The Secretary of State need not consider an appeal if it seems to him that the local planning authority could not have granted planning permission for the proposed development or could not have granted it without the conditions they imposed, having regard to the statutory requirements, to the provisions of any development order and to any directions given under a development order.
- In practice, the Secretary of State does not refuse to consider appeals solely because the local planning authority based their decision on a direction given by him.

Purchase Notices

- If either the local planning authority or the Secretary of State refuses permission to develop land or grants it subject to conditions, the owner may claim that he can neither put the land to a reasonably beneficial use in its existing state nor render the land capable of a reasonably beneficial use by the carrying out of any development which has been or would be permitted.
- In these circumstances, the owner may serve a purchase notice on the Council (District Council, London Borough Council or Common Council of the City of London) in whose area the land is situated. This notice will require the Council to purchase his interest in the land in accordance with the provisions of Part VI of the Town and Country Planning Act 1990.

East Sussex Act 1981

Your attention is drawn to the provisions of Section 35 of this Act concerning access for the Fire Brigade, as follows,

- (1) Except as provided in subsection (2) below, where plans for the erection or extension of a building are deposited with a District Council in accordance with Building Regulations, the District Council shall reject the plans unless, after consultation with the fire authority, they are satisfied that the plans show:-

- (a) that there will be adequate means of access for the fire brigade to the building or, as the case may be, to the building as extended; and
 - (b) that the building or, as the case may be, the extension of the building, will not render inadequate any existing means of access for the fire brigade to a neighbouring building.
- (2) no requirement concerning means of access to a building or to a neighbouring building shall be made under this section in the case of a building to be erected or extended in pursuance of a planning permission granted upon an application made under the Act of 1990 unless notice of the provisions of this section is endorsed on or accompanies the planning permission.
- (3) Section 64 (2) and section 65 (2) to (5) of the Act of 1936, (Notice of rejection or passing of plans and enforcement of requirements) shall apply as if this section were a section of the Act of 1936.
- (4) Any person aggrieved by the action of the District Council in rejecting plans under this section may appeal to a Magistrates' Court.
- (5) In this section references to the adequacy of means for the fire brigade shall be construed as references to a means of access adequate, or, as the case may be, inadequate for use for fire-fighting purposes by members of one or more fire brigades and their appliances.



Chailey Parish Council
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Minutes

The full meeting of the Council was held on Tuesday 19th May 2026 at The Reading Room, Chailey Green at 7.30 pm.

Present: Cllrs Berry, Evans, Jordan, Millam, Avery, Dunford, Smart, Fisher.

Public Present: There were five members of the public present.

In attendance: Nicola Menniss, Clerk.

Cllr Berry opened the meeting at 7.30pm

26/085. Apologies for Absence: Cllr Forman

26/086. Notice of Recording: The meeting was digitally recorded by the Council to assist in the preparation of the minutes. The recording will be safely stored and subsequently deleted once the minutes have been formally approved and signed as a correct record.

26/087. Declarations of interest: in accordance with section 31 of the Localism Act 2011 members are to declare any Disclosable Pecuniary Interests in items on this agenda and the Clerk must report any written requests for dispensation in respect of items on this Agenda – None received.

26/088. Questions/Comments from members of the public: Several parishioners attended. One to raise concerns regarding planning application LW/26/0176 and three regarding the proposed Sigma homes development (not yet a formal planning application).

26/089. Items considered as a matter of urgency: None

26/090. PLANNING –

- i) **LW/26/0175 – Camelia Cottage, Station Road, North Chailey, E Sx BN8 4PJ**
Proposal: Demolition of existing bungalow and erection of 5no. residential dwellings with associated access and infrastructure.

Mr Michael Campbell of Lower Station Road addressed the Council. Key points included:

- The applicant is linked to previous applications on the wider site (LW/21/0942 – 7 dwellings).
- Highways have objected to the proposed access.

Initials:

Date:

- The Transport Statement refers to “Phase 1 of 5 dwellings followed by Phase 2 of 8 dwellings”, implying a total of 13 dwellings.
- A separate application (LW/20/60212 – non-material amendment to remove reference to “7 dwellings”) has been refused, reinforcing concerns that the developer is attempting to re-shape the original permission.
- Surface-water drainage remains unresolved. Water flows downhill through established properties, causing flooding.
- Mr Campbell and neighbours have experienced significant surface-water and foul-water issues, including sewage surcharging from manholes.
- A ditch at the bottom of the site is blocked and has not been maintained for many years.
- The pumping station on Lower Station Road is already under strain, with tankers attending even in dry weather.

Councillors observed that the Transport Statement’s reference to a second phase of 8 dwellings is inappropriate within an application for 5 dwellings. The cumulative impact (potentially 13 dwellings) constitutes overdevelopment. The drainage evidence contradicts the applicant’s claim of “no detrimental impact”. Cllr Millam has personally witnessed the extent of flooding through Mr Campbell’s garage and sewage overflow. The existing drainage network is already failing, and additional development would worsen the situation.

The Council objects to this application. It represents overdevelopment of the site when considering the clearly referenced second phase. There are unresolved and serious surface-water drainage problems, with evidence of flooding to neighbouring properties. This also includes risk of foul-water system overload and surcharging at the pumping station. There are inaccuracies and inconsistencies within the supporting documents, particularly the Transport Statement’s reference to a second phase and Highways concerns regarding access. Cllr Evans proposed the objection, seconded by Cllr Smart, all in favour.

ii) Agenda Item 8 – Sigma Homes Pre-application Public Consultation considered to allow members of the public to speak

Members of the public attended regarding the developer’s consultation for approximately 65 dwellings across two parcels of land (55 + 10).

