



Sedlescombe Parish Council

Minutes of the Annual Meeting of the Parish Council

held on Tuesday 21st May 2024 at 1830 in Committee Room 2 of Sedlescombe Village Hall

Present:

Cllr. Pauline Glew (PG). Cllr Jonathan Vine-Hall (JVH) Chair. District & parish Cllr Beverley Coupar (BC). Cllr Roy Chapman (RC), Cllr David Caney (DC), Cllr Jackie Saul-Hunt (JSH), Cllr Lindy Latreille (LL), Cllr Greta Anderson (GA).
Mrs Jackie Scarff (Clerk/RFO)

Item	Item (C24.)	
1	<p>The Chairman to take the chair and receive nominations for Chairman of the council for the forthcoming year.</p> <p>PG nominated JVH as chair for the forthcoming year. All agreed. JVH accepted the position. Resolved JVH is the Parish Chair for the forthcoming year.</p>	
2	<p>The Chairman to read and sign the declaration of acceptance of office.</p> <p>The DoAo was signed and witnessed.</p>	
3	<p>The Chairman to take the chair and receive nominations for Vice Chairman of the council for the forthcoming year.</p> <p>JVH nominated PG as the vice chair for the forthcoming year. All agreed. PG accepted the position. Resolved PG is the vice chair for the forthcoming year. The DoAo was signed and witnessed.</p>	
4	<p>To receive and accept Apologies (LGA 1972 s85)</p> <p>No apologies required.</p>	
5	<p>Interests in accordance with the Localism Act 2011 and the Council's Code of Conduct</p> <p>To receive councillors' declarations of interest regarding matters on the agenda and consider any written requests for dispensation as a result.</p> <p>To grant any requests for dispensation as appropriate.</p> <p>There were no requirements to grant any dispensations. Reminder any changes to register of interests should be notified to the clerk.</p> <p>There were no declarations of interest.</p>	
6	<p>To receive the minutes of the previous meeting held on 19th March 2024 and the extra ordinary meeting of the council 16th April 2024, to approve these minutes and authorise the chairman to sign them as a correct record.</p> <p>Resolved that the chair was authorised to sign the minutes held on 19th March 2024 and the extra ordinary meeting of the council 16th April 2024 as a correct record.</p>	
7	<p>To receive a proposal in accordance with the Statutory Instrument, Parish Councils (General Power of Competence) prescribed Order 2012 that Sedlescombe Parish Council meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk to adopt the General Power of Competence.</p> <p>The Council confirms that it meets the criteria necessary for it to adopt the General Power of Competence ie:</p> <ul style="list-style-type: none">• The number of members of the council that have been declared to be elected is equal to or greater than two-thirds of the total number of members of the council;• The clerk to the council holds the Certificate in Local Council Administration; <p>Resolved that the council adopts the General Power of Competence.</p>	
8	<p>In accordance with the Standing orders to receive for adoption the updated Standing orders, Financial Regulations and Risk assessment and Code of Conduct.</p> <p>Resolved that the Standing Orders, Financial Regulations, Risk Assessment and Code of Conduct be approved.</p>	
9	<p>To receive for approval the council's scheme of delegation.</p> <p>Resolved the council's scheme of delegation be approved.</p>	

10	<p>To agree the arrangements for insurance in respect of all insurable risks. The clerk explained that the insurance renewal is due 1st October, and she would strive to get three quotes. It may be worth considering a long-term agreement. All agreed.</p>	
11	<p>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 Resolved members for the forthcoming year be PG, JVH, BC, KS & GA Planning Executive Committee. Resolved members for the forthcoming year be all cllrs Sedlescombe Sports Pavilion Executive Committee Resolved members for the forthcoming year be DC, BC, RC & LL Red Barn Field Working Group Resolved members for the forthcoming year be PG, JSH & RC Sedlescombe Traffic Advisory Group (STAG) Resolved members for the forthcoming year be DC, JVH, BC Staffing Committee Resolved members for the forthcoming year be PG, JVH & LL Any other Executive or Advisory Committee that the Parish Council agrees should be constituted for the coming year. Nothing To consider nominations to represent the Parish Council on outside bodies RALC Resolved representatives for the forthcoming year be PG & JVH. ESALC Resolved representatives for the forthcoming year be LL. Sedlescombe Village Hall Resolved members for the forthcoming year be KS Any other bodies that the Parish Council agrees they should have representation on. Nothing</p>	
12	<p>To delegate to the relevant committees, a review of their terms of references. Resolved that the committees have the delegated power to review their terms of reference and report the outcome to full council following the review.</p>	
13	<p>To determine the time and place of the meeting of the Council including the next annual meeting of the council. Resolved that the meetings will take place on 3rd Tuesday of every month except August when there will be no meeting. The meetings will take place at CR2 of Sedlescombe Village Hall at 1830. The Annual Meeting of the Parish council will take place at the May meeting. July, October, December, January and March will be Full Council Meetings. September, November, February and April will be Finance Executive Meetings.</p>	
14	<p>To receive any questions on reports from the District or County Councillors There was no update to the end of year report as business is restarting with the new council year.</p>	
15	<p>Public participation session re matters on the Agenda at the Chairman's discretion. There were no members of the public.</p>	
16	<p>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.’ There was no requirement for this resolution</p>	
17	<p>Sedlescombe Sports Pavilion To receive an update and agree any actions required.</p>	DC

