



To the Chair and all Members of **Willingdon and Jevington Parish Council:**

You are hereby summoned to attend a meeting of the **FULL COUNCIL**

to be held on **Monday 23rd March 2026 at 7.00pm**

At the Trinity Church (Vestry), Coppice Avenue, Willingdon.

Signed: *N. Williamson*

18th March 2026

Nicola Williamson (Assistant Clerk to Willingdon and Jevington Parish Council)

The public have a right and are welcome to attend.

The press and public are reminded that they must remain silent when the meeting is in progress in accordance with the Public Bodies (Admission to Meetings) Act, 1960. Meetings may be recorded in line with the protocol agreed by the Parish Council (copies available on request).

AGENDA

- 1. Apologies, to receive and accept apologies from Councillors who could not be present and accept notification of substitutes.**
- 2. To accept the minutes from the Extraordinary Parish Council Meeting held on Monday 16th February 2026 as a true and accurate record of the meeting.**
- 3. Declarations of interest: To receive notices of declaration, personal and prejudicial, in respect of items on this agenda.**
- 4. Public question time.**
This item shall last no more than 15 minutes or at the Chair's discretion, and no one contribution shall last more than 3 minutes.
- 5. Report from the Parish Council Chair and questions from Members.**
- 6. Report from the Assistant Clerk and questions from Members.**
- 7. Report from the County & District Councillors and questions from Members.**
- 8. Questions to Committee Chairs and minutes for adoption by Full Council**
 - i) Cemetery – Cllr Cooper, Minutes of 9th March 2026
 - ii) Events- Cllr Nisbet, Minutes of 2nd February 2026

- iii) Finance and General Purposes- Cllr Nisbet, Minutes of 9th February 2026.
- iv) Planning- Cllr Pritchett, Minutes of 2nd February and 16th March 2026.

9. Reports of Parish Council Representatives

- i) WDALC.
- ii) Polegate Windmill Trust.
- iii) Willingdon Memorial Hall.
- iv) Wannock Hall.
- v) Jevington Village Hall & Sports Club.
- vi) Library Charity Group Report.
- vii) Tree Warden.
- viii) Cuckmere Community Bus.

10. Recommendations from Finance & General Purposes Committee 9th February 2026

- i) Data Impact Assessment.
- ii) Business Plan – Removal of Neighbourhood Plan.

11. Meeting Schedule 2026 - 2027 amendments

12. WDC Draft Local Plan - response

13. Personnel Matters – Update on any personnel issues

14. Finance Update

- i) Income and Expenditure to date.
- ii) Reconciliation for December 25 and January 26.
- iii) Payment Lists for December 25 and January 26.
- iv) To note the CIL and Earmarked Reserves.

15. Urgent items – for noting or referral to next agenda for Full Council or appropriate committee/sub-committee.

15. Date of Next Full Council meeting – Tuesday 5th May 2026.

Parish Clerk
The Parish Office,
The Triangle,
Willingdon,
East Sussex,
BN20 9PJ



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Willingdon and Jevington Parish Council Meeting
The minutes of the Meeting of the **Extraordinary Parish Council**
held on **Monday 16th February 2026**
at the Trinity Church Hall, Coppice Avenue, Willingdon.

Present: Cllr John Pritchett BEM (Chair), Ben Clennell (BC), Howard Coote (Vice Chair), (HC), Helen Coote (HC), Dionne Daniel (DD), Ian Nisbet (IN), Christine Payne MBE(CP), Fran Pritchett (FP), Ruth Shepard (RS), Andy Watkins (AW), Ryan Weedon (RW).

In attendance: Nicola Williamson (NW) Assistant Clerk.

Item	Subject	Action by
PC26/29	Apologies and Councillors not present. There were apologies from Cllr Martin Cooper who was away. There were apologies from Cllr Sally Morris who had a previous commitment. There were apologies from Cllr D Shing who had a previous work commitment. There were apologies from Cllr R Shing who had a previous work commitment. RESOLVED: These were ACCEPTED.	
PC26/30	To accept and adopt the minutes from the Parish Council Meeting held on Monday 19th January 2026 as a true and accurate record of the meeting. RESOLVED: To accept and adopt the minutes form the Parish Council meeting held on Monday 19th January 2026. These were signed by Cllr John Pritchett BEM(Chair) as a true and accurate record of the meeting. Cllr Watkins queried the minutes of the last Governance Sub-Committee meeting that had been ratified at the last meeting and would like to have another meeting before the next F & GP meeting.	NW
PC26/31	Declarations of interest: To receive notices of declaration, personal and prejudicial, in respect of items on this agenda. There were no declarations of Members interests.	
PC26/32	Public question time. This item shall last no more than 15 minutes or at the Chair's discretion, and no one contribution shall last more than 3 minutes. There were no members of the public in attendance.	
PC26/33	To consider the proposal expressed by Willingdon Junior Football Club and ask questions and receive responses from the proposers.	

	<i>NB: there shall be an exclusion of the press and public for Members of the Council to discuss the confidential nature of the lease.</i> No representatives from the Football Club were present.	
PC26/34	To consider a motion from Cllr Christine Payne which was seconded by Cllr Howard Coote. This was previously circulated to the Members. Cllr Payne thanked the Members that signed her motion to open discussions regarding the lease offer made at the Full Council meeting on 12th January 2026 to the Willingdon Athletic Football Club. Cllr Daniel reported that she did not sign the motion and would not be participating in the vote. RESOLVED: Cllr Payne proposed the motion, and Cllr Pritchett seconded it and All members AGREED with the motion except for Cllr Daniel.	
PC26/35	To make any further decisions regarding the offer of a lease to Willingdon Junior Football Club further to the resolution made at the Extraordinary Full Council meeting held on 12th January 2026 (PC25/05) – And considering the motion if required. The Football Club indicated that they lacked sufficient time to prepare a business plan for the meeting and opted not to accept the lease offer, choosing instead to proceed with a license while relocating their home ground to Meadowburne as previously arranged. Members AGREED to not proceed with the lease at this time with the Willingdon Football Club. The license option would be discussed at the next Recreation meeting. NW confirmed that WDC had agreed that the Meadowburne Pavilion could be used a Polling Station.	
PC26/36	Staffing Matters – To consider staffing matters and recommendations from the Personnel Sub-Committee, as well as raise any other staff matters requiring decision. Members NOTED the previously circulated report from Cllr Cooper. Cllr Payne gave a verbal report in Cllr Coopers absence. Cllr Payne proposed the recommendations from Cllr Coopers report, Cllr J Pritchett seconded it and Members unanimously AGREED the recommendations. <i>*Cllr Clennell arrived at 7.40pm*</i>	NW
PC26/37	Risk management – to consider the effects (if any) arising from items on the agenda. There were no risk items to consider.	
PC26/38	Urgent items – for noting or referral to next agenda for Full Council or appropriate committee/sub-committee. Cllr Clennell have previously circulated a report concerning the ever-increasing speeding through Jevington on the C40. He would like to request funding for a speed test from ESCC Highways. Cllr J Pritchett confirmed this can go on the next Full Council agenda with a report for discussion.	NW

	Cllr J Pritchett reported the hedge on Eastbourne Road and Church Street still has not been cut properly. He also reported there are new potholes appearing in Coppice Avenue. NW to look at them and get them reported.	NW
PC26/39	Date of Next meeting – Monday 23rd March 2026.	

Meeting closed at 7.45pm

Signed: _____ Date: _____



Parish Clerk's Update to Full Council Monday 23rd March 2026

Agenda Item 7.

Committee	Resolution	Update
Amenities	Triangle Garden	Spring/Summer planted will take place early May.
Amenities	Meadowburne Place Noticeboards	These will be installed once all building work has been completed.
Amenities	Bridge at the Triangle Licence	This is with ESCC legal team who are drawing up a licence for the PC to have a formal document for the PC to maintain, carry out repairs and use of the bridge.
Amenities	Graffiti in the Subway	Dave Miles has recently painted a small amount of graffiti in the Subway. It has not been as severe as previous instances.
Amenities	New Noticeboard	A new noticeboard has been installed at Freshwater Square
Amenities	Meadowburne Allotments	A proposed date of the middle of April has been given for the allotments to be transferred to the PC. Allocation of allotments has begun. Trying to consult with Barratts for Dave Miles to get into the allotments to measure up for the sheds and bases.
Amenities	Land by the Windmill Park Croft	Following the valuation carried out by WDC, the land has been offered up for sale. I have confirmed to WDC that the PC wish to proceed with the purchase, and this is now with the PC solicitors.
Cemetery	New Ashes Section	Work will begin middle of April.
Cemetery	Additional Cemetery Land	No updates form EBC.
Events	Parish Walk	This will be on Sunday 31st May 2025 leaving the office at 2pm.Refreshments in the office afterwards.
Events	Music in the Park 2025	This will be Sunday 7 th June 2025 11.30 – 4.30pm. The two charities this year will be Linking Lives and Canine Partners.
F & GP	Newsletter	The next newsletter will be in beginning of May. Any items to go in the newsletter, let the office know.
Planning	The Hindsland Development	It has been reported from residents that residents have started to move in the new homes. I have asked Vistry for some updates but no response to date.
Planning	Mornings Mill Farm	Since the news that Tarn have gone into administration, there have been no updates from Tarn and WDC have had no updates either.
Recreation	Huggett's Lane Recreation Ground Fence Repairs	Three new benches have now been ordered to place in the Recreation ground.
Recreation	Meadowburne Pavilion	Proposed photoshoot for 8 th May has been postponed and are now awaiting new date June.

