

Telephone: 07548 528754
Email: clerk@hooe-pc.gov.uk
Website: www.hooe-pc.gov.uk
Date: 7th January 2026

The Red House
Lower St
Ninfield
TN33 9ED

I hereby give notice that you are summoned to attend the Full Parish Council meeting on Monday 12th January 2026 at 7pm at the Village Hall when it is proposed to transact the business stated below.

Signed: J Scarff – Locum Clerk (Proper Officer/RFO) to Hooe Parish Council

Public Attendance

The meeting will be conducted in accordance with Standing Orders and any person attending the meeting must abide by these rules. The Parish Council may choose to exclude a person under section 1(8) of the Public Bodies (Admission to Meetings) Act 1960 if a person fails to meet the standards and comply with the Chairman's requests.

Public Questions

Public participation in matters on the agenda is at the chairman's discretion.

In accordance with Standing Orders 3(e-k), the session will last for no longer than 10 minutes with a person speaking for no longer than 2 minutes.

Any other question should be put in writing to the Clerk and a written response will be provided. Any questions raised for items listed on the agenda that cannot be answered at the Council meeting will be brought forward to the next Council meeting for response.

Close of public participation.

Members of the public are welcome to stay and observe the meeting.

Business To Be Transacted

1. The Chairs welcome to the meeting.
2. To receive reports to note from:
 - i. Parish Councilor's
 - ii. County Councillor – attached to the agenda.
 - iii. District Councillor
 - iv. Saint Oswalds Church
3. To receive apologies and reasons for absence in accordance with the Local Government Act 1972 S85 (1)
 - i. To consider accepting apologies
 - ii. Other absences to note

4. Disclosure of Interests.

In accordance with the Localism Act 2011 and the Parish Council Code of Conduct to receive disclosures by members of personal interests in matters on agenda, the nature of the interest and whether the member regards the interest as prejudicial under the terms of the revised code of members conduct.

- i. Disclosable Pecuniary Interests
- ii. Other Interests (non-pecuniary)
- iii. To consider granting dispensations if requested.

Nb. Any changes to a member's register of interests should be notified to the clerk immediately.

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5. To receive the minutes of the Full Council Meeting held on 10th November 2025 to be considered for approval as a true record and signed by the chair.
6. Public Exclusion: in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the business to be transacted
7. To hear a proposal to consider land known as The Bogs as a local Nature Reserve and agree any actions required.
8. To consider opening a CCLA account with the Public Sector Fund and agree any actions required.
9. To consider work required to an oak tree at The Bogs and agree any action required.
10. To consider the following financial matters.
 - i. To receive the statement of accounts to 30 December 2025 for noting
 - ii. The bank reconciliation and corresponding bank statement to 30 December 2025 for noting.
 - iii. Payments to be made in January for invoices received for authorization.
 - iv. To receive draft budget details for the year ending March 2027 for discussion and agreement.
 - v. To agree the precept demand to be submitted to WDC for the year ending March 2027.
 - vi. To review the EMR's and agree any actions required.
11. To consider use of Dunks Field and agree any actions required.
12. To note the date of the next meeting is 9th February 2026, 7pm at Hooe Village Hall.

Agenda circulation to all councillors.

In accordance with The Data Protection Act 2018 all attendees of the meeting are hereby notified that the meeting will be recorded as an aide memoire for the clerk when compiling the minutes. The recordings are held securely and are deleted after the resolution that the minutes are a true and correct record. Members of the public should be aware that being present at a meeting of the Council or one of its committees or sub-committees will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present. A person or persons recording the parish meeting are reminded that the "Public Session" period may not be part of the formal meeting and that they should take legal advice for themselves as to their rights to make any recording during that period.

