RINGMER PARISH COUNCIL

Minutes of the Full Council Meeting
Held on Tuesday 10th October 2023 at 19.30
In the Parish Rooms, Lucy Stone Room

Present:			
Cllr Nick Chaloner (NC)	Cllr David Duke (DD)	Cllr Linda Grange (LG)	Cllr John Kay (JK)
Cllr Marcia Morgan (MM)	Cllr Sarah Phillips (SP)	Cllr Gordon Sims (GS)	
Attendance:			
District/County Cllrs	Cllr Johnny Denis (JD) Cllr Emily O'Brien (EOB)		
Other	Annie Hazzard (AH) - Clerk Gail Metcalfe (GP) - Administrator		
Members of the public	16		

Agenda Items

1.	**To receive and accept apologies for absence** Apologies were received from Cllrs Margaret Crompton (MC) and John Whitlock (JW).	
2.	**Declarations of Interest:** Disclosure by Councillors of their personal interests regarding matters on the agenda, and whether the councillor regards their interest as prejudicial under the terms of the Code of Conduct. None.	
3.	**Dispensation requests -** Jubilee Housing Trust (MC, DD and JW) **RESOLVED: To agree to these dispensations, to speak but not vote.**	
4.	**Minutes of previous meetings -** To agree the Full Council minutes of the meeting held on 12th September 2023. **RESOLVED: To accept and sign the minutes of the Full Council meeting held on 12th September 2023.**	
5.	**Public questions or comments:** Up to 15 minutes (3 minutes per person) will be available for the public to make representations or questions. Please note that under Data protection regulations we ask members of the public to only state their name if they agree to their name being recorded. Seven members of the public spoke on item 16.1 all being against this planning application for the reasons, amongst others, of the potential negative impact on biodiversity and geological conservation as there are bats (a protected species) present in Southdown, loss of privacy with overlooking and out of character of street scene. Another MOP was concerned about cars parking near the Olde Post Office Mews as the litter bin has been pushed up against the bus shelter leaving space for cars to park. **ACTION: Office to look into parking at the Olde Post Office Mews.**	**OFFICE**
6.	**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.' None.	
7.	**Reports (Up to 15 mins) -** To receive and accept any reports submitted Clerk MP East Sussex County Councillor Lewes District Councillor(s) PCSO	

	JD made a verbal report and confirmed that the swimming pool was still moving ahead and that the aim was for it to open next spring. EOB spoke on item 16.1 saying she had been contacted by many residents which had prompted her to visit the site. She said that due to the proximity of houses surrounding the potential building site she had asked for the construction impact to be taken into account should this application be voted through. Re. the Thakeham appeal she said that the Parish Council could help future cases by contributing funding to employ experts and asked that we limit our defence to design issues as it was better to work around areas that could be defended rather than flogging a dead horse trying to defend on numerous grounds. **ACTION: Re. the Police report - NC to meet with the PCSO to discuss ways of dealing with the increase in "missile" attacks.**	**NC**
8.	**Finance Matters:**	
8.1	To receive the latest Financial Reports - received. The Clerk confirmed that no CIL payments were expected this financial year.	
8.2	To approve and sign the latest bank reconciliation - approved and signed.	
8.3	To approve and sign the list of payments - approved and signed.	
8.4	To receive the half-yearly Internal Audit Report ended September 2023 by Mulberry & Co - received. The RFO was congratulated on this positive report.	
8.5	**Recommendations from Office and Finance Committee of 21/09/23** To consider:	
	1. **Shopping Precinct Revamp -** to allocate the Lucy Stone Fund of £18,405.94 and an additional sum of up to £12,000 from unallocated CIL for this project. See Clerk's report. **RESOLVED: To accept the O&F Committee's recommendation as above.**	**CLERK**
	2. **Cycle and Walking Improvement Plan (CWIP) -** to allocate £50k from unallocated CIL to a new CWIP earmarked reserve. See Clerk's report. **RESOLVED: To accept the O&F Committee's recommendation as above.**	**CLERK**
	3. **Jubilee Cottages CIL application of £225k to buy a third property** - to allocate £100k from unallocated CIL reserves to a new Earmarked Reserves and hold there until such a time as they are able and ready to purchase a third property. **ACTION: To defer and office to provide the CIL application papers at next Full Council meeting.**	**OFFICE**
	4. **Ringmer Primary and Nursery School CIL application of £13,490 to purchase an all-weather surface to allow outside play throughout the year -** to hold £7k from unallocated reserves in a new Earmarked Reserve to be made available for when they have the balance of funds available for the project. **RESOLVED: To accept the O&F Committee's recommendation as above.**	**CLERK**
	5. **External Audit Report and Conclusion of Audit** - to receive the report for the year ended 31st March 2023 by PKF Littlejohn and to approve the Conclusion of Audit. **RESOLVED: Received and approved with thanks to the Clerk.**	
9.	**Co-Option of Councillors** - To consider any expressions of interest in accordance with Parish Council's Standing Orders. None but 3 forms were given out at the Community Hub event on Saturday 7th October 2023.	
10.	**Lewes District Council Policy and Performance Advisory Committee Southern Water Panel -** To agree who will respond. Deadline is Monday 23rd October 2023. It was agreed that a Parish representative should attend any meetings. **ACTION: Office to request that we are invited to future meetings.** **ACTION: Any comments to be made to the Clerk by the end of the week and Clerk to request a follow-up meeting with Southern Water to discuss how their investment plan is going to affect us.**	**ALL/OFFICE/ CLERK**
11.	**Open Spaces and related Matters**	
11.1	**Almond Field -** To receive an update and discuss advice re. Biodiversity Net Gain Project from the SDNPA ranger. It was agreed that this project would not be pursued. DD explained to the MOPs present that the field was going to be a public open space which would be rewilded and used as a nature area. He said there was path access and there would be an entrance gate. A path had already been cut through the field and planting would take place imminently. There were plans to	