REPORT FROM CHAIR OF COUNCIL TO FULL COUNCIL MEETING 23 MARCH 2026

Since my last report it has been a relatively quiet time as regards Council business apart from the usual day to day activities.

What did come as a surprise, was the resignation of our Clerk Karen Crowhurst on 3 February after a very short period in the position, giving a week's notice of leaving on the 10 February. We were pleased and appreciative that our Assistant Clerk, Nicola Williamson agreed to step back into her former role as Clerk until we were able to advertise for a new Clerk.

We were very pleased to welcome our Clerical Assistant, Colleen back following a difficult period over Christmas.

The Council advertised for a new Clerk and Responsible Finance Officer immediately with a closing date of 6 March. Interviews were held on 11 March but no appointment at that time was made. The post has been readvertised, and further interviews will take place on 8 April.

Frances and I continue to support our local events and the regular Coffee mornings which take place at Wannock Hall, the Library and the British Queen charity coffee mornings. It is so good to see so many of our residents supporting these events and to witness the amazing amounts Angie Cain manages to raise for so many different charities each month.

Finally, Frances and I attended the AGM of the Paragan Fields Association at Wannock Hall on 13 March. The hedges have been cut, and the field is very well used and enjoyed by many of our residents especially dog walkers. I would encourage any resident who doesn't belong to the Association to join. It is just £5 per year which goes towards the maintenance of the Field.

Our next big event will be our annual 'Music in the Park' held at Huggett's Lane Recreation Ground on 7 June.

Cllr John Pritchett BEM

Chair

Willingdon-Polegate Windmill update for Full Council, 23.03.26

Since the last report, The Trust are currently making plans to apply for a £20k grant from the National Lottery Community Fund, alongside a further £8k from Wealden DC's Community Led Infrastructure Fund (CLIF) to fund urgent repairs to the engine shed, which is in a considerable state of disrepair. These funds would go towards repairs of its brickwork and its large doors, including (to date) £450 for a structural engineer and £750 for a firm to provide scale drawings.

The Trust are also applying to Wealden DC's Councillor Ward Budgets Scheme to make improvements to both access entrances to the windmill for people with disabilities or injuries.

The key issue faced by the Trust is that all work to the structure requires some degree of Planning input, including providing drawings, due to its listed status. At the current time, there are significant repairs needed to large parts of the windmill structure and to the engine shed next door. Given the quantity of rain over the winter and early spring, many inside timbers have been soaked and damaged, with its volunteer work crew doing its best to mitigate the damage to the outside gallery.

Despite the amount of work needed, the windmill continues to open to visitors at least one Sunday per month, drawing a small number of visitors – more advertising from the Council for these dates is always much appreciated. Two societies use the windmill's education room for hire quite regularly.

The Trust thanks the Council for its continued support in its attempt at finding a long-term resolution with the turning point fenced off by their opposite neighbour. The Trust remain on good terms with their neighbour however the Trust remain keen to know if the Council could secure the future of this turning point by purchasing it from Wealden District Council.

From: Christine Payne

To: W&J Parish Council meeting to be held on 23rd March 2026

Date: 15th February 2026

Willingdon Memorial Hall AGM

I attended the AGM on Saturday 14th February. The Annual Report & Accounts 2024/25 are attached.

The following officials were elected unopposed:

- James Punchard - Chairman
- Catriona Sheen - Treasurer
- Beverley Collier - Secretary

A new online booking system has been installed and is working well.

The hire charges have been increased and there is a lower rate for charities.

The Hall is maintained in good condition. However the roof has taken a battering, and leaks are being dealt with.

I have been invited to attend the Management Committee meeting to be held on Saturday 11th April when the Governing Document will be discussed. It is intended that this document will sit alongside the Constitution and will reflect how the Hall is currently managed without having to go through the costly exercise of having to update the Constitution itself. I am grateful that the Officers have permitted me to view the document in advance of it being approved by the Management Committee.

Cllr Christine Payne MBE



**Annual Report & Accounts
2024/25**

**Serving the residents of
Willingdon for over 100 years**

References, Administrative Details & Hall Management Structure

The hall is registered with the Charity Commission of England and Wales, Charity number 305331.

Current Hall Trustees

James Punchard Catriona Sheen Beverley Collier

Hall Honorary President

Maureen Seabrook

Hall Management Committee

Ex-Officio Members:

James Punchard	Chairman
Catriona Sheen	Treasurer
Beverley Collier	Secretary

Co-Opted Members:

Ros Burtenshaw	Bookings Secretary
Lester Selmes	Hall Maintenance

Bankers:

The Hall's accounts are held with
Barclays Bank plc.
Invesco
National Savings & Investments

Hall Address:

The Willingdon Memorial Hall
Church Street
Willingdon
East Sussex
BN20 9HT

Governance, Objectives, Activities, Achievements & Financial Review

Administrative Information

The Hall and the endowments thereof specified in the Schedule hereto and all other the endowments (if any) of the said Charity shall be administered and managed under the title of The Willingdon Village Memorial Hall subject to and in conformity of management for the time being of the Charity constituted as hereinafter provided who shall be the Trustees of the Charity.

Structure, Governance and Management

The Hall's governing document is its Constitution dated 26th September 1939

The day to day running of the Hall is managed and administered by the Management Committee.

The members of the Management Committee are made up of the Chairman, Secretary, Treasurer, Co-Opted Members and any additional Nominated members that the Committee feel necessary to complete their roll.

The Management Committee will be elected at the Annual General Meeting and serve the term of one year / until the next Annual General Meeting.

The Management Committee will meet as required throughout the year to carry out its duties.

A Hall User's Meeting will be called once yearly. The right of attendance is open to a single representative from each organisation with a regular booking at the time of the meeting.

Objectives and Activities

The object of the Charity shall be the maintenance of the Village Hall for the purposes of physical and mental recreation and social, moral and intellectual development, through the medium of reading & recreation rooms, library, lectures, classes, recreations and entertainments or otherwise as may be found expedient, for the benefit of the inhabitants of the Parish, without distinction of sex or of political or other opinions.

Our Commitment

We are committed to providing a hall, available for the residents of Willingdon and the greater area, that is fit for purpose and will remain so in the years to come.

As well as being a key stakeholder in our area, we aspire to be instrumental in shaping the future of Willingdon by providing a community hub that benefits everyone in the area.

How Did We Do?

Our aims and objectives for 2024/2025 were:

- ♦ Providing a fit for purpose facility within Willingdon
- ♦ Maintaining the Hall's finances in a sound manner.
- ♦ Maintain and replenish the Hall's property & equipment.
- ♦ Set in place robust policies to facilitate the smooth running of the Hall
- ♦ Plan for the future development of the Hall to ensure it's longevity and usefulness to the community.

We are pleased to say that overall the Committee reached it objectives.

Financial Statement

Attached to this account is a Statement of Activity for the Hall's financial year 2024-25.

The trustees of the Hall have had these independently examined, in line with the Charity Commissions guidelines, and are satisfied that they are a true reflection of the Hall's financial position.

Review of the Year

The hall remains busy with groups and clubs using the hall on a regular basis. The finances are in good order and the day to day running of the hall is going smoothly. Regular maintenance and ad-hoc repairs have now been outsourced to external contractors to ensure the hall remains fit for use.

May I take this opportunity to thank all those on the Management Committee for their support without whom we could not function.