Hooe Parish Council

Bank - Cash and Investment Reconciliation as at 31 December 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

31/12/2025	Unity Trust Bank	62,694.55
31/12/2025	Unity Trust Bank Savings	54,438.18

117,132.73

Receipts not on Bank Statement

0.00

Closing Balance

117,132.73

All Cash & Bank Accounts

5	Unity Trust Bank Current	62,694.55
6	Unity Trust Savings	54,438.18
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	117,132.73

Bank Reconciliation up to 31/12/2025 for Cashbook No 5 - Unity Trust Bank

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
01/12/2025	DD	54.26		54.26		R <input type="checkbox"/>	VALDA ENERGY
01/12/2025			665.00	665.00		R <input type="checkbox"/>	Receipt(s) Banked
01/12/2025			135.00	135.00		R <input type="checkbox"/>	Receipt(s) Banked
08/12/2025	BACS	264.30		264.30		R <input type="checkbox"/>	MULBERRY & CO AUDITORS
08/12/2025	DD	47.00		47.00		R <input type="checkbox"/>	Information Commissioners Offi
08/12/2025	BACS	1,092.90		1,092.90		R <input type="checkbox"/>	Locum Clerk
08/12/2025	BACS	183.54		183.54		R <input type="checkbox"/>	A. LOYD
08/12/2025			475.00	475.00		R <input type="checkbox"/>	Receipt(s) Banked
10/12/2025	DD	3.00		3.00		R <input type="checkbox"/>	LLOYDS BANK
12/12/2025	SO	65.52		65.52		R <input type="checkbox"/>	UNISERVE LTD
22/12/2025	DD	67.20		67.20		R <input type="checkbox"/>	EVERFLOW
29/12/2025	DD	27.81		27.81		R <input type="checkbox"/>	BRITISH GAS
29/12/2025	DD	163.71		163.71		R <input type="checkbox"/>	VALDA ENERGY
31/12/2025	DDR	7.35		7.35		R <input type="checkbox"/>	UNITY TRUST BANK
		<u>1,976.59</u>	<u>1,275.00</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/12/2025
for Cashbook 5 - Unity Trust Bank**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bank	31/12/2025		62,694.55
			<u>62,694.55</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			62,694.55
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			62,694.55
		Balance per Cash Book is :-	62,694.55
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation up to 31/12/2025 for Cashbook No 6 - Unity Trust Savings

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
30/09/2025	DDR	305.31		305.31		R <input checked="" type="checkbox"/>	UNITY TRUST BANK
30/09/2025	DDR	-305.31		-305.31		R <input checked="" type="checkbox"/>	UNITY TRUST BANK
31/12/2025			298.36	298.36		R <input checked="" type="checkbox"/>	Receipt(s) Banked
31/12/2025			305.31	305.31		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>603.67</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/12/2025
for Cashbook 6 - Unity Trust Savings**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Trust Bank Savings	31/12/2025		54,438.18
			<hr/> 54,438.18
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			54,438.18
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			54,438.18
		Balance per Cash Book is :-	54,438.18
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Annual Budget - By Centre

Note: Annual Budget Report 2026 27 draft 2

		<u>Last Year yr end March</u>		<u>Current Year yr end March 2026</u>				<u>Budget year 2026 27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
100	<u>Income</u>									
1076	Precept	0	34,983	45,714	45,714	45,714	0	44,700	0	0
1080	Bank Interest	1,650	2,217	1,575	377	900	0	900	0	0
	Total Income	1,650	37,200	47,289	46,091	46,614	0	45,600	0	0
	Movement to/(from) Gen Reserve	1,650	37,200	47,289	46,091	46,614		45,600		
200	<u>Administration</u>									
1081	Bank Charges DO NOT USE	114	125	0	0	0	0	0	0	0
4000	Clerks Salary	12,153	12,189	12,751	2,552	5,000	0	14,000	0	0
4001	Clerks Contingency Hours	1,551	1,489	1,784	0	0	0	0	0	0
4010	HMRC	3,461	4,457	5,133	1,263	3,000	0	5,500	0	0
4011	HMRC Contingency EE/ER	1,045	459	1,065	0	0	0	0	0	0
4020	Pension Contracted ER	0	0	0	0	500	0	1,500	0	0
4060	Office Allowance	720	737	780	0	0	0	517	0	0
4080	Stationery / Office Supplies	750	1,679	300	0	0	0	0	0	0
4081	Mobile phone	305	288	108	13	0	0	72	0	0
4082	Office Expenses	0	0	200	498	0	0	300	0	0
4084	Council Meetings Hire Costs	0	0	500	0	0	0	0	0	0
4085	Office Expenses	0	0	0	787	787	0	0	0	0
4089	Software	0	0	0	476	730	0	600	0	0
4090	Subscriptions	774	862	882	541	541	0	275	0	0
4100	IT Support	1,581	1,473	1,605	451	650	0	200	0	0
4105	WEB DO NOT USE	0	0	0	249	249	0	249	0	0
4110	Professional Services	0	0	2,000	4,946	6,500	0	1,500	0	0

