



Sedlescombe Parish Council

Minutes of the Annual Meeting of the Parish Council
on Tuesday 15th May at 19:00 in Committee Room 2 of Sedlescombe Village Hall

Present:			
Cllr. Jonathan Vine-Hall (Chairman)	Cllr. Roy Chapman	Cllr. Andy Waters	District Cllr. Tony Ganly
Cllr. Pauline Glew (Vice-Chairman)	Cllr. Lindsay Fraser	Mrs Carol Hodgson (Clerk/RFO)	
Cllr. Peter Anson	Cllr. Sally Sidgwick	County Cllr. Carl Maynard (in part)	
Item	Agenda Item (C18.)		
Annual Business in accordance with Standing Orders(3j). Cllr Vine-Hall in the chair.			
1	Election of Chairman for the ensuing year and to receive their declaration of acceptance of Office. Cllr. Vine-Hall invited nominations for the position of Chairman of the Council. RESOLVED: Cllr. Jonathan Vine-Hall was nominated by Cllr. Fraser and seconded by Cllr. Sidgwick and was elected unopposed. Cllr. Vine-Hall signed the 'Declaration of Acceptance of Office'.		
2	Election of Vice-Chairman for the ensuing year. The Chairman invited nominations for the position of Vice-Chairman of the Council. RESOLVED: Cllr. Pauline Glew was nominated by Cllr. Fraser and seconded by Cllr. Sidgwick and was elected unopposed.		
3	To confirm the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees. RESOLVED: That the accuracy of the Minutes for the following Meetings was confirmed: <ul style="list-style-type: none"> • The Full Council Meeting held on 27th March 2018. • The Finance Executive Committee Meeting held on 15th May 2018 		
4	To review the delegation arrangements to Committees, Sub-Committees, employees and other local authorities Scheme of Delegation – February 2018 RESOLVED: Delegation arrangements to Committees as shown in their Terms of Reference and to the RFO remain unchanged.		
5	To delegate to the relevant committees, a review of their terms of references. RESOLVED: To delegate to the relevant committees, a review of their terms of references.		
6	To consider nominations to existing committees. NB - Membership agreed at the meeting will include the Chairman and Vice-Chairman being ex-officio members of each Committee:		
6.1	Finance Executive Committee (2017/18: Cllrs. Anson, Chapman, Glew, Matthews and Vine-Hall) RESOLVED: Cllrs. Anson, Chapman, Matthews (subject to his confirmation) and Sidgwick appointed as Members of the Finance Executive Committee. The Chairman Cllr. Vine-Hall and Vice-Chairman Cllr. Glew are included as ex-officio members.		
6.2	Neighbourhood Plan Executive Committee. (2017/18: Cllrs. Anson, Brister, Chapman, Fraser, Glew, Matthews, Water and Vine-Hall) RESOLVED: To disband the Neighbourhood Plan Executive Committee as it's task has been completed in that the Neighbourhood Plan was 'made' by Rother District Council on 23rd April 2018.		
6.3	Red Barn Field Working Group (2017/18: Cllrs. Brister, Chapman, Glew and Vine-Hall) RESOLVED: Cllrs. Brister (subject to her confirmation), Chapman, Glew, Vine-Hall and Waters are appointed as Parish Council Members of the Red Barn Field Working Group.		
6.4	Any other Executive or Advisory Committee that the Parish Council agrees should be constituted for the coming year. RESOLVED: To continue with the Emergency Plan Committee – Parish Council Membership: Cllr. Chapman. To appoint the following Advisory Groups: Traffic Advisory Group – Parish Council Membership: Cllrs. Anson, Fraser, Glew, Vine-Hall and Waters. Lease Advisory Group – Parish Council Membership: Cllrs. Anson, Fraser and Vine-Hall. District Cllr. Maynard joined the meeting.		
7	Policy Documents To the review and adoption of appropriate standing orders, financial regulations and parish council policies already adopted as follows:		

