



ISFIELD PARISH COUNCIL

Clerk & RFO: Anita Emery CiLCA
clerk@isfieldparishcouncil.gov.uk

18th November 2025

Doc No: 252604

TO MEMBERS OF THE COUNCIL

Dear Members, I hereby give you notice that Meeting of Isfield Parish Council will be held on **Wednesday 26th November 2025 at Isfield Village Hall, TN22 5XG at 19:30**. All Members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business about to be transacted at the meeting as set out hereunder.

Yours sincerely

Anita Emery, Parish Clerk and RFO

Press & Public are invited to attend. Meetings are open to the public and could be filmed or recorded by broadcasters, the media or members of the public.

AGENDA

1. Apologies for absence

To **RECEIVE** any apologies.

2. Declarations of interest/Request for dispensations

To **RECEIVE** any declarations of interest. To **RESOLVE** to grant dispensations where appropriate.

3. Public Participation

Members of the public are welcome to attend the meeting. Any member of the public, who so wishes, may speak at this point of the meeting on items within the remit of the Council. No previous notice need be given. The Council are happy to receive comments but responses will be made outside meetings should they be necessary. Time limit to speak with the discretion of the Chair.

4. District and County Councillors' reports

5. Full Council meeting minutes: 24th September 2025

To **RESOLVE** that the minutes of the meeting as above having been previously circulated, be taken as read and approved.

6. Matters arising from previous minutes

7. Clerks Report

8. Correspondence

To note/discuss correspondence received.

9. Planning Applications to discuss and also any further applications that arise after publication of the agenda.

- To RATIFY the following applications

WD/2025/2242/F – deadline 29th October

SOUTHVIEW, NEW HOUSE FARM, BUCKHAM HILL, ISFIELD, TN22 5XU PROPOSED PORCH CANOPY ROOF TO SIDE ELEVATION. IN-FILL SINGLE STOREY EXTENSION TO REAR AND SIDE ELEVATIONS AND OTHER ALTERATIONS INCLUDING REPLACEMENT CLADDING BOARD TO PART OF EXISTING REAR ELEVATION

Decision: No Comment

WD/2025/2350/F & WD/2025/2349/LB – deadline 24th November

MAPLE BARN, BEECHES FARM ROAD, BUCKHAM HILL, ISFIELD, TN22 5QD USE OF EXISTING COMMERCIAL BUSINESS AND SERVICE PREMISES TO FORM A VETERINARY CENTRE (REMAINING IN CLASS E/COMMERCIAL BUSINESS AND SERVICES) TO INCLUDE FOR EXTERNAL POSITIONING OF AIR CONDITIONING EXTERNAL UNITS AND PROPOSED OPENING HOURS FOR A PREMISES WITHIN THE CURTILAGE OF LISTED BUILDING.

Decision:

- To note the following WDC decisions

WD/2025/1696/F

COMPOSTING SITE, ISFIELD ROAD, ISFIELD, TN22 5JJ

CHANGE OF USE OF ONE BAY OF A RANGE OF COMPOST MATERIAL STORES TO REPAIR AND MAINTENANCE OF MACHINERY USED ON SITE.

APPROVED

WD/2025/2242/F

SOUTHVIEW, NEW HOUSE FARM, BUCKHAM HILL, ISFIELD, TN22 5XU

PROPOSED PORCH CANOPY ROOF TO SIDE ELEVATION. IN-FILL SINGLE STOREY EXTENSION TO REAR AND SIDE ELEVATIONS AND OTHER ALTERATIONS INCLUDING REPLACEMENT CLADDING BOARD TO PART OF EXISTING REAR ELEVATION

APPROVED

10. Expenditure

- To ratify October expenditure as itemised on the schedule
- To approve November expenditure as itemised on the schedule
- To agree a donation to The Brain Tumour Charity in honour of Keith Stevens (NALC Chair).

11. Budget

To **DISCUSS & CONSIDER** budget recommendation for 2026/27. To **RESOLVE** a course of action.

12. Bank reconciliation

To **RESOLVE** to approve the bank reconciliation and corresponding bank statements for IPC.

13. Year to Date Accounts

To **NOTE** the actual v budget expenditure to date

14. Interim Internal Audit Report

To **NOTE** report provided by Mulberry & Co.