James Punchard

Hall Chairman

Statement of Activity
The Willingdon Memorial Hall
1 September, 2024-31 August, 2025

Distribution account	Total
Income	
Channel sales	
PayPal sales	0.00
Total for Channel sales	£0.00
Rent Income	20,445.51
Services	607.72
Unapplied Cash Payment Income	0.00
Uncategorised Income	50.00
Total for Income	£21,103.23
Cost of Sales	
Channel selling fees	
PayPal fees	0.27
Total for Channel selling fees	£0.27
Total for Cost of Sales	£0.27
Gross Profit	£21,102.96
Expenses	
Business Rates	484.03
Cleaning materials	811.95
Insurances	1,599.94
Major Works	4,725.45
Office/General Administrative Expenses	217.47
Phone Costs	884.04
Printing, Postage and Stationery	48.37
Repair & Maintenance	1,982.70
Staff - Bookings	500.50
Staff - Cleaning	5,449.00
Subscriptions	470.25
Sundry Costs	20.00
Unapplied Cash Bill Payment Expenditure	0.00
Utility - Electricity	6,356.98
Utility - Gas	919.16
Utility - Water	766.28
Window Cleaning	155.00
Total for Expenses	£25,391.12
Net Operating Income	-£4,288.16
Other Income	
Savings Account Interest	1,951.86
Total for Other Income	£1,951.86

Net Other Income	£1,951.86
Net Income	-£2,336.30

Cash Basis Saturday, 24 January 2026 09:01 AM GMTZ



WILLINGDON & JEVINGTON LIBRARY REPORT

The annual report for 2025 has been sent to the Charity Commissioners.

A newsletter will be sent to members every 3 months.

Forthcoming Events:

16 May 2.30 Ian Dowding Creator Of Banoffi Pie

07 Nov Craftt Fayre

12 Dec 11.15 Christmas Raffle Draw

Last Saturday morning of every month Coffee and Cake (10.00 to 12,00).

Ian Nisbet, Trustee, March 2026

Cuckmere Community Buses update for Full Council 23.03.26

Cuckmere Community Buses confirms that 2025 was a good year as it carried a record number of passengers (over 85,000), managing to make a small profit on its operations.

The profits made from its 2025 work meant CCB could place a deposit on a new diesel bus, CCB 31, which came into operation on 1 March 2026. All buses now sport logos celebrating its 50th anniversary.

CCB confirm ESCC ended its support for a range of concessionary fares under the Bus Service Improvement Scheme (BSIP) from 1st February 2026, including concessions for multi-operator day tickets (for people wishing to use CCB as well as Stagecoach, Brighton & Hove Bus or other provider services on the same day) and short hop fares. CCB are still assessing the effect of the reduction in ESCC BSIP support however it continues to use the Government's support in charging a maximum £3.00 fare.

In local news, CCB were asked by ESCC to take over the weekday 125 service which was up until now run by Compass – the route from Eastbourne to Lewes via Willingdon – running on Tuesdays and Thursdays starting 28 April 2026. This supplements CCB's current Saturday service, with the new Tuesday and Thursday service operating under the same timetable as the Saturday service.

Following its previous news that Wealden DC had been holding funds to help CCB purchase an electric bus, CCB have just received from Wealden DC a draft agreement for them to fund its purchase. Wealden DC also appears to be funding the installation of a charging point at Berwick, with CCB hoping arrangements will be in place for the bus to start operating in Autumn 2026.



Willingdon and Jevington Parish Council

Data Protection Impact Assessment (DPIA)

Date Adopted	Minute Number	Amendments	Review Date
			2028

Activity: CCTV Operation (including incidental capture of children)

BACKGROUND

Willingdon and Jevington Parish Council operate CCTV at the Parish Office the Triangle, Willingdon, BN20 9PJ. At some point in the future the Parish Council may be responsible for CCTV operations elsewhere, the Council will only be responsible for the data if the Council manages a building in full capacity, it is the expectation if the Council decides to lease any Parish Council owned buildings, data protection matters and responsibilities will befall upon the Lease Holder.

1. Basic Information

Parish Council Name:

Willingdon and Jevington Parish Council

Project / Activity Name:

CCTV Operation

DPIA Reference Number:

WJPC-DPIA-CCTV

Date Started:

Date Completed:

Review Date:

Person Completing DPIA:

Parish Clerk

Role:

Data Controller

2. Data Protection Roles

Data Controller:

Parish Clerk

Willingdon and Jevington Parish Council

Data Protection Officer:

Satswana (External Data Protection Officer)

3. Description of the Processing

Willingdon and Jevington Parish Council operates CCTV systems in public areas for the purposes of crime prevention and detection, public safety, protection of council assets, and assisting law enforcement where legally required.

CCTV images may incidentally capture children and young people using public spaces such as recreation grounds, village halls, and surrounding public areas. The Parish Council does not use CCTV to deliberately monitor children.

This processing is necessary for the performance of a task carried out in the public interest.

4. Personal Data Involved

The following personal data may be processed:

- Images of individuals
- Video recordings
- Date and time stamps
- Location data

Special category data is not intentionally collected but may be incidentally captured (for example, visible indicators of disability).

5. Data Subjects

The data relates to:

- Adult residents
- Children and young people
- Visitors and members of the public
- Parish councillors and staff

6. Purpose and Lawful Basis

- **Purpose of processing**
To enhance public safety, deter and detect crime, protect parish property, and assist with investigations when required.
- **Lawful basis (UK GDPR Article 6):**
Public task – processing is necessary for the performance of a task carried out in the public interest.

The Parish Council recognises that children require additional protection and has implemented safeguards accordingly.

7. Necessity and Proportionality

- CCTV coverage is limited to areas where it is necessary
- Cameras are positioned to avoid private dwellings and minimise intrusion
- Clear CCTV signage is displayed in all monitored areas
- No facial recognition, profiling, or automated decision-making is used
- Footage involving children is handled with enhanced confidentiality

8. Data Flow and Storage

- **Collection method:**
Fixed CCTV cameras
- **Storage:**
Secure, password-protected CCTV recording system
- **Access:**
Restricted to the Parish Clerk and authorised persons only

Retention period:

CCTV footage is retained for no longer than 30 days unless required for:

- An ongoing investigation
- A lawful request from the Police or another competent authority

Footage involving children is deleted as soon as it is no longer required.

9. Risk Assessment

Risk	Likelihood	Impact
Misuse of CCTV footage	Low	High
Unauthorised access	Low	High
Inappropriate disclosure involving children	Low	High

Risk	Likelihood	Impact
Excessive or intrusive monitoring	Low	Medium
Loss of public trust	Medium	Medium

10. Measures to Mitigate Risks

- Restricted system access
- Password protection and encryption
- Council-approved CCTV policy
- Regular system checks and reviews
- Clear signage and privacy notices
- No audio recording
- Training and awareness for councillors and staff

Children-specific safeguards:

- No targeted monitoring of children
- No publication of CCTV footage
- Disclosure only where legally required

11. Residual Risk

Following mitigation measures, the residual risk is assessed as **Low**.

12. Consultation

- Data Protection Officer – Satswana
- ICO CCTV Code of Practice

13. Advice and breaches of data

<https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/>

14. Approval

- **Approved by:** The Finance and General Purposes Committee DD/MM/YY

Willingdon & Jevington Parish Council



Business Plan

2025 – 2029

Willingdon & Jevington Parish Council

Business Plan 2025-2029

Introduction

This Business Plan has been developed to set out the Parish Council's objectives and aspirations for the period 2025 - 2029. The vision has been developed by Councillors and Council staff.

Mission Statement

To make Willingdon and Jevington Parish a pleasant, safe, environmentally sensitive, friendly and lively place to live, work and visit.

Aims

To ensure the Council conducts its business by means that are sustainable, environmentally friendly and present the best value towards achieving the Mission Statement. To consider long term objectives of the Council and recommend to Finance and General Purposes Committee business plans (including financial management) to achieve such objectives.

To achieve our mission statement the Council will continue to:

1. Put in place initiatives and policies that will not only improve the Parish but will encourage a greater sense of community involvement.
2. Enhance and promote the historic and cultural heritage of the villages and to safeguard its unique identity as a parish with a large section within the South Downs National Park.
3. Working with other authorities to support and develop a sustainable local economy.
4. Encourage other partners and service providers to work effectively and in accordance with the wishes of the community.
5. Provide services that are managed to a high quality, in an efficient and effective way and that offer best value.
6. Conduct the business of the Parish Council by means which are transparent, sustainable and sympathetic to the environment and deliver best value.
7. Ensure the continuing professional development for Parish Council Staff and Parish Councillors to ensure they are aware of best practice.
8. Be a professional, competent and caring Parish Council.
9. Work with residents, local authorities and other service providers, businesses and partners with the aim of achieving a safe, healthy, prosperous and sustainable community.
10. Enhance public awareness of the Parish Council's role within the community and improve communication with the community – this includes improving and regularly updating the Parish Council website, newsletters and through social media.
11. Seek to encourage investment in the Parish and to pursue all funding opportunities, working with partner organisations to maximize grant income for the benefit of residents and visitors.

12. Promote local democracy by encouraging more residents to stand for election to the Parish Council when vacancies exist, and to participate in surveys of residents' requirements and opinions.
13. Ensure the needs of all members of the community are understood and to balance the needs of all age groups.
14. Work closely with local schools and Youth Workers to ensure that the needs of young people are understood and where possible addressed.
15. Ensure the needs of older or disabled people are understood and where possible addressed.
16. Work with other organisations to make Willingdon & Jevington a safe place to live, work and visit.
17. Help to create a socially inclusive and caring community which embraces all its residents irrespective of age, culture, income, race, sexual orientation or religion, and which seeks to develop their well-being, knowledge, understanding and mutual cooperation.

