



Sedlescombe Parish Council

Minutes of the **Full Council Meeting of the Parish Council**

held on Tuesday 17th December 2024 at 1830 in Committee Room 2 of Sedlescombe Village Hall

Present:

Cllr. Pauline Glew (PG). Cllr Jonathan Vine-Hall (JVH) Chair. Cllr Roy Chapman (RC), Cllr David Caney (DC), Cllr Jackie Saul-Hunt (JSH). Cllr Greta Anderson (GA).

Mrs Jackie Scarff (Clerk/RFO)

District & County Councillor C Maynard

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

There were no members of the public

End of public participation.

Item	Item (C24.)	
47	To receive and accept apologies & reasons for absence (LGA 1972 s85 (1)) Apologies were received and accepted from Cllr Coupar for personal reasons.	
48	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. To grant any requests for dispensation as appropriate. There were no requirements to grant any dispensations. Reminder any changes to register of interests should be notified to the clerk. KS declared a pecuniary interest in item 60 and left the room during the discussion.	
49	To receive questions from members on reports from the District and County Councillors. CM explained the latest regarding the Govt white paper on devolution. JVH asked if there was any news about Hurst Lane following the destruction of verges and road surface after being used as a diversion route. CM has reported it and is awaiting an update. CM further reported that the ESCCHA Steward is frustrated that the edges of the carriageway and passing places are not part of their responsibility. The issue has been raised at Assistant Director level. DC asked about the projected finish date of the work on the A21. Ans: Its likely to be the end of January.	
50	To consider the minutes of the previous meeting of the full council, 15th October 2024, to approve these minutes and authorise the chairman to sign them as a correct record. Resolved: that the chair was authorised to sign the minutes of the full council of 15 th October 2024 as a correct record.	
51	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	
52	To hear an update on the traffic calming project and agree any actions required. DC reported that there had been a meeting with the consultant, PC and representative from ESCC. The main change to be made on the plans is to ensure that there is a parking restriction either side of the build outs. The consultant will ensure that this is done, and the plans will be sent in to ESCC, before Christmas, for comment. The consultant will also organise the stage 1 road audit, the results will be sent to ESCC and there may be some design adjustments if there are any safety issues picked up. Once the scheme has been accepted at this level there should be some faster progress towards the construction phase.	

53	<p>To discuss the Sedlescombe toilet block in light of the latest announcement from RDC and agree any actions required.</p> <p>The cllrs had seen the advertisement for the toilets which includes a lease of £3500 and 5% of any turnover raised.</p> <p>Resolved: The clerk was asked to write to the RDC Chief Executive to explain what the PC have done so far and that the residents want the PC to take the toilets over and for them to remain as toilets and we would like to discuss taking on the freehold with a some of money to cover the repair work identified in the survey.</p> <p>The clerk was asked to let the other affected councils know what Sedlescombe PC are planning.</p>	
54	<p>To review the following policies for adoption:</p> <p>Document retention policy Blackcat Radar user agreement</p> <p>Resolved: to adopt the policy documents as presented and implement them.</p>	
55	<p>To present the current outstanding resolutions and agree any actions required.</p> <p>The clerk reported an update on:</p> <p>The BT pole: The clerk reported that the solicitor has written 14 letters, initial response was positive, but they have stopped replying claiming there is no agreement to remove a pole.</p> <p>The clerk had spoken to a representative at BT Openreach who had attended the original meeting. He has promised to progress the matter. The clerk has also given these details to the solicitor.</p> <p>Riverside recreation ground legal requirements the solicitors are now liaising and we are awaiting an update.</p> <p>The CCLA account is now open. When the money is received from the Barclays account this can be transferred into the new account.</p> <p>Decarbonisation of the Sports Pavilion. BT Openreach have confirmed that they are on track to install it before the end of December. This is needed to commission the solar panels and have the hive system installed.</p> <p>RC had reported some issues with he decking, including damage from being kicked by football boots. The clerk will take this up with the footballers.</p>	
56	<p>To receive a recommendation for next year's budget from the finance committee meeting and agree any actions required.</p> <p>It was agreed that the budget would be finally reviewed in January when the tax base is received and agree the precept.</p>	
57	<p>To discuss events by Energise Sussex Coast on how residents can save energy, reduce their bills and explore their options for decarbonising their homes and agree any actions required.</p> <p>Resolved: The clerk was asked to invite Energise Sussex Coast to the annual Assembly 14th May 2025.</p>	
58	<p>Finance and Audit</p> <p>i To receive the monthly statement of accounts to 30th November 2024 for noting</p> <p>This was circulated ahead of the meeting and it was noted that the total bank balances on 30 November 2024 were £159,007.17</p> <p>ii To receive the bank reconciliation to 30th November 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 on 30th November 2024 showing £63,690.05</p> <p>iii To present for approval the payments for the month.</p> <p>The payments were approved as presented.</p> <ul style="list-style-type: none"> • Sedlescombe Village Hall £66.00 - Hall Hire 	