Public comments included:

- Severe traffic and safety issues on Mill Lane, particularly for schoolchildren crossing.
- Drainage concerns, given existing problems in the area.
- Lack of clarity regarding access arrangements.
- The consultation website was inaccessible or misleading.

The Council informed that Sigma homes were previously invited to attend a Council meeting to discuss the proposal but declined. The Parish Council does not normally respond to pre-application consultations but acknowledged residents’ concerns and will

comment formally on the planning application when it is submitted. Cllr Millam advised that the Landowner, Mr. Tillard would like to be informed when the council will discuss this planning application so that he can attend. Cllr Evans raised concerns regarding the proposed site access and the implications for safely crossing the A275. He also noted that Chailey School may have an interest in any improvement funding for their 3G pitch proposal. Residents were encouraged to stay in contact & watch the Parish Council website for developments.

Members of the public left the meeting at this point

iii) **TW/26/0024/TPO - Westlands House, Warrs Hill Road, North Chailey, E Sx BN8 4JE**
Proposal: T1, T2, T3, T4 – Sycamores, Firs – fell to ground – Dead Trees. Risk of falling, therefore exempt from TPO restrictions. Applicant may remove these. **No need for CPC comment.**

iv) **LW/26/0133 – Morning Mead, Coldharbour Lane, North Chailey, E Sx BN8 4HJ**
Proposal: Demolition of existing side conservatory and rear extensions and erection of single storey wrap around side/rear extension.

Cllr Millam proposed no objection to this application, seconded by Cllr Berry, all in favour.

v) **LW/26/0138 – Holford Manor, Holford Manor Lane, North Chailey, E Sx**
Proposal: Demolition of 3 nos. existing detached outbuildings and erection of single-storey ancillary building associated soft/hard landscaping.

Following some discussion on the building materials & variation of outbuildings on this site, Cllr Berry proposed no objection, seconded by Cllr Millam, all in favour.

vi) **LW/26/0117 – Land adjacent to Honeysuckle Cottage, Station Road, North Chailey, E Sx**
Proposal: Approval of reserved matters application for details of appearance, landscaping, layout and scale relating to outline approval LW/23/0596 for the outline application, with all matters other than access arrangements reserved, for the erection of up to 2no. dwellings, access, landscaping and associated infrastructure.

Cllr Berry proposed objection to this application in line with Newick Parish Council's objections. Cllr Fisher seconded, all in favour.

vii) **LW//26/0199 – 2 Rose Cottages, Haywards Heath Road, North Chailey, E Sx**
Proposal: Erection of single storey rear/side extension

Cllr Berry proposed no comment, seconded by Cllr Millam, all in favour.

viii) **LW//26/0227 – Changelands, Haywards Heath Road, North Chailey, E Sx BN8 4EZ**
Proposal: Single Storey side extension.

Cllr Berry commented on the many improvements made to this plot by the owner and proposed support of this application. Seconded by Cllr Millam, all in favour.

ix) TW/26/0029/TPO – Droffas Oak, 5 Great Rough, Newick, E Sx BN8 4HY

Proposal: Scots Pine, reduction of lateral branches up to 4m, to reduce shading.

Cllr Millam proposed support of this application, seconded by Cllr Smart, all in favour.

x) TW/26/0027/TCA – The Gatehouse, St. Georges, Mill Lane, North Chailey, E Sx BN8 4EG

Proposal: Ash – Fell to ground level.

Cllr Smart proposed no objection, seconded by Cllr Millam, all in favour.

xi) LW/26/0089 – Land to the South of Markstakes Lane, Chailey, E Sx

Proposal: Creation of a vehicular access to agricultural land, with associated gates and hardstanding.

The Council noted the applicant’s statement that historic access to the land had previously been taken through an adjoining field, but that this parcel has since been sold to third parties, resulting in the loss of that route. Cllrs expressed uncertainty as to why the existing access could no longer be used, as rights of access are ordinarily retained when land is sold unless expressly removed. Concerns were raised regarding:

- The rationale for creating a new access when an established access point appears to remain physically present.
- Whether the agricultural justification is sound, given the limited size and configuration of the land.
- Whether the proposed access and hardstanding may facilitate future development unrelated to agriculture.
- The lack of clarity on the size of the plot and the necessity of a separate entrance.

CPC acknowledged that the hedgerow at the proposed access point is of poor quality and that maintaining agricultural productivity is desirable. However, the justification provided did not fully explain why the historic access cannot continue to be used. The Parish Council objects to the application at this stage and requests further information from the planning authority regarding the loss of the existing access and the agricultural necessity for creating a new one. Proposed by Cllr Avery, seconded by Cllr Berry, all in favour.

xii) To note LDC planning decisions and results of appeals.