Continued on next page

Annual Budget - By Centre

Note: Annual Budget Report 2026 27 draft 2

		<u>Last Year yr end March</u>		<u>Current Year yr end March 2026</u>				<u>Budget year 2026 27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4111	Other Professional Services	620	914	200	238	238	0	0	0	0
4120	Insurance	1,500	1,211	1,800	2,575	2,575	0	3,000	0	0
4130	Clerks Training	400	395	400	0	400	0	400	0	0
4140	Councillor Training	400	363	300	0	300	0	300	0	0
4150	Section 137 Payments	200	154	500	0	150	0	150	0	0
4160	Grants & Donations	300	253	0	0	0	0	0	0	0
4175	amalgamated to 4110	2,000	11,855	0	0	0	0	0	0	0
4180	Auditors Services	900	852	1,000	550	815	0	850	0	0
4185	Land Surveyor	0	6,875	1,000	0	0	0	0	0	0
4190	Payroll DO NOT USE	210	152	0	0	0	0	0	0	0
4191	Bank Charges	0	0	216	68	140	0	120	0	0
4200	Contingency	0	0	0	3	3	0	0	0	0
4400	Parish Events	56	51	200	0	200	0	300	0	0
	Overhead Expenditure	29,040	46,833	32,724	15,210	22,778	0	29,833	0	0
6000	plus Transfer from EMR	0	13,541	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(29,040)	(33,291)	(32,724)	(15,210)	(22,778)		(29,833)		
300	<u>Amenity</u>									
4300	Grass & Hedge Cutting	0	0	0	945	945	0	1,000	0	0
4335	Repairs & Maintenance	0	0	0	420	420	0	420	0	0
	Overhead Expenditure	0	0	0	1,365	1,365	0	1,420	0	0
	Movement to/(from) Gen Reserve	0	0	0	(1,365)	(1,365)		(1,420)		
310	<u>Village Hall</u>									

Continued on next page

Annual Budget - By Centre

Note: Annual Budget Report 2026 27 draft 2

		<u>Last Year yr end March</u>		<u>Current Year yr end March 2026</u>				<u>Budget year 2026 27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1400	Village Hall Hire Income	1,580	1,969	1,710	610	1,000	0	1,500	0	0
1401	Village Hall Water Rebate	0	34	0	0	0	0	0	0	0
	Total Income	1,580	2,003	1,710	610	1,000	0	1,500	0	0
4084	Council Meetings Hire Costs	420	330	0	0	0	0	0	0	0
4111	Other Professional Services	0	0	0	150	150	0	0	0	0
4330	Infrastructure Maintenance	1,500	1,587	1,500	0	1,500	0	1,500	0	0
4340	Water Rates	210	216	339	39	339	0	500	0	0
4350	Electricity	700	1,358	985	143	985	0	900	0	0
4360	Building Cleaning	200	3	200	0	200	0	2,000	0	0
	Overhead Expenditure	3,030	3,495	3,024	332	3,174	0	4,900	0	0
	310 Net Income over Expenditure	-1,450	-1,492	-1,314	278	-2,174	0	-3,400	0	0
6000	plus Transfer from EMR	0	950	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(1,450)	(541)	(1,314)	278	(2,174)		(3,400)		
320	<u>Pavilion / Recreation Grounds</u>									
1500	R / Ground Pitch Hire Income	1,440	2,670	1,150	135	1,900	0	1,500	0	0
1505	R / Ground Event Hire Income	800	1,050	450	450	450	0	500	0	0
1506	Grass Cutting Income	0	395	0	0	0	0	0	0	0
	Total Income	2,240	4,115	1,600	585	2,350	0	2,000	0	0
4111	Other Professional Services	0	0	0	150	150	0	0	0	0
4300	Grass & Hedge Cutting	4,280	4,125	4,035	1,795	4,000	0	4,000	0	0
4320	Dog / Litter Bin Emptying	867	842	878	440	890	0	900	0	0