	<p>DC confirmed that the committee had chosen a company to replace the decking. And there was an invoice on the list of payments to be paid which would hold the price. The work would be done in approximately 6 weeks.</p> <p>The clerk explained that the company being used for the decarbonisation are in the process of reviewing the quote and will be planning to start July time.</p> <p>The clerk reported that the handy man had submitted a quote to fix the tiles in the showers, the door to the disabled toilet and the outside doors – removing the unrequired locks and repairing the wood that is rotten.</p> <p>KS discussed parking on the road outside the pavilion. It was agreed that as a public highway there was nothing that could be done. If parking was such that pedestrians and wheelchairs couldn't pass, then the cars could be reported to operation crackdown.</p> <p>DC reported that once all this work had been done the plan is to get the outside of the pavilion painted with the guttering being replaced.</p> <p>Resolved. The clerk is authorised to pay the invoice for the decking.</p> <p>The quote from the handyman of £996.42 was accepted and the clerk was authorised to instruct the handyman to carry out the work.</p>	
18	<p>Highway Matters</p> <p>To receive an update from STAG and associated groups and agree any actions required.</p> <p>DC reported that there was support for the presented highways changes at the AA. The highways consultant is now setting up a meeting with ESCC Highways which we will be able to join.</p> <p>There was a discussion regarding what could be done in Stream Lane following questions from residents. ESCC Highways have told the PC that its not appropriate. The previous speed surveys had shown that speed was generally around 27/28mph at the 85 centile. There was a discussion about the perception that the traffic calming measures would encourage more drivers to use Stream Lane. The cllrs agreed that the black cat should be used to capture the current levels of use a to be able to compare.</p> <p>Resolved the cllrs would continue to review the traffic in Stream Lane and consider possible measure if required.</p>	DC
19	<p>To review previous resolutions and agree any actions required.</p> <p>The clerk reported that there was no progress to have the illegally placed pole on the village green removed. The clerk suggested that it may require a legal letter.</p> <p>Resolved the clerk to get a quote for sending a legal letter.</p>	
20	<p>To discuss a response to the Rother local plan and agree any actions required.</p> <p>Resolved: The clerk was asked to amalgamate the responses received from cllrs and submit the response to RDC planning.</p>	
21	<p>Finance and Audit</p> <p>1 To receive the monthly statement of accounts to 30th April 2024</p> <p>This was circulated ahead of the meeting and noted.</p> <p>2 To receive the bank reconciliation to 30th April 2024</p> <p>The bank reconciliation for Unity Trust bank was circulated before the meeting and it was noted that it reconciles to zero with the balance as at 30th April 2024 showing £83,451.10</p> <p>3 To present for approval the payments for the month.</p> <p>The payments were approved as presented with the addition of £33.60 to R Chapman</p> <p>To receive the report from the internal auditor and agree any actions required.</p> <p>The report had been circulated in advance and it as noted that there were no actions to carry forward.</p> <p>4 To consider for approval the annual governance statement.</p> <p>Resolved that the annual governance statement was approved and signed by the Chair.</p> <p>5 To consider for approval the accounting statement for the year ended 31st March 2024 in the Annual Governance and Accountability return.</p> <p>6 Resolved that the accounting statement for the year ended 31st March 2024 in the Annual Governance and Accountability return was approved and signed by the chair.</p> <p>7 To confirm the arranged direct debits and bank standing order payments.</p> <p>The clerk confirmed the DD's & SO's as presented.</p>	
22	<p>Reports, Correspondence, Questions and Future agenda items not requiring decisions.</p> <p>The next bulletin will be distributed in July. The clerk requested content by 18th June.</p>	

Sedlecombe Parish Council

Bank - Cash and Investment Reconciliation as at 30 April 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2024	Current Bank A/c Barclays	71,765.67
31/03/2024	Barclays Active Saver	80.21
31/03/2024	West Brom Savings Account	23,172.63
31/03/2024	Lloyds	100.00
30/04/2024	Unity Trust	83,451.10

