



Sedlescombe Parish Council

Minutes of the Annual Meeting of the Parish Council

held on Tuesday 22nd May 2023 at 19:00 in Committee Room 2 of Sedlescombe Village Hall

Present:

Cllr. Pauline Glew (Chairman) (PG). Cllr Jonathan Vine-Hall (JVH). Cllr Beverley Coupar (BC). Cllr Roy Chapman (RC), Cllr David Caney (DC), Cllr Nikki Moore (NM).
Mrs Jackie Scarff (Clerk/RFO)

Item	Item (C23.)	
1	<p>The Chairman to take the chair and receive nominations for Chairman of the council for the forthcoming year. PG nominated JVH as chair for the forthcoming year. All agreed. JVH accepted the position. Resolved JVH is the Parish Chair for the forthcoming year.</p>	
2	<p>The Chairman to read and sign the declaration of acceptance of office. The DoAo was signed and witnessed.</p>	
3	<p>The Chairman to take the chair and receive nominations for Vice Chairman of the council for the forthcoming year. JVH nominated PG as the vice chair for the forthcoming year. All agreed. PG accepted the position. Resolved PG is the vice chair for the forthcoming year.</p>	
4	<p>The Vice Chairman to read and sign the declaration of acceptance of office. The DoAo was signed and witnessed.</p>	
5	<p>To receive Declarations of acceptance of office from all members. The DoAo was signed and witnessed by each member.</p>	
6	<p>To consider the Co Option of a new parish councillor Keith Saunders (KS) applied to become a parish councillor but was unable to come to the meeting. All agreed that (KS) be co opted. Resolved KS was co opted as a Parish Cllr To witness the signing of acceptance of office if co-opted. Resolved that the DoAo be signed at or before the next meeting.</p>	
7	<p>To receive and accept Apologies (LGA 1972 s85) Apologies were given and accepted from cllr Saull-Hunt for business reasons and Cllr Latreille for personal reasons. Cllr Maynard sent his apologies due to a clash of meetings.</p>	
8	<p>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. There were no declarations of interest.</p>	
9	<p>To receive the minutes of the previous meeting held on 21st March 2023, to approve these minutes and authorise the chairman to sign them as a correct record. Resolved that the chairman is authorised to sign the minutes held on 21st March 2023 as a correct record.</p>	
10	<p>To receive a proposal in accordance with the Statutory Instrument, Parish Councils (General Power of Competence) prescribed Order 2012 that Sedlescombe Parish Council meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk to adopt the General Power of Competence. The Council confirms that it meets the criteria necessary for it to adopt the General Power of Competence ie:</p>	

	<p>The number of members of the council that have been declared to be elected is equal to or greater than two-thirds of the total number of members of the council;</p> <p>The clerk to the council holds the Certificate in Local Council Administration;</p> <p>Resolved that the council adopts the General Power of Competence.</p>	
11	<p>In accordance with the Standing orders to receive for adoption the updated Standing orders, Financial Regulations and Risk assessment and Code of Conduct.</p> <p>Resolved that the Standing Orders, Financial Regulations, Risk Assessment and Code of Conduct be approved.</p>	
12	<p>To receive for approval the council's scheme of delegation.</p> <p>Resolved the council's scheme of delegation be approved.</p>	
13	<p>To agree the arrangements for insurance in respect of all insurable risks.</p> <p>The clerk explained that the insurance renewal is due 1st October, and she would strive to get three quotes. It may be worth considering a long term agreement.</p> <p>All agreed.</p>	
14	<p>To consider nominations to existing committees.</p> <p>Membership agreed at the meeting will include the Chairman and Vice-Chairman being ex-officio members of each Committee:</p> <p>Finance Executive Committee</p> <p>Resolved members for the forthcoming year be PG, JVH, BC & KS</p> <p>Planning Executive Committee.</p> <p>Resolved members for the forthcoming year be all cllrs</p> <p>Sedlescombe Sports Pavilion Executive Committee</p> <p>Resolved members for the forthcoming year be DC, NM, BC, RC & LL</p> <p>Red Barn Field Working Group</p> <p>Resolved members for the forthcoming year be PG, JSH & RC</p> <p>Sedlescombe Traffic Advisory Group (STAG)</p> <p>Resolved members for the forthcoming year be DC, JVH, BC</p> <p>Staffing Committee</p> <p>Resolved members for the forthcoming year be PG, JVH & NM</p> <p>Any other Executive or Advisory Committee that the Parish Council agrees should be constituted for the coming year.</p> <p>Nothing</p> <p>To consider nominations to represent the Parish Council on outside bodies</p> <p>RALC</p> <p>Resolved representatives for the forthcoming year be PG & JVH.</p> <p>ESALC</p> <p>Resolved there be no formal representative.</p> <p>Sedlescombe Village Hall</p> <p>Resolved members for the forthcoming year be RC & KS</p> <p>Any other bodies that the Parish Council agrees they should have representation on.</p> <p>Nothing</p>	
15	<p>To delegate to the relevant committees, a review of their terms of references.</p> <p>Resolved that the committees have the delegated power to review their terms of reference and report the outcome to full council following the review.</p>	
16	<p>To determine the time and place of the meeting of the Council including the next annual meeting of the council.</p> <p> Meeting Calendar.docx</p>	
17	<p>To receive any questions on reports from the District or County Councillors</p> <p>BC reported that she is currently involved in all the training that RDC are running for the district cllrs following the recent elections.</p>	