LW/25/0043	Hickwells, Cinder Hill, Chailey, East Sussex, BN8 4HP.	Relocation of the main bathroom door by 200mm, removal of existing partition wall/door between the guest room and ensuite at first floor level.	Support	Approved.
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Appeal. Newick PC are consultees. CPC allowed to comment	Land south of Allington, Newick.	27 dwelling development – original application LW/24/0217	Objection Sept 25	Refused. Appeal Allowed.
LW/25/0572/CD	Grassington Farm, Warren Lane, North Chailey BN8 4HW	Discharge of conditions	No objection to No.7, Objections to 11, 13 & 15, Jan 20 th	Split Decision. Conditions 7,11,13 discharged. Condition 15 not discharged.
APP/P1425/H/25/3374783	Illuminated Display at Chailey Garage, East Grinstead Road BN8 4DH	Appeal	Strongly endorses LDC Conditions, Jan 20 th	Approved. Appeal on LDC Conditions Allowed.
LW/25/0722	Glendene House, Station Road, North Chailey, BN8 4HG	PiP erection of No.2 dwellings adjacent to existing No. 1 dwelling to rear of site.	Resubmission of earlier objections	Approved.
LW/26/0016	The Old Coalyard, Lower Station Road, Newick	Two storey side extension, single storey side extension, addition of 3 no. rooflights to existing roof and alteration to existing fenestration.	No objection providing expansion is in line with previous planning permissions.	Approved.
LW/26/0101	Church Farm, Church Lane, Chailey Green E Sx BN8 4DA	Variation of condition 3 (Landscaping Scheme) in relation to approval LW/25/0069 to extend the period of time for implementation from pre-occupation to within 3 years of occupation.	No objection	Approved.

Cllr Evans asked for clarification of the appeal decision relating to the Chailey Garage illuminated display. Clerk to check and confirm the details to the Council.

At this point in the meeting, the Chair returned to Item 1 of the agenda.

Initials:

Date:

26/091. Council to elect a Chair and to receive the Chair’s declaration of acceptance of that office.

Cllr Berry proposed & Cllr Dunford seconded a motion that Cllr Smart be appointed as Chair for the coming year. There were no other nominations, and the motion was approved. Cllr Smart completed a Declaration of Acceptance of Office as Chair.

26/092. Council to elect a Vice-Chair and to receive the Vice-Chair’s declaration of acceptance of that office.

Cllr Dunford proposed & Cllr Smart seconded a motion that Cllr Berry be appointed as Vice-Chair for the coming year. There were no other nominations, and the motion was approved. Cllr Berry completed a Declaration of Acceptance of Office as Vice-Chair.

Cllr Berry continued to Chair the meeting, as agreed with Cllr Smart prior to the meeting.

26/093. To agree the minutes of the Full Council Meeting held on Tuesday 21st April 2026.

These were considered and accepted as an accurate record of the meeting with one minor word amendment in minute number 26/081. Cllr Fisher proposed to approve the Minutes, seconded by Cllr Smart, all in favour.

26/094. Matters arising from April Full Council Meeting: None.

26/095. To consider appointments to Council Committees (Planning & Environs and Personnel Advisory Committee). Representatives to external organisations.

At this point in the meeting, Cllr Berry announced that from his letter of resignation, this would be Cllr Jordan’s last meeting. Furthermore, that Cllr Murphy had also resigned due to a change in circumstances. Therefore, some vacancies on committees would need to be filled. Cllr Berry also advised that the current Personnel Advisory Committee have had an informal discussion & would like to recommend Don Cranfield to be co-opted back onto the council, to be added to the agenda for June. This would mean that we still have two vacancies on the Council and the Clerk advised that an advertisement for new Councillors has already been added to the Chailey News June edition.

Appointments to Committees and Sub Committees		Member(s) 2025/26	Members(s) 2026/27
Full Council			
Chair	1	Cllr Berry	Cllr Smart
Vice Chair	1	Cllr Dunford	Cllr Berry
Planning & Environs Committee			
Chair	1	Cllr Fisher	Cllr Fisher
Vice Chair	1	Cllr Millam	Cllr Millam
Chailey Windmill Advisory Committee			
Chair	1	Cllr Fisher	Cllr Fisher

Personnel Advisory Committee			
Chair	1	Cllr Berry	Cllr Berry
Other Members	2	Cllr Avery & Jordan	Cllr Avery & Dunford

Appointments of Council representatives to Outside Bodies		Member(s) 2025/26	Members(s) 2026/27
Chailey Commons Society	1	Cllr Dunford	Cllr Dunford
Chailey Sports Club	1	Cllr Smart	Cllr Smart
Chailey Parish Hall	1	Cllr Berry	Cllr Berry
Strengthening Local Relationships, ESCC Highways	3	Cllrs Evans (Chair), Jordan & Smart	Cllr Evans (Chair but with 1 year's notice), Cllr Smart & (1 x Vacancy)
Lewes District Association	1	The Chair of the Council	The Chair of the Council
Grantham Trust	1	Vacant	Vacant
Chailey Bonfire Society	1	Cllr Millam	Cllr Millam
Chailey St. Peter's School	1	Cllr Smart	Cllr Smart

Posts of Responsibility:		Member(s) 2025/26	Members(s) 2026/27
Member for Finance	1	Cllr Forman	Cllr Forman
Allotments Officer	1	Cllr Millam/Cllr Berry	Cllr Millam/Cllr Berry
Parish Tree Wardens	2	Cllr Millam	Cllr Millam
Neighbourhood Plan	3	Cllrs Avery, Evans and Jordan	TBC
Chailey News co-ordinator	1	Clerk	Clerk
Provision for Young People	2		
Liaison with Emergency Services	2	Cllr Berry/Clerk	Cllr Berry/Clerk
Website Administrator	1	Clerk	Clerk
Inspection of Council assets	1	Clerk/Council Members	Clerk/Council Members

