RINGMER PARISH COUNCIL

Minutes of the Full Council Meeting
Held on Tuesday 11th July 2023 at 19.30
In the Parish Rooms, Lucy Stone Room

Present:			
Cllr Margaret Crompton (MC)	Cllr Nick Chaloner (NC)	Cllr David Duke (DD)	Cllr Linda Grange (LG)
Cllr John Kay (JK)	Cllr Gordon Sims (GS)		
Attendance:			
District/County Cllrs	Lucy Agace (LA) & Johnny Denis (JD) late entry		
Office	Annie Hazzard (AH) - Clerk		
Members of the public	5		

Agenda Items

1.	**To receive and accept apologies for absence** Cllrs Marcia Morgan, Sarah Phillips and John Whitlock.	
2.	**Declarations of Interest:** Disclosure by Councillors of their personal interests in regard to 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** None received.	
4.	**Minutes of previous meetings:** To agree the Full Council minutes of the meeting held on 13th June 2023. **RESOLVED: To accept and sign the minutes of the Full Council meeting held on 13th June 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. MOP spoke in favour of the Downsview Farm Planning Apln – LW/23/0283. She explained that there will be a farm shop supplying local goods along with a café and ice cream sales, using locals for employment.	
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.' Not required.	
7.	**Reports (Up to 15 mins) -** To receive and accept any reports submitted Clerk MP East Sussex County Councillor Lewes District Councillor(s) PCSO Reports accepted. Further to the PCSO report DD mentioned that he had found a cut throat razor on the Village Green. This has been reported to the PCSO who will collect the razor. NC asked again for the PCSO to attend our meeting. **ACTION POINT: Office to contact the District Police Inspector, Justin Ingham, to arrange for the PCSO to attend Full Council meetings.**	OFFICE
8.	**Finance Matters:**	
8.1	To receive the latest Financial Reports - received.	
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.	

9.	**Co-Option of Councillors** - To consider any expressions of interest in accordance with Parish Council's Standing Orders.	
10.	**Open Spaces and related Matters**	
10.1	**The Almond Field Survey -** To consider the proposal. DD was congratulated for his work and he said that he was really pleased with the support received from the SDNPA. It was agreed that DD would forward a copy of the site survey report and action plan to the land donors **RESOLVED: To approve the proposed short term action plan.**	DD
10.2	**Pump Cottage Bus Shelter -** To consider NFF Ltd 's quote. NFF Ltd quote was presented along with copies of those received previously. **RESOLVED: To proceed with the quote supplied by NFF Ltd.**	OFFICE
10.3	**Picnic on the Green -** To agree to have a picnic on the Village Green and to agree costs, road closure and put up publicity boards on the Village Green. See Clerk's report. It was agreed to hold the event and GS gave details of what had been arranged so far. **RESOLVED: To allow funding of up to £1500 for the event. This to come from the "events" earmarked reserve, and the balance from general reserves.**	OFFICE
10.4	**Parking on the Green -** To consider the Bowls Club's request. There was discussion surrounding parking on the Village Green generally, with the consensus of opinion being that there is now far more unacceptable parking and that this needs to be addressed. It was agreed that the only parking allowed was for the cricket club and only north of North Road. It was agreed that the office would clarify our parking rules via social media/website/newsletter. **RESOLVED: Not to allow the Bowls Club to use the Village Green as an overspill carpark.** **ACTION POINT: Clerk to advise the Bowls Club.**	CLERK/OFFICE
10.5	**Allotment Annual Inspection** - To consider which Cllrs (2) will undertake this and agree a date. It was agreed that DD and NC would accompany the Clerk. **ACTION POINT: Clerk to arrange.**	CLERK
11.	**Communications Matters -** To receive an update.	
11.1	**New Parish Website and Logo -** To consider NC's report. It was agreed that an informal research group would be set up consisting of NC, DD and the Clerk. SP to be invited to join the group. **ACTION POINT: Clerk to arrange first meeting and invite SP.**	CLERK
12.	**Skatepark -** To receive an update. JW had sent 2 quotes for the required watching brief for consideration. This is a specialist area and whilst more than 3 quotes had been sought we were only able to obtain the two presented. Council was advised that the Financial Regulations state that we must receive 3 quotes for works in excess of £3,000. Whilst the quotes stated daily rates, it was accepted that the final cost was likely to exceed this limit. With this in mind, Council agreed to proceed with the quote recommended by JW and provided by Chris Butler Archaeological Services Ltd to progress the project. **RESOLVED: To proceed with the quote from Chris Butler Archaeological Services Ltd. Office to ask JW to instruct them.**	OFFICE/JW
13.	**Defibrillator** - To consider what is needed. Discussion around where new defibrillator/s would be best placed, and costs involved. Office to prepare a report of the existing defibrillators in the village and costing for a new one for the next meeting. It was suggested there should be one sited around the Broyle area and one in the village centre. **ACTION POINT: Office to prepare report.**	OFFICE
14.	**Meet the Councillors, Thursday 15th June 2023, 6.30pm** - To receive feedback. See Clerk's report. GS reported back on the meeting and advised that those members of the public who had attended were very engaged. He noted JK's suggestion to extend the current cycle path and it was agreed that the office would write to Leigh Palmer (LDC Head of Planning), Cllr Claire Dowling, ESCC Lead member for Transport and Environment) and Teresa Ford (Senior Transport Development Control Officer for Communities, Economy and Transport), Mark Dorfman (Senior Special Advisor Planning Advisor LDC) along with our district and County Cllrs to request that this be considered as a condition, or sect. 106 requirement for planning applications in the parish.	CLERK/OFFICE

