Hooe Parish Council

Telephone: 07548528754

Email: clerk@hooe-pc.gov.uk

Website: www.hooe-pc.gov.uk

Minutes of the Full Council Meeting of 20th April 2026

Attendees: Cllrs Carey (DC), Manlow (JM), Siddall-Ward (NSW), Loyd (AL) Chair, Fuller (JF)

In attendance: Jackie Scarff – Clerk (Proper Officer/RFO)
Approx 11 members of the public (MOP)

Public Questions - The chair reminded MOP's that questions were welcomed for items on the agenda.
There were no questions or comments

End of Public Participation.

Business Transacted.

1. **The Chairs welcome to the meeting.**
   The Chair welcomed everyone to the meeting.

2. **To receive reports to note from:**
   a. **Parish Councillor's -** no reports
   b. **County Councillor-** no report due to the council being in purdah.
      District Councillor – no report
   c. **Saint Oswalds Church –** No report

3. **To receive apologies and reasons for absence in accordance with the Local Government Act 1972 S85 (1)**
   Apologies received from Cllrs Thorp & Crittell for business reasons.
   I. To consider accepting apologies
      Resolved: Apologies were accepted.
   II. Other absences to note.
      None

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) – NSW highlighted that the applicants for item 7 are her neighbours.

   To consider granting dispensations if requested – not required.

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

5. **To receive the minutes of the Full Council Meeting held on 9th March 2026 to be considered for approval as a true record and signed by the chair.**
   Motion proposed JM, Seconded AL, all agreed.
   Resolved: The minutes of the full council meeting of 9th March 2026 were agreed and signed as a true record.

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.**
   There was no requirement for this motion.

7. **To consider a response to Wealden District Council for the following planning application**
   WD/2026/0614/F
   The Foundry, Denbigh Road, Hooe Common, Hooe, TN33 9EU
   Proposed side extension and associated alterations including garage conversion

   The chair outlined the application and explained proposed changes the Cllrs agreed they had no objection to this application.
   Resolved: The Cllrs had no objection

8. To ratify the response by delegated powers for planning application
   WD/2026/0433/F
   Broadgreen Farm, Broad Street Green, Hooe, TN33 9HN
   Proposed change of use of the land for siting in a temporary mobile home

   The Cllrs discussed the application. AL proposed that the council submit a comment that they have no objection providing temporary permission is given for no longer than two years. JM seconded.
   Resolved: the motion was passed 3 Cllrs for and 2 Cllrs against.

9. **To consider getting quotes for a cleaner for the village hall and the pavilion.**
   Resolved: the Cllrs agreed that the clerk should obtain quotes for an initial deep clean and an ongoing maintenance clean.

10. **To consider the required actions for the toilet doors at the pavilion and the back door at the village hall.**
    Resolved: The clerk is to engage a carpenter to repair the frames, fit and paint the doors at the pavilion and have the back door at the village hall repaired once the doors for the pavilion have been made.

11. **To agree a closing date for expressions of interest in Dunks Field.**
    Resolved: It was agreed that the expressions of interest would close on 31st May 2026 and be brought to the June meeting.

12. **To review the arrangements for the Annual Parish Meeting.**
    Resolved: The Annual Parish Meeting will take place Thursday 14th May 20206 7pm.

13. **To consider a request for use of the Green for a Hooe Open Gardens event on the weekend of June 13th and 14th June and agree any actions required.**
    Resolved: The council agreed to the use free of charge subject to receiving the groups public liability insurance and risk assessment for the event.

14. To consider the adoption of the following policies:
    The Data Audit policy and risk assessment
    Resolved: The policy be adopted.

15. **To consider the following financial matters.**

    i. **To receive the statement of accounts to** 31 March 2026 **for noting**

    The Accounts to 31 March 2026 were published in advance and were noted showing £111,860.64 in all accounts.

    ii. **The bank reconciliation and corresponding bank statement to** 31 March 2026 **for noting.**
    The bank reconciliations were published in advance and were noted.

    iii. **To note the payments made during** March 2026.
    The payments were noted and signed by the chair.

iv. To agree payments to be made for invoices received in April.
Resolved: the payments were agreed as presented.

v. To receive the year end budget v actuals
The report was noted.

vi. To receive a report summarising the performance v budget.
The report was noted.

vii. To Consider agreeing the recommendations in the performance report.
Resolved it was agreed that the recommendations made in the report should be actioned.

16. To note the date of the Annual Meeting of the Parish Council 11th May 2026, 7pm at Hooe Village Hall

HOOE PARISH COUNCIL

Finance Report

Year Ended 31 March 2026 | Prepared: 18 April 2026

1. Executive Summary

The Council closes the 2025/26 financial year with total receipts of £51,768 represent 97.2% of the budgeted £53,260, and total expenditure of £30,493 is 60.2% of the £50,618 budget. The resulting net movement to General Reserve is £21,275.

