



Sedlescombe Parish Council

To: All Parish Councillors

You are hereby summoned to attend the Annual General Meeting of the Parish Council
on Wednesday 11th May 2022 at 19:00 CR2.

Council Meeting Agenda

Signed: Jackie Scarff

Clerk to Sedlescombe Parish Council

02/05/2022

075 310 654 69 / clerk@sedlescombe.org.uk

Item	Agenda Item (C22.)	
1	The Vice Chairman to take the chair and announce first business to be the election of Chairman of the council for the year.	
2	The Chairman to read and sign the declaration of acceptance of office.	
3	The Chairman to take the chair and announce the election of Vice Chairman of the council for the year.	
4	The Vice Chairman to read and sign the declaration of acceptance of office.	
5	To receive and accept Apologies (LGA 1972 s85)	
6	Interests in accordance with the Localism Act 2011 and the Council's Code of Conduct To receive councillors' declarations of interest regarding matters on the agenda and consider any written requests for dispensation as a result. Any changes to register of interests should be notified to the clerk.	
7	To receive the minutes of the previous meeting held on 12 th April 2022, to approve these minutes and authorise the chairman to sign them as a correct record.	
8	In accordance with the Standing orders to receive for adoption the updated Standing orders, Financial Regulations and Risk assessment.	
9	To receive for approval the council's scheme of delegation.	
10	To agree the arrangements for insurance in respect of all insurable risks.	
11	To consider nominations to existing committees. Membership agreed at the meeting will include the Chairman and Vice-Chairman being ex-officio members of each Committee: Finance Executive Committee Planning Executive Committee. Sedlescombe Sports Pavilion Executive Committee Red Barn Field Working Group STAG Any other Executive or Advisory Committee that the Parish Council agrees should be constituted for the coming year. To consider nominations to represent the Parish Council on outside bodies RALC ESALC Sedlescombe Village Hall Any other bodies that the Parish Council agrees they should have representation on.	
12	To delegate to the relevant committees, a review of their terms of references.	
13	To determine the time and place of the meeting of the Council including the next annual meeting of the council.	
14	To receive any questions on reports from the District or County Councillors	
15	Public participation session re matters on the Agenda at the Chairman's discretion.	
16	If the committee wishes to exclude the public for a particular agenda item, the following resolution must be passed: 'That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.'	

17	Sedlescombe Sports Pavilion To receive an update and agree any actions required.	PA
18	Highway Matters To receive an update from STAG and associated groups and agree any actions required.	DC
19	Riverside Playground To receive an update on the playground project and agree any actions required.	BC
20	To review previous resolutions and agree any actions required	
21	Finance and Audit 1 To receive the monthly statement of accounts to 30 th April 2021 2 To receive the bank reconciliation to 30 th April 2021 3 To present for approval the payments for the month. 4 To receive the report from the internal auditor and agree any actions required. 5 To consider for approval the annual governance statement 6 To consider for approval the accounting statement for the year ended 31 st March 2022 in the Annual Governance and Accountability return 7 To confirm the arranged direct debits and bank standing order payments.	
22	To consider a response to the following surveys High Weald AONB Management Plan Survey NALC Sector Finance Survey 2022	
23	Planning: To consider the following planning applications received and resolve to submit comments where appropriate. The Croft, 'Aurora', Hurst Lane, Sedlescombe Construction of a dwelling house and associated landscape and access works. RR/2020/2116/P Appeal Reference: APP/U1430/W/21/3285183 / 2788 Appeal Start Date: 20 April 2022 RR/2022/840/P Land at Beech Farm, Hawkhurst Road, Sedlescombe TN33 0QS Demolition of storage building and roadway. Construction of carbon negative live work unit, parking and restricted curtilage. Addition of landscape and biodiversity enhancements to the wider site and new access to the B2244. Stopping up of access to the northern boundary of the site. RR/2022/826/P & RR/2022/827/L Barnes Farm, Poppinghole Lane, Sedlescombe TN32 5BN Erection of single storey extension.	
24	To discuss the removal of the Openreach pole on the green and agree any actions required.	
25	Reports, Correspondence, Questions and Future agenda items not requiring decisions.	

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 (s) recording the parish council 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 session.

Briefing Note for May Agenda

Item 10 To agree the arrangements for insurance in respect of all insurable risks.

The Parish Council insurance is currently with BHIB and due for renewal 1st October 2023. The clerk will obtain 3 quotes to present to the council. The internal auditor was satisfied with the current arrangements. Due to the increase in reserves and impending payment from RDC for the 1st half of the precept it was necessary to increase the fidelity insurance. I can confirm that this has been done and was FOC.

Item 13 To determine the time and place of the meeting of the Council including the next annual meeting of the council.

The meetings should continue in CR2 at Sedlescombe Village Hall. Following the agreement at the April meeting to change the structure of meetings for the forthcoming year. The schedule of full council meetings will be as follows:

19th July 2022, 18th October 2022, 20th December 2022, 17th January 2023, 21st March 2023, 9th May 2023 (The annual parish Council meeting following the elections). 17th May 2023 AA.

FYI Finance Executive Meetings will be

21st June 2022, 20th September 2022, 22nd November 2022, 21st February 2023, 18th April 2023

Item 20 To review previous resolutions and agree any actions required

Openreach Pole has an agenda item

EVT MUGA – site visit has been organised for Friday 13th May

Application for Highways assessment will be covered in item 18

To switch website services, Uniserve will take over hosting as the Xreflow hosting runs out in June and will be working on website improvements.

Item 21, 7 Finance and Audit: To confirm the arranged direct debits and bank standing order payments.

The council has the following Direct Debits set up which I would like approval to continue for the forthcoming year.

Utility Warehouse – Utilities for the Sports Pavilion.

I would like to propose that direct debits are set up for

Eslip Payroll services for their monthly fee £17.96.

HMRC quarterly PAYE

The council has the following Standing order

Clerk salary

In addition, I would like to propose that a standing order for Uniserve for the monthly provision of Microsoft office and emails £52.32.

Item 24, To discuss the removal of the Openreach pole on the green and agree any actions required.

Jonathan and I met with a representative from Openreach and their contractor Kellys (who installed the pole) last week. They had been in contact with the residents affected (some of whom joined the meeting). Various options were discussed in terms of how to connect the service to the house and an agreement was reached.

The connection requires bringing the wires underground across the road and village green. In order to do this Openreach would need to agree a Wayleave agreement (an agreement, by licence that the network provider can access the land and install and maintain the services) with the Parish Council if the council agrees tonight.

Item 25 Correspondence

The council has received a request to fill in the High Weald AONB Management Plan Survey. The survey needs to be completed by 30th June 2022.

The NALC Funding task and finish group met and agreed to gather views / experiences from member councils of all sizes regarding their finances and direct funding.

The survey is a snapshot survey and will close promptly **at 11:45 p.m. on 17/5**

If the council are happy to respond I could suggest a response to be agreed ahead of the deadline.