	ACTION POINT: Clerk to send letter.	
15.	**2023 Hub Event on Saturday 7th October 2023, 10am-1pm** - To agree attendance. NC and MC agreed to attend. Others may come forward nearer the time.	OFFICE
16.	**Planning Matters -** To consider responses to Planning Applications:	
16.1	**LW/23/0188 - 1 St Anthonys, Ringmer, BN8 5LW** Replacement of windows and garden doors with new double glazed brown coloured UPVC to match existing styles and sizes, plus replacement of front entrance doors to each flat with composite doors (by 06/07/23, extension received). **RESOLVED: Parish Council Decision - No objection.**	
16.2	**LW/23/0189 - 9 St Anthonys, Ringmer, BN8 5LW** Replacement of windows and garden doors with new double glazed brown coloured UPVC to match existing styles and sized, plus replacement of front entrance doors to each flat with composite doors (by 11/07/23, extension received). **RESOLVED: Parish Council Decision - No objection.**	
16.3	**LW/23/0207/CD - The Orchards, Ringmer, BN8 5FR** Discharge of Condition 2 contaminated land relating to approval LW/14/0830 and LW/20/0198 (by 20/07/23). **RESOLVED: Parish Council Decision - No comment.**	
16.4	**LW/23/0283 – Downsview Farm, Laughton Road, Ringmer, BN8 5UT** Erection of outbuilding to house Ice Cream Parlour, Farm Shop and Cafeteria with on-site parking (by 27/07/23). **RESOLVED: Parish Council Decision - Supports this proposal for a farm diversification project that is a natural extension of the farm's existing activities. This farm has already created additional local employment based on its ice cream production from its own milk, and this would add to that employment, in accordance with NPPF para.84, Ringmer Neighbourhood Plan policy 5.5 and key RNP policy 3.2. The majority of the new building would be screened from the B2192 by a tall established tree screen, and if successful the development would provide an additional attraction to Ringmer's offer as a rural service centre.**	
16.5	**LW/23/0356 & LW/23/0357- Norlington Farmhouse, Norlington Farm, Norlington Lane, Ringmer, BN8 5SH** Grade II Listed, Building Householder Planning Permission & Listed Building Consent Application. Demolition of existing garages and outbuildings and construction of two new garages, a cycle store, garden machinery store and ancillary accommodation as an annexe (by 18/07/23). **RESOLVED: Parish Council Decision – No objection, as the proposal would be invisible from the public domain and would enhance, rather than impact negatively, the setting of the listed Norlington Farmhouse. Please note however that what is proposed is not an annexe, as normally understood. It is a replacement garage block and store that incorporates an independent small new residential unit specifically designed for an older or disabled person. Norlington Farmhouse is currently divided into two tenanted units and the new unit would not be used in conjunction with either of the units in the main house.**	
16.6	**LW/23/0361 – 12 Greenacres Drive, Ringmer, BN8 5LZ** Raising of roof pitch to create additional storey with alterations to fenestration (by 19/07/23). **RESOLVED: Parish Council Decision - No objection.**	
16.7	**LW/23/0375/CD – Upper Lodge Farm, The Broyle, Ringmer BN8 5AP** Discharge of Condition 2 (Planting Scheme), 3 (Ecology), 5 (CEMP) and 8 (Imported Materials) in relation to approval LW/20/0485 (by 26/07/23). **RESOLVED: Parish Council Decision - Object to the discharge of Condition 5 (CEMP) on the basis of the proposals made. We disagree with an access route via Church Crescent, Church Hill and Ham Lane, Ringmer, being permitted for HGV vehicles in such numbers. This would take this HGV traffic right past Ringmer's grade 1 listed church and the fragile flint wall that marks its curtilage boundary, at a place where the lane is narrow and the existing footpath (one side of the lane only) inadequate. HGV serving this project should access the B2192 only via (a) Earwig Corner A26/B2192; (b) Kennel Corner (B2124/B2192) or Halland Roundabout (A22/B2192).**	
17.	**Planning Matters -** All Decisions:	