	<p>a) Standing Orders – March 2017</p> <p>b) Financial Regulations – December 2014</p> <p>c) Biodiversity Strategy – November 2007</p> <p>d) Casual Vacancies policy – September 2017</p> <p>e) Child/Young Person Protection Policy – July 2009</p> <p>f) Climate Change Mitigation and Fuel Poverty Alleviation Strategy - January 2008</p> <p>g) Complaints Code – July 2012</p> <p>h) Crayfishing policy – November 2008</p> <p>i) Data Retention Policy – March 2018</p> <p>j) Equality and Recruitment Policy – April 2014</p> <p>k) Health & Safety policy – February 2018</p> <p>l) Code of Conduct for Members – July 2012</p> <p>m) Planning Code of Good Practice - September 2005</p> <p>n) Publication Scheme – January 2009</p> <p>o) Publicity and Press Policy – July 2012</p> <p>p) Recording at public meetings – December 2017</p> <p>q) Risk Management Policy – March 2012</p> <p>r) Schedule of Charges for Freedom of Information hard copies 2009</p> <p>s) Scheme of Delegation – February 2018</p> <p>t) Statement of Community Involvement – September 2011</p> <p>u) Training Strategy – September 2012</p> <p>v) Vexatious Complaints – February 2018</p> <p>w) Winter Maintenance Policy - December 2013</p> <p>RESOLVED: All Policy documents are adopted. A scheduled review of policy documents requiring an update to be conducted across the year.</p>	
8	<p>To review the inventory of Land and Assets including Buildings and Office Equipment – to be referred to the Finance Executive Committee.</p> <p>RESOLVED: To delegate to the Finance Executive Committee the review the inventory of Land and Assets including Buildings and Office Equipment.</p>	
9	<p>To review and confirm the arrangements for insurance cover in respect of all insured risks - to be referred to the Finance Executive Committee.</p> <p>RESOLVED: To delegate to the Finance Executive Committee the review and confirmation of arrangements for insurance cover in respect of all insured risks.</p>	
10	<p>To review Council's and Employees Membership of other bodies and to consider payment of any subscription falling to be paid annually.</p> <p>10.1 Sussex and Surrey Association of Local Councils/National Association of Local Councils - £443.90 RESOLVED: That the Membership to the Sussex and Surrey Association of Local Councils/National Association of Local Councils at £443.90 is approved and will be paid when due.</p> <p>10.2 Rother Association of Local Councils - £35.00 RESOLVED: That the Membership to Rother Association of Local Councils at £35.00 is approved and will be paid when due.</p> <p>10.3 Society of Local Council Clerks - £64.38 RESOLVED: That the Membership to Society of Local Council Clerks at £64.38 is approved and will be paid when due.</p>	
11	<p>To set the dates, times and place of ordinary meetings of the Full Council and the Finance Committee for the year ahead.</p> <p>RESOLVED: The dates, times and place of ordinary meetings of the Full Council and the Finance Committee for the year ahead have been confirmed as follows:</p> <p>Full Council: 19-Jun, 17-Jul, 21-Aug, 18-Sept, 16-Oct, 20-Nov and 18-Dec.</p> <p>Finance Executive Committee: 16-Oct and 18-Dec</p>	
12	<p>To nominate / confirm representatives to outside bodies as follows:</p> <p>12.1 RALC Two councillors with one vote between them. (2017/18: Cllrs. Glew and Vine-Hall) RESOLVED: To appoint Cllrs. Glew and Vine-Hall for the ensuing year as voting representatives to RALC</p> <p>12.2 SALC Two representatives maybe appointed with one vote each. (2017/18: Cllrs. Glew and Vine-Hall) RESOLVED: To appoint Cllrs. Glew and Vine-Hall for the ensuing year as voting representatives to SALC.</p> <p>12.3 Sedlescombe Village Hall</p>	

