



Sedlescombe Parish Council

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

held on Tuesday 21st October 2025 at 1830 in Committee Room 2 of Sedlescombe Village Hall

Present:

Cllr Roy Chapman (RC), Cllr Jackie Saul-Hunt (JSH), Cllr D Caney (DC), Cllr Keith Saunders (KS) Chair for the meeting. Parish & District Cllr Beverley Coupar.

Mrs Jackie Scarff (Clerk/RFO)

District and County Cllr Carl Maynard – part time.

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.)	
47i	<p>To receive apologies & reasons for absence (LGA 1972 s85 (1)) Apologies were received from Cllrs Vine-Hall, Anderson & Glew for personal reasons.</p>	
ii	<p>To consider accepting apologies & reasons for absence (LGA 1972 s85 (1)) Resolved: Apologies were accepted.</p>	
iii	<p>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. Resolved: The council approved an absence of six months.</p>	
48	<p>Interests in accordance with the Localism Act 2011 and the Council's Code of Conduct</p>	
i	<p>To receive councillors' declarations of interest regarding matters on the agenda and consider any written requests for dispensation as a result. Pecuniary Interests There were no interests received. Other Interests There were no other interests declared.</p>	
ii	<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>		
49	<p>To receive questions from members on reports from the District and County Councillors. BC reported the RDC officer will be checking with the developer about potential CIL owed for the two houses on land behind the Brickwall Hotel. BC had spoken to RDC pollution control about the state of the River Brede. RDC had responded that it is down to the Environment agency. JSH commented that it may need dredging. BC reported that she had contacted RDC after a piece of metal had fallen from the sign for the toilets. I had been acknowledged with the officer saying that someone would come and have a look at it. CM reported that he had been chasing up the highways steward to get some of the white lines refreshed in the village. The clerk asked if he could also arrange for the vegetation to be cut back along the roadside between the VH and the church as it was obscuring road signs.</p>	
50	<p>To consider the minutes of the full council meeting 15th July 2025 for confirmation and signing as a true record.</p>	

	Resolved: The minutes of the full council meeting of 15 th July 2025 were agreed as a true record and signed by the chair.	
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> <p>No requirement to pass this resolution.</p>	
52	<p>To hear an update on the traffic calming project and agree any actions required.</p> <p>DC explained that there had been an update meeting with the Council’s consultant, the ESCC contact James Hore (JH), himself, JVH and the clerk.</p> <p>JH had reported that the recent speed tests results had not highlighted anything new, he has the updated drawings from the consultant that that his team would now prepare the formal consultation required. Once that was underway it would be worth the council instructing the writing of the tender document.</p> <p>The next meeting will be towards the end of November.</p> <p>The clerk highlighted that there had been an update sent out to residents and that she has created a page on the website with the latest drawings, the paper highlighting the history and some background documents.</p>	
53	<p>To hear an update on the devolution of Sedlescombe toilet block and carpark agree any actions required.</p> <p>The clerk reported she had chased the RDC team for an update. She had received an email with some costs from the team inviting her to review the business plan and make any changes necessary. The clerk reported the costs +50% were likely to be from time when the toilets were closed and didn’t reflect the true costs of running the toilets. There was no need to change the business plan.</p>	
54	<p>To consider for adoption the following reviewed policies and procedures.</p> <p>The Councils Complaints Policy and Procedure.</p> <p>Wildlife, Biodiversity and Environment Policy.</p> <p>Disciplinary Policy</p> <p>Grievance Procedure.</p> <p>Councillors Statement of Assurance</p> <p>IT Policy</p> <p>Resolved: the policies were adopted as presented. Cllrs agreed to support the Councillors Statement of Assurance. Cllrs to fill in the form and return to the clerk.</p>	
55	<p>To consider for adoption the Sedlescombe Parish Council Action Plan</p> <p>The clerk explained that this document would be a living document. Many of the governance actions are done by the clerk in the course of her job but something like the resilience plan needs to be written. This document is the updated version of the emergency plan. Whilst it needs to be written and adopted ESALC strongly advise that the plan is tested to ensure it works as intended. The clerk advised that she would like to ensure this is done once the plan is agreed.</p> <p>The cllrs supported the idea of testing the plan.</p> <p>Resolved: the action plan was adopted.</p>	
56	<p>To consider passing a resolution to agree that Sedlescombe Parish Council meets the criteria for the NALC Local Council Award Scheme – Bronze Award.</p>	