	LW/22/0427 - Fingerpost Field Ground, The Broyle, Ringmer - Approved LW/22/0519 - Land Adjoining Marlie Farm Industrial Estate, The Broyle, Ringmer - Refused LW/22/0605 - Land Adjoining Marlie Farm Industrial Estate, The Broyle, Ringmer - Refused LW/23/0127 - 9 Delves Way, Ringmer, BN8 5JU - Approved LW/23/0205 - 8 Kings Road, Ringmer, BN85FS - Refused LW/23/0259 - 1 The Orchards, Ringmer, BN8 5FR - Refused LW/23/0302/CD - Land Adjacent 3 Mill Close, Mill Road, Ringmer – Approved These were noted.	
18.	**Reports, Correspondence, Questions and Future Agenda Items** To consider any correspondence received after this agenda has been published for noting or action LG advised that the roof on the bus shelter near the Scout Hut has been repaired. JW advised that the Ashill Regen/Lower Lodge Farm inquiry will be held at Sussex University.	
19.	**Urgent items at the Chairman's discretion requiring decisions which cannot be held over until the next meeting.** None received. Meeting closed at 20.56.	

Signed:		Chairman
Date:		

Ringmer Parish Council

Balance Sheet as at 30/06/2023

31st March 2023			31st March 2024
	Current Assets		
1,073	VAT Control A/c	1,121	
278,376	Barclay's Current	130,521	
293,086	Barclays Premium	293,757	
26,355	Public Sector Deposit Fund	26,529	
27,858	NS & I Renewals Fund	27,884	
34,096	NS & I	34,128	
0	Cambridge and Counties	100,000	
0	Unity Trust Savings	100,413	
660,845			**714,353**
660,845	**Total Assets**		**714,353**
	Current Liabilities		
0			**0**
660,845	**Total Assets Less Current Liabilities**		**714,353**
	Represented By		
106,017	General Reserves		154,474
419,327	EMR - CIL - unallocated		263,794
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		1,158
1,950	EMR - Old Church		785
18,406	EMR - Bequest Lucy Stone		18,406
360	EMR - Pond Maintenance		360
0	EMR - CIL - Bus Shelters		13,086
73,759	EMR - CIL - Skatepark		120,000
0	EMR - CIL - Fpost Field Park		100,000
1,218	EMR -Lightsource Grant Funds		1,218
9,769	EMR - Fields House Field		9,769
5,000	KAR surface water grant		5,000
660,845			**714,353**