What is the Parish Council's Role?

- To listen to and represent local people's interests.
- To improve the local environment.
- To ensure best value in relation to local taxes.
- To ensure areas of land and properties they hold as owners are administered efficiently and maintained to a high level.
- To make recommendations on planning applications, Highlight planning irregularities and encourage Wealden District Council and the South Downs National Park Authority (SDNP) , to ensure all planning laws are followed correctly.
- To maintain open spaces including Parish Council owned public rights of way.
- To support voluntary and community groups for the benefit of the parish.
- To attract Government, lottery and other grants into the local area.
- To provide leadership in the community.
- To promote and encourage local business growth.
- To ensure its own employees are managed and trained to perform their duties to the best of their ability.
- To ensure its Councillors are trained and kept up to date.
- To encourage parishioners to participate in Parish life, activities and events.
- To produce a Business Plan to guide future activities and expenditure.

Overview of the Parish Council

There are three tiers of local government, each with different responsibilities. Willingdon & Jevington Parish Council is the first and local tier, with an important role to play in promoting the Parish, representing its interests and supporting the work of different groups in the community. The Council sets the precept annually, manages the Parish Office and Staff and, all the Council's assets. It manages the urban grass cutting, the Cemetery and maintains the Huggetts Lane Recreation Ground, Tott Yew Recreation ground, Jevington Recreation Ground, Meadowburne Recreation Land and other open spaces and play areas. It is a statutory consultee on all planning applications lodged with Wealden District Council.

Wealden District Council (WDC) is the second tier and is responsible for services including housing and environmental services. WDC is also responsible for strategic planning policies for all development (including housing and employment sites).

East Sussex County Council (ESCC) is the third tier and its responsibilities include highways, relating to both roads and footways (pavements), education, health and social services, public rights of way, fire service, health and libraries.

Residents elect fifteen Parish Councillors every four years. If there are insufficient Councillors available to be elected at this time, or if a By-Election is not called to fill a vacancy, the Council can co-opt members of the public to fill the vacancies. The Parish Council elects a Chair and Vice-Chair annually at the Annual Parish Council Meeting in May. The Council reports to the electorate at the Annual Parish Meeting. Our Parish Councillors are currently unpaid and commit their time to improving Willingdon & Jevington and maintaining it as an attractive and sustainable place in which to live, work and visit.

The Parish Council owns property and land in the Parish and gains income from some of it. We hold these assets on behalf of the community and are responsible for maintaining their value.

All meetings are open to the public with a period set aside for questions. Written questions may be sent in to be answered either at the Council meeting or in writing.

Willingdon & Jevington Parish Council's Parish Councillors who, by attending meetings, discuss, debate and decide on matters affecting local people. It has several working committees and sub committees:

Amenities Committee	CIL Sub-Committee
Cemetery Committee	Personnel Sub Committee
Events Committee	Strengthening Local Relationships
Finance & General Purposes Committee	Business Plan Sub-Committee
Planning, Highways & Licensing Committee	Large Development Sub-Committee
Recreation Ground Committee	Governance Sub-Committee

Each Committee has delegated responsibility for the maintenance and upkeep of the property of the Council and the services the Council provides. On occasions it sets up short life working groups for specific tasks and invites relevant parishioners with specific expertise to participate.

Parish Councillors also serve as representatives on local management committees and organisations.

The Council works to its Standing Orders and Financial Regulations. These lay down the rules by which the Parish Council operates and conducts its business. The Standing Orders are based on a model prepared by the National Association of Local Councils (NALC). Parish Councillors adhere to the Council's Code of Conduct also adopted from NALC. Committees and working groups work to terms of reference agreed in Council or in committee or group meetings.

The Parish Council is consulted by WDC on local planning applications and with ESCC on all highway matters and the effective management of flooding particularly, following the issues which

have affected the Parish in the past. The Parish Council also works closely with the relevant Agencies on general flooding issues and consults with the SDNP on developments within the park.

The Precept

A “precept” is the principal way that the Council funds its duties and functions for the year. This is paid by Wealden District Council who include it as an item in their local Council Tax statement sent to every household each year. However due to the increased pressure on local authorities to provide improved services and a reduction in the Council Tax Support Grant from the Central Government, there has been a need to increase the precept annually.

Objectives

1. To maintain effective communications between Councillors and all Members of the Parish community.

- Encourage parishioners to speak at Council Meetings
- Post agendas on notice boards, website and Facebook – target 5 days before meeting
- Make copies of draft minutes accessible to public by putting full non confidential minutes on the website – target within 2 weeks of meeting
- Publish details of budget and Annual Return on website
- Post contact details of Parish, District and County Councillors (with their consent) and the Clerk on website and on all communications, together with details of Parish Councillors lead responsibilities and Council’s elected representatives on local organisations.
- Lobby for a Health Centre in the Parish.

2. To provide and improve facilities in the Parish.

Recreation

- Maintain and consider improvements to the children’s playgrounds and its fencing and ensure safety requirements to national standards are met. Regular independent inspections ensure that the play areas are monitored.
- Continue to assess the future of the children’s playground and its equipment and surfacing at Huggett’s Lane Recreation Ground.
- To oversee then maintain the Meadowburne Pavilion and Sports Ground.

Amenities

- Maintain all assets in good condition.
- Maintain Jubilee Gardens and the Memorial Hall Gardens.
- Work closely with the Hall Management Committees in all the local halls to ensure they are being well managed and help where possible.
- Seek to ensure that Rights of Way are maintained in good condition at all times and liaise with the relevant Authorities to counter the threat of improper use.
- To oversee then maintain the Allotments on Meadowburne and Mornings Mill Farm.
- To provide and maintain two Public Conveniences at the Triangle by the Parish Office.

Finance & General Purposes

- To ensure that the Council Governance and systems of work are relevant and up to date.

- Approval of all the Committees budget setting and precept for Full Council.

Cemetery

- Investigate the possibility of purchasing land for a new cemetery, including the possibility of raising of funds from the Public Works Loan Board.
- Manage the current facility to continue to provide burial and Ashes Interment spaces for residents.

3. To maintain community safety

- Continue to be in contact regularly with Police.
- Keep updated on the ESCC emergency plan.
- Liaise with Neighbourhood Watch Coordinators.
- Monitor the parking of vehicles near to schools and shopping areas and report those which are causing a hazard or affect the local businesses.
- Take appropriate steps to deter or deal with abandoned vehicles particularly where a hazard to children or the environment is concerned.
- To maintain the underpass and keep it graffiti free.
- To provide Bus Shelters.

4. To protect and improve the Parish by liaison with the proper authorities

- Maintain tidy appearance of the Recreation Grounds, Pavilions and Children's Playgrounds by grass cutting and hedge trimming.
- Maintain footpaths in Parish ownership and ensure the maintenance of all other rights of way.
- Maintain links with ESCC on the management of trees and hedges.
- Monitor the litter bins and dog bins in all Recreation Grounds and Parish to ensure they are emptied frequently.
- Report fly tipping.
- Ensure fire extinguisher and PAT testing inspections are carried out annually.
- Continue to monitor the rail service to Polegate, Lewes and Eastbourne and the effects on residents.
- Work closely with WDC and respond to consultations on the Local Plan Development Framework.
- Liaise with local parish and town councils to consider joint arrangements where appropriate.
- Litter Pick events.

5. To act efficiently and in accordance with legal requirements

- Satisfy audit requirements – target no major observations
- Pay invoices promptly.
- Collect all monies due within reasonable timescale.
- Produce, maintain and publish a Business Plan.
- Produce budget and set precept– target by December each year.
- To be aware of ESCC Emergency Plan annually.
- Maintain asset register.

- Maintain risk register – review annually.
- Keep business procedures and policies up to date and review regularly.
- Produce quarterly newsletters and an annual report.
- Councillors and Clerk to keep abreast of legislative changes.

Community buildings and assets as of 2025:

The Council holds certain assets on behalf of the community and these are listed in Appendix 1.

