



Clerks: Beccy Macklen & Claudine Feltham
PO Box 202, Heathfield, East Sussex, TN21 1BN
t: 01435 515219 e: clerk@buxted-pc.gov.uk w: buxtedparishcouncil.gov.uk

2nd September 2026

The Chairman and Members of the Council,

NOTICE OF MEETING

You are summoned to attend the meeting of Buxted Parish Council to be held on **Tuesday 8th September 2026 in Five Ash Down Village Hall directly following the planning committee meeting.**

The public have a right and are welcome to attend and at the discretion of the Chairman, members of the public may ask questions prior to the commencement of the business proper. Any Police update will be given at this point.

AGENDA

- 1 Apologies for absence
- 2 Declarations of members' interests in respect of items on this agenda
- 3 Minutes of the 8th July 2026 meeting (previously circulated) to be confirmed and signed
- 4 ESCC/WDC report
- 5 **Finance – Audit 2025-26**

Members to receive the audit docs from the external auditor PKF Littlejohn year end 31.03.26 and decide upon any actions required if any.

Members to consider and approve an amount of time for the Notice of Conclusion of Audit to be published – *suggested time of one month which is an extension of time from previously required two weeks.*

- 6 **Finance – Audit 2026-27**

For members to receive the documents: Internal Audit Services for Town and Parish Councils and the engagement letter from Mulberry Local Authority Services Ltd.

Members need to consider the independence and competence of Mulberry Local Authority Services Ltd to ensure that there is an effective internal audit to evaluate the risk management, control and governance process.

Please note the requirement from the Practitioners Guide 2025 (Smaller Authorities Proper Practices Panel): Internal audit - The authority needs to appoint an independent and competent person to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes considering internal auditing guidance for smaller authorities. The internal auditor must be able to demonstrate independence from the authority's financial decision making. The Clerk, RFO or members (or close associates such as family members of those individuals) are not considered independent from the authority's financial decision making. Provision of information - The authority needs to ensure

it has taken all necessary steps to facilitate the work of those conducting the internal audit, including making available all relevant documents and records and supplying any information or explanations required. The internal auditor is expected to inspect all documentation which should be supplied by the authority on request from the auditor.

Members to resolve to approve Mulberry Local Authority Services Ltd to conduct the internal audits for financial year 2026-2027

7 Consideration of Grant Applications for 2027-28 (*list circulated prior to the meeting*)

8 Outstanding matters – For Information Only unless otherwise stated:

- Public footpaths
- Trees
- Road Safety
 - **Speeding in Buxted** – update on VAS sign – consideration of installation quote
- Wealden Local Development Framework – Local Plan
- Property issues:
 - **Buxted Recreation Ground** – update on WDC Sports Infrastructure Grant application
 - **Buxted Recreation Ground** – consideration of quote to re-seed football pitch
 - **Repair works to play equipment in High Hurstwood** – consideration of quote
 - **Nevill Road site** – possible disposal of site – update
 - **BT Box: Tanyards Cottages, Framfield Road** – consideration of traffic management costs
- Communications Matters: Website

9 Correspondence – as listed and subsequently updated and circulated at the meeting

P1 – Sussex 1550 - Celebrating the 1550th Anniversary of Sussex – would Buxted wish to hold a Beacon Lighting Event?

10 Committee meetings – Set date for Finance Committee meeting in November. To include an item on the Buxted Parish Council Grants procedure.

11 Finance: (i) To approve updated payment list for July 2026 (ii) To approve the payment lists for August and September 2026 (iii) To receive the bank reconciliations for July and August 2026 (iv) to receive the RBS reports for July and August 2026: Trial balance, ear marked reserves, summary receipts and payment, cash and investment reconciliation (v) consider Local government services pay agreement 2026/27 (vi) to note the return of the Five Ash Down Village Street Party grant of £350 as the event did not go ahead.

12 Reports on other meetings attended by members

13 Members questions

14 Announcements – a) Chairman of the Council; b) Clerk to the Council

Date of next meeting – Next meeting 13th October 2026 St Marys Church Hall, Buxted



R Macklen, Clerk to the Council

Copy to ESCC Cllr Coleman, WDC Cllr Shaw

DATE RAISED	CASE NO	DESCRIPTION	OPEN/CLOSED RESOLUTION
November 2024	EA007FRAMFIELD	Culvert, Framfield Road, Buxted	ONGOING Collapsed drainage leading to culvert. Reported some time ago.

			Highway advised works need planning and extensive repair. 19/3 – Highways contacted PC to advise Structural Team will contact PC to arrange a site meeting likely to be in April. May – Cllr Furber attended meeting with ESCC/Balfour Beatty. Agreed work from culver to KSV would be carried out. Design for culvert currently being designed. Work to be carried out in next financial year. 10/06 – clerk to ask Highway if any remedial works will take place to stop the road falling away while a design is being drawn up. 17/06/26 – update from Highways. Work will commence on 1st September 2026 20/08 – notification from Highways repairs to culvert will commence on Mon 21/9 – Fri 13/11 with a road closure in place on Framfield Road between the junctions of Limes Lane and Orchard Lane.
17/02/25	CCY000737	Broken away tarmac (50cm) in Framfield Road/Limes Lane outside KSV and bollard fallen over	REOPENED 20/02/25 – ESCC Highways do not consider work is necessary at this time but would continue to monitor – Raise again with Highways. 17/3 – Highway Steward revisited. Road still does not meet criteria, but bollard will be replaced. May – work should be carried out in conjunction with culvert repair works (as above EA007FRAMFIELD) 24/8 – notified by Highways the repairs to the broken tarmac are now NOT included in the works to the culvert.
27/05/26	CCY001221/CWY009219	State of road and Highway verge roadside of High Hurstwood Village Hall Car Park/Field gate	ONGONG Current state of the road and dip in the highway verge to entrances of HHVH car park and field entrance. Cars bottom out entering car park. Cars cannot access the field gate due to drop in land on verge. 27/05 – Highways have instructed Steward to assess. Highway Steward could not find the tree despite the W3W and photo. Steward asked to reassess 11/06/26 – confirmation from Highways repairs will take place Repairs to entrance to Village Hall have taken place.

Ionides Trust Update 8th September 2026 following the parish council meeting:

1. Apologies
2. Declarations of Interest
3. Request from Buxted Surgery owners for two amendments to the current lease – response from leaseholder
4. Consideration of quote to repair play equipment
5. Finances – to receive the bank statements and transaction spreadsheets for the CAF Cash and CAF Gold (Ionides) accounts to 31.7.2026
6. Village Hub - Proposal for concept stage