



LAUGHTON PARISH COUNCIL



**Minutes of the Full Council Meeting held on
Wednesday 20th August 2025 at 7.30PM at Laughton Parish Hall**

Present:

Councillors Sally Huggett, Steve Whiting, Kay Syrad and Jane Alford were present.

The Clerk was also present.

Public Session

There were no members of the public present.

1. Election of Chair for meeting

It was **RESOLVED** to elect Councillor Kay Syrad as Chair for the meeting.

2. Apologies for Absence

Apologies were accepted from Councillor Alison Wilson.

3. To accept the minutes from the meeting held on 6th August 2025.

It was **RESOLVED** to accept the minutes of the Council Meeting held on 6th August 2025 as to be taken as read, confirmed as a correct record and signed by the Chair.

4. Declarations of interest. To receive notices of declarations personal and prejudicial, in respect of items on this agenda.

Councillor Jane Alford declared an interest in Agenda Item 9.2 (**WD/2025/1795/LB**)

5. Members to agree confidential items on the agenda for the exclusion of the press and members of the public.

It was agreed that there were no confidential items on the agenda.

6. Planning applications approved, refused, referred, withdrawn or appeals (to note)

6.1 WD/2024/0099/O - LAND TO THE EAST OF SHORTGATE LANE AND NORTH OF THE ROEBUCK INN PUBLIC HOUSE, LAUGHTON

The appeal is **ALLOWED** subject to conditions dated 25/07/2025.

Enforcement Notice Appeal Decision

Ref: APP/C1435/C/23/3330411 Land at The Briars, Church Lane, Laughton, East Sussex

The appeal is **DISMISSED** and the enforcement notice is upheld.

9. Other planning matters – to discuss or note any other planning matters brought to the attention of the Parish Council.

9.1 WD/2025/11683/LDE

SHIRLEA, AVERYS OAK FARM, COMMON LANE, LAUGHTON, BN8 6BY

Residential accommodation by way of a mobile home

Councillors **RESOLVED** that they were unable to provide knowledge or evidence with regard to this application.

9.2 WD/2025/1795/LB

LAUGHTON PLACE, THE OLD CASTLE, COW LANE, LAUGHTON, BN8 6DA

Replace oil fired heating with air source heat pump system; installation of ventilation with heat recovery; sub-dividing the ground floor to provide a bathroom including removing the ceiling bulkhead; reopening a blocked up window; relining the chimney flues and installing new fire place / wood burning stove; relocating kitchen; replacing top floor ceiling at slightly lower level and insulating above it; associated alterations to lighting and small power; installation of an electric car charger; conservation repairs and some replacements to terracotta.

Councillors **RESOLVED** that they had **NO OBJECTION** to this application.

10. Financial Matters – Authorisation of payments of accounts –To approve accounts for payment – (a schedule of receipts & payments will be presented at the meeting) – list of payments on separate sheet.

10.1 July 2025 Payments – To approve

Councillors **RESOLVED** to approve payments.

10.2 July 2025 Direct Debits – To approve

Councillors **RESOLVED** to approve the direct debits.

10.3 To note Local Government Services Pay Agreement 2025/26

Councillors **NOTED** the LGA Pay Agreement for action in the August payroll.

11. Items For Decision and Allocation of Resources

11.1 Parish council noticeboard replacement

Following discussion about a suitable position for a replacement noticeboard (currently located outside Laughton Village Shop) it was **RESOLVED** that the Clerk is to investigate possible locations in a central village position and report back to Councillors at the next meeting.

11.2 Community Engagement – Newsletter and Christmas

Following discussion it was **RESOLVED** to investigate producing a quarterly Newsletter covering Parish Council and Parish news in an electronic version for the website and social

media with paper copies to be placed on noticeboards. It was agreed that the Clerk would provide copies of examples for consideration and further discussion.

It was **RESOLVED** to hold a Village Pre-Christmas Event on Sunday 30th November in the Parish Hall and the Fete Committee will be tasked with organisation. This will be combined with a Tree Lighting Event to be arranged. Quotes are being obtained for this year's Christmas Tree.

11.3 Correspondence Management

Following a previous resolution the Clerk has been forwarding communications received via email on to councillors rather than compiling and recording a list of all correspondence received. It was agreed that this arrangement is working for Councillors and should continue.

11.4 Monthly Playground Inspection Report – to discuss findings and potential actions

It was **RESOLVED** that the Clerk will forward all recent Inspection Reports to the School Caretaker for review and that a meeting would be held with Councillor Huggett to discuss any necessary actions.

11.5 Planters – to discuss the future management and maintenance of the Village Planters

The Parish Council needs a new volunteer to look after the village planters (to include watering, maintenance and planting). There was discussion about replacing the current plants with more drought resistant varieties. The clerk drew the Councillors attention to the budgeted amount for the planters for the period ending March 2026. It was **RESOLVED** that Councillors would contact potential new volunteers and it is hoped that a resident may come forward to volunteer.

11.6 2026 Meeting Dates

It was agreed by Councillors that meetings are scheduled for the third Wednesday of every month and it was **RESOLVED** that the Clerk would bring a list of 2026 dates to the next Council Meeting for agreement.

11.7 Speeding – to discuss and agree actions following the visit from our MP

Councillors discussed Speedwatch and reduced speed limits and felt that due to size of this project it was **RESOLVED** that it should be deferred until more Councillors have been recruited.

11.8 Emergency Plan – to receive an update and agree next actions

It was **RESOLVED** to carry this item forwards. A box for Emergency Equipment (to include hi-viz vests and warning tape) is being prepared and a suitable and accessible location for this box needs to be sourced.

12. REPORTS (by leave) NOT FOR DECISION

12.1 To receive an update from the Clerk regarding new Councillor Co-option for the 2 Councillor vacancies.

The Clerk updated Councillors to inform them that 2 residents are interested in being considered for Co-Option at the next Full Council meeting in September.

12.2 To receive an update from the Clerk regarding Scribe (new accounting software)

The software has been installed and is in the process of being implemented. Once all year to date invoices have been uploaded Councillors will be asked to re-approve all invoices and payments and to undertake a full year to date bank account reconciliation.

The next Full Council meeting will be held on Wednesday 17th September 2025 at 7:30pm