	<ul style="list-style-type: none"> • Wright Plumbing & Heating £373.88 - Pavilion plumbing fix • Sparc Creative £126.00 - Bulletin printing • Herringtons Solicitors £1,375.20 - BT Pole • Clerk Total £471.16 - Mobile Phone, Printer ink, salary reconciliation • Royal British Legion £25.00 - Poppy Appeal Donation <p>iv To receive the report from the internal auditor for noting. Noted, with no actions required.</p> <p>v To receive a copy of the council's risk assessment, previously presented to the Finance Committee and agree any actions required. Noted, with no actions required.</p> <p>vi To receive the EMR report and agree any actions required. To be reviewed again in January.</p>	
	<p>To agree the costs for advertising in the Annual Directory 2025. Resolved: that the costs remain the same. The clerk was asked to share a list of advertisers to see if the cllrs could identify anymore. GA asked about the number printed and whether some could be distributed digitally. We currently don't have the information to know who on our database lives in the village or where and therefore don't know who we would be missing. GA suggested a campaign to do this and agreed to come up with some ideas.</p>	
	<p>To agree to appoint a solicitor for agreeing the renewal of the village hall lease. Resolved: The clerk to ask Herringtons.</p>	
	<p>To discuss the assignment of land to the parish council from the Street Farm development to be used for recreation in perpetuity. There was a discussion about the best way to protect the land in perpetuity, whether this be a charity trust, whether it could be added to the public playing field and recreation ground or whether it could be registered as a village green or a nature reserve or whether there needs to be a restrictive covenant added to the land registry. KS suggested it would be worth considering the same issues for Red Barn Field. Resolved: The clerk was asked to write to the RDC officer to confirm that the PC are happy to take the land for leisure and recreational use. The clerk was also asked to investigate the best way to sure this is protected in perpetuity.</p>	
<p>59</p> <p>60</p>	<p>Reports, Correspondence, Questions and Future agenda items not requiring decisions.</p> <p>i) Red Barn Field - PG asked if there was a date for the hedges and brambles to be cut back. There is no date fixed but it will be done before The end of February.</p> <p>ii) Sedlescombe Jobs Network – Nothing to report.</p> <p>iii) Any other reports – JSH highlighted that if the council wanted to provide 'tea on the green' she would look at some funding. There was a conversation about revisiting the idea of having an electrical point on the green. All agreed it would be good and should be looked at in January. JSH reported that she had replaced 2 of the oak barrels on the green. There is another to be replaced. JVH agreed to contact Blackbrooks to see if they would supply any plants and soil. JSH asked whether the leftover money from Tea on the green was donated to the Burderhof. This was not agreed and could be dealt with in January. JSH offered to organise carol singing on the green on Christmas Eve. KS asked if the PC knows if the pub have someone to take over the licence. The clerk has a contact to ask and find out some information.</p> <p>Date of next meeting. To note the date of the next meeting is the Full Council meeting on Tuesday 21st January 2025 at 6.30pm CR2</p>	