12.4	<p>One councillor to become a Village Hall Representative and to join the Village Hall Management Committee as a non-voting member. (2017/18: Cllrs. Anson and Matthews) RESOLVED: To appoint Cllrs. Anson and Fraser as a joint non-voting representative (not a Trustee) to the Sedlescombe Village Hall Management Committee</p> <p>Sedlescombe Sports Association</p> <p>One councillor to join the Sports Association Committee as a voting member. (2017/18: Cllrs. Anson and Matthews) RESOLVED: To appoint Cllrs. Anson and Matthews (subject to his confirmation) as one voting member to the Sedlescombe Sports Association.</p> <p>Tree Warden</p> <p>One person (2017/18: Mr. Pat Martin) RESOLVED: Cllr. Chapman to ask Pat Martin if he is willing to continue as Parish Council's Tree Warden for the ensuing year.</p> <p>Transport Representative</p> <p>One councillor to report on transport matters of special interest to Sedlescombe residents. (2017/18: Cllr. Glew) RESOLVED: To appoint Cllr. Glew for the ensuing year as representative to Rother Transport Action Group (RTAG).</p> <p>Any other representatives to be appointed RESOLVED: No further representations were identified.</p>	
<p>The following have been invited to provide reports prior to the meeting:</p> <p>County Councillor Carl Maynard. District Councillor Tony Ganly. Mrs Susan Walton (Chief Executive of Pestalozzi International Village). Mrs Caroline Harvey (Head of Sedlescombe Primary School).</p> <p style="text-align: right;">} Parish councillors will be able to ask questions on any subject in reports.</p>		
13	<p>Apologies</p> <p>Cllrs. Brister and Waters and Mrs. Susan Walton (Chief Executive of Pestalozzi International Village).</p>	
14	<p>Interests in accordance with 2012 Code of Conduct</p> <p>14.1 To receive councillors' declarations of interest regarding matters on the agenda. No new written requests were received.</p> <p>14.2 To consider any written requests for dispensations received at or before the start of the meeting. There were no declarations of interest regarding matters on the agenda received.</p>	
15	<p>Public participation session re matters on the Agenda at the Chairman's discretion.</p> <p>There were no members of the public present.</p>	
16	<p>To approve the minutes of the Council Meeting on 27th March 2018 RESOLVED: That the Chairman is authorised to sign the Minutes of the meeting held on 27th March 2018.</p>	
17	<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, 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 were no requirements to pass this resolution</p>	
18	<p>Planning</p> <p>18.1 To consider responses to planning applications.</p> <p>a. <u>RR/2018/1135/P</u> - Mabbs Cottage, Brede Lane, Sedlescombe TN33 0PQ Proposed two storey side extension, cladding and changes to fenestration. Remove porch and existing garage. Replacement relocated garage and log store and relocated access. Cllr. Matthews was not available to report. RESOLVED: Parish Council has no objections to this planning proposal based on a review of the plans only. A site visit was not undertaken on this occasion.</p> <p>b. <u>RR/2018/1048/P</u> - Ingleden, Battle Road, Sedlescombe TN32 5QT Proposed single storey extension to link house to detached garage building and partial garage conversion. Creation of first floor balcony to rear. Cllr. Waters reported. RESOLVED: Parish Council supports approval of this planning proposal.</p>	

- c. [RR/2018/970/P](#) - Lyndale, Churchland Lane, Sedlescombe TN33 0PF
Removal of the Section 106 agreement and conditions 2 and 3 imposed on [RR/2010/1404/P](#).
 Cllr. Vine-Hall reported.
 The following planning application with associated conditions for the same property was also considered:
[RR/2018/1336/P](#) - Lyndale, Churchland Lane, Sedlescombe. Proposal: Removal of the Section 106 agreement on [RR/2010/1404/P](#).
RESOLVED: Parish Council has no objections to planning proposals RR/2018/970/P and RR/2018/1336/P.
- d. [RR/2018/933/L](#) - Strawberry Hill Farm, Poppinghole Lane, Sedlescombe TN32 5QY
Replace back door.
 Cllr. Chapman reported.
RESOLVED: Parish Council supports approval of this planning proposal.