15. ESCC Urban Grass Cutting 2026/27

To **CONSIDER** and **RESOLVE** four additional urban grass cutting by ESCC at a cost of £1097.10 (inc VAT).

16. IT Policy/Assertion 10

To **ADOPT** and to note Assertion 10 and action accordingly.

17. Symbol of Remembrance

To **CONSIDER** erection of suggested location (next to Parish sign) by The Women in Isfield Group – subject to further information being received.

18. 2026 Meeting Dates

To **NOTE** the 2026 meeting dates as distributed.

19. Update: Recreation Land Registration

To receive the above from the Clerk

20. Update: EV Charge Points

To **RECEIVE** as above from Cllr Cramond.

21. Highways Issues

To **DISCUSS** potholes on Buckham Hill

22. Reports from Council representatives

To **NOTE** verbal reports from Councillors – e.g. Recreation Ground, Village Hall.

23. Notification of meeting/Suggested items for next agenda

To **NOTE** any suggested items for the next meeting.

Date of next meeting: 21st January 2026 – 19:30 Village Hall



Doc No: 252603

Council meeting – 24th September 2025

Minutes of the Council meeting of Isfield Parish Council as above, held at Isfield Village Hall, TN22 5XG at 19:30.

Present: Cllr G Sambrook (GS) (Chair), Cllr P Roundell (PR) , Cllr A Keys (AK) (Vice Chair) and Cllr Mitchell-Cobb (TM-C)

Absent: Cllr S Crammond and Cllr Coleman (WDC).

In attendance: A Emery Clerk and RFO; Cllr Galley (ESCC) and 0 members of the public.

1. Apologies for absence

To **RECEIVE** any apologies.

- Cllr Coleman (WDC) tendered her apologies and report received. Cllr Crammond tendered his apologies and reason for absence accepted.

2. Declarations of interest/Request for dispensations

To **RECEIVE** any declarations of interest. To **RESOLVE** to grant dispensations where appropriate.

- None

3. Public Participation

Members of the public are welcome to attend the meeting. Any member of the public, who so wishes, may speak at this point of the meeting on items within the remit of the Council. No previous notice need be given. The Council are happy to receive comments but responses will be made outside meetings should they be necessary. Time limit to speak with the discretion of the Chair.

- No public in attendance

4. District and County Councillors' reports

• County Report

Cllr Galley reported The County Council met on September 24th and there was a wide ranging debate on the proposal for the current East Sussex to be the footprint for the new body- The One East Sussex proposal. This was passed nem.con (nemo contradicente- no-one opposing the proposal). A few abstained but across the political spectrum there was strong support. The proposal meets all the criteria set out by the government in their White paper. They wanted a population of about half a million, they didn't want to cut across the boundaries of current councils and they didn't want unnecessary disaggregation of services particularly care services,

Brighton and Hove had put together their own plan for 5 new authorities across the whole of Sussex. Each would have a population of just over 300.000 people, current District boundaries would be torn up and all the services would have to be reconfigured.

Brighton have, of course, put their plan to the Government. West Sussex have suggested one new Unitary covering all of West Sussex. The Government will decide what will happen but it will cover all of Sussex. The ball is now in the government's court.

The One East Sussex option was strongly supported by Lewes District Council and generally preferred by Eastbourne, Rother and Hastings. Wealden District Council led by the Wealden Alliance apparently could not agree to accept either One East Sussex or the 3 new ones suggested by Brighton.

Owlsbury – conversation with highways and planners discussion – they are concerned and ESH may object due to the connectivity from Owlsbury and Uckfield i.e. cycling/walking. Nothing to promise.

Local Nature Recovery Plan – if agreed this could impact Owlsbury.

5. Full Council meeting minutes: 23rd July 2025

To **RESOLVE** that the minutes of the meeting as above having been previously circulated, be taken as read and approved.

- Unanimously approved – Cllr AK signed to that effect. Cllr Roundell advised that Fletching Parish Council have not agreed anything for the Owlsbury Fighting Fund. Little Horsted have agreed to grant £2k. Duly noted and minutes to be amended. **Clerk to action.**

6. Matters arising from previous minutes

- Nothing that isn't on the report

7. Clerks Report

- Received and duly noted. Christmas Tree – to be purchased again and positioned in the same place as last year. **Clerk to action with Highways licence.** Happy to proceed with Christmas Tree as per email received.
- EDF on notice that we will be charging them interest. Chased Barclays about the recreational ground.