26/096. To agree the dates of Full Council and Planning & Environs Committee Meetings in 2027

Cllr Avery queried whether Planning & Environment Committee meetings should be reinstated due to increasingly large and late-arriving planning agendas. Delays at Lewes District Council were noted, but both Cllr Dunford and the Clerk expressed a preference not to add a second evening meeting each month. The Clerk outlined that the proposed Scheme of Delegation would enable timely responses to planning applications arising between meetings, following consultation with a small number of councillors. This could be done via email or brief in-person discussion. Virtual meetings cannot be used for decision-making. Major or significant applications may still require a specially convened meeting. Cllr Avery also sought clarification on the purpose of the reserve dates for emergency planning meetings. The Chair confirmed these provide a framework should additional meetings be required, though councillors are not obliged to keep all dates free. The meeting dates were adopted by the Council.

26/097. To review and adopt changes made to Model Standing Orders 2026 (England)

The Standing Orders 2025 were reviewed by the Finance Officer and no amendments were made. The Council were satisfied. Cllr Berry proposed adoption of the Standing Orders in the current form, seconded by Cllr Millam, all in favour.

Initials:

Date:

26/098. To review and adopt changes made to Financial Regulations.

The Financial regulations were reviewed by the Finance Officer and amended to include the Delegation of Authority to the Clerk and an additional line to include permission for the Parish Clerk to have a Debit Card for minor Council expenditure, should the Council wish to approve. These were based on the model document.

Cllr Avery requested that point 2.7 read 'in the event of computer failure, **an attempt should be made** to restore all documents from the cloud to a new computer.

Cllr Berry proposed that the financial regulations be adopted with this amendment. Seconded by Cllr Jordan, all in favour.

26/099. To review and consider adoption of Scheme of Delegation 2026 - 2027.

Subject to the grammatical & wording amendments identified by Cllr Avery, the Council adopted the Scheme of Delegation. Proposed by Cllr Avery, seconded by Cllr Berry, all in favour.

26/100. Review & sign Sports Club Tenancy Agreement 2026.

The Council noted there were no wording changes from the previous year. This was duly signed by two Councillors and the Clerk. Cllr Smart has offered to take it to the Sports Club for signature if required.

26/101. Council to consider the un-let field, Chailey Commons.

The Council considered the Commons Society request to lease the small field next to the Burnt House site for pony management and storage & enquiry to lease part of the neighbour's field. The Council has noted that the neighbouring tenant currently does not wish to relinquish part of their field. It was proposed by Cllr Berry, seconded by Cllr Dunford, and agreed unanimously to offer the Commons Society a three-year lease for the small field at a peppercorn rent (£0), with standard maintenance responsibilities. The Finance Officer will draft the lease. The Council expressed its support for the project.

26/102. CIL Pot Bid Update.

The Council noted the update from the Clerk and Finance Officer and agreed that the CIL submission would be finalised after the Auditor's visit, with all supporting quotes and evidence included. After considering supportive emails from ESCC Cllr Keenan and ESCC Transport, the Council agreed not to pursue electronic real-time bus information at £6,200.00 per unit. The Council makes no changes to the current CIL bid.

26/103. To consider and approve the Council's Risk Management and Asset schedule.

The Clerk advised that the only change to the Risk Management Assessment is an increase to the insured street furniture amount from £61,724 to £67,205. The Clerk has received the insurance renewal documents, and the Council premium has increased by £245.38 per annum. Cllr Berry proposed acceptance of the document, seconded by Cllr Fisher, all in favour.

The Asset schedule was provided to the Council before the meeting. The Clerk has checked most of the assets but will ask Councillor assistance with some of the remaining ones.

Namely, Burnt house field, 3 Acre field, Windmill new Fantail, Granary (by windmill), Rowheath football posts and bench, Turret clock Windmill and the Store at Rowheath.

26/104. To receive and if thought fit approve financial reports for May 2026. The Council prior to the meeting had received the following financial reports from Emma, the RFO:

- Payments and receipts list for April
- Performance against budget as at end of April
- Statement for Bank Account
- Reconciliation for Bank Account (for reference only)
- Parish CIL – Payment of £14,442.47 in CIL received for the development at Fantasy, Kilnwood Lane.
- £15,625 is earmarked for matched funding for the District Pot CIL bid (2 bus stops, 1 bench, 2 SIDs, 2 wigwags) and £30,000 is earmarked for the A275 crossing. This leaves £16,670.59 unallocated, though grant applications may be received in June that might be more suitable for CIL funding. Cllr Berry has suggested for the June agenda: improvements to the defibrillator provision and Reading Rooms improvements.
- June PC meeting – The Council will consider the internal audit report and the small grants for 2026, the Finance Officer will Clerk this meeting.
- Treewise – Treewise made a payment of £110 into the Council's account on 29 April. To the Finance Officer's knowledge this had not been expected. Treewise had work scheduled for 12 May, so if the payment has been made in error, the Finance Officer can add the refund to the invoice and repay him.

Cllr Avery queried why the Chair received £200 rather than £250, and Cllr Berry clarified that the Chair must pay tax on the allowance received.

Cllr Jordan proposed approval of the financial reports, seconded by Cllr Smart, all in favour.

