



Sedlescombe Parish Council

To: All Parish Councillors

You are hereby summoned to attend the Meeting of the Parish Council on Tuesday 21st October 2025 at Sedlescombe Village Hall, CR2 at 18:30 when it is proposed to transact the following business.

Signed: *Jackie Scarff*
Clerk to Sedlescombe Parish Council
07531 065469 / clerk@sedlescombe.org.uk

Public participation session re matters on the Agenda at the Chairman's discretion.

End of public participation.

Council Meeting Agenda

Item	Agenda Item (C25.)	
47	<ul style="list-style-type: none"> i. To receive apologies & reasons for absence (LGA 1972 s85 (1)) ii. To consider accepting apologies & reasons for absence iii. To agree a motion that in accordance with S85(1) of the Local Government Act 1972, Council approves the absence of Councillor Pauline Glew from meetings of the Council for a period of up to six months on the grounds of ill health. 	
48	<p>Interests in accordance with the Localism Act 2011 and the Parish Council Code of Conduct.</p> <ul style="list-style-type: none"> i To receive councillors' declarations of interest regarding matters on the agenda and consider any written requests for dispensation as a result. <ul style="list-style-type: none"> Pecuniary Interests Other Interests (Non-Pecuniary) ii To grant any requests for dispensation as appropriate. <p>Reminder any changes to register of interests should be notified to the clerk immediately.</p>	
49	To receive questions from members on reports from the District and County Councillors.	
50	To consider the minutes of the full council meeting 15 th July 2025 for confirmation and signing as a true record.	
51	<p>If the committee wishes to exclude the public for a particular agenda item, the following resolution must be passed:</p> <p>'That under the Public Bodies (Admission to Meetings) Act 1960 S1(2), 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.'</p>	
52	To hear an update on the traffic calming project and agree any actions required.	
53	To hear an update on the devolution of Sedlescombe toilet block and carpark agree any actions required.	
54	To consider for adoption the following reviewed policies and procedures. The Councils Complaints Policy and Procedure.	

	Wildlife, Biodiversity and Environment Policy. Disciplinary Policy Grievance Procedure. Councillors Statement of Assurance IT Policy	
55	To consider for adoption the Sedlescombe Parish Council Action Plan	
56	To consider passing a resolution to agree that Sedlescombe Parish Council meets the criteria for the NALC Local Council Award Scheme – Bronze Award.	
57	To present the current outstanding resolutions and agree any actions required.	
58	To discuss the Sedlescombe Neighbourhood Plan update To consider constituting a Neighbourhood Plan Committee and agreeing membership. To agree a date for the first meeting.	
59	Finance and Audit i) To receive the monthly statement of accounts to 30 th September 2025 for noting ii) To receive the bank reconciliations to 30 th September 2025 for noting iii) To receive a list of payments falling due to be approved. iv) To receive the draft budget as agreed by the Finance and General Purposes Executive Committee for discussion and agree any actions required. v) To receive the councils EMR's for noting. vi) To receive the draft Council action plan for discuss and adoption.	
60	To discuss the proposal to update the Sedlescombe Neighbourhood plan and agree any actions required.	
61	Reports, Correspondence, Questions and Future agenda items not requiring decisions. i) Red Barn Field ii) Sedlescombe Jobs Network iii) Any other reports	
62	Date of next meeting. To note the date of the next meeting is the Annual meeting of the Full Council on Tuesday 18th November 2025 at 6.30pm CR2	

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.

Sedlecombe Parish Council

Bank - Cash and Investment Reconciliation as at 30 September 2025

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2025	West Brom Savings Account	23,395.87
30/09/2025	Lloyds	87.25
30/09/2025	Unity Trust	27,496.97
30/09/2025	CCLA Deposit fund	149,575.05

200,555.14

Receipts not on Bank Statement

0.00

Closing Balance

200,555.14

All Cash & Bank Accounts

1	Barclays Current Bank A/c	0.00
2	BarclaysActive Saver	0.00
3	West Bromich	23,395.87
5	Lloyds Bank	87.25
6	Unity Trust Bank	27,496.97
7	CCLA	149,575.05

Other Cash & Bank Balances **0.00**

Total Cash & Bank Balances **200,555.14**

Bank Reconciliation up to 30/09/2025 for Cashbook No 7 - CCLA

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Clear</u>	<u>Payee Name or Description</u>
17/09/2025	to CCLA		25.00	25.00		R <input type="checkbox"/>	Receipt(s) Banked
17/09/2025	TO CCLA		24,975.00	24,975.00		R <input type="checkbox"/>	Receipt(s) Banked
30/09/2025			432.36	432.36		R <input type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>25,432.36</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 30/09/2025
for Cashbook 7 - CCLA**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CCLA Deposit fund	30/09/2025		149,575.05
			<u>149,575.05</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			149,575.05
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			149,575.05
		Balance per Cash Book is :-	149,575.05
		Difference is :-	0.00