18	Public participation session re matters on the Agenda at the Chairman's discretion. There were no members of the public.	
19	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	
20	Planning To agree a response to RDC on the following application. RR/2023/928/P 41 East View Terrace, Sedlescombe TN33 0PY Proposed off street parking with vehicle crossover. Resolved. The council would not make a comment on this application.	RC
21	Sedlescombe Sports Pavilion To receive an update and agree any actions required. DC explained that the grant application to Rother for the decarbonisation of the sports pavilion had been unsuccessful. The parish council is looking for other funding sources. The hedge on the roadside is growing well. The carpark needs some fine scalplings now it has been cleared. The clerk was asked to get some prices. The clerk updated the meeting as to bookings for the facility. The sports pavilion and field is now being regularly used by Hasting Running club, Sedlescombe Rangers Football Club (this year they will running their 3 day youth tournament at Sedlescombe), The primary school. For the San Fairy Ann Cycling Club have used the facilities FOC as a drinks station for their 100-mile charity fund raising cycle for the Kent Surrey and Sussex Air Ambulance raising almost £9000 in two years. They will most likely be back next year. Bexhill ladies FC have booked their one-day tournament for the second successive year.	DC
22	Highway Matters To receive an update from STAG and associated groups and agree any actions required. DC reported that the project team are meeting with a designer in two weeks' time who can turn the plans for the traffic calming projecting into a design suitable for use by contractors and ensuring that it fits the rural setting of the village. The clerk was asked to clarify the next steps for the project for when the design is received.	DC
23	To review previous resolutions and agree any actions required. The clerk reported that she is awaiting news from the land agent following the SE Water works on the recreation Ground. There are still some remedial works needed following the work and the clerk has requested the correspondence between the land agent and SE Waters representative to be able to pass over to the councils solicitor who will deal with the easement. The BT pole is still on The Green, the new contractors think they can possibly get enough height to put the wires overhead without the pole on The Green. Awaiting more news. The website needs more work to be done and this will be a priority for the clerk for June.	
24	Finance and Audit 1 To receive the monthly statement of accounts to 30th April 2023 This was circulated ahead of the meeting and noted. 2 To receive the bank reconciliation to 30th April 2023 The bank reconciliation for Unity Trust bank was circulated before the meeting and it was noted that it reconciles to zero with the balance as at 30 th April 2023 showing £65,782.22 3 To present for approval the payments for the month. The payments were approved as presented with the addition of £60 to NALC to register for the Local Council Award Scheme. It was noted that a payment had been made prior to the meeting to Teatime Anytime as the invoice had fallen due before the meeting. 4 To receive the report from the internal auditor and agree any actions required. The report had been circulated in advance and it as noted that there were no actions to carry forward.	

<p>5</p> <p>6</p> <p>7</p>	<p>To consider for approval the annual governance statement. Resolved that the annual governance statement was approved and signed by the Chair.</p> <p>To consider for approval the accounting statement for the year ended 31st March 2023 in the Annual Governance and Accountability return. Resolved that the accounting statement for the year ended 31st March 2023 in the Annual Governance and Accountability return was approved and signed by the chair.</p> <p>To confirm the arranged direct debits and bank standing order payments. The clerk confirmed that there are two standing orders set up – To the clerk for salary and Uniserve for the monthly office 365 payment. There are 6 direct debits set up to Fastpay Ltd for the monthly payroll, GBS for the Public Works Loan Board, HMRC for the payment of PAYE, National Employment for the payment for the clerks pension and Utility warehouse for the payment of the gas and electricity at the sports pavilion.</p>	
<p>25</p>	<p>Reports, Correspondence, Questions and Future agenda items not requiring decisions. The clerk reported receiving an email asking if the parish council could take over the carlot to help when parents with young children are visiting the playground.</p>	