Continued on next page

Annual Budget - By Centre

Note: Annual Budget Report 2026 27 draft 2

		<u>Last Year yr end March</u>		<u>Current Year yr end March 2026</u>				<u>Budget year 2026 27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4330	Infrastructure Maintenance	1,700	1,408	1,700	0	1,700	0	1,700	0	0
4340	Water Rates	250	309	240	0	0	0	350	0	0
4350	Electricity	600	347	279	156	279	0	350	0	0
4360	Building Cleaning	100	23	200	0	0	0	800	0	0
	Overhead Expenditure	7,797	7,053	7,332	2,541	7,019	0	8,100	0	0
	Movement to/(from) Gen Reserve	(5,557)	(2,938)	(5,732)	(1,956)	(4,669)		(6,100)		
330	Allotments									
1300	Allotment Plot Hire Income	280	696	495	60	495	0	550	0	0
1301	Allotment Water Income	0	51	0	0	0	0	0	0	0
1303	Water Income - Parish Farm	0	296	570	0	570	0	600	0	0
1304	Water Income -Tenant Field	0	307	0	0	0	0	0	0	0
	Total Income	280	1,349	1,065	60	1,065	0	1,150	0	0
4300	Grass & Hedge Cutting	1,040	1,040	1,040	960	1,400	0	1,200	0	0
4330	Infrastructure Maintenance	780	1,529	500	0	500	0	500	0	0
4340	Water Rates	200	763	820	115	350	0	820	0	0
4391	Allotment Deposit Returns	0	150	0	0	0	0	0	0	0
	Overhead Expenditure	2,020	3,482	2,360	1,075	2,250	0	2,520	0	0
	330 Net Income over Expenditure	-1,740	-2,134	-1,295	-1,015	-1,185	0	-1,370	0	0
6000	plus Transfer from EMR	0	150	0	0	0	0	0	0	0
6001	less Transfer to EMR	0	200	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(1,740)	(2,184)	(1,295)	(1,015)	(1,185)		(1,370)		

Continued on next page

Annual Budget - By Centre

Note: Annual Budget Report 2026 27 draft 2

		<u>Last Year yr end March</u>		<u>Current Year yr end March 2026</u>				<u>Budget year 2026 27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
340	<u>Jubilee Woods</u>									
4300	Grass & Hedge Cutting	975	725	1,040	0	1,000	0	1,000	0	0
	Overhead Expenditure	975	725	1,040	0	1,000	0	1,000	0	0
	Movement to/(from) Gen Reserve	(975)	(725)	(1,040)	0	(1,000)		(1,000)		
345	<u>Parish Land</u>									
1200	Parish Land Rental Income	579	48,422	0	0	0	0	0	0	0
1201	Tenants Insurance Income	0	1,056	488	0	0	0	500	0	0
4122	Tenants Insurance Income	0	0	1,108	0	0	0	1,300	0	0
	Total Income	579	49,478	1,596	0	0	0	1,800	0	0
4121	Landlords Insurance	0	1,055	1,108	0	0	0	1,300	0	0
4300	Grass & Hedge Cutting	1,800	1,860	1,980	0	0	0	2,000	0	0
4302	Village Planting	300	127	200	0	200	0	200	0	0
4310	Tree Works	250	0	250	0	250	0	250	0	0
4330	Infrastructure Maintenance	500	1,231	600	0	600	0	600	0	0
	Overhead Expenditure	2,850	4,273	4,138	0	1,050	0	4,350	0	0
	345 Net Income over Expenditure	-2,271	45,205	-2,542	0	-1,050	0	-2,550	0	0
6000	plus Transfer from EMR	0	1,000	0	0	0	0	0	0	0
6001	less Transfer to EMR	0	47,934	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(2,271)	(1,729)	(2,542)	0	(1,050)		(2,550)		
999	<u>VAT Data</u>									