Sedlecombe Parish Council

Bank - Cash and Investment Reconciliation as at 30 November 2024

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2024	Current Bank A/c Barclays	71,765.67
17/06/2024	Barclays Active Saver	81.58
31/10/2024	West Brom Savings Account	23,395.87
31/03/2024	Lloyds	100.00
30/11/2024	Unity Trust	63,690.05

159,033.17

Unpresented Payments

25.00

159,008.17

Receipts not on Bank Statement

0.37

Closing Balance

159,008.54

All Cash & Bank Accounts

1	Barclays Current Bank A/c	71,740.67
2	BarclaysActive Saver	80.58
3	West Bromich	23,395.87
5	Lloyds Bank	100.00
6	Unity Trust Bank	63,690.05
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	<hr/> 159,007.17 <hr/>

**Bank Reconciliation Statement as at 30/11/2024
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	30/11/2024		63,690.05
			<hr/> 63,690.05
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			63,690.05
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			63,690.05
		Balance per Cash Book is :-	63,690.05
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation up to 30/11/2024 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>Clear</u>	<u>Payee Name or Description</u>
05/11/2024	SO	10.00		10.00		R <input type="checkbox"/>	Castle Water
12/11/2024			4.00	4.00		R <input type="checkbox"/>	Receipt(s) Banked
13/11/2024			500.00	500.00		R <input type="checkbox"/>	Receipt(s) Banked
20/11/2024	BACS	22.00		22.00		R <input type="checkbox"/>	Sedlescombe Village Hall
20/11/2024	BACS	130.00		130.00		R <input type="checkbox"/>	Joanne Cosson Domestic
20/11/2024	BACS	28.80		28.80		R <input type="checkbox"/>	F E Philcox
20/11/2024	BACS	239.34		239.34		R <input type="checkbox"/>	Clerk
20/11/2024	BACS	5.02		5.02		R <input type="checkbox"/>	Roy Chapman
20/11/2024	BACS	12.95		12.95		R <input type="checkbox"/>	Pauline Glew
20/11/2024	BACS	194.40		194.40		R <input type="checkbox"/>	Mulberry & Co
20/11/2024	SO	1,150.00		1,150.00		R <input type="checkbox"/>	Clerk
21/11/2024	SO	65.28		65.28		R <input type="checkbox"/>	Uniserve (South East) Ltd
29/11/2024	DD	181.03		181.03		R <input type="checkbox"/>	Utility Warehouse Ltd
29/11/2024			1,000.00	1,000.00		R <input type="checkbox"/>	Receipt(s) Banked
30/11/2024	DDR	6.00		6.00		R <input type="checkbox"/>	Unity Trust Bank
		<u>2,044.82</u>	<u>1,504.00</u>				

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NameSignedDate

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Unity Trust Bank

Payments made between 01/12/2024 and 31/12/2024

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
18/12/2024	Sedlescombe Village Hall	BACS	66.00			4250	110	66.00	Hall Hire
18/12/2024	Wright Plumbing & Heating	BACS	373.88		62.31	4430	125	311.57	Pavilion plumbing fix
18/12/2024	Sparc Creative	BACS	126.00			4200	110	126.00	Bulletin printing
18/12/2024	Herringtons Solicitors	BACS	1,375.20		229.20	4120	110	1,146.00	BT Pole
18/12/2024	Clerk	BACS	471.16		24.49	4170	110	6.67	Mobile Phone
						4150	110	115.83	Printer Ink
						4000	110	324.17	Salary reconciliation
18/12/2024	Royal British Legion	TRANS	25.00			4210	110	25.00	Poppy Appeal Donation
Total Payments:			2,437.24	0.00	316.00			2,121.24	

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