	remove the 6 diseased ash trees on 1st November and he was currently applying for 3 separate grants to help pay for replacement trees.	
11.2	**Picnic on the Green** - To agree to make this a yearly event on the bank holiday in August and to agree to set a budget for August 2024 event. **RESOLVED: To make this a yearly event and for the Office and Finance Committee to agree a budget.**	**CLERK**
11.3	**Proposed Works at 'The Olde Post Office Mews' Bus Stop -** To agree to these works and to agree to the real time sign to be installed. **RESOLVED: To agree to the proposed raised kerb works.** **ACTION: Office to contact Dave Smith to agree the proposed works and to ask for alternative designs for the real time signs before these are installed.**	**OFFICE**
11.4	**Wildflower Ringmer** - To consider their proposal to extend flower beds in the pump house on the Village Green and to dig a new flowerbed near the bench at the War Memorial. **RESOLVED: To agree this proposal.**	
11.5	**Zebra Crossing by the Grounded Café -** To consider revisiting moving this nearer to Kings Academy entrance by getting a feasibility study done (SLR 27/09/23, item 8). This was discussed with ESCC Highways at the recent SLR meeting. We were advised that if the crossing were to be moved the cost would not be borne by ESCC. **RESOLVED: Not to revisit this.**	
11.6	**Anchor Field -** To consider options for the open space. **RESOLVED: To defer this until there are some proposals.**	
12.	**Communications Matters -** To receive an update. No update.	
13.	**Skatepark -** To receive an update. GS confirmed that we have now received an updated quote and that a meeting was needed with the company to discuss landscaping etc. which is the one remaining condition to be finalised , along with its cost implications.	
14.	**Highways Matters -** To receive an update. **ACTION:** • **Office to circulate Lisa Simmonds's powerpoint re. the Local Cycling & Walking Infrastructure Plan (LCWIP) presented at the SLR meeting of 27th September 2023.** • **SP to compile a formal response and input to the LPP4 at next stage in November 2023.**	**OFFICE** **SP**
15.	**Ringmer Conservation Management Plan -** To consider the public consultation document and agree on any comments. **ACTION: SP to send off detailed comments and copy in the office.**	**SP**
16.	**Planning Matters -** To consider responses to Planning Applications:	
16.1	**LW/23/0360 - Southdown, Gote Lane, Ringmer, BN8 5HP** Demolition of existing dwelling, erection of 4 No. semi-detached dwellings (by 17/10/23). **RESOLVED: Parish Council Decision - Object on the grounds that it contravenes the DM25 Policy of the Lewes District Local Plan (part 2), which sets out that development will be permitted where the following criteria are met:** **i. Its siting, layout, density, orientation, and landscape treatment respond sympathetically to the characteristics of the development site, its relationship with its immediate surrounding and, where appropriate, views into, over or out of the site;** **ii. Its scale, form, height, massing, and proportions are compatible with existing buildings, building lines, roofscapes and skylines.** **The Parish Council noted that although this is described as an outline application, the only reserved matters are the landscaping and boundary treatments. The replacement of one bungalow by four two-storey houses would, because of the proposed orientation of the new houses, introduce new and unacceptable overlooking affecting several of the eight immediate neighbours from the upstairs windows of the new houses. The new street scene, in which the view from Gote Lane (widely used for recreational purposes) would be of the blank end wall of the house nearest the lane, in front of which was car parking and an unattractive bin-storage area for a minimum of 8 bins. The Parish Council was also informed by a resident that the existing bungalow at Southdown has for several decades been used as the roost for a bat colony.**	