Continued on next page

Annual Budget - By Centre

Note: Annual Budget Report 2026 27 draft 2

		<u>Last Year yr end March</u>		<u>Current Year yr end March 2026</u>				<u>Budget year 2026 27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
115	VAT on Receipts	0	6,737	0	1,412	0	0	0	0	0
	Total Income	0	6,737	0	1,412	0	0	0	0	0
515	VAT on Payments	0	7,215	0	1,430	0	0	0	0	0
	Overhead Expenditure	0	7,215	0	1,430	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	(477)	0	(18)	0		0		
	Total Budget Income	6,329	100,882	53,260	48,758	51,029	0	52,050	0	0
	Expenditure	45,712	73,075	50,618	21,953	38,636	0	52,123	0	0
	Net Income over Expenditure	<u>-39,383</u>	<u>27,807</u>	<u>2,642</u>	<u>26,806</u>	<u>12,393</u>	<u>0</u>	<u>-73</u>	<u>0</u>	<u>0</u>
	plus Transfer from EMR	0	15,641	0	0	0	0	0	0	0
	less Transfer to EMR	0	48,134	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(39,383)</u>	<u>(4,686)</u>	<u>2,642</u>	<u>26,806</u>	<u>12,393</u>		<u>(73)</u>		

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4000	Clerks Salary	200	Administration	Locum paid through prof services. 2026 27 based on clerk 12 hrs per week @ £22.20
4001	Clerks Contingency Hours	200	Administration	virement money to professional services budget
4011	HMRC Contingency EE/ER	200	Administration	virement to professional services budget
4020	Pension Contracted ER	200	Administration	Added for new clerk LGPC
4089	Software	200	Administration	2026 27 =Easyspace web hosting + SSL, ESET Internet security, Microsoft 365, Parish Online, Rialtas
4090	Subscriptions	200	Administration	Last year included Software Invoices. Rectified for 2026 27
4110	Professional Services	200	Administration	budget from 4175 Virement from clerk salary TBA
4111	Other Professional Services	200	Administration	USE 4110
4150	Section 137 Payments	200	Administration	reduced as discussed
4175	amalgamated to 4110	200	Administration	Budget added to 4110 to amalgamate nominals
4180	Auditors Services	200	Administration	2 internal audits and 1 external audit.
4190	Payroll DO NOT USE	200	Administration	USE 4110
4400	Parish Events	200	Administration	Move TY Budget to newlycreated EMR.
4300	Grass & Hedge Cutting	300	Amenity	G Pont
4335	Repairs & Maintenance	300	Amenity	G&LAdams
1400	Village Hall Hire Income	310	Village Hall	Hooe Motor club no longer using
4111	Other Professional Services	310	Village Hall	Desktop reinstatement costs
4330	Infrastructure Maintenance	310	Village Hall	Move to EMR
1500	R / Ground Pitch Hire Income	320	Pavilion / Recreation Grounds	£1365 invoiced + FBall rest of season to come
4111	Other Professional Services	320	Pavilion / Recreation Grounds	Desktop Reinstatement cost of pavilion
4330	Infrastructure Maintenance	320	Pavilion / Recreation Grounds	To go to EMR?
1303	Water Income - Parish Farm	330	Allotments	I think this is the wrong cost centre
4330	Infrastructure Maintenance	330	Allotments	Should this go to EMR