Targets for 2025-2029

Activity	Complete by:	Funds available
Council		
▪ Support the Willingdon Hub Community Library and possible purchase.	2028	Earmarked reserve
Planning & Licensing Committee		
▪ Expand the partnership work with the Police and partners.	2025 ongoing	N/A
Recreation Grounds Committee		
▪ Increase the usage of the Recreation Facilities in the Parish.	2015-2029	N/A
Finance & General Purposes Committee		
▪ Maintain Council's reserves.	2025	N/A
▪ Maintain the Business Plan annually.	2025 -2029	Review
▪ Seek solutions for parking issues in the Parish.	2025-2029	General Fund
Amenities		
▪ Oversee contract for street light maintenance.	2022 - 2026	General Fund
▪ New Noticeboards at Meadowburne and as required.	2025	General Fund
▪ New Bus shelter as required.	2025-2029	Earmarked reserve
▪ New street lights as required.	2025-2029	Earmarked reserve
Cemetery Committee		
▪ Continued investigation into the purchase of land for Cemetery	ongoing	Earmarked reserve
▪ New Road	2025	Earmarked reserve

The Parish Council is very aware of the profound impact that the proposed Brodricklands Farm, Hindsland and Mornings Mill Farm developments will have on the Parish and its residents. It is therefore important that the Council is informed and understands the needs of residents in order to represent their interests.

The development of a Neighbourhood plan could enable the Council to receive the maximum amount of Community Infrastructure Levy (CiL) which will give the Council funds which will help fulfil the needs of the Community as well as ensuring that the developments provide the correct infrastructure.

This Business Plan was produced by the Parish Council and it found that the process of preparing the plan gave added focus on how the Council delivers its services and a better idea for future planning. It is our intention to continue to review the plan annually, prior to the Annual Council Meeting. Please contribute to this process and forward your comments on this Business Plan to the Parish Council.

CONTACT INFORMATION

You can contact the Parish Council:

On the telephone 01323-489603

Via email to the Clerk/Cemetery Manager

Nicola.williamson@willingdonandjevingtonparishcouncil.co.uk or

Admin.assistant@willingdonandjevingtonparishcouncil.co.uk.

Or in person at The Parish Office, The Triangle, Lower Willingdon BN20 9PJ.

All Full Council and committee meetings are open to members of the public to attend, and agendas for the meetings are posted three working days prior to the meeting on the Parish Council website www.willingdonandjevington.org.uk, on the poster boards around the parish and on Facebook.

Willingdon and Jevington Parish Council - Meeting Schedule 2026/27

		1st		2nd		1st		2nd	
Tues	5th	May		Annual Council	Mon	9th	Nov		Cemetery
Mon	11th	May	Planning	Events	Mon	16th	Nov	Planning	Events
Mon	19th	May			Mon	23rd	Nov	Recreation	Amenities
Tues	26th	May			Mon	30	Nov		
Mon	1st	Jun	Planning	Cemetery	Mon	7th	Dec	Planning	F & GP
Mon	8th	Jun	Recreation	Amenities	Mon	14th	Dec		
Mon	15th	Jun			Mon	21st	Dec	Planning	
Mon	22nd	Jun	Planning	F & GP	Mon	28th	Dec		
Mon	29th	Jun			Mon	4th	Jan		
Mon	6th	July			Mon	11th	Jan	Planning	Full Council
Mon	13th	July	Planning	Full Council	Mon	18th	Jan		
Mon	20th	July			Mon	25th	Jan		
Mon	27th	July			Mon	1st	Feb	Planning	
Tues	4th	Aug	Planning	Events	Mon	8th	Feb		F & GP
Mon	10th	Aug			Mon	15th	Feb		
Mon	17	Aug			Mon	22nd	Feb	Planning	Cemetery
Mon	24th	Aug	Planning	Cemetery	Mon	1st	Mar	Events	Amenities
Mon	31st	Aug			Mon	8th	Mar		
Mon	7th	Sept	Recreation	Amenities	Mon	15th	Mar	Planning	Recreation
Mon	14th	Sept	Planning	F & GP	Mon	22nd	Mar		Full Council
Mon	21st	Sept			Mon	29th	Mar		
Mon	28th	Sept			Tues	5th	Apr	Planning	F & GP
Mon	5th	Oct	Planning		Mon	12th	Apr		
Mon	12th	Oct		Full Council	Mon	19th	Apr		Annual Parish
Mon	19th	Oct			Mon	26th	Apr	Planning	
Mon	26th	Oct	Planning		Tues	4th	May		Annual Council
Mon	2nd	Nov			Mon	11th	May		

Meetings start at 7.30 pm, except where two meetings are arranged, first meeting start time would be set depending on the agenda.

- 4 Committee Meetings per year (with additional Events meetings to be scheduled where required)
- 18 Planning Meetings per year
- 5 Full Council Meetings (including Annual Council in May) 1 Annual Parish Meeting

Detailed Income & Expenditure by Budget Heading 18/03/2026

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Administration</u>								
1038 Property Income	0	50	0	(50)			0.0%	
1070 Solar Tariff Income	107	74	150	76			49.5%	
1076 Precept	213,393	258,715	258,715	0			100.0%	
1078 CIL	229,537	130,237	0	(130,237)			0.0%	130,237
1079 S106	122,645	0	0	0			0.0%	
1084 Grass Cutting Contribution	0	0	6,804	6,804			0.0%	
1089 Memorial Garden	(780)	0	0	0			0.0%	
1090 Interest Received	14,626	12,594	300	(12,294)			4198.1%	
1097 Community Toilet Scheme	1,599	1,620	1,500	(120)			108.0%	
1098 Music in the Park Income	0	10	0	(10)			0.0%	
Administration :- Income	581,127	403,301	267,469	(135,832)			150.8%	130,237
4001 Admin Salaries	48,558	52,126	51,000	(1,126)	(1,126)		102.2%	
4002 Admin Employers NI & Pensions	14,256	13,343	16,000	2,657	2,657		83.4%	
4008 Training	276	195	1,000	805	805		19.5%	
4009 Admin Staff Travel	251	286	360	74	74		79.5%	
4010 RFO Support fees	4,470	2,658	5,000	2,343	2,343		53.1%	
4011 Rates	1,821	1,918	3,000	1,082	1,082		63.9%	
4012 Water Rates	912	633	900	267	267		70.3%	
4014 Electricity	1,029	612	500	(112)	(112)		122.3%	
4017 Hall Hire	0	123	50	(73)	(73)		245.0%	
4018 Bank Charges	116	60	0	(60)	(60)		0.0%	
4019 Cleaning	56	39	200	161	161		19.3%	
4021 Office Telephone	528	1,061	800	(261)	(261)		132.6%	
4022 Postage	338	144	400	256	256		36.0%	
4023 Stationery	1,094	2	850	848	848		0.2%	
4024 Subscriptions	4,783	6,112	4,600	(1,512)	(1,512)		132.9%	
4025 Insurance	6,616	7,521	8,000	479	479		94.0%	
4026 Printing	561	650	1,200	550	550		54.2%	
4027 IT Equipment	3,468	5,651	1,500	(4,151)	(4,151)		376.7%	
4028 Books & Publications	0	149	100	(49)	(49)		148.5%	
4029 Other Costs	901	751	900	149	149		83.4%	
4036 Property Maintenance	2,701	29,986	1,500	(28,486)	(28,486)		1999.0%	27,939
4041 New Equipment	1,494	3,049	1,000	(2,049)	(2,049)		304.9%	
4043 Litter & Waste Removal	1,117	895	800	(95)	(95)		111.9%	
4044 General Maintenance	190	144	0	(144)	(144)		0.0%	
4056 Legal & Professional	350	22,639	1,000	(21,639)	(21,639)		2263.9%	17,106
4057 Audit Fees	1,330	1,620	1,600	(20)	(20)		101.2%	
4059 Newsletter	2,570	3,894	3,000	(894)	(894)		129.8%	
4065 Other Grants	100	2,300	14,000	11,700	11,700		16.4%	