16.2	**LW/23/0530 - Pippins, Bishops Lane, Ringmer, BN8 5LD** Single storey side/rear flat roof infill extension with lantern rooflight and alteration to rear fenestration (by 20/10/23). **RESOLVED: Parish Council Decision - No objection**	
16.3	**LW/23/0541 - Lower Stoneham House, Lower Stoneham, Ringmer, BN8 5RJ** Conversion of agricultural barn to residential dwellinghouse (by 19/10/23). **RESOLVED: Parish Council Decision - No comment.**	
16.4	**LW/23/0542 - 1 Finger Post Cottages, The Broyle, Ringmer, BN8 5NN** Single storey ground floor rear/side extension (by 13/10/23). **RESOLVED: Parish Council Decision – No objection.**	
16.5	**LW/23/0551/CD - Theydon Hall, Green Lane,Ringmer, BN8 5AD** Discharge of Condition 8 (Surface Water Drainage Details) in relation to approval LW/23/0436 (by 18/10/23). **RESOLVED: Parish Council Decision - No comment.**	
17.	**Planning Matters -** All Decisions:	
	LW/22/0690 - Holford Cottages, Norlington Lane, Ringmer - Approved LW/23/0422 - 27 Anchor Field, Ringmer, BN8 5QN - Refused LW/23/0431 - 6 Mill View, Ringmer, BN8 5EP - Approved LW/23/0436 - Theydon Hall, Green Lane, Ringmer, BN8 5AD - Approved LW/23/0441 - Downside, Gote Lane, Ringmer, BN8 5HT - Approved LW/23/0444 - 9 Green Close, Ringmer, BN8 5LG - Approved LW/23/0506 - Acorn House, The Broyle, Ringmer - Approved LW/23/0534 - The Stable Yard, Lower Lodge Farm, Laughton Road, BN8 5NQ – Approved **ACTION: Clerk to ask LDC why for two of the above applications RPC made the same opposing comments and one was taken notice of (LW/23/0422) and for the other (LW/23/0441) although our comment was recorded no response was made. We do not consider this to be acceptable and wish to ask for commentary.**	**CLERK**
18.	**Reports, Correspondence, Questions and Future Agenda Items** To consider any correspondence received after this agenda has been published for noting or action • Morrisons – LG mentioned that the erratic opening time of Morrisons has been mentioned on the Caburn Field Whatsapp Group. • Thakeham Homes Appeal - JK confirmed that officers decided to defend on design alone. JK said the problem was that LDC were not investing in experts to defend and developers were being awarded costs because of poor defence.	
19.	**Urgent items at the Chairman's discretion requiring decisions which cannot be held over until the next meeting.** None.	

Signed:		**Chairman**
Date:		