18.2 **To receive advice of decisions on previous applications.**

- a. [RR/2018/926/FN](#) - Churchill Farm, The Street, Sedlescombe TN33 0QW
General purpose agricultural building.
Outcome: FARM DETAILS REQ TXT as per decision notice [20-Apr-2018](#)
 Noted.
- b. [RR/2018/803/TN](#) - Swift Lite Charcoal Company - Installation at, Marley Lane, Battle TN33 0RE
Installation of 1no. 1.2 dish, 1no. GPS antenna and 1no. equipment cabinet
Outcome: TELECOM DET NOT REQD as per decision notice [10-Apr-2018](#)
 Noted.
- c. [RR/2018/788/P](#) - Littlehurst, Hurst Lane, Sedlescombe TN33 0PE
Formation of rear porch over part of existing courtyard together with altering part of existing roof of outbuilding to form porch & install folding sliding door. Alter existing side access door and provide ramped access to porch & courtyard.
Outcome: APPROVED CONDITIONAL as per decision notice [27-Apr-2018](#)
 Noted.
- d. [RR/2018/700/P](#) - Old Orchard, Chapel Hill, Sedlescombe TN33 0QX
Proposed detached garage building with room in the roof.
Outcome: APPROVED CONDITIONAL as per decision notice [19-Apr-2018](#)
 Noted.
- e. [RR/2018/637/L](#) - Strawberry Hill Farm, Poppinghole Lane, Sedlescombe TN32 5QY
Installation of two wood burners.
Outcome: LISTED BC GRANTED as per decision notice [05-Apr-2018](#)
 Noted.
- f. [RR/2018/601/L](#) - Inkpen Cottage, Strawberry Hill Farm, Poppinghole Lane, TN32 5QY
Restoration of existing cottage building to provide holiday letting unit/ family annexe, with new single side extension.
Outcome: LISTED BC GRANTED as per decision notice [19-Apr-2018](#)
 Noted.
- g. [RR/2018/421/L](#) - Strawberry Hill Farm, Poppinghole Lane, Sedlescombe TN32 5QY
Proposed internal alterations to existing ground floor cloakroom and first floor en-suite bathroom. Proposed replacement external drainage wastes and soil stacks and new soakaways to serve existing rainwater downpipes.
Outcome: LISTED BC GRANTED as per decision notice [23-Mar-2018](#)
 Noted.
- h. [RR/2017/2861/L](#) - Sackville House, The Street, Sedlescombe TN33 0QE
Replacement of windows at the rear.
Outcome: Application withdrawn as per decision notice [04-Apr-2018](#)
 Noted.

19 **Sedlescombe Village Hall Car Park**

To receive an update on reviewing the current lease

Members had been circulated prior to the meeting a draft lease for the Sedlescombe Village Hall Car Park – with a view to replacing the existing lease – which has been prepared by a lawyer specialising in commercial leasing. Cllr. Anson responded to Members questions on the lease.

RESOLVED: To send a copy of the draft lease to the Village Hall Committee for their comments.

District Cllr. Maynard left the meeting.

20	<p>Sedlescombe Sports Association To receive an update Cllr. Anson reported that under the terms of the lease the SSA have certain obligations including the provision on an annual basis copies of adequate insurance cover and relevant certificates. These had not been received for the current year. RESOLVED: To issue a 28-day notice of non-compliance to the Trustees, Chairman and Committee Members of the SSA.</p>	
21 20.1 20.2 20.3 20.4 20.5	<p>Highway Matters To receive a Speed Watch update Cllr. Waters reported that 2 members had resigned from the Community Speed Watch Team, but 2 new people had come on board. The sessions were going well and should be back to full strength by end of June. To receive further information on a ‘Radar Speed Sign’. Cllr. Waters had been in contact with Elan City for further information on the Evolis Radar Speed Sign and had arranged a meeting in July. Prior to the meeting Members had been sent a link to a video of the equipment in action. To receive a response and further consider a request to install signage on the Village Green re: Geese presence. Members considered the response in relation to having no more signage around the Village Green and would advise the respondent that the request – as part of traffic calming measure, would be referred to the newly formed ‘Traffic Advisory Group’ for discussion. To discuss concerns received regarding ‘Spar Lorries’ coming through the village in the night. Parish Council had received complaints from several residents that the late night / early morning ‘Spar’ lorries coming through the Village were ‘shaking’ the houses along The Street. RESOLVED: To write to Spar explaining the issues with their lorries effecting the properties in The Street and ask them to seek an alternative route. To discuss concerns received regarding access on the footpath from the Village Hall into the Village due to overgrowth Parish Council had received several complaints regarding the restricted access on the footpath from the Village Hall into the Village due to the increasing overgrowth. RESOLVED: To write to County Councillor Maynard asking for County Council to address the problem of the footpath from the Village Hall into the Village not being accessible due to overgrowth.</p>	AW
22 22.1 22.2	<p>Website To receive a progress update on replacing the current website The Clerk reported that the new website was progressing very well and that training would be taking place the following week. To consider the use of social media on the new website RESOLVED: Parish Council will not be using Social Media on the new website</p>	
23 23.1 23.2	<p>General Data Protection Regulation The GDPR will take effect in the UK from 25th May 2018. It replaces the existing law on data protection (the Data Protection Act 1998) and gives individuals more rights and protection regarding how their personal data is used by Councils. Parish Council will work through NALC’s recommended Action Plan to ensure GDPR Compliance. To receive an update on becoming GDPR compliant The Clerk reported that there had been a good response from residents returning ‘Consent Forms’. An email would be sent out via ‘MailChimp’ to those on Parish Council’s email database that had not yet replied, to confirm how they wish to be contacted. Parish Council had been advised by NALC that the Government has tabled an amendment to its own Data Protection Bill to exempt all parish and town councils and parish meetings in England and community and town councils in Wales from the requirement to appoint a Data Protection Officer (DPO) under the General Data Protection Regulation. To receive the Personal Data Audit Questionnaire The Clerk reported this document was still work in progress.</p>	
24 24.1	<p>Public Playing Field and Recreation Grounds Riverside Playground a. To receive an update on obtaining quotes for the play equipment / safety surfacing. Cllr. Matthews was not available to report. Cllr. Chapman will liaise with Cllr. Matthews to obtain the final quotations.</p>	