26/105. Council to receive a report from East Sussex County Councillor, Charlotte Keenan. Email introduction received by the Council.

26/106. Council to receive a report from Cllr Joa Saunders / Cllr Mark Slater, LDC. No reports received.

26/107. To receive verbal reports from Councillors on their area(s) of responsibility and/or their involvement with village organisations:

Cllr Jordan expressed his gratitude for the privilege of serving the parish over many years and confirming he would remain available for occasional advice. The Chair thanked him for his outstanding contribution, and a small token of appreciation was presented.

Cllr Smart reported an increasing number of vehicles being left in the Sports Club car park, raising concerns that the area may be used for storing or trading cars. The Sports Club is aware and liaising with the Council. Six vehicles are currently present. Notices will be placed on all vehicles, and details (including photos, tax and MOT status) recorded for referral to LDC Planning Enforcement, as commercial use of the parish car park would breach planning regulations. The police are also being informed. Cllr Millam noted that overgrown vegetation contributes to the car park feeling secluded; clearance of the banks will be added to the next agenda. Wider issues of fly-parking and pressure on verges were discussed.

A suggestion to explore lockable gates for the inner car park was raised, though restrictions on fencing common land were noted. The matter may require further investigation.

Cllr Millam reported that The Bonfire Society continues to make good progress and raised over £3,000 from the St George's Day event. No incidents were reported this year. He will also be inspecting a tree at St George's later in the week as part of ongoing responsibilities. Cllr Millam also advised that he was not informed about the date of the last Allotment Inspection and has asked that the Allotment Association be reminded that the best way to contact him is via his mobile phone/whatsapp.

Cllr Fisher reported on recent activities at the Windmill. An open day was held on 10 May for National Mills Day, supported by the local radio group, who made a small donation. On the Sunday, representatives from Ibstock, Swanage held a traditional hand brick-making workshop, attended by around 50 visitors; the bricks will be fired and returned to participants. A group of 20 Cubs also visited for an evening tour. A further meeting with Ibstock is scheduled to finalise boundary works, and recent repairs to the steps are holding well. A resident from St George's has expressed interest in becoming a Friend of the Windmill. The Windmill will open twice monthly until the end of September. An inspection of the allotments found conditions to be very good. The division of larger plots has been successful, with Plot 11 now in excellent condition. Other newly divided plots are progressing well. Issues remain regarding boundary trees, and further contact will be made with Chailey Heritage. One plot was noted for its particularly high standard, and the Finance Officer has written to the tenant. Improved oversight and regular inspections continue to benefit the site.

Cllr Berry gave an update on the recent Village Hall meeting. Progress continues, although an issue remains regarding the regularisation of land ownership. A small section of land appears not to be covered by existing Land Registry documents, and further legal work may be required. This may incur an additional solicitor's fee, and efforts are being made to resolve the matter while the current solicitor, Clive Smith, is still available at a favourable rate. The Village Hall Committee is likely to submit a Small Grants application for new tables and mugs. Otherwise, the Hall is reported to be operating well. The next Village Hall meeting will take place on Tuesday 16 June. Lastly, Cllr Berry expressed her own personal thanks to the Council, noting that it had been an absolute pleasure and a privilege to serve as Chair of the Parish Council. She thanked colleagues for their support and conveyed her best wishes to Cllr Smart in the role, confirming her full support and that of fellow councillors.

26/108. Risk Implications: to note and consider any implications arising from the Council's duty under section 17(1) of the Crime and Disorder Act 1998: None.

26/109. Confidential matters: to consider a resolution to exclude the press and public from the meeting in accordance with section 1(2) of the Public Bodies (Admission to meetings) Act 1960 in order to discuss items of a confidential or commercially sensitive nature: None.

26/110. To note the date of the next meeting: Tuesday 16th June 2026 at 7.30pm in The Reading Room, Chailey Green.

Meeting closed at 21.45.

Signed:

Date:

Chair:

Initials:

Date:

10:32

Current Unity a/c

Cash Received between 01/05/2026 and 31/05/2026

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
31/05/2026	UK Power Networks		Wayleave	279.85
			Total Receipts	279.85

List of Payments made between 01/05/2026 and 31/05/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/05/2026	Chailey Parish Hall	101534386	1,747.71		Chailey Parish Hall insurance
31/05/2026	East Sussex Pension Fund	198037878	564.73		Pension
31/05/2026	Emma Reece	984715453	804.70		RFO
31/05/2026	Yasmin Tomlinson	936939964	92.10		Cleaner Reading Room
31/05/2026	Nicola Menniss	6784802465	1,266.50		Clerk
31/05/2026	HMRC	383729397	568.77		PAYE and NI
31/05/2026	Smart Registration	DD	26.21		Payroll
31/05/2026	East Sussex ALC Ltd	927213718	1,135.53		NALC and ESALC
31/05/2026	Unity Trust	BANK CHG	7.00		Unity Trust
31/05/2026	Bill Francis	BACS	2,055.00		Windmill steps
31/05/2026	Yorkshire Power and Gas	DD	52.16		Electric Reading Room
31/05/2026	Yorkshire Power and Gas	DD	37.36		Electric Windmill
31/05/2026	Infomation Commisioners Office	DD	47.00		ICO renewal
31/05/2026	Hiscox	DD	565.47		Insurance premium
31/05/2026	Castle Water	DD	10.28		Water Reading Room

