

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



Office Hours 9 am to 1 pm
Monday to Friday

Telephone: 01323 489603
email: ParishClerk@willingdonandjevington
parishcouncil.gov.uk

www.willingdonandjevington.org.uk

Willingdon and Jevington Parish Council
Minutes of the Extraordinary Full Council Meeting
held on **Monday 15th June 2026.**
At the Willingdon Library, Willingdon.

Present: Cllrs John Pritchett BEM (JP) (Chair), Martin Cooper (MC), Helen Coote (HC), Howard Coote (HC), Sally Morris (SM), Ian Nisbet (IN), Christine Payne MBE(CP), Fran Pritchett (FP), Andy Watkins (AW), Ryan Weedon (RW). In attendance: Suzy Standen-Payne (SSP) (Parish Clerk and RFO), Nicola Williamson (NW) (Assistant Parish Clerk).
--

Item	Subject	Action By
PC26/57	<u>Apologies and Councillors Not Present and notifications of substitutes</u> Apologies were received from Cllrs Daniel Shing and Dionne Daniel who both had prior meetings. These were NOTED and ACCEPTED. Cllrs Stephen Shing, Ben Clennell and Ruth Sheppard did not attend.	
PC26/58	<u>To accept and adopt the minutes of the Annual Council meeting held on Tuesday 5th May 2026</u> <u>RESOLVED:</u> To accept and adopt the minutes of the Annual Council meeting held on Tuesday 5th May 2026. These were signed by Cllr John Pritchett BEM (Chair) as a true and correct record.	
PC26/59	<u>Declaration of Interests</u> Cllr Ryan Weedon (RW) declared an interest in PC26/63 as a member of Jevington Cricket Club.	
PC26/60	<u>Public question time</u> There were no members of the public present.	

PC26/61	<u>Finance</u> i) Ratify Internal Audit Report for Financial Year Ended 31 March 2026 Members received and NOTED the report. ii) Ratify Annual Governance and Accountability Return 2025/26 Form 3 – annual Internal Audit Report 2025/26 Members received and NOTED the return iii) Ratify Annual Governance and Accountability Return 2025/2026 Form 3 Section 1 – Annual Governance Statement 2025/2026 Members APPROVED and RATIFIED the Chair to sign Section 1. iv) Ratify Annual Governance and Accountability Return 2025/2026 Form 3 Section 2 – Accounting Statements 2025/2026 Members APPROVED and RATIFIED the Chair to sign Section 2. v) Approve and Ratify Annual Return for the year 2025/2026 Members APPROVED and RATIFIED the Chair to sign the Annual Return. vi) Approve and Ratify prepared Explanation of Variances. Members APPROVED and RATIFIED the prepared Explanation of Variances. vii) Approve the dates for the Notice of Exercise of Public Rights for the 2025/2026 Annual Governance and Accountability Return Members APPROVED and RATIFIED the Exercise of Public Rights for 2025/2026.	
PC26/62	<u>Personnel</u> i) To Ratify the appointment of the Parish Clerk and responsible Finance Officer. RESOLVED: Members ratified the appointment of Suzy Standen-Payne as Parish Clerk and Responsible Financial Officer. ii) Ratify the continued appointment of Andy Beams to support the Responsible Finance Officer.	

	RESOLVED: Members ratified the continued appointment of Andy Beams to support the Responsible Finance Officer for as long as required.	
PC26/63	<u>Council Policies</u> i) Menopause Policy RESOLVED: Members AGREED to adopt the Menopause Policy for the Year 2026-2027 Cllr Christine Payne raised questions regarding HR support, training and counselling services. It was confirmed that details of these services are available on Croner. ii) Child Protection and Vulnerable Person Safeguarding Policy RESOLVED: Members AGREED to adopt the Child Protection and Vulnerable Person Safeguarding Policy 2026-2027 Members discussed the Safe Places scheme for women and children. To follow this up with the PCSO.	SSP
PC26/64	<u>Recreation – Jevington Recreation Ground</u> <i>Cllr Ryan Weedon declared an interest in this item as a member of Jevington Cricket Club and took no part in the vote.</i> Members considered the quotes for grass cutting and discussed the interim arrangements while the mower remains out of action. RESOLVED: Members AGREED to appoint Milhams for four cuts at £120 per cut, with a further four cuts to be authorised at the Parish Clerk’s discretion if required.	
PC26/65	<u>Allotments</u> i) To sign the landowner plan from Barratts which finalises the formal handover of the allotments to the Parish Council RESOLVED: Members Approved the Chair to sign the landowner plan	
PC26/66	<u>Risk Management</u> – to consider the effects, if any, arising from items on the agenda There were no risk management matters to report.	
PC26/67	Urgent Items – for noting or referral to next agenda for Full Council or appropriate committee / Sub-Committee Cllr John Pritchett (Chair) informed Members that he and Cllr Fran Pritchett had attended the Linking Lives 10-year anniversary event at King’s Church, where the	

	Parish Council was acknowledged for its grant support. They had also attended Willingdon Community School's Year 10 awards evening, at which Eddie the Eagle was the guest speaker. Dog Waste Bin at Mill Way – Cllr Christine Payne raised a question regarding the removal of the dog waste bin in Mill Way. Members were advised that the bin had been temporarily removed due to environmental concerns affecting nearby residential properties. The bin is currently being stored while alternative locations are explored. It was noted that the original location was problematic due to its close proximity to neighbouring gardens and that identifying a suitable alternative site is difficult because of the residential nature of the road. Members discussed possible relocation options subject to collection arrangements being confirmed. ACTION: The Parish Clerk to contact Wealden District Council to seek advice on a suitable replacement location and whether any alternative site would be serviceable for collection. Huggetts Lane Traffic Lights – Cllr Ryan Weedon raised a further urgent matter concerning repeated malfunctions at the traffic lights at Huggetts Lane. Members reported incidents of the lights showing all red or all green, and concerns were expressed that this presented a significant road safety risk. It was noted that a number of residents had already reported the matter to the relevant authorities. Members discussed previous attempts by the relevant bodies to investigate the issue, but concerns remained that the problem had not been fully resolved. ACTION: It was agreed that the matter should be raised again with East Sussex Highways as an ongoing road safety concern.	<u>SSP</u> SSP
PC26/68	Date of the next Full Council Meeting – Monday 13th July 2026 at 7.30 pm	

Meeting ended at 7.32pm

Signed..... (Chair)

Date.....