24.2	<p>East View Terrace Kickabout</p> <p>a. To receive quotes for replacement fencing Cllr. Chapman reported that the Finance Executive Committee had requested further quotes for the work and he was waiting to hear back from them. The work would have to be put on hold until autumn due to nesting birds.</p> <p>b. To receive quotes for additional tree work Cllr. Chapman advised that the work would have to be put on hold until autumn due to nesting birds.</p>																																								
26	<p>Sedlescombe Neighbourhood Plan</p> <p>To receive an update. Cllr. Vine-Hall reported that the Sedlescombe Neighbourhood Plan had been ‘made, by Rother District Council on 23rd April 2018. This was the first neighbourhood plan in the Rother District. For any new properties completed after 23rd April 2018, Parish Council would now receive 25% in Community Infrastructure Levy as opposed to the current 15%.</p>																																								
27	<p>Finance and Audit</p> <p>27.1 Final Accounts year ended 31st March 2018</p> <p>a) To receive the internal audit report by Keith Robertson Mr. Keith Robertson FCMA had undertaken the Internal Audit on 10th May 2018. Members had received a copy of the report prior to the meeting. No issues were found that required attention or noting on the annual return. RESOLVED: To address the recommendations in the Internal Audit report.</p> <p>b) To consider general and earmarked reserves RESOLVED: That the £12,500 underspend in the 2017/18 accounts to be allocated as follows: Earmarked Reserves: <table data-bbox="247 891 1412 1070"> <tr> <td>Maintenance of Assets:</td> <td>£3,000</td> <td>(includes £1,000 transferred from Refurbishing Toilets reserve)</td> </tr> <tr> <td>MUGA:</td> <td>£1,500</td> <td></td> </tr> <tr> <td>Red Barn Field:</td> <td>£1,000</td> <td></td> </tr> <tr> <td>Riverside Play Area:</td> <td>£1,500</td> <td></td> </tr> <tr> <td>Traffic Calming Project:</td> <td>£2,000</td> <td></td> </tr> </table> <p>To leave the of £4,500 in the General Reserves to cover the shortfall on the 2018/19 Precept.</p> <p>c) To approve the Final Accounts for the year ended 31st March 2018 Members had received a copy of the Final Accounts prior to the meeting. RESOLVED: That the Final accounts for year ended 31st March 2018 are approved and signed.</p> <p>d) Annual Return: To prepare and approve the Annual Governance Statement RESOLVED: The Annual Governance Statement was prepared and approved.</p> <p>e) Annual Return: To approve the Accounting Statements RESOLVED: The accuracy of the Annual Return Accounting Statement is confirmed and approved.</p> <p>27.2 To receive the monthly statement of accounts to 30-Apr-2018 RESOLVED: That the monthly statement of accounts to 30th April 2018 were received.</p> <p>27.3 To receive the bank reconciliation to 30-Apr-2018 RESOLVED: That the bank reconciliation to 30th April 2018 was received.