Total Payments 8,980.52

Detailed Receipts & Payments by Budget Heading 31/05/2026

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 General Income							
1076 Precept	47,073	94,145	47,072			50.0%	
1090 Interest Received	0	668	668			0.0%	
1100 Rents & Grazing	0	650	650			0.0%	
1110 Allotments	25	450	425			5.6%	
1120 Wayleaves	280	412	132			67.9%	
1130 Chailey Sports Club - Rent	0	60	60			0.0%	
1140 CIL Income	14,442	0	(14,442)			0.0%	14,442
1990 Other Income	110	0	(110)			0.0%	
General Income :- Receipts	61,930	96,385	34,455			64.3%	14,442
Net Receipts	61,930	96,385	34,455				
6001 less Transfer to EMR	14,442						
Movement to/(from) Gen Reserve	47,488						
110 Administration							
4000 Staff Salary	5,077	31,383	26,306		26,306	16.2%	
4030 PAYE and NI	520	3,140	2,620		2,620	16.5%	
4040 Pension	982	5,600	4,618		4,618	17.5%	
4080 Training	0	500	500		500	0.0%	
4090 Payroll Costs	44	276	232		232	15.8%	
4100 Chair's Allowance	250	1,000	750		750	25.0%	
4110 Bank Charges	14	72	58		58	19.4%	
4120 Audit Fees	0	950	950		950	0.0%	
4130 Legal/Valuation Fees	0	2,000	2,000		2,000	0.0%	
4140 Subscriptions & Memberships	1,393	1,700	307		307	81.9%	
4150 Insurance	1,131	6,586	5,455		5,455	17.2%	
4160 Printing, Postage, Stationery	50	500	451		451	9.9%	
4170 Telephone & Broadband	0	1,000	1,000		1,000	0.0%	
4171 Mobile phone	0	405	405		405	0.0%	
4180 Website	0	312	312		312	0.0%	
4182 Parish Hall insurance & clean	2,648	2,748	100		100	96.4%	
4183 Chailey News	0	2,300	2,300		2,300	0.0%	
4200 Grants & Donations Paid	0	5,800	5,800		5,800	0.0%	
4210 Office Equipment	0	450	450		450	0.0%	
4220 Hire of Parish Hall	30	70	40		40	42.9%	
Administration :- Indirect Payments	12,137	66,792	54,655	0	54,655	18.2%	0
Net Payments	(12,137)	(66,792)	(54,655)				

Detailed Receipts & Payments by Budget Heading 31/05/2026

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>120 Parish Maintenance</u>							
1200 Mowing Contribution	0	290	290			0.0%	
Parish Maintenance :- Receipts	<u>0</u>	<u>290</u>	<u>290</u>			<u>0.0%</u>	<u>0</u>
4300 Bus Shelters	0	380	380		380	0.0%	
4310 Grass Cutting	1,255	2,830	1,575		1,575	44.3%	
4316 Tree works	1,100	5,000	3,900		3,900	22.0%	
4320 General Maintenance	0	7,200	7,200		7,200	0.0%	
4330 Sports Pavilion Maintenance	0	2,400	2,400		2,400	0.0%	
4340 Sports Pavilion Loan Repayment	0	4,200	4,200		4,200	0.0%	
Parish Maintenance :- Indirect Payments	<u>2,355</u>	<u>22,010</u>	<u>19,655</u>	<u>0</u>	<u>19,655</u>	<u>10.7%</u>	<u>0</u>
Net Receipts over Payments	<u>(2,355)</u>	<u>(21,720)</u>	<u>(19,365)</u>				
<u>130 Reading Room & Environs</u>							
1300 Reading Room Rent	0	200	200			0.0%	
1310 Reading Room Electricity	0	20	20			0.0%	
Reading Room & Environs :- Receipts	<u>0</u>	<u>220</u>	<u>220</u>			<u>0.0%</u>	<u>0</u>
4000 Staff Salary	244	1,560	1,316		1,316	15.6%	
4040 Pension	47	313	266		266	14.9%	
4320 General Maintenance	293	650	357		357	45.1%	
4400 Water	17	120	103		103	14.1%	
4410 Electricity	123	800	677		677	15.4%	
4990 Sundries	24	100	76		76	23.6%	
Reading Room & Environs :- Indirect Payments	<u>747</u>	<u>3,543</u>	<u>2,796</u>	<u>0</u>	<u>2,796</u>	<u>21.1%</u>	<u>0</u>
Net Receipts over Payments	<u>(747)</u>	<u>(3,323)</u>	<u>(2,576)</u>				
<u>150 Windmill</u>							
4320 General Maintenance	2,130	4,000	1,870		1,870	53.3%	
4410 Electricity	64	300	236		236	21.4%	
4420 Health & Safety	0	250	250		250	0.0%	
Windmill :- Indirect Payments	<u>2,194</u>	<u>4,550</u>	<u>2,356</u>	<u>0</u>	<u>2,356</u>	<u>48.2%</u>	<u>0</u>
Net Payments	<u>(2,194)</u>	<u>(4,550)</u>	<u>(2,356)</u>				
<u>999 VAT Data</u>							
515 VAT on Payments	(503)	0	503		503	0.0%	
VAT Data :- Indirect Payments	<u>(503)</u>	<u>0</u>	<u>503</u>	<u>0</u>	<u>503</u>		<u>0</u>
Net Payments	<u>503</u>	<u>0</u>	<u>(503)</u>				