8. Correspondence

To note/discuss correspondence received.

- Noted – updated on Zurich – Cllr AK has been asked to speak with insurers and Zurich will take from there.

9. Planning Applications to discuss and also any further applications that arise after publication of the agenda.

WD/2025/2142/F – Deadline for comment – 8th October

SUNFLOWERS, STATION ROAD, ISFIELD, TN22 5XG PROPOSED SINGLE STOREY REAR EXTENSION.

Decision: No comment

- To **RATIFY** the following applications

WD/2025/1696/F – DEADLINE 29TH AUGUST 2025

COMPOSTING SITE, ISFIELD ROAD, ISFIELD, TN22 5JJ CHANGE OF USE OF ONE BAY OF A RANGE OF COMPOST MATERIAL STORES TO REPAIR AND MAINTENANCE OF MACHINERY USED ON SITE.

Decision: No Comment

- **To note the following WDC decisions**

WD/2025/1075/F & WD/2025/1075/LIS

CONVERSION OF EXISTING BARN TO A PAIR OF SEMI-DETACHED HOLIDAY LETS, INCLUDING REMOVAL OF TWO 20TH CENTURY EXTENSIONS THE MILL HOUSE, BUCKHAM HILL, ISFIELD, EAST SUSSEX, TN22 5XR.

REFUSED

Appeal Ref: APP/C1435/W/25/3362346

Oaks Farm, Horsted Lane, Isfield, East Sussex TN22 5TX

DISMISSED

WD/2025/1306/F

DEMOLITION OF EXISTING DETACHED GARAGE/WORKSHOP AND ERECTION OF AN ANNEXE/WORKSHOP ON THE GROUND FLOOR, AND A BEDROOM WITHIN THE ROOFSpace. 1 IVY COTTAGES, STATION ROAD, ISFIELD, TN22 5XA

WITHDRAWN

10. Expenditure

- To ratify August expenditure as itemised on the schedule – **Duly ratified**
- To approve September expenditure as itemised on the schedule – **Unanimously approved**
- To ratify urgent tree expenditure at playing field - £1050 + VAT – **Duly ratified**
- To approve various tree work around the playing field of £650.00 + VAT – Cllr AK – wrote to KPS and said they had not put in a figure for the scrubland against the fence – needs clarification. This current quote is just for some dead ash. David and Cllr AK have been looking at the site for a shed down in the same corner on the left as you enter where the dead ash is. Could take out 2/3 trees back to ash in order to make room for the new shed. Original quote agreed in principle subject to the addition of the area near the fence – recommend a site visit. Make it easier for maintenance if cleared. Agreed for a site visit – **Cllr AK to action.**
- To approve/consider a PO Box address for the Clerk at £445.80 per annum – **Unanimously agreed. Clerk to action.**
- To consider/approve a grant application from Isfield Theatre Society (subject to receipt of application form) – Clerk reported that no application received – however it was agreed in principle if/when they set up the bank account/constitution it should be supported.
- To approve a figure to set aside for the Owlsbury Fighting Fund – Cllr PR reported on the details of the fighting fund, who have commissioned an initial letter with lawyers Leigh Day to put to Wealden to identify areas that were weak in the application at a cost of £3600, plus looking at weaknesses of the travel report including naming railway stations that don't exist. The problem will be if again officers recommend acceptance and planning committee will accepted as well. They will have to launch a judicial review of that decision – initial costs two stages £20k-£25k, if goes beyond that then £100k. Trying to bring pressure on all WDC Cllrs not just planning committee. May need to commission copy update of travel report subject to ESH report may have to do environmental report. Sewage system is a weakness. Nothing has been done to it for more than 20 years in Uckfield it has been beyond capacity for at least two years. May have to get an expert report/consultant. The travel report would cost in the region of £2000. Generated quite a few private donations from individuals. Need more. Little Horsted have pitched in £2k, Fletching cannot as have neighbourhood plan to fund. What can IPC offer – can match Little Horsted – fighting fund of £10k required. Cllr AK proposed £2k, seconded Cllr TM-C. **Agreed.**

11. Bank reconciliation

To **RESOLVE** to approve the bank reconciliation and corresponding bank statements for IPC.