178,569.61

Receipts not on Bank Statement

0.00

Closing Balance

178,569.61

All Cash & Bank Accounts

1	Barclays Current Bank A/c	71,765.67
2	BarclaysActive Saver	80.21
3	West Bromich	23,172.63
5	Lloyds Bank	100.00
6	Unity Trust Bank	83,451.10
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	178,569.61

**Bank Reconciliation Statement as at 30/04/2024
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	30/04/2024		83,451.10
			<u>83,451.10</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			83,451.10
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			83,451.10
		Balance per Cash Book is :-	83,451.10
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation up to 30/04/2024 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>Cleared</u>	<u>Payee Name or Description</u>
02/04/2024			33,825.00	33,825.00		R <input type="checkbox"/>	Receipt(s) Banked
04/04/2024			4.00	4.00		R <input type="checkbox"/>	Receipt(s) Banked
05/04/2024			100.00	100.00		R <input type="checkbox"/>	Receipt(s) Banked
08/04/2024	DD	124.42		124.42		R <input type="checkbox"/>	NEST Pensions
19/04/2024	BACS	452.87		452.87		R <input type="checkbox"/>	ESALC
19/04/2024	BACS	308.34		308.34		R <input type="checkbox"/>	Jewson Ltd
19/04/2024	BACS	109.37		109.37		R <input type="checkbox"/>	Joanne Oliver Domestic
19/04/2024	BACS	2,400.00		2,400.00		R <input type="checkbox"/>	Evans & Langford
19/04/2024	BACS	362.30		362.30		R <input type="checkbox"/>	Rialtas Business Solutions Ltd
19/04/2024	BACS	0.10		0.10		R <input type="checkbox"/>	Rialtas Business Solutions Ltd
22/04/2024	SO	65.28		65.28		R <input type="checkbox"/>	Uniserve (South East) Ltd
22/04/2024	SO	778.94		778.94		R <input type="checkbox"/>	Clerk
22/04/2024	BACS	173.00		173.00		R <input type="checkbox"/>	Sedlescombe Village Hall
22/04/2024	BACS	96.00		96.00		R <input type="checkbox"/>	Wright Plumbing & Heating
25/04/2024	BACS	23.44		23.44		R <input type="checkbox"/>	Eslip Payroll
25/04/2024	DD	1,671.42		1,671.42		R <input type="checkbox"/>	HMRC
26/04/2024			500.00	500.00		R <input type="checkbox"/>	Receipt(s) Banked
29/04/2024			500.00	500.00		R <input type="checkbox"/>	Receipt(s) Banked
30/04/2024	DD	236.71		236.71		R <input type="checkbox"/>	Utility Warehouse Ltd
		<u>6,802.19</u>	<u>34,929.00</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Unity Trust Bank

Payments made between 01/05/2024 and 31/05/2024

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>£ Amount</u>	<u>Transaction</u>
22/05/2024	Sedlescombe Village Hall	BACS	22.00			4250 110	22.00	Hall Hlre
22/05/2024	Evans & Langford	BACS	800.00		133.33	4600 140	666.67	Interim 3
						325	-666.67	Interim 3
						6000 140	666.67	Interim 3
22/05/2024	Joanne Cosson Domestic	BACS	113.75			4431 125	113.75	Pavilion cleaning
22/05/2024	Uniserve (South East) Ltd	BACS	301.18		50.20	4180 110	232.98	Hosting
						4195 110	18.00	Support
22/05/2024	Mulberry & Co	BACS	117.00		19.50	4110 110	97.50	IA yr end
22/05/2024	ESALC	BACS	48.00		8.00	4080 110	40.00	New cllr training
22/05/2024	Wildwood of Mayfield Ltd	BACS	13,215.72		2,202.62	4430 126	11,013.10	Pavilion Decking replacement
						338	-11,013.10	Pavilion Decking replacement
						6000 126	11,013.10	Pavilion Decking replacement
22/05/2024	Clerk	BACS	717.70		1.33	4170 110	6.67	Mobile Phone
						4000 110	709.70	April/May Salary Reconciliatio
22/05/2024	Clerk	BACS	132.30		22.05	4245 110	110.25	Wine for AA
22/05/2024	Evans & Langford	BACS	160.00		26.67	4600 140	133.33	In 3 wrong amount
						325	-133.33	In 3 wrong amount
						6000 140	133.33	In 3 wrong amount
Total Payments:			15,627.65	0.00	2,463.70		13,163.95	