02/10/2023

11:50

Ringmer Parish Council

Balance Sheet as at 30/09/2023

31st March 2023				31st March 2024	
		Current Assets			
1,073		VAT Control A/c	3,107		
278,376		Barclay's Current	153,315		
293,086		Barclays Premium	298,345		
26,355		Public Sector Deposit Fund	26,844		
27,858		NS & I Renewals Fund	27,884		
34,096		NS & I	34,128		
0		Cambridge and Counties	100,000		
0		Unity Trust Savings	101,095		
660,845				**744,719**	
	660,845	**Total Assets**			**744,719**
		Current Liabilities			
0				**0**	
	660,845	**Total Assets Less Current Liabilities**			**744,719**
		Represented By			
	106,017	General Reserves			191,279
	419,327	EMR - CIL - unallocated			238,068
	16,359	EMR - Community Asset Renewal			16,359
	6,000	EMR - Elections			8,600
	1,114	EMR - Office Equipment Replace			845
	500	EMR - Speed Reduction			500
	1,066	EMR - Events			250
	1,950	EMR - Old Church			785
	18,406	EMR - Bequest Lucy Stone			18,406
	360	EMR - Pond Maintenance			360
	0	EMR - CIL - Ringmer NHP			25,000
	0	EMR - CIL - Bus Shelters			7,592
	73,759	EMR - CIL - Skatepark			120,000
	0	EMR - CIL - Fpost Field Park			100,000
	1,218	EMR -Lightsource Grant Funds			218
	9,769	EMR - Fields House Field			11,457
	5,000	KAR surface water grant			5,000
	660,845				**744,719**

Ringmer Parish Council

Balance Sheet as at 30/09/2023

31st March 2023	31st March 2024

The above statement represents fairly the financial position of the authority as at 30/09/2023 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date :_____

			Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Council	Income	164,635	157,084	(7,551)			104.8%
		Expenditure	11	0	(11)		(11)	0.0%
		Net Income over Expenditure	164,624	157,084	(7,540)			
		plus Transfer from EMR	11					
		less Transfer to EMR	6,354					
		Movement to/(from) Gen Reserve	158,281					
110	Staffing	Expenditure	29,220	67,916	38,697		38,697	43.0%
120	Office & General	Expenditure	15,690	48,359	32,669		32,669	32.4%
		plus Transfer from EMR	1,304					
		less Transfer to EMR	138					
		Movement to/(from) Gen Reserve	(14,524)					
130	Income other	Income	272	0	(272)			0.0%
		Expenditure	(14)	0	14		14	0.0%
		Net Income over Expenditure	286	0	(286)			
		less Transfer to EMR	272					
		Movement to/(from) Gen Reserve	14					
		Movement to/(from) Gen Reserve	0					
200	Allotments	Expenditure	4,078	1,600	(2,478)		(2,478)	254.9%
210	Amenities	Expenditure	9,688	7,280	(2,408)		(2,408)	133.1%
		plus Transfer from EMR	8,780					
		Movement to/(from) Gen Reserve	(908)					
300	Village Green	Expenditure	9,240	10,672	1,432		1,432	86.6%
		plus Transfer from EMR	1,232					
		less Transfer to EMR	52					
		Movement to/(from) Gen Reserve	(8,060)					
310	Jubilee Rose Garden	Expenditure	1,745	1,900	155		155	91.8%
320	Anchor Field	Expenditure	725	1,090	366		366	66.5%
330	Fingerpost Field	Expenditure	1,753	2,932	1,179		1,179	59.8%
		plus Transfer from EMR	0					
		Movement to/(from) Gen Reserve	(1,753)					
		Movement to/(from) Gen Reserve	0					
336	Fields House Field	Expenditure	2,625	0	(2,625)		(2,625)	0.0%
		plus Transfer from EMR	2,625					
		Movement to/(from) Gen Reserve	0					
337	Almond Field	Income	4,313	0	(4,313)			0.0%
		less Transfer to EMR	4,313					
		Movement to/(from) Gen Reserve	0					

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			Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
340	Broyle Lane / Broyle Close	Expenditure	1,044	2,225	1,181		1,181	46.9%
345	Rustic seats	Expenditure	1,029	1,000	(29)		(29)	102.9%
350	Play Equipment Renewal	Expenditure	0	117,000	117,000		117,000	0.0%
		plus Transfer from EMR	0					
		Movement to/(from) Gen Reserve	0					
355	Pond	Expenditure	10	0	(10)		(10)	0.0%
360	Play Area Inspections	Expenditure	1,170	3,300	2,130		2,130	35.5%
370	Waste	Expenditure	1,452	5,900	4,448		4,448	24.6%
380	Open Spaces	Expenditure	1,679	2,320	641		641	72.4%
		plus Transfer from EMR	0					
		Movement to/(from) Gen Reserve	(1,679)					
390	Other Areas	Expenditure	4,201	6,840	2,639		2,639	61.4%
		plus Transfer from EMR	1,165					
		Movement to/(from) Gen Reserve	(3,036)					
		Grand Totals:- Income	169,220	157,084	(12,136)			107.7%
		Expenditure	85,346	280,334	194,988	0	194,988	30.4%
		Net Income over Expenditure	83,874	(123,250)	(207,124)			
		plus Transfer from EMR	15,117					
		less Transfer to EMR	11,130					
		Movement to/(from) Gen Reserve	87,862					