Detailed Income & Expenditure by Budget Heading 18/03/2026

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4074 Contingency	0	0	1,000	1,000		1,000	0.0%	
4203 Key Holder Staff Salaries	0	0	250	250		250	0.0%	
Administration :- Direct Expenditure	99,887	158,558	120,510	(38,048)	0	(38,048)	131.6%	45,045
Net Income over Expenditure	481,239	244,743	146,959	(97,784)				
6000 plus Transfer from EMR	0	45,045	0	(45,045)				
6001 less Transfer to EMR	352,181	130,237	0	(130,237)				
Movement to/(from) Gen Reserve	129,058	159,551	146,959	(12,592)				
101 Grants and Donations								
4060 MITP Charity Donations	0	1,300	0	(1,300)		(1,300)	0.0%	
4061 Closed Churchyard St Mary's	2,000	1,500	1,500	0		0	100.0%	
4062 Wealden CAB	1,100	1,200	1,000	(200)		(200)	120.0%	
4063 Cuckmere Community Bus	0	1,000	900	(100)		(100)	111.1%	
4065 Other Grants	13,316	70,815	15,000	(55,815)		(55,815)	472.1%	66,700
4067 General Power of Competence	0	0	2,000	2,000		2,000	0.0%	
4076 JPK Project	2,000	1,968	2,000	32		32	98.4%	
4368 Jevington Churchyard	2,960	1,020	750	(270)		(270)	136.0%	
Grants and Donations :- Direct Expenditure	21,376	78,803	23,150	(55,653)	0	(55,653)	340.4%	66,700
Net Expenditure	(21,376)	(78,803)	(23,150)	55,653				
6000 plus Transfer from EMR	3,000	66,700	0	(66,700)				
Movement to/(from) Gen Reserve	(18,376)	(12,103)	(23,150)	(11,047)				
102 Civic Expenses								
4004 Councillors Allowances	0	241	0	(241)		(241)	0.0%	
4008 Training	0	400	600	200		200	66.7%	
4017 Hall Hire	150	75	300	225		225	25.0%	
4100 Councillor's Travel Expenses	0	0	100	100		100	0.0%	
4101 Chairman's Allowance	25	330	300	(30)		(30)	110.0%	
Civic Expenses :- Direct Expenditure	175	1,046	1,300	254	0	254	80.5%	0
Net Expenditure	(175)	(1,046)	(1,300)	(254)				
200 Huggetts Lane Rec								
1075 Recreation Ground Income	575	225	1,800	1,575			12.5%	
Huggetts Lane Rec :- Income	575	225	1,800	1,575			12.5%	0
4006 Dog Warden Salaries	580	534	670	136		136	79.6%	
4007 Litter Picking Salaries	580	534	670	136		136	79.6%	

Detailed Income & Expenditure by Budget Heading 18/03/2026

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4012 Water Rates	504	0	800	800		800	0.0%	
4014 Electricity	1,022	1,139	1,000	(139)		(139)	113.9%	
4027 IT Equipment	0	0	200	200		200	0.0%	
4036 Property Maintenance	3,761	470	1,150	680		680	40.9%	
4037 Grounds Maintenance	2,152	978	4,400	3,422		3,422	22.2%	
4039 Dog Bin Emptying	1,640	1,368	1,900	533		533	72.0%	
4041 New Equipment	3,150	370	500	130		130	74.1%	
4043 Litter & Waste Removal	512	525	820	295		295	64.0%	
4044 General Maintenance	8,394	1,472	2,000	528		528	73.6%	
4045 Safety Inspection	140	416	410	(6)		(6)	101.4%	
4047 Grasscutting Contract	196	978	800	(178)		(178)	122.3%	
4050 Trees and Hedges	0	0	1,000	1,000		1,000	0.0%	
4074 Contingency	0	0	1,000	1,000		1,000	0.0%	
4203 Key Holder Staff Salaries	1,876	1,724	1,650	(74)		(74)	104.5%	
4342 Memorial Seats Maintenance	324	297	350	53		53	84.9%	

Huggetts Lane Rec :- Direct Expenditure **24,829** **10,804** **19,320** **8,516** **0** **8,516** **55.9%** **0**

Net Income over Expenditure **(24,254)** **(10,579)** **(17,520)** **(6,941)**

6000 plus Transfer from EMR 6,280 0 0 0

Movement to/(from) Gen Reserve **(17,974)** **(10,579)** **(17,520)** **(6,941)**

201 Tott Yew Rec

4006 Dog Warden Salaries	573	527	670	143		143	78.6%	
4007 Litter Picking Salaries	573	527	670	143		143	78.6%	
4036 Property Maintenance	0	765	0	(765)		(765)	0.0%	
4037 Grounds Maintenance	2,152	978	1,700	722		722	57.5%	
4039 Dog Bin Emptying	550	413	900	488		488	45.8%	
4041 New Equipment	617	0	500	500		500	0.0%	
4044 General Maintenance	505	150	600	450		450	25.0%	
4045 Safety Inspection	140	416	410	(6)		(6)	101.4%	
4047 Grasscutting Contract	196	978	800	(178)		(178)	122.3%	
4050 Trees and Hedges	0	0	1,000	1,000		1,000	0.0%	
4074 Contingency	0	0	500	500		500	0.0%	
4203 Key Holder Staff Salaries	1,070	0	1,550	1,550		1,550	0.0%	
4205 Tott Yew Gate Locking	0	150	0	(150)		(150)	0.0%	
4342 Memorial Seats Maintenance	216	198	250	52		52	79.2%	

Tott Yew Rec :- Direct Expenditure **6,591** **5,101** **9,550** **4,449** **0** **4,449** **53.4%** **0**

Net Expenditure **(6,591)** **(5,101)** **(9,550)** **(4,449)**

6000 plus Transfer from EMR 396 0 0 0

Movement to/(from) Gen Reserve **(6,195)** **(5,101)** **(9,550)** **(4,449)**

Detailed Income & Expenditure by Budget Heading 18/03/2026

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
202 Jevington Rec								
4044 General Maintenance	1,865	150	800	650		650	18.8%	
4074 Contingency	0	0	600	600		600	0.0%	
4342 Memorial Seats Maintenance	54	50	70	21		21	70.7%	
Jevington Rec :- Direct Expenditure	1,919	200	1,470	1,271	0	1,271	13.6%	0
Net Expenditure	(1,919)	(200)	(1,470)	(1,271)				
203 Meadowburne								
4077 Pavilion & Sports Pitch	0	46,564	0	(46,564)		(46,564)	0.0%	46,564
Meadowburne :- Direct Expenditure	0	46,564	0	(46,564)	0	(46,564)		46,564
Net Expenditure	0	(46,564)	0	46,564				
6000 plus Transfer from EMR	0	46,564	0	(46,564)				
Movement to/(from) Gen Reserve	0	0	0	0				
300 General Amenities								
1084 Grass Cutting Contribution	4,374	5,805	3,500	(2,305)			165.8%	
1088 Memorial Seats	0	730	0	(730)			0.0%	
General Amenities :- Income	4,374	6,535	3,500	(3,035)			186.7%	0
4014 Electricity	0	169	0	(169)		(169)	0.0%	
4037 Grounds Maintenance	3,566	0	1,000	1,000		1,000	0.0%	
4039 Dog Bin Emptying	3,231	2,597	3,270	674		674	79.4%	
4041 New Equipment	243	1,065	1,000	(65)		(65)	106.5%	978
4043 Litter & Waste Removal	0	0	600	600		600	0.0%	
4044 General Maintenance	7,207	2,157	5,000	2,843		2,843	43.1%	
4047 Grasscutting Contract	32,097	33,530	45,000	11,470		11,470	74.5%	
4050 Trees and Hedges	1,605	1,113	2,000	887		887	55.6%	
4074 Contingency	0	0	1,000	1,000		1,000	0.0%	
4342 Memorial Seats Maintenance	1,296	1,188	1,300	112		112	91.4%	
4344 Jevington Pond - Green Lane	450	413	450	38		38	91.7%	
4345 Footpaths	1,965	1,801	2,000	199		199	90.1%	
4346 Jubilee Gardens	1,576	1,078	1,500	422		422	71.9%	
4347 Glen Close Land	225	206	225	19		19	91.7%	
4348 Foulride Green	0	0	500	500		500	0.0%	
4349 Willingdon Memorial Hall	744	682	750	68		68	90.9%	
4361 Flowers around the Village	0	4,122	4,500	378		378	91.6%	
4700 Library contribution	1,579	3,158	3,158	0		0	100.0%	
4710 Library contingency	3,009	0	7,000	7,000		7,000	0.0%	
General Amenities :- Direct Expenditure	58,792	53,278	80,253	26,975	0	26,975	66.4%	978
Net Income over Expenditure	(54,418)	(46,744)	(76,753)	(30,009)				
6000 plus Transfer from EMR	7,144	978	0	(978)				