- **Unanimously approved.**

12. Year to Date Accounts

To **NOTE** the actual v budget expenditure to date

- **Duly noted.**

13. External Auditor Report 2024-2025

To note the External Auditor Report and Notice of Conclusion of Audit.

- **Duly Noted**

14. Symbol of Remembrance

To **CONSIDER** erection of suggested location (next to Parish sign) by The Women in Isfield Group

- Cllr GS – thought it was a good idea. Not trying to transfer the remembrance day from the church to this site. Ask for more details about the item that is to be erected etc. In principle a good idea. **Clerk to action and report back.**

15. Update: Recreation Land Registration

To receive the above from the Clerk

- As noted in the Clerks report. ST3 all signed and corresponding invoices showing proof of maintenance of the land has been sent to the Solicitor. Now in the hands of Land Registry.

16. Update: EV Charge Points

To **RECEIVE** as above from Cllr Cramond.

- Nothing to report as dependent on item 15 above.

17. Reports from Council representatives

To **NOTE** verbal reports from Councillors – e.g. Recreation Ground, Village Hall.

- Cllr AK – getting requests to use the recreation ground more – keen to say yes when children are involved. David and Cllr AK looked at spending money using CIL and S106. David has a tractor and when he decides not to be involved anymore storage will be required for the tractor and maintenance/goal post storage. Cllr SC objected to the size and height of the shed but it needs height for the tractor size of shed 9mx6m. Robin from CRB said it was the correct size. Costs for planning and design etc £13k. Trying to get cost of the shed – but need to have a ball park figure of different sizes. Cllr TM-C thinks it will be too big for the area on the left as you enter the car park. Other alternatives are some shipping containers. Plant a hedge along the post and rail. Potential for the need for an overflow car park. Plan that Robin has drawn does not give a clear idea of what it looks like. Site visit required and mark out the area to show footprint. First IPC need a definite costing and set up a provisional date along with Robin Birchett. Cllr AK to forward a selection of dates to Council. **Cllr AK to action.**
- Order no Dog signs (2) – plastic waterproof with drill holes. **Clerk to action.**

- Kings Portrait – Clerk has received and asked where it should be hung - Agreed to leave in the Hall and advise committee. **Clerk to action.**

18. Notification of meeting/Suggested items for next agenda

To **NOTE** any suggested items for the next meeting.

- Potholes bad on Buckham Hill.

19. Public Bodies (Admissions to Meetings) Act 1960

To **RESOLVE** that in view of the confidential/special nature of the business about to be transacted it is advisable that the press/public be excluded and instructed to withdraw during discussion on the following items: Staffing.

- To note National Pay scale increase backdated to April 2025. Duly noted.

Meeting Closed: 20:55

Date of next meeting: 26th November 2025 – 19:30 Village Hall

- **Clerks Report – 26th November 2025**
- Barclays – Recreation Ground account – Now all signed across to Clerk, Cllr AK and Cllr GS as signatories. Complaint has been upheld for all the issues Barclays caused. £125 offered.
- EDF Energy – Pavilion. Address amended to the Playing Field. Headache in relation to how much electricity had been used. Reading was provided. Complaint put in for compensation against the bank charges incurred for going overdrawn due to EDF increasing the DD. DD has been cancelled and bill is paid on invoice. Awaiting to hear.
- Castle Water meter at playing field – seems to be some doubt that the meter registered with CW and the actual meter are different. Clerk requested a site visit however this will cost IPC money if they discover the meter that they have registered is correct. £280 + fees + VAT. David is investigating initially.
- Internal audit pre done which took place on 19th November.
- Register of Land at the playing field – in progress – spoke with Kate Jackson of Surrey Hill Solicitors that the registration could take up to 9 months to a year. We can try and expedite it by showing we are trying to do something i.e. install EV charging points. Presentation sent across to SHS – awaiting further updates.
- Assertion 10 – As part of the AGAR requirements for March 2026 annual return all members must use a .gov.uk email address. Those members that have not set this up yet please let me know and I can put you in contact with Mark at Narke Design (website administrator). IT policy needs to be adopted (part of the agenda).

