



Sedlescombe Parish Council

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

held on Tuesday 20th May 2025 at 1830 in Committee Room 2 of Sedlescombe Village Hall

Present:

Cllr Jonathan Vine-Hall (JVH) - Chair. Cllr Roy Chapman (RC), Cllr Jackie Saul-Hunt (JSH). Cllr Greta Anderson (GA). Cllr Keith Saunders (KS). Parish & District Cllr Beverley Coupar.
Mrs Jackie Scarff (Clerk/RFO)

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

There were no members of the public (MOP's)

End of public participation.

Item	Item (C25.)	
	<p>The Chair and receive nominations for Chair of the council for the forthcoming year. BC nominated JVH, seconded by RC agreed by all. Resolved JVH be the chair of the council for the forthcoming year.</p>	
	<p>The Chair to read and sign the declaration of acceptance of office. Resolved: It was agreed that the declaration of acceptance of office could be signed at a later date.</p>	
	<p>The Chair and receive nominations for Chair of the council for the forthcoming year. JVH nominated KS, seconded by BC, agreed by all. Resolved KS be the vice chair of the council for the forthcoming year.</p>	
	<p>The Chair to read and sign the declaration of acceptance of office. Resolved: It was agreed that the declaration of acceptance of office could be signed at a later date.</p>	
<p>47i</p> <p>ii</p>	<p>To receive apologies & reasons for absence (LGA 1972 s85 (1)) Apologies were received from Cllrs Caney & Glew for personal reasons.</p> <p>To consider accepting apologies & reasons for absence (LGA 1972 s85 (1)) Resolved Apologies were accepted.</p> <p>Cllr Maynard had sent apologies.</p>	
<p>48</p> <p>i</p> <p>ii</p>	<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>Pecuniary Interests There were no interests received.</p> <p>Other Interests There were no other interests declared.</p> <p>To grant any requests for dispensation as appropriate. There were no requirements to grant any dispensations.</p> <p>Reminder any changes to register of interests should be notified to the clerk immediately.</p>	
<p>49</p>	<p>To receive the minutes of the previous meeting held on 18th March 2025, to approve these minutes and authorise the chair to sign them as a correct record.</p>	

	<p>Resolved The minutes of the full council meeting held 18th March 2025 were approved and the chair was authorised to sign them as a correct record.</p>	
50	<p>In accordance with the Standing orders to receive for adoption the updated Standing orders, Financial Regulations, Risk assessment and Code of Conduct. RC commented that policies are presented gender specific and this should be changed. The clerk was authorised to change this in the council's policies.</p> <p>Resolved The policies were adopted with the changes mentioned above.</p>	
49	<p>To receive for approval the council's scheme of delegation.</p> <p>Resolved the scheme of delegation was approved with the recommended changes regarding the gender references and adopted.</p>	
	<p>To agree the arrangements for insurance in respect of all insurable risks. The clerk explained that the council's insurance is due for renewal 1st October, and the clerk would try to get three quotes to present to the council.</p>	
	<p>To consider nominations to existing committees. Membership agreed at the meeting will include the Chair and Vice-Chair being ex-officio members of each Committee: Finance and General Purposes Executive Committee – JVH, KS, BC & GA Planning Committee - all councillors Land Committee – GA, JVH, RC Sedlescombe Sports Pavilion Executive Committee – DC, RC, BC & KS Red Barn Field Working Group – JSH, GA & RC Sedlescombe Traffic Advisory Group (STAG) – It was agreed not to constitute this group for the time being. Staffing Committee - JVH, KS & RC 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 – it was agreed that the attendees would rotate according to availability and to allow all cllrs the opportunity. ESALC - it was agreed that the attendees would rotate according to availability and to allow all cllrs the opportunity. Sedlescombe Village Hall – JSH will be the representative on behalf of the parish council. Any other bodies that the Parish Council agrees they should have representation on.</p>	
	<p>To delegate to the relevant committees, a review of their terms of reference. Resolved that the review of the terms of reference be delegated to the relevant committee at their first meeting.</p>	
	<p>To determine the time and place of the meeting of the Council including the next annual meeting of the council. Resolved that the meeting take place on the following dates.</p> <p>10th June 2025 Finance & General Purposes Executive Committee 15th July 2025 Full Council Meeting August – No Meeting 16th September 2025 Finance & General Purposes Executive Committee 21st October 2025 Full Council Meeting 18th November 2025 Finance & General Purposes Executive Committee 16th December 2025 Full Council Meeting 20th January 2026 Full Council Meeting</p>	