Detailed Income & Expenditure by Budget Heading 18/03/2026

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(47,274)	(45,766)	(76,753)	(30,987)				
<u>301 Street Furniture</u>								
4041 New Equipment	0	13	0	(13)		(13)	0.0%	
4341 Notice Boards - Maintenance	0	0	500	500		500	0.0%	
4343 Bus Shelters - Maintenance	0	0	1,500	1,500		1,500	0.0%	
Street Furniture :- Direct Expenditure	0	13	2,000	1,988	0	1,988	0.6%	0
Net Expenditure	0	(13)	(2,000)	(1,988)				
<u>302 Street Lighting</u>								
4014 Electricity	0	0	8,000	8,000		8,000	0.0%	
4041 New Equipment	33,717	14,946	5,000	(9,946)		(9,946)	298.9%	1,935
4042 Maintenance Contracts	10,885	27,561	10,500	(17,061)		(17,061)	262.5%	
4044 General Maintenance	358	98	3,000	2,903		2,903	3.3%	
Street Lighting :- Direct Expenditure	44,959	42,604	26,500	(16,104)	0	(16,104)	160.8%	1,935
Net Expenditure	(44,959)	(42,604)	(26,500)	16,104				
6000 plus Transfer from EMR	27,349	1,935	0	(1,935)				
Movement to/(from) Gen Reserve	(17,610)	(40,669)	(26,500)	14,169				
<u>303 Amenity Free Resource</u>								
4361 Flowers around the Village	4,319	0	0	0		0	0.0%	
Amenity Free Resource :- Direct Expenditure	4,319	0	0	0	0	0		0
Net Expenditure	(4,319)	0	0	0				
<u>400 Cemetery</u>								
1086 Ashes Internment Income	23,381	19,788	500	(19,288)			3957.6%	
1087 Burial Fees	50,040	91,325	60,000	(31,325)			152.2%	
1088 Memorial Seats	0	0	3,262	3,262			0.0%	
1089 Memorial Garden	16,339	7,479	25,473	17,994			29.4%	
Cemetery :- Income	89,760	118,592	89,235	(29,357)			132.9%	0
4008 Training	0	0	300	300		300	0.0%	
4011 Rates	2,651	2,697	3,200	503		503	84.3%	
4012 Water Rates	56	0	260	260		260	0.0%	
4013 Toilet Hire	1,429	1,071	1,550	479		479	69.1%	
4023 Stationery	47	0	300	300		300	0.0%	
4024 Subscriptions	0	110	430	320		320	25.6%	
4039 Dog Bin Emptying	(0)	0	0	0		0	0.0%	

Detailed Income & Expenditure by Budget Heading 18/03/2026

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4041 New Equipment	22,801	525	8,000	7,475		7,475	6.6%	
4042 Maintenance Contracts	16,607	14,765	16,485	1,720		1,720	89.6%	
4044 General Maintenance	3,038	58,634	3,000	(55,634)		(55,634)	1954.5%	55,554
4050 Trees and Hedges	5,373	3,648	3,000	(648)		(648)	121.6%	
4056 Legal & Professional	0	0	300	300		300	0.0%	
4074 Contingency	606	0	3,000	3,000		3,000	0.0%	
4203 Key Holder Staff Salaries	2,075	2,037	2,200	163		163	92.6%	
4342 Memorial Seats Maintenance	1,620	1,485	1,110	(375)		(375)	133.8%	
4401 Cemetery Staff Salaries	6,506	5,005	14,000	8,995		8,995	35.7%	
4437 Grave Digging	11,684	20,492	30,000	9,508		9,508	68.3%	
4444 Grave Maintenance	0	0	300	300		300	0.0%	
4461 Garden of Remembrance	244	535	0	(535)		(535)	0.0%	
4462 Garden Plaques	320	355	300	(55)		(55)	118.3%	
4464 Ashes Interments	2,161	1,910	1,500	(410)		(410)	127.3%	

Cemetery :- Direct Expenditure **77,217** **113,269** **89,235** **(24,034)** **0** **(24,034)** **126.9%** **55,554**

Net Income over Expenditure **12,543** **5,323** **0** **(5,323)**

6000 plus Transfer from EMR 0 55,554 0 (55,554)

Movement to/(from) Gen Reserve **12,543** **60,877** **0** **(60,877)**

500 Events

1098 Music in the Park Income	1,775	1,224	1,200	(24)			102.0%	
Events :- Income	1,775	1,224	1,200	(24)			102.0%	0
4017 Hall Hire	0	0	150	150		150	0.0%	
4023 Stationery	0	101	100	(1)		(1)	100.9%	
4074 Contingency	400	0	1,000	1,000		1,000	0.0%	
4362 Christmas Lights & Carol Eve	6,235	6,186	5,000	(1,186)		(1,186)	123.7%	
4369 Parish Walk / Litter Pick	0	0	150	150		150	0.0%	
4370 Music in the Park	1,219	1,574	1,500	(74)		(74)	104.9%	
4380 Remembrance Parade	150	0	400	400		400	0.0%	

Events :- Direct Expenditure **8,004** **7,861** **8,300** **439** **0** **439** **94.7%** **0**

Net Income over Expenditure **(6,229)** **(6,637)** **(7,100)** **(463)**

6000 plus Transfer from EMR 2,000 0 0 0

Movement to/(from) Gen Reserve **(4,229)** **(6,637)** **(7,100)** **(463)**

Detailed Income & Expenditure by Budget Heading 18/03/2026

Month No: 11

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	677,611	529,876	363,204	(166,672)			145.9%	
Expenditure	348,070	518,101	381,588	(136,513)	0	(136,513)	135.8%	
Net Income over Expenditure	329,542	11,776	(18,384)	(30,160)				
plus Transfer from EMR	46,170	216,777	0	(216,777)				
less Transfer to EMR	352,181	130,237	0	(130,237)				
Movement to/(from) Gen Reserve	23,530	98,315	(18,384)	(116,699)				

Date: 20/02/2026

Willingdon and Jevington Parish Council

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Time: 10:26

**Bank Reconciliation Statement as at 31/01/2026
for Cashbook 1 - Co-op Current Account**

User: A.BEAMS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Co-op Current Account	31/01/2026		201,350.25
			<u>201,350.25</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			201,350.25
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			201,350.25
		Balance per Cash Book is :-	201,350.25
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Detailed Balance Sheet - Excluding Stock Movement

Month 10 Date 31/01/2026

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
105	VAT Control	22,410
106	VAT Unclaimable	(68)
201	Co-op Current Account	201,350
202	Barclays Savings Account	162,010
203	Lloyds Savings Account	150,442
204	HBOS Term Deposit	52,790
206	Co-Operative Savings Account	555,442
207	Unity Trust Account	108,345
208	CCLA	116,347
210	Petty Cash	50
Total Current Assets		1,369,119
<u>Current Liabilities</u>		
516	Wages and Salaries Control	(21,769)
Total Current Liabilities		(21,769)
Net Current Assets		1,390,887
Total Assets less Current Liabilities		1,390,887
<u>Represented by :-</u>		
300	Current Year Fund	71,537
310	General Fund	271,819
330	EMR - CIL	155,350
331	EMR - CIL 24/25	229,537
332	EMR - CIL 25/26	130,237
341	EMR - Legal Fees	1,000
344	EMR - Village Halls	300
345	EMR - Library	11,002
346	EMR - Recreation Repairs	300
348	EMR - Self Ins Street Lighting	7,500
349	EMR - Street Lights - new/main	12,223
350	EMR - Bus Shelters	5,500
352	EMR - Triangle & Mem Gardens	1,250
353	EMR - Street Lighting Energy	24,000
354	EMR - Signage	511
355	EMR - Foulride Green	1,540
356	EMR - Advanced Grave Maint	25,730
357	EMR - Cemetery Improvements	82,858
358	EMR - Cemetery Land	201,250
359	EMR - Wealden Citizen's Advice	24,000
360	EMR - Website Design	800
363	EMR - Allotments	10,000
370	EMR - S106	122,645
Total Equity		1,390,887

Bank Reconciliation Statement as at 31/12/2025
for Cashbook 1 - Co-op Current Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Co-op Current Account	31/12/2025		199,994.01
			199,994.01
Unpresented Payments (Minus)		Amount	
		0.00	0.00
			199,994.01
Unpresented Receipts (Plus)			
		0.00	0.00
			199,994.01
		Balance per Cash Book is :-	199,994.01
		Difference is :-	0.00

Signatory 1:

NameS..i.g.n.e.dDate.....

Signatory 2:

NameS..i.g.n.e.dDate.....

Willingdon and Jevington Parish Council
Detailed Balance Sheet - Excluding Stock Movement
Month 9 Date 31/12/2025

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
105	VAT Control	21,376
201	Co-op Current Account	199,994 202
Barclays Savings Account	162,010 203	Lloyds
Savings Account	150,442 204	HBOS Term Deposit
		52,790
206	Co-Operative Savings Account	555,442
207	Unity Trust Account	107,751
208	CCLA	115,962
210	Petty Cash	50
Total Current Assets		1,365,818
<u>Current Liabilities</u>		
516	Wages and Salaries Control	(13,604)
Total Current Liabilities		(13,604)
Net Current Assets		1,379,422
Total Assets less Current Liabilities		1,379,422

<u>Represented by :-</u>		
300	Current Year Fund	60,072 310 General
Fund	325,157 330	EMR - CIL 155,350
331	EMR - CIL 24/25	229,537 332 EMR - CIL
25/26	76,899 341	EMR - Legal Fees 1,000 344
EMR - Village Halls	300 345	EMR - Library 11,002
346	EMR - Recreation Repairs	300
348	EMR - Self Ins Street Lighting	7,500 349 EMR -
Street Lights - new/main	12,223	
350	EMR - Bus Shelters	5,500
352	EMR - Triangle & Mem Gardens	1,250 353
EMR - Street Lighting Energy 24,000		
354	EMR - Signage	511
355	EMR - Foulride Green	1,540
356	EMR - Advanced Grave Maint	25,730 357
	EMR - Cemetery Improvements	82,858 358
	EMR - Cemetery Land	201,250
359	EMR - Wealden Citizen's Advice	24,000
360	EMR - Website Design	800 363 EMR -
Allotments 10,000		
370	EMR - S106	122,645
Total Equity		1,379,422