List of Correspondence received

From 17th September

2025

	Issued to
1. S Firth – Pavilion hire	Clerk/AK
2. B Still – PF use	Clerk/AK
3. D Windle – Playdale	Clerk
4. B Ashford – Xmas Tree	Clerk/IPC
5. EDF – Billing	Clerk
6. A Stevens – Cancelled WDALC meeting	Clerk/IPC
7. C Pankhurst – Wealden Parish event	Clerk/SC
8. ESALC Conference Agenda etc	Clerk/IPC
9. WDC – various	Clerk/IPC
10. EDF – various	Clerk
11. Castle Water – various	Clerk/AK/DW
12. C Walker – landrover	Clerk
13. Zurich – landrover	Clerk
14. WDC – Xmas tree license	Clerk
15. ESALC – various	Clerk/IPC
16. Easy PC Accounts – system down	Clerk
17. C Walker – landrover	Clerk
18. Cllr Coleman – Crowborough Barracks	Clerk/IPC
19. ES Highways – Christmas Tree License	Clerk/BA
20. B Ashford – Christmas tree	Clerk
21. H Browne – football goals at PF	Clerk/AK/DW
22. D Williams – junior football goals at PF	Clerk/AK
23. Narke Designs - various	Clerk
24. Alan Hawkins – Zurich – PLI claim	Clerk/IPC
25. Castle Water – various pavilion supply	Clerk/AK/DW
26. Wealden Citizens Grant application	Clerk
27. H Browne – junior goals	Clerk/AK/DW
28. ESALC – Keith Stevens	Clerk/IPC
29. ESCC – Contributions Pension Report	Clerk
30. Mark Cooper – PF spraying path	Clerk/AK/DW

31. Mark Cooper – Barcombe – path maintenance costs

Clerk/AK

32.

33.

Isfield Parish Council
October Expenditure

Date	Reference	Supplier / Customer	Description	Receipt	Payment
27/10/2025	252649	East Sussex County Council	Oct Pension		162.81
27/10/2025	252650	A Emery	Salaries Mth 7		506.78
27/10/2025	252651	HMRC	HMRC Mth 7		153.04
27/10/2025	252652	WDALC	WDALC Annual Subs		20.29
27/10/2025	252653	Isfield Village Hall	Hall Hire 17/9 & 24/9		68.00
27/10/2025	252654	Clean Corner	Pav cleaning inv 1394		144.00
27/10/2025	252655	Clean Corner	Pav cleaning inv 1373		144.00
27/10/2025	252657	KPS Contractors Ltd	Tree works playing field		1,260.00
27/10/2025	252658	Narke Design	Domain registration		80.00
27/10/2025	252659	Narke Design	Website hosting and updating		300.00
27/10/2025	252660	A Emery	No dog signs expenses		24.56
27/10/2025	252661	Castle Water	Water Pavilion		267.89
				Total Expenditure	3,131.37

Isfield Parish Council
November Expenditure 2025

Date	Reference	Supplier / Customer	Description	Payment
20/11/2025	252656	Surrey Hill Solicitors	Land registry professional charg	792.00
20/11/2025	252656	Surrey Hill Solicitors	Land registry professional charg	44.00
20/11/2025	252657	Isfield Village Printing	Nov parish newsletter	133.54
20/11/2025	252658	Narke Design	Web updates for Assertion 10 com	50.00
20/11/2025	252659	Clean Corner	Pavilion cleaning	144.00
20/11/2025	252660	Balfour Beatty	Xmas Tree Licence	65.00
20/11/2025	252661	Castle Water	Water charges pavilion to 31.10.	22.88
20/11/2025	252662	Barcombe Landscapes	Playing field grass cutting	1,022.40
20/11/2025	252663	A Emery	Mth 8	506.78
20/11/2025	252664	HMRC	HMRC Mth 8	153.04
20/11/2025	252665	ES Pension Scheme	ES Pension Fund	162.81
Total Expenditure				3,096.45



Isfield Parish Council IT Policy

1. Introduction

Isfield parish council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use Isfield parish council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

Isfield parish council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by Isfield parish council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential Isfield parish council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

Isfield parish council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by Isfield parish council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

Isfield parish council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices and remote Work

Mobile devices provided by Isfield parish council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

Isfield parish council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

13 Training and awareness

Isfield parish council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

14. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

For IT-related enquiries or assistance, users can contact Isfield.

All staff and councillors are responsible for the safety and security of Isfield parish council's IT and email systems. By adhering to this IT and Email Policy, Isfield parish council aims to create a secure and efficient IT environment that supports its mission and goals.

Date: 26th November 2025

Signature: 

Role: Clerk and RFO