



Sedlescombe Parish Council

Minutes of the Full Parish Council meeting

held on Tuesday 15th September 2026 at 18:30 in Committee Room 2 of Sedlescombe Village Hall

Present: Cllrs Saunders (chair), Anderson, Saull-Hunt, Caney, Chapman, Horrill, Cornelius

In attendance: Mrs Jackie Scarff (Clerk/RFO).

Public: No members of the public were present.

1. To receive apologies and reasons for absence in accordance with The Local Government Act 1972 S85 (1)

Apologies received from Cllr Coupar for personal reasons.

2. To consider accepting the apologies.

Resolved: Cllrs agreed to accept the apologies.

a. Other absences to note

Cllr Ford was absent

3. Disclosure of Interests: - In accordance with the Localism Act 2011 to receive any disclosure by Members of personal interests in matters on the agenda, the nature of the interest and whether the member regards the interest as prejudicial under the terms of the Revised Code of Members Conduct

a. Disclosable Pecuniary Interests

No disclosable pecuniary interests were declared in the recording.

b. Other Interests (Non-Pecuniary)

JSH disclosed a non-pecuniary interest in relation to the GP surgery information booklet.

No dispensations were requested.

4. Exclusion of the Public: - To exclude the public & press for a particular item the following resolution must be passed.

‘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 or other special reason (to be specified) of the business to be transacted.’

There were no members of the public present and there was no requirement to exclude the public.

5. To receive the minutes of the meeting of 1st September 2026 to be considered for approval and signed as a true record.

The minutes were considered.

Resolved: The minutes of 1st September 2026 were approved as an accurate record.

Action: Future agendas to include an item for updates on outstanding resolutions.

6. To consider for approval Cllr Coupar’s absence from all council meetings for a period of up to six months on the grounds of ill health, in accordance with section 85(1) of the local Government Act 1972.

The Council considered Cllr Coupar’s ongoing ill health and asked that its best wishes be passed to her.

Resolved: Cllr Coupar’s absence from Council meetings was approved for a period of up to six months in accordance with section 85(1) of the Local Government Act 1972, to be reviewed if necessary.



7. To note the donation of £1097.01 from the Sedlescombe Fete Group and discuss the appropriate use of this donation.

The Council noted receipt of £1,097.01 from the former Sedlescombe Fete Group. Members discussed using the donation for a visible village benefit and replacing some of the existing planters with reservoir/self-watering planters to reduce plant losses during dry weather.

Resolved: The donation would be used towards village planting/planters. The Clerk would investigate the cost of self-watering planters and was authorised to purchase the number that could be purchased within the donation.

8. To discuss the timing of Full Council and committee meetings for the rest of the year and agree attendees for the committee meetings.

Members reviewed the meeting pattern and committee membership following recent changes in Council membership. It was agreed that Finance Committee meetings should generally be held quarterly, with Full Council meeting in the intervening months. The proposed pattern was Full Council in October, Finance in November, Full Council in December and January, Finance in February, Full Council in March, Finance in April and Full Council in May & June Finance July, No meeting August, Full Council September.

Committee memberships were reviewed with members on committees as follows.

Finance: GA, KS, RC, VC, NF

Neighbourhood Plan Review Committee: GA, RC, JSH, KS, AH, VC

Sports Committee: DC, KS, JSH, AH, NF

Staffing Committee: KS, RC & GA with an annual staffing meeting to be arranged.

Resolved: The revised meeting pattern and committee membership discussed at the meeting were agreed as documented.

Action: Clerk to circulate the agreed committee memberships and revised meeting schedule and update the website and arrange a Staffing Committee meeting.

9. To receive an update from the Neighbourhood Plan Review Committee and agree any actions required.

The Committee reported on its recent meeting with the planning consultant, who reviewed the draft policies against the recently updated national framework and Rother District Council's emerging Local Plan. Members were satisfied that the consultant had provided detailed advice and that the policy review was progressing well.

Further work remained on supporting information, including local businesses, mapping, the river and wider community feedback. A screening request was also to be sent to Rother District Council.

Resolved: The amended Neighbourhood Plan policy text was approved so that it could be cleaned up and progressed, together with the screening correspondence to Rother District Council.

The next item

10. To receive an update on the traffic calming project and agree any actions required.

The tender documentation had been sent for an independent review. Feedback was expected shortly and would then be shared with Evans & Langford where technical input was required. ESCC had the information required to approve the drawings, although final confirmation was still awaited.

The legal work for the Section 278 agreement was progressing. A £1,000 undertaking to the solicitors was included in the payment schedule. The Council discussed the need to progress the project promptly while ensuring that the tender documents and legal arrangements were complete. The ESCC daily lane charge is to be discussed with ESCC.



Contractor's welfare/storage requirements were also noted with suggestions for using the recreation ground. To be confirmed in the October meeting.

11. To note the receipt of the Lottery grant for £500, discuss the proposed activity for the grant and agree any actions required.

Receipt of the £500 grant was noted. JSH stated that she had written a report on how the money was spent and would send it to the clerk for the bulletin.

Resolved: The £500 grant was used for the community event, JSH has written a report and will send it to the Lottery Fund if requested.

12. To review, for approval, the council's Financial Regulations, Standing orders and scheme of delegation and agree that all committees should conduct a review of their terms of reference at their next meeting.