Date: 17/03/2026

Willingdon and Jevington Parish Council

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Time: 11:58

Co-op Current Account

List of Payments made between 01/12/2025 and 31/12/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorised Ref	Transaction Detail
01/12/2025	Tesco Mobile Limited	DD	24.99		Mobile Nov 25
01/12/2025	Biffa Waste Services	DD	224.70		Waste Oct 25
01/12/2025	Adapptify Ltd (Flexx Creative)	DD	21.99		Web hosting Dec 25
01/12/2025	Business Stream	DD	216.54		Water Triangle Aug-Nov 25
01/12/2025	Wealden District Council	DD	279.00		NNDR - Office
01/12/2025	Wealden District Council	DD	182.00		NNDR - Cemetery
02/12/2025	Staff Expenses	BACS	7.75		Staff Expenses
02/12/2025	Streetlights	BACS	15.00		Col 174
02/12/2025	Streetlights	BACS	15.00		Col 26
02/12/2025	Streetlights	BACS	150.00		Streetlights
02/12/2025	Mulberry LAS Ltd	BACS	192.00		RFO Support Nov 25
02/12/2025	SLCC	BACS	300.00		Membership fee NW
02/12/2025	CS Printers	BACS	698.00		Autum Newsletter
02/12/2025	Leaflet Marketing Ltd	BACS	720.00		Leaflet Delivery
02/12/2025	Staff Salaries	BACS	1,114.24		Staff Salaries - Nov 25
02/12/2025	Countrywide Grounds Maintenanc	BACS	469.50		Grounds Maint Dec 25
02/12/2025	Endeavour Business IT Solution	BACS	214.86		MS Licenes Dec 25
05/12/2025	Amazon	CARD	24.96		Flags
05/12/2025	Viking	BACS	-750.17		Refund of duplicate payment
08/12/2025	Streetlights	BACS	180.00		Duplicate invoices
08/12/2025	Endeavour Business IT Solution	BACS	646.80		VPN Router
08/12/2025	Southern Land Services	BACS	1,771.85		Grounds Maint Nov 25
08/12/2025	Streetlights	BACS	1,818.00		73 Wannock Lane
08/12/2025	Countrywide Grounds Maintenanc	BACS	469.50		Duplicate invoice
10/12/2025	Staff Expenses	BACS	394.23		Staff Expenses
11/12/2025	Croner HR	DD	220.88		HR Support Dec 25
16/12/2025	British Gas	DD	124.72		Elec H Lane Nov 25
17/12/2025	Information Commissioners Offi	DD	47.00		ICO Registration
18/12/2025	Staff expenses	BACS	13.80		Staff expenses
18/12/2025	Wealden Brass	BACS	125.00		Carol Evening
18/12/2025	H M Revenue & Customs	BACS	1,230.18		HMRC - Dec 25
18/12/2025	DWP	BACS	165.64		WM329299B
18/12/2025	Streetlights	BACS	1,818.00		Col 68
18/12/2025	Streetlights	BACS	1,818.00		Col 236
23/12/2025	Ultralite Lighting Specialist	BACS	7,020.00		Xmas Lights
23/12/2025	Endeavour Business IT Solution	BACS	750.00		Website design
23/12/2025	Endeavour Business IT Solution	BACS	240.00		Policy drafts
23/12/2025	Paul Taylor	BACS	14.00		Window cleaning
29/12/2025	Staff Salaries	BACS	5,750.53		Staff Salaries - Dec 25
29/12/2025	David Miles	BACS	672.50		Contract Works Dec 25
29/12/2025	British Gas	DD	177.60		Elec

Total Payments	29,588.59
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Date: 17/03/2026

Willingdon and Jevington Parish Council

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Time: 11:59

Co-op Current Account

List of Payments made between 01/01/2026 and 31/01/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorised Ref</u>	<u>Transaction Detail</u>
02/01/2026	Tesco Mobile Limited	DD	2,999.00		Mobile Jan 26
02/01/2026	Adapptify Ltd (Flexx Creative)	DD	21.99		Web hosting
02/01/2026	Wealden District Council	DD	182.00		NNDR - Office
02/01/2026	Wealden District Council	DD	279.00		NNDR - cemetery
02/01/2026	Tesco Mobile Limited	DD	-2,999.00		Mobile
02/01/2026	Tesco Mobile Limited	DD	29.99		Tesco Mobile Limited
05/01/2026	Biffa Waste Services	DD	102.96		Waste Nov 25
06/01/2026	David Miles	BACS	-1,122.00		Refund of overpayment
07/01/2026	Hire-A-Loo	BACS	128.57		toilet hire Dec 25
07/01/2026	Endeavour Business IT Solution	BACS	192.00		IT Support Jan 26
07/01/2026	Countrywide Grounds Maintenananc	BACS	469.50		Grounds Maint Jan 26
08/01/2026	Endeavour Business IT Solution	BACS	214.86		MS licences Jan 26
08/01/2026	Southern Land Services	BACS	1,771.85		Gorunds Maint Dec 25
08/01/2026	Petree's	BACS	205.00		Soil for grave filling
09/01/2026	East Sussex Pension Fund	BACS	1,139.20		LGPS Dec 25
09/01/2026	Lewes District Council	BACS	48.00		Play inspections Jan 26
13/01/2026	Croner Group Ltd	DD	220.88		HR Support
15/01/2026	British Gas	DD	93.10		Elec H Lane Dec 25
15/01/2026	Wealden District Council	DD	1,890.00		Litter Q4
16/01/2026	Staff Expenses	BACS	102.68		Staff Expenses
16/01/2026	Staff expenses	BACS	376.49		Staff expenses
16/01/2026	D Sankey Ltd	BACS	118.80		Pest control Q4
23/01/2026	HMRC	DD	59.47		HMRC
26/01/2026	Trinity Church Hall	BACS	22.50		Hall hire Jan 26
26/01/2026	DWP	BACS	165.64		WM329299B
26/01/2026	Optima Bespoke	BACS	355.00		OH Assessment
26/01/2026	David Miles	BACS	672.50		Contract works Jan 26
26/01/2026	East Sussex Pension Fund	BACS	1,094.34		LGPS Jan 26
26/01/2026	Falon Nampelates Ltd	BACS	564.48		Falon Nampelates Ltd
26/01/2026	Staff Salaries	BACS	5,321.75		Staff Salaries - Jan 26
28/01/2026	H M Revenue & Customs	BACS	384.18		HMRC - Jan 26
29/01/2026	British Gas	DD	164.03		Elec Triangle Dec 25
30/01/2026	National Playing Fields	BACS	35.00		National Playing Fields
Total Payments			15,303.76		

Earmarked Reserves

Account	Opening Balance	Income	Expenditure	Closing Balance
330 EMR - CIL	355,020.52	66,743.00	283,519.97	138,243.55
331 EMR - CIL 24/25	229,536.61	0.00	0.00	229,536.61
332 EMR - CIL 25/26	0.00	130,237.22	0.00	130,237.22
341 EMR - Legal Fees	1,000.00	0.00	0.00	1,000.00
344 EMR - Village Halls	300.00	0.00	0.00	300.00
345 EMR - Library	11,002.00	0.00	0.00	11,002.00
346 EMR - Recreation Repairs	300.00	0.00	0.00	300.00
348 EMR - Self Ins Street Lighting	7,500.00	0.00	0.00	7,500.00
349 EMR - Street Lights - new/main	12,223.00	0.00	0.00	12,223.00
350 EMR - Bus Shelters	5,500.00	0.00	0.00	5,500.00
352 EMR - Triangle & Mem Gardens	1,250.00	0.00	0.00	1,250.00
353 EMR - Street Lighting Energy	24,000.00	0.00	0.00	24,000.00
354 EMR - Signage	511.00	0.00	0.00	511.00
355 EMR - Foulride Green	1,540.00	0.00	0.00	1,540.00
356 EMR - Advanced Grave Maint	25,730.00	0.00	0.00	25,730.00
357 EMR - Cemetery Improvements	82,858.00	0.00	0.00	82,858.00
358 EMR - Cemetery Land	201,250.00	0.00	0.00	201,250.00
359 EMR - Wealden Citizen's Advice	24,000.00	0.00	0.00	24,000.00
360 EMR - Website Design	800.00	0.00	0.00	800.00
363 EMR - Allotments	10,000.00	0.00	0.00	10,000.00
370 EMR - S106	122,644.60	0.00	0.00	122,644.60
	1,116,965.73	196,980.22	283,519.97	1,030,425.98