	<p>Resolved: The council agree that it meets the criteria for the NALC Local Council Award Scheme – Bronze Award and the clerk should submit the application for the next round of consideration which closes 6th January 2026.</p>	
57	<p>To present the current outstanding resolutions and agree any actions required. The clerk reported that there was no further information on the land registration of Riverside playground and recreation ground. BT pole small claim – the council is awaiting an invite to mediation with BT through the court.</p>	
58	<p>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.</p> <p>KS explained that it is expected that RDC will have a dark skies policy as part of their local plan and therefore there may be no need to include one in the SNP. Cllrs were keen to include one in case RDC did not or in case the RDC policy was too general covering the whole district. They felt the same about the design guide.</p> <p>Cllrs agreed that a committee should be constituted and agreed the first meeting should be at 6pm on Wednesday 12th November 2025 at the Sports Pavilion.</p> <p>CM left the meeting.</p> <p>Resolved: The Neighbourhood Plan Review Committee be constituted and the first meeting be set for 6pm Wednesday 12th November 2025 at the Sports Pavilion. Members KS, GA, BC, RC, JSH & JVH</p>	
57	<p>Finance and Audit</p> <p>i To receive the monthly statement of accounts to 30th September 2025 for noting. This was circulated ahead of the meeting, and it was noted that the bank balances on 30th September 2025 totalled £200,555.14</p> <p>ii To receive the bank reconciliation to 30th September 2025 for noting. The bank reconciliations for all accounted were circulated before the meeting and it was noted that each reconciles to zero with the balances as per the statement of accounts.</p> <p>iii To receive a list of payments falling due to be approved.</p> <p>Resolved: The payments were approved as presented and cllrs agreed a payment to P Dann for work at the sportsfield.</p> <p>Clerk £246.82 Salary/Expenses HMRC £3,127.76 Months 1-7 inc PAYE/NI Joanne Cosson Domestic £90.00 Inv 17 - 25 Pavilion Cleaning Maiden Accountancy Services £36.00 Inv 4732 Payroll Clear Councils £2,490.83 Inv LC002394 Council Insurance P Dann £480.00 Hedgecutting sportsfield</p> <p>To receive the draft budget as agreed by the Finance and General Purposes Executive Committee for discussion and agree any actions required. This item was deferred to the next meeting.</p> <p>To receive the councils EMR's for noting. EMRs were noted. There was a discussion about getting electricity to the Pump on The Green. The clerk had had a quote from UK Power networks for approx. £13,000. Realistically it wouldn't be done in time for Christmas but the Clerk could buy some solar powered fairy lights to go on to the pump. JSH agreed to source a Christmas tree which could also be lit with solar lights.</p>	

58	<p>To discuss the proposal to update the Sedlescombe Neighbourhood plan and agree any actions required. This item was duplicated.</p>	
60	<p>Reports, Correspondence, Questions and Future agenda items not requiring decisions.</p> <ul style="list-style-type: none"> i) Red Barn Field – JSH asked whether the footpath in RBF is a PROW. It isn't, she asked whether people can walk their dogs through if they are on the lead. The clerk explained that there are sheep in RBF again to help manage the wildflowers. JSH advised that there would need to be a cut early in the spring. ii) Sedlescombe Jobs Network – Nothing to report. iii) Any other reports – KS asked if there would be carols on The Green this year. It was popular. JSH said there would be. 	
61	<p>Date of next meeting. To note the date of the next meeting is the Finance Committee meeting on Tuesday 18th November 2025 at 6.30pm CR2. The next meeting of the Full Council on Tuesday 16th December 2025 at 6.30pm CR2</p>	