</p> <p>27.4 To approve and sign the following cheques:</p> <table data-bbox="199 1534 1316 1713"> <tr> <td>a) G Burley & Sons Ltd</td> <td>Grounds Maintenance - Apr 18</td> <td>£265.00</td> </tr> <tr> <td>b) Sedlescombe Village Hall</td> <td>Room Hire – Apr 18</td> <td>£ 42.00</td> </tr> <tr> <td>c) Sedlescombe Village Hall</td> <td>Donation towards Defib transfer</td> <td>£ 25.00</td> </tr> <tr> <td>d) Mrs. C. Hodgson</td> <td>2 x reams A4 Paper</td> <td>£ 5.00</td> </tr> <tr> <td></td> <td>Salary balance for Apr-18</td> <td>£141.69</td> </tr> <tr> <td></td> <td></td> <td>£146.69</td> </tr> </table> <p>The following cheque was also raised for payment: • Mr. K. Robertson – Internal Audit - £112.50. Reason: To meet the supplier terms. RESOLVED: All cheques are approved for payment.</p> <p>27.5 To approve the following standing orders:</p> <table data-bbox="199 1854 1316 1926"> <tr> <td>a) Mrs. C. Hodgson</td> <td>Salary Apr-18</td> <td>£1200.00</td> </tr> <tr> <td>b) SmartPension</td> <td>Clerk Pension Contribution EEs / ERs Mar-18</td> <td>£113.50</td> </tr> </table> <p>RESOLVED: All standing orders are approved for payment.</p> <p>27.6 To ratify a decision made for items not previously advertised. To authorise the following cheques for payment: -</p> <p>a) TLF Services Ltd – Clearing of footpath at Church Hill. £696.00. Reason: To meet the supplier terms. b) Mr. A. Waters – Plants and soil for flower tubs on The Village Green. £64.50. Reason: Out of pocket expenses</p> </p>	Maintenance of Assets:	£3,000	(includes £1,000 transferred from Refurbishing Toilets reserve)	MUGA:	£1,500		Red Barn Field:	£1,000		Riverside Play Area:	£1,500		Traffic Calming Project:	£2,000		a) G Burley & Sons Ltd	Grounds Maintenance - Apr 18	£265.00	b) Sedlescombe Village Hall	Room Hire – Apr 18	£ 42.00	c) Sedlescombe Village Hall	Donation towards Defib transfer	£ 25.00	d) Mrs. C. Hodgson	2 x reams A4 Paper	£ 5.00		Salary balance for Apr-18	£141.69			£146.69	a) Mrs. C. Hodgson	Salary Apr-18	£1200.00	b) SmartPension	Clerk Pension Contribution EEs / ERs Mar-18	£113.50	
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	RESOLVED: That the payments not previously advertised to TLF Services Ltd – Clearing of footpath at Church Hill. £696.00. Reason: To meet the supplier terms and Mr. A. Waters – Plants and soil for flower tubs on The Village Green. £64.50. Reason: Out of pocket expenses are ratified and authorised.	
28.	Freedom of Information Act 2000 – ICO Investigation To receive an update. The Information Commissioner had issued her decision on 23 rd April 2018 and concluded that she was satisfied that the exemption provided by section 42(1) of the FOIA for legal advice privilege had been correctly applied.	
29.	Reports, Correspondence, Questions and Future agenda items not requiring decisions. a) Red Barn Field. Cllr. Glew reported that a ‘Strimmer’ had been ordered with funding from the SEEDCORN Fund. Quotes were being obtained for ‘Interpretation Boards’. b) Sedlescombe Jobs Network. Cllr. Brister was not available to report. c) Any other. There were no further reports received.	
	There being no further business the meeting closed at 21:08	

Chairman.....

Date.....