TOTAL INCOME	TOTAL EXPENDITURE	TO GENERAL RESERVE
£51,768	**£30,493**	**£21,275**
97.2% of budget	60.2% of budget	vs budget £2,642

2. Financial Summary by Cost Centre

The table below summarises income and expenditure against budget for each cost centre. RAG status is assessed on the basis of material variances and risk to the Council's financial position.

Cost Centre	Budget £	Actual £	Variance £	% Spent
INCOME				
Precept	45,714	45,714	0	100.0%
Bank Interest	1,575	1,261	(314)	80.1%
Village Hall Hire	1,710	870	(840)	50.9%
Recreation Ground Income	1,600	1,960	360	122.5%
Allotment Income	1,065	551	(514)	51.7%
Parish Land Income	1,596	0	(1,596)	0.0%
TOTAL INCOME	**53,260**	**51,768**	**(1,492)**	**97.2%**
EXPENDITURE				
Administration	32,724	19,545	13,179	59.7%
Amenity (unbudgeted)	0	2,755	(2,755)	n/a
Village Hall	3,024	1,267	1,757	41.9%
Pavilion / Recreation Grounds	7,332	3,985	3,347	54.4%
Allotments	2,360	1,075	1,285	45.6%
Jubilee Woods	1,040	0	1,040	0.0%
Parish Land	4,138	159	3,979	3.8%
TOTAL EXPENDITURE	**50,618**	**30,493**	**20,125**	**60.2%**
NET MOVEMENT TO GENERAL RESERVE	**2,642**	**21,275**	**18,633**	

3. Income Analysis

3.1 Precept

The full annual precept of £45,714 has been received in full.

3.2 Bank Interest

Interest of £1,261 has been received against a budget of £1,575 (80.1%).

3.3 Village Hall Hire

Income of £870 represents just 50.9% of the £1,710 budget.

3.4 Recreation Ground

Pitch hire income of £1,960 exceeds the budget of £1,600 by £360 (122.5%), This is despite the poor weather through the winter and reflective of having a second team using the ground.

3.5 Allotments

Allotment income of £551 is at 51.7% of budget (£1,065).

4. Expenditure Analysis

4.1 Administration — Overall

Administration spend of £19,545 is 59.7% of the £32,724 budget. The headline underspend is largely driven by very low salary and HMRC costs (see section 4.2). However, this masks a number of significant budget overspends which are detailed below.

4.2 Clerk Salary and HMRC

The Clerk's salary (4000) shows expenditure of £2,552 against a budget of £12,751 — only 20% of the annual budget. HMRC costs (4010) similarly reflect just 24.6% of budget. This reflects the departure of the previous clerk. Clerking arrangements for the rest of the financial year were paid to a locum clerk on invoice.

4.3 Professional Services — Major Overspend

Professional Services - Actual spend of £8,687 against a budget of £2,000 represents an overspend of £6,687, or 434% of budget. This is due to the clerking arrangements being paid by invoice.

4.4 Insurance

Insurance (4120) has cost £2,575 against a budget of £1,800, a 43% overspend and reflects the cost of insurance rising.

4.5 Office Expenses and Software

Office expenses are split across two codes — 4082 (£498 actual, £200 budget) and 4085 (£787 actual, nil budget). Combined actual spend is £1,285 against a budget of £200.

4.6 Misposted Expenditure — Code 4105

A transaction of £249 has been posted to code 4105 (WEB — DO NOT USE). Has been journaled to subscriptions to correct the nominal.

4.7 Amenity — Unbudgeted Spend

Cost centre 300 (Amenity) has incurred spend of £2,755 — comprising grass and hedge cutting (£2,070), repairs and maintenance (£420), and water rates (£265) — against a zero budget The budget was split across named amenities. Invoices will need to be written in greater detail in order to split the costs.

4.8 Recreation Ground — Water Rates

Water rates at the Recreation Ground (4340) are £772 against a budget of £240, an overspend of 221%.

4.9 Jubilee Woods

No expenditure has been incurred against the £1,040 Jubilee Woods budget (grass and hedge cutting).

5. General Reserve Movement

The net movement to General Reserve for 2025/26 is £21,275, against a budgeted movement of £2,642. The positive variance of £18,633 is primarily attributable to the significant underspend on staff costs, which is unlikely to be repeated in 2026/27 if the staffing position is normalised.

6. VAT

The VAT reclaim will be submitted to HMRC promptly when year-end figures are signed off.

7. Recommendations

The following recommendations are presented to the Council for resolution.

The underspend this year is £21,275 with General Reserves just over 50% of precept.

I recommend that the underspend is moved to newly created EMR’s (for example)

Repairs and Maintenance

Trees

Elections

8. Conclusion

Hooe Parish Council ends 2025/26 with a significantly better cash outcome than budgeted, principally due to an underspend on staffing.