The Clerk explained that the three core governance documents had been cross-checked to remove inconsistencies and align delegated authorities. Members reviewed the proposed amendments.

Resolved: The revised Financial Regulations, Standing Orders and Scheme of Delegation were approved.

Action: Committees were asked to review their Terms of Reference at their next meetings.

13. To agree to send out a bulletin to residents as soon and possible and agree any actions required.

Members agreed content for the next bulletin, including updates from the Chair, Neighbourhood Plan, traffic calming, new councillor introductions and Tea on the Green. The Council also discussed moving gradually towards electronic distribution, while retaining printed copies for residents who require them.

Resolved: A bulletin would be produced and circulated as soon as possible. Contributors were asked to provide copy by 28th September.

14. To consider supporting the GP surgery's communication to the local residents.

Members considered the Patient Participation Group's proposal for an information booklet for residents. The Council wished to see the proposed Sedlescombe version before deciding whether to provide support or funding.

Resolved: The Patient Participation Group would prepare a draft and bring it back to the Council for consideration before making any decision on Parish Council support or funding.

15. To hear an update on the maintenance work to date, as identified from the annual asset review, and agree any actions required.

The Clerk reported that most work identified in the previous annual asset review had now been completed and thanked Glen for the work undertaken. Further items were identified, including outstanding specialist work to village seats, fencing at Riverside Playground, the southern gate/posts at Red Barn Field and vegetation/fencing at East View Terrace. The village seats had been delayed following a fire at the contractor's premises but were expected to be collected by the end of October.

Members recorded their thanks for the maintenance work completed during the year.

Action: Outstanding items to be followed up and incorporated into the next asset review where appropriate.

16. To discuss the weekly checks for Riverside playground and EVT and agree any actions required.

The Council discussed reinstating regular member checks, particularly at Riverside Playground, in addition to the annual professional inspection. Members considered that the playground should be checked weekly and agreed that councillors should familiarise themselves with the inspection requirements.

A practical walk-through/check was arranged at Riverside Playground for Friday 13th November at 10.00am.

Resolved: Regular weekly playground checks would be reinstated, with a councillor rota to be organised.



Action: Clerk to arrange/circulate the inspection process and rota.

17. Finance Matters

a. To receive the Statement of Accounts to 31 August 2026 for noting.

Received and noted.

b. To receive the bank statements and corresponding bank reconciliations to 31 August 2026 for noting.

Received and noted.

c. To receive a list of payments made in July and August 2026 for noting

Received and noted.

d. To agree the payment of invoices received since the last meeting.

Resolved: The payments were approved as presented.

e. To receive the external auditor's report, if available, and agree any actions required.

The report had not yet been received. No action was required at this meeting.

f. To confirm that that Cllrs are satisfied that the appointed internal auditor, Mulberry LAS meets the requirements laid out in the councils Financial Regulations Section 4, paragraphs 4.7 – 4.10

Resolved: Members confirmed that they were satisfied that Mulberry LAS met the requirements in the Council's Financial Regulations, section 4, paragraphs 4.7–4.10, for appointment as internal auditor.

g. To agree that the clerk may book the internal audit by Mulberry LAS.

Resolved: The Clerk was authorised to book the internal audit with Mulberry LAS.

h. To receive the actual spend against the budget year to date and the clerks report explaining variances.

Received and noted. A detailed review will be undertaken by the Finance Committee in November.

i. To review the council's reserves and agree any actions required.

The Clerk advised that the presentation and level of general reserves required a detailed review. Members agreed that reserves, including the distinction between general and earmarked reserves and the funding of the traffic calming project, should be considered in detail by the Finance Committee.

18. To discuss the date of the next meeting due to take place at Sedlescombe Village Hall Committee Room Tuesday 20th October 2026 at 6.30pm.

The agenda proposed the next Full Council meeting for Tuesday 20th October 2026 at 6.30pm in Committee Room 2, Sedlescombe Village Hall.

Signed: _____ **Chair**

Date: _____

Sedlecombe Parish Council

Bank - Cash and Investment Reconciliation as at 31 August 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

31/08/2026	Unity Trust	87,682.47
31/08/2026	CCLA Deposit fund	154,895.36

242,577.83

Receipts not on Bank Statement

0.00

Closing Balance

242,577.83

All Cash & Bank Accounts

1	Barclays Current Bank A/c	0.00
2	BarclaysActive Saver	0.00
3	West Bromich	0.00
6	Unity Trust Bank	87,682.47
7	CCLA	154,895.36
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	242,577.83

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>
16/09/2026	Clerk	BACS	111.10		6.65	4000	110	71.10	Salary reconciliati
						4000	110	33.35	Salary reconciliati & expenses
16/09/2026	Geosphere Ltd	BACS	84.00		14.00	4195	110	70.00	Parish Online
16/09/2026	Jewson Ltd	BACS	14.83		2.47	4430	150	12.36	Tennis Net fixing
16/09/2026	Joanne Cosson Domestic	BACS	110.00			4431	125	110.00	Pavilion Cleaning
16/09/2026	Sedlescombe Village Hall	BACS	23.00			4250	110	23.00	Hall Hire
16/09/2026	G Anderson Building	BACS	150.00			4430	120	150.00	Painting benches
Total Payments:			492.93	0.00	23.12			469.81	