	<p>17th February 2026 Finance & General Purposes Executive Committee 17th March 2026 Full Council Meeting 21st April 2026 Finance & General Purposes Executive Committee 12th May 2026 Annual meeting of the Parish Council.</p> <p>6th May 2026 Annual Assembly</p>	
	<p>To receive any questions on reports from the District or County Councillors. BC reported that she attended RDC full council meeting the previous evening which elected membership of the various committees for the year. BC now serves on the Audit Committee.</p>	
	<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.’</p> <p>There was no requirement to exclude the public.</p>	
	<p>Sedlescombe Sports Pavilion To receive an update and agree any actions required. The clerk reported that she had met with David & Roy and she was in the process of getting quotes for new doors (all but the front double doors). A resident in the village with his own company that fits and cleans cladding and roofs and had offered to clean the pavilion and fix the guttering. The clerk explained that with the current budget jobs will need to be prioritised. RC asked whether the garage could be done at the same time and commented that it’s a pity that the guttering can’t be replaced at the same time. RC had received an estimate of circa £500 to replace the guttering. JVH asked whether the guttering should be replaced using some council reserves.</p> <p>The cricket square has not been worked on since the initial work last year. The grounds maintenance company are not able to do the work and so far the committee had not been able to find anyone as the council doesn’t have the equipment required. RC said he would be able to get hold of a cylinder mower FOC. BC said she had a roller that could be used. JVH offered use of his aerator if it is any use. It was established that the Rother community grants are now closed pending transfer to a new administrator. GA offered to speak to her husband to see if he would help. KS commented that the ECB have a grant for pitch improvement. The clerk will speak to the club who are interested in using the pitch. GA offered to speak to her husband to see if he would help</p> <p>Resolved: the sports pavilion committee should discuss the guttering and make a decision about whether it should be replaced this year with money from reserves.</p>	
<p>52</p>	<p>Highway Matters To receive an update on the traffic calming project and agree any actions required. The clerk explained that the new ESCC contact is getting up to speed and the plan is to have the TRO application in by the end of May. The consultant has not had any feedback from the parking department. The clerk had suggested to him that the TRO should be progressed. The plan is still on track to start construction in Autumn 2025.</p>	
	<p>To review the current outstanding resolutions and agree any actions required. The clerk explained that the BT Pole removal had not moved forward. The clerk has written directly to the CEO. The next update is due to be Wednesday 21st May.</p>	

	<p>JVH suggested waiting for the update and if there is no move forward then there should be a decision about the best way forward.</p> <p>There was no new news from the Environment Agency about the water quality if the River Brede. The clerk had written to the MP and was awaiting a response. A resident had seen and person from the Environment Agency in the village and had asked her to have a look at the river. Samples were taken.</p> <p>Riverside Recreation ground land registry is being progressed. The solicitor has suggested it could take 18 months to register the land.</p>	
53	<p>To discuss the devolution of the Sedlescombe toilet block and carpark agree any actions required.</p> <p>The clerk reported that no emails or questions sent to RDC have been answered as they await a new officer who will be working on the devolution of assets. The clerk is expecting to hear from the new person during the week.</p> <p>JVH reported that members of RALC had asked that RALC represent them at RDC on this subject and that Trevor Leggo of ESALC had committed to organising a meeting for those councils affected and Lorna Ford. It had been identified that the RDC strategy clearly allowed for the devolution of assets freehold and that parish councils would be the priority to receive the assets to ensure ongoing facilities for the towns and villages. The clerk commented that the toilets and car park were built as conditions of planning applications because that's what residents wanted. The survey conducted by the parish council showed that residents want to retain the facilities.</p>	
57	<p>Finance and Audit</p> <p>i To receive the monthly statement of accounts to 30th April 2025 for noting This was circulated ahead of the meeting, and it was noted that the bank balances on 30th May 2025 totalled £170,880.20</p> <p>ii To receive the bank reconciliation to 30th April 2025 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 April 2025 showing £55,187.58</p> <p>iii To present for approval the payments for the month. Resolved: The payments were approved as presented. Sedlescombe Village Hall £66.00 Inv 692, Hall hire Mulberry & Co £156.00 Inv 1069 Yr end audit Clerk £145.63 Salary Recon & expenses HMRC BACS £351.42 VAT payment Clerk £40.98 Flowers PG</p> <p>iv To consider moving funds to the CCLA The clerk recommended that some of the funds in Unity Trust Bank could be moved as there is no interest earned in that account. JVH recommended that it was agreed that the clerk monitor the account and instigated a movement of funds when there was more than needed for the day to day management of the council. The CCLA funds can be withdrawn the same day if needed. The clerk will update the investment policy to reflect this. Resolved It was agreed to move £30,000 and that the clerk maintain a balance of circa £20,000 in Unity Trust and any surplus funds are moved to CCLA. It was agreed to move £30,000 The clerk asked JVH & BC to authorise the bank payments before 11.30am to ensure the funds reach the CCLA.</p> <p>v To receive the report from the internal auditor and agree any actions required. The report was noted with no actions required.</p> <p>vi To consider for approval the annual governance statement. The annual governance statement was reviewed and cllrs all agreed to approve it.</p>	

Resolved the annual governance statement be approved and signed.

vii To consider for approval the accounting statement for the year ended 31st March 2025 in the Annual Governance and Accountability return.

The annual governance and accountability return had been circulated in advance.

Resolved the annual governance and accountability return be approved and signed.

viii To confirm the arranged direct debits and bank standing order payments.

Resolved The direct debits and standing orders were approved as presented.

Active Direct Debits and Standing orders

Company	Frequency		Reason
	D	S	
	D	O	
Beaming Ltd	x	Monthly	Wifi Sports Pavilion
Klarna	x	Monthly	Mobile Phone
ICO	x	annually	Annual subscription
NEST	x	monthly	Clerks pension
HMRC VAT	x	quarterly	VAT payment/refund
HMRC PAYE	x	quarterly	clerks wages
Yu Energy retail	x	monthly	electricity
British Gas	x	monthly	pavilion gas
Castle Water Clerk		x monthly	pavilion water wages
Uniserve		x monthly	microsoft business

60 Reports, Correspondence, Questions and Future agenda items not requiring decisions.

GA asked if CIL money could be used to have electricity at the village pump. JVH explained the rules. The clerk confirmed she is awaiting a quote from UK Power Network.

GA asked about adult exercise equipment and whether it would be a valid match funding grant application. GA & KS agreed to work together and have a look at equipment prices and make a suggestion to the council.

**61 Date of next meeting is the Finance & General Purposes Executive Committee meeting on Tuesday 10th June 2025 at 6.30pm CR2.
The next meeting of the Full Council on Tuesday 15th July 2025 at 6.30pm CR2**