Detailed Receipts & Payments by Budget Heading 31/05/2026

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Receipts	61,930	96,895	34,965			63.9%	
Payments	16,930	96,895	79,965	0	79,965	17.5%	
Net Receipts over Payments	<u>45,001</u>	<u>0</u>	<u>(45,001)</u>				
less Transfer to EMR	14,442						
Movement to/(from) Gen Reserve	<u>30,558</u>						

Detailed Receipts & Payments by Budget Heading 31/03/2026

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 General Income							
1076 Precept	90,892	90,892	0			100.0%	
1090 Interest Received	1,526	668	(858)			228.5%	
1100 Rents & Grazing	710	650	(60)			109.2%	
1110 Allotments	1,358	900	(458)			150.8%	
1120 Wayleaves	412	412	0			99.9%	
1130 Chailey Sports Club - Rent	0	60	60			0.0%	
1140 CIL Income	44,972	0	(44,972)			0.0%	9,621
1150 Grants & Donation Received	718	0	(718)			0.0%	
General Income :- Receipts	140,587	93,582	(47,005)			150.2%	9,621
Net Receipts	140,587	93,582	(47,005)				
6001 less Transfer to EMR	9,621						
Movement to/(from) Gen Reserve	130,966						
110 Administration							
4000 Staff Salary	33,419	32,718	(701)		(701)	102.1%	
4030 PAYE and NI	3,473	3,407	(66)		(66)	101.9%	
4040 Pension	6,797	6,574	(223)		(223)	103.4%	
4080 Training	235	700	465		465	33.6%	
4090 Payroll Costs	250	263	13		13	94.9%	
4100 Chair's Allowance	1,000	1,000	0		0	100.0%	
4110 Bank Charges	73	72	(1)		(1)	101.4%	
4120 Audit Fees	905	850	(55)		(55)	106.5%	
4130 Legal/Valuation Fees	2,908	2,000	(908)		(908)	145.4%	
4131 Neighbourhood plan review	0	1,000	1,000		1,000	0.0%	
4140 Subscriptions & Memberships	1,455	1,700	245		245	85.6%	
4150 Insurance	6,182	6,389	207		207	96.8%	
4160 Printing, Postage, Stationery	331	1,000	669		669	33.1%	
4170 Telephone & Broadband	610	966	356		356	63.1%	
4180 Website	334	287	(47)		(47)	116.4%	
4182 Parish Hall insurance & clean	1,698	2,618	920		920	64.9%	
4183 Chailey News	2,150	2,300	150		150	93.5%	
4200 Grants & Donations Paid	6,273	5,800	(473)		(473)	108.2%	473
4210 Office Equipment	0	450	450		450	0.0%	
4220 Hire of Parish Hall	30	70	40		40	43.2%	
Administration :- Indirect Payments	68,123	70,164	2,041	0	2,041	97.1%	473
Net Payments	(68,123)	(70,164)	(2,041)				
6000 plus Transfer from EMR	473						
Movement to/(from) Gen Reserve	(67,650)						

Detailed Receipts & Payments by Budget Heading 31/03/2026

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>120 Parish Maintenance</u>							
1200 Mowing Contribution	0	290	290			0.0%	
Parish Maintenance :- Receipts	0	290	290			0.0%	0
4300 Bus Shelters	274	380	106		106	72.1%	
4310 Grass Cutting	2,290	2,830	540		540	80.9%	
4320 General Maintenance	13,931	7,200	(6,731)		(6,731)	193.5%	4,351
4330 Sports Pavilion Maintenance	0	2,400	2,400		2,400	0.0%	
4340 Sports Pavilion Loan Repayment	4,195	4,200	5		5	99.9%	
Parish Maintenance :- Indirect Payments	20,690	17,010	(3,680)	0	(3,680)	121.6%	4,351
Net Receipts over Payments	(20,690)	(16,720)	3,970				
6000 plus Transfer from EMR	4,351						
Movement to/(from) Gen Reserve	(16,339)						
<u>130 Reading Room & Environs</u>							
1300 Reading Room Rent	350	293	(57)			119.5%	
1310 Reading Room Electricity	(27)	20	47			(135.2%)	
Reading Room & Environs :- Receipts	323	313	(10)			103.2%	0
4000 Staff Salary	1,349	1,450	101		101	93.0%	
4040 Pension	261	291	30		30	89.5%	
4320 General Maintenance	522	650	128		128	80.4%	
4400 Water	88	120	32		32	73.5%	
4410 Electricity	648	1,150	502		502	56.4%	
4420 Health & Safety	0	250	250		250	0.0%	
4990 Sundries	23	50	27		27	46.0%	
Reading Room & Environs :- Indirect Payments	2,891	3,961	1,070	0	1,070	73.0%	0
Net Receipts over Payments	(2,568)	(3,648)	(1,080)				
<u>150 Windmill</u>							
4320 General Maintenance	1,093	2,500	1,407		1,407	43.7%	
4410 Electricity	459	300	(159)		(159)	153.0%	
4420 Health & Safety	0	250	250		250	0.0%	
Windmill :- Indirect Payments	1,552	3,050	1,498	0	1,498	50.9%	0
Net Payments	(1,552)	(3,050)	(1,498)				