Ringmer Parish Council

Bank - Cash and Investment Reconciliation as at 28 September 2023

		Account Description	Balance	
Bank Statement Balances				
1	30/09/2023	Barclays Current	153,314.68	
2	30/09/2023	Barclays Premium	298,345.49	
4	28/04/2023	Cambridge and Counties	100,000.00	
5	30/09/2023	Unity Trust Bank Instant acces	101,094.93	
				652,755.10
Other Cash & Bank Balances				
		NS & I	34,128.02	
		NS & I Renewals Fund	27,883.96	
		Public Sector Deposit Fund	26,844.38	
				88,856.36
Closing Balance				741,611.46
All Cash & Bank Accounts				
1		Barclay's Current		153,314.68
2		Barclays Premium		298,345.49
4		Cambridge and Counties		100,000.00
5		Unity Trust Savings		101,094.93
		Other Cash & Bank Balances		88,856.36
		Total Cash & Bank Balances		741,611.46

List of Payments made between 01/09/2023 and 30/09/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/09/2023	RWC Landscape Maintenace	117	2,538.16		Grass cutting and maintenance
05/09/2023	Castle Water	118	271.64		August
05/09/2023	Amazon Prime	119	27.29		Paper
07/09/2023	Amazon Prime	120	32.67		Stationery
08/09/2023	Ash Towner Ltd	121	53.28		email licenses
13/09/2023	Bonnys Wood	122	744.00	auth email with inv	Tree Survey pond an St Mary's
13/09/2023	Adobe Systems Ltd	123	19.97		Adobe
14/09/2023	Kompan Ltd	124	132.91		Dolphin Springer parts
14/09/2023	Cliffe Bonfire Society	125	1,000.00		Event - Marquee
14/09/2023	GRP Ltd	JUB COTT	713.51	Piad in error	GRP Ltd
22/09/2023	Zen Internet Ltd	126	69.60		Zen Internet Ltd
22/09/2023	Tesco Mobile	127	8.00		Mobile
22/09/2023	RJS Trees and Gardens	128	810.00		Tree works 0-3 months
22/09/2023	PKF Littlejohn	129	1,008.00		External Audit fee
22/09/2023	East Sx Assn of Local Councils	130	48.00		New Cllr training NC
22/09/2023	St John Ambulance	131	158.40		Picnic on The Green
22/09/2023	RWC Landscape Maintenace	132	2,370.16		grass contract
22/09/2023	Lewes District Council	133	19.20		Bins Fingerpost Aug
22/09/2023	Isaac Taylor	134	100.00		Picnic on The Green
22/09/2023	Lewes District Council	135	168.00		Bins VG August
22/09/2023	RWC Landscape Maintenace	136	534.00		Middleham Hedge/ New bus shelt
22/09/2023	Heather Manning	137	25.00		Cleaning 2 hrs Sept
22/09/2023	Wildflower Ringmer	138	500.00	O&F 21/09 min 9.1 ii	Lightsource Grant
22/09/2023	St Mry's Church	139	500.00	O&F 21/09 min 9.1i	Lightsource Grant
22/09/2023	GRP Ltd	JUB COTT	-713.51		contra 14/09
26/09/2023	The Poppy Shop	140	28.98		Wreath
27/09/2023	Broxap Limited	141	3,607.20		VG Bench
27/09/2023	HMRC Paye/NI	142	1,021.65		September
27/09/2023	Salaries	143	3493.92		
29/09/2023	NEST	146	221.56		Sept Pension
29/09/2023	AJGIBL GBP Client NST Account	147	4,508.24		Insurance premium
29/09/2023	RWC Landscape Maintenace	148	280.00		Village Green bench fitting
29/09/2023	Amazon Prime	149	33.60		Office supplies
29/09/2023	Amazon Prime	149	-33.60		contra
29/09/2023	Amazon Prime	149	36.30		Office supplies
		Total Payments	24,336.13		