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Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320 EMR Maintenance of Assets	10,075.00	3,000.00	13,075.00
321 EMR Riverside MUGA Asset Renew	12,500.00	1,500.00	14,000.00
322 EMR Red Barn Field Maintenance	6,550.00	1,309.00	7,859.00
323 EMR Red Barn Field Grant Incom	1,309.00	-1,309.00	0.00
324 EMR Riverside Playground	2,500.00		2,500.00
326 EMR Traffic Calming	2,000.00		2,000.00
327 EMR Street Farm	11,000.00		11,000.00
328 EMR CIL	11,700.00		11,700.00
329 EMR Brede Lane Carpark	2,100.00	300.00	2,400.00
330 EMR Legal Fees	3,300.00		3,300.00
331 EMR Bus Shelters	6,100.00		6,100.00
332 EMR Sportsfield Carpark	800.00	400.00	1,200.00
335 EMR EVT MUGA renewal	2,500.00		2,500.00
337 EMR Trees	5,000.00	2,500.00	7,500.00
339 EMR Recreation	10,000.00		10,000.00
340 EMR Neighbourhood Development	9,000.00		9,000.00
341 EMR Brede Lane Toilets	7,650.00	9,000.00	16,650.00
	<u>104,084.00</u>	<u>16,700.00</u>	<u>120,784.00</u>

Bank Reconciliation up to 31/07/2025 for Cashbook No 5 - Lloyds Bank

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Clear</u>	<u>Payee Name or Description</u>
21/07/2025	DDR	4.25		4.25		R ■	Lloyds Bank
		<u>4.25</u>	<u>0.00</u>				

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Bank Reconciliation up to 30/09/2025 for Cashbook No 5 - Lloyds Bank

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Clear</u>	<u>Payee Name or Description</u>
19/08/2025	DDR	4.25		4.25		R <input type="checkbox"/>	Lloyds Bank
19/09/2025	DDR	425.00		425.00		R <input type="checkbox"/>	Lloyds Bank
19/09/2025	DDR	-425.00		-425.00		R <input type="checkbox"/>	Lloyds Bank
19/09/2025	DDR	4.25		4.25		R <input type="checkbox"/>	Lloyds Bank
		<u>8.50</u>	<u>0.00</u>				

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**Bank Reconciliation Statement as at 31/07/2025
for Cashbook 5 - Lloyds Bank**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Lloyds	31/07/2025		95.75
			<u>95.75</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			95.75
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			95.75
		Balance per Cash Book is :-	95.75
		Difference is :-	0.00

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**Bank Reconciliation Statement as at 30/09/2025
for Cashbook 5 - Lloyds Bank**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Lloyds	30/09/2025		87.25
			<u>87.25</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			87.25
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			87.25
		Balance per Cash Book is :-	87.25
		Difference is :-	0.00

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**Bank Reconciliation Statement as at 30/09/2025
for Cashbook 6 - Unity Trust Bank**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Unity Trust	30/09/2025		27,496.97
			<u>27,496.97</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			27,496.97
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			27,496.97
		Balance per Cash Book is :-	27,496.97
		Difference is :-	0.00

Signatory 1:

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Signatory 2:

Name Signed Date

Bank Reconciliation up to 30/09/2025 for Cashbook No 6 - 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>Clear</u>	<u>Payee Name or Description</u>
02/09/2025	DD	12.52		12.52		R <input checked="" type="checkbox"/>	British Gas
03/09/2025			5.00	5.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/09/2025	SO	1.00		1.00		R <input checked="" type="checkbox"/>	Castle Water
09/09/2025	DD	87.10		87.10		R <input checked="" type="checkbox"/>	NEST Pensions
09/09/2025	DD	0.14		0.14		R <input checked="" type="checkbox"/>	Yu Energy
12/09/2025			685.00	685.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
15/09/2025	DD	46.80		46.80		R <input checked="" type="checkbox"/>	Beaming Ltd
17/09/2025	BACS	291.17		291.17		R <input checked="" type="checkbox"/>	Uniserve (South East) Ltd
17/09/2025	BACS	1,542.00		1,542.00		R <input checked="" type="checkbox"/>	Road Safety Answers Ltd
17/09/2025	BACS	113.94		113.94		R <input checked="" type="checkbox"/>	Play Inspection Co
17/09/2025	BACS	90.72		90.72		R <input checked="" type="checkbox"/>	Hannington Gilbert
17/09/2025	BACS	504.00		504.00		R <input checked="" type="checkbox"/>	PKF Littlejohn
17/09/2025	BACS	110.00		110.00		R <input checked="" type="checkbox"/>	Joanne Cosson Domestic
17/09/2025	BACS	37.00		37.00		R <input checked="" type="checkbox"/>	RALC
17/09/2025	BACS	84.00		84.00		R <input checked="" type="checkbox"/>	Geosphere Ltd
17/09/2025	BACS	333.91		333.91		R <input checked="" type="checkbox"/>	Clerk
17/09/2025	to CCLA	25.00		25.00		R <input checked="" type="checkbox"/>	CCLA
17/09/2025	TO CCLA	24,975.00		24,975.00		R <input checked="" type="checkbox"/>	CCLA
17/09/2025	BACS	333.91		333.91		R <input checked="" type="checkbox"/>	Clerk
17/09/2025	SO	-333.91		-333.91		R <input checked="" type="checkbox"/>	Clerk
22/09/2025	SO	1,150.00		1,150.00		R <input checked="" type="checkbox"/>	Clerk
22/09/2025	SO	65.28		65.28		R <input checked="" type="checkbox"/>	Uniserve (South East) Ltd
30/09/2025	DD	22.89		22.89		R <input checked="" type="checkbox"/>	KLANA
30/09/2025	DDR	6.00		6.00		R <input checked="" type="checkbox"/>	Unity Trust Bank
		<u>29,498.47</u>	<u>690.00</u>				

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