Detailed Receipts & Payments by Budget Heading 31/03/2026

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>999 VAT Data</u>							
515 VAT on Payments	403	0	(403)		(403)	0.0%	
VAT Data :- Indirect Payments	<u>403</u>	<u>0</u>	<u>(403)</u>	<u>0</u>	<u>(403)</u>		<u>0</u>
Net Payments	<u>(403)</u>	<u>0</u>	<u>403</u>				
Grand Totals:- Receipts	140,910	94,185	(46,725)			149.6%	
Payments	93,659	94,185	526	0	526	99.4%	
Net Receipts over Payments	<u>47,252</u>	<u>0</u>	<u>(47,252)</u>				
plus Transfer from EMR	4,824						
less Transfer to EMR	9,621						
Movement to/(from) Gen Reserve	<u>42,454</u>						

Annual Governance and Accountability Return 2025/26 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2026
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2025/26

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2026 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2025/26

ENTER NAME OF AUTHORITY

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>			
N. The authority has complied with the publication requirements for 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>			
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.			
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY

DD/MM/YYYY

DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YYYY

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report **must** explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?			<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2025/26

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

Annual Internal Audit Report 2025/26

ENT Chailey Parish Council

www.chaileyparishcouncil.gov.uk LY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).
Date(s) Internal audit undertaken

Name of person who carried out the internal audit

21/05/2026 DD/MM/YYYY DD/MM/YYYY ENT STEVE BENTON AUDITOR

Signature of person who carried out the internal audit  SIGNATURE REQUIRED Date 21/05/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



Internal Audit Services for Town and Parish Councils

Overview of Services

As part of our comprehensive support for town and parish councils, **Mulberry Local Authority Services (LAS) Ltd** provides a professional **internal audit service**. This is delivered in full compliance with the **Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's Guide**, reflecting current guidelines and accounting standards.

Audit Schedule

We generally carry out **two audits per year** as standard:

- **Interim Audit:** Focuses on **governance and accountability**, including procedural aspects such as Financial Regulations, Standing Orders, risk assessments, internal control systems, and policies.
- **Final Audit:** Concentrates on **financial matters**, including verification of the Annual Governance and Accountability Return (AGAR) and all supporting documentation for submission to external auditors.

This two-stage approach allows councils to **identify and address weaknesses** before the final internal audit report is completed.

Flexible and Responsive Service

We understand that each council has unique needs, so we're happy to offer **customised audit visit schedules** and respond to queries throughout the year. Our flexible service ensures your council receives the support it requires when it's needed most.

Sector Expertise and Independence

Mulberry LAS are founder members of the **Internal Audit Forum**, who work in partnership with the National Association of Local Councils (NALC) to promote continuous internal audit improvement in the local council sector.

One of our directors, Mark Mulberry, is the internal audit representative on the SAPPP, which is responsible for issuing proper practices about governance and accounts of smaller authorities.

Mulberry LAS, previously operating as part of **Mulberry & Co**, has over **20 years of experience** in conducting internal audits for local councils. Our auditors have deep sector knowledge and can rotate between clients to ensure **full independence** throughout your engagement.

In the 2025/26 financial year, we are supporting over **350 councils** with their internal audit requirements, including:

- Small councils exempt from limited assurance reviews
- Larger town and parish councils managing **multi-million-pound budgets** and **complex financial systems**

Audits are conducted **either on-site or remotely**, based on your council's preferences and circumstances.

We publish on our website an **annual internal audit guide**, which enables our councils to prepare for their audits by providing details of the information we review at each visit and reminding them of the publication requirements on the council's website.

Fees and Charges

Our pricing for internal audits for the financial year commencing **1 April 2026** is as follows:

- Precept below £1 million - **£80 per hour + VAT**
- Precept £1 million and above - **£85 per hour + VAT**
- **Travel costs** (for on-site visits) are billed at the standard **HMRC rate of 45p per mile**
- No charges for travel time

Audit duration depends on your council's financial complexity. Once appointed, your assigned auditor will be happy to discuss a **personalised estimate** and timeline.

Engagement Options

We offer **one-year** and **three-year** engagement periods. If you commit to a **three-year term**, we guarantee that your hourly rate will remain **fixed for the full duration** of the agreement.

Added Benefits

As a client of Mulberry LAS, you will gain access to **discounted rates** on our **training programme for officers and councillors**. Details of upcoming courses can be found at:

www.mulberrylas.co.uk/training-programme

Contact Us

If you have any questions or require further information, please don't hesitate to get in touch. We look forward to supporting your council's internal audit needs.

Defibs in Chailey

- Chailey Free Church, South Road, South Chailey, BN8 4AN
Located to right of main entrance. district.logbook.situation
- Dental Surgery, Station Road, North Chailey, BN8 4HD
Located external wall of surgery to right of main entrance.
dignity.newlyweds.gone
- Village Hall, BN8 4BE
Located on the wall nearest to entrance of car park
remedy.campus.invested
- Drs Surgery, Mill Lane, South Chailey, BN8 4PY
External wall and left of main entrance
slept.vowed.vessel
- St Helen's Chapel Community Centre, New Heritage, North Chailey, BN8 4GD
Located on Chapel on outside right hand wall next to Parish Council noticeboard
probe.agreement.acclaim
- Reading Room, Chailey Green, BN8 4DA
Located to right of main entrance
Cashiers.steadily.juror

All Defibs are CU Medical Systems / iPad SP1 AUTO, except for Defib at the Reading Room, which is Heartline Samaritan PAD 350P