Ringmer Parish Council

Balance Sheet as at 30/06/2023

31st March 2023	31st March 2024

The above statement represents fairly the financial position of the authority as at 30/06/2023 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date :_____

Ringmer Parish Council

Summary Income & Expenditure by Budget Heading 05/07/2023

Cost Centre Report

			Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Council	Income	83,652	157,084	73,432			53.3%
		Expenditure	11	0	(11)		(11)	0.0%
		Net Income over Expenditure	83,641	157,084	73,443			
		plus Transfer from EMR	11					
		less Transfer to EMR	3,794					
		Movement to/(from) Gen Reserve	79,857					
110	Staffing	Expenditure	14,501	67,916	53,415		53,415	21.4%
120	Office & General	Expenditure	4,333	48,359	44,026		44,026	9.0%
		plus Transfer from EMR	304					
		less Transfer to EMR	138					
		Movement to/(from) Gen Reserve	(4,167)					
		Movement to/(from) Gen Reserve	0					
		Movement to/(from) Gen Reserve	0					
200	Allotments	Expenditure	504	1,600	1,096		1,096	31.5%
210	Amenities	Expenditure	426	7,280	6,854		6,854	5.9%
		plus Transfer from EMR	0					
		Movement to/(from) Gen Reserve	(426)					
300	Village Green	Expenditure	3,395	10,672	7,277		7,277	31.8%
		plus Transfer from EMR	0					
		less Transfer to EMR	0					
		Movement to/(from) Gen Reserve	(3,395)					
310	Jubilee Rose Garden	Expenditure	765	1,900	1,135		1,135	40.3%
320	Anchor Field	Expenditure	242	1,090	849		849	22.2%
330	Fingerpost Field	Expenditure	891	2,932	2,041		2,041	30.4%
		plus Transfer from EMR	0					
		Movement to/(from) Gen Reserve	(891)					
		Movement to/(from) Gen Reserve	0					
		Movement to/(from) Gen Reserve	0					
340	Broyle Lane / Broyle Close	Expenditure	443	2,225	1,782		1,782	19.9%
345	Rustic seats	Expenditure	441	1,000	559		559	44.1%
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	585	3,300	2,715		2,715	17.7%
370	Waste	Expenditure	756	5,900	5,144		5,144	12.8%

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			Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
380	Open Spaces	Expenditure	557	2,320	1,763		1,763	24.0%
		plus Transfer from EMR	0					
		Movement to/(from) Gen Reserve	(557)					
390	Other Areas	Expenditure	2,283	6,840	4,557		4,557	33.4%
		plus Transfer from EMR	1,165					
		Movement to/(from) Gen Reserve	(1,118)					
		Grand Totals:- Income	**83,652**	**157,084**	**73,432**			**53.3%**
		Expenditure	**30,143**	**280,334**	**250,191**	**0**	**250,191**	**10.8%**
		Net Income over Expenditure	**53,509**	**(123,250)**	**(176,759)**			
		plus Transfer from EMR	**1,480**					
		less Transfer to EMR	**3,932**					
		Movement to/(from) Gen Reserve	**51,056**					

Ringmer Parish Council

Bank - Cash and Investment Reconciliation as at 30 June 2023

		Account Description	Balance	
Bank Statement Balances				
1	30/06/2023	Barclays Current	130,521.21	
2	23/06/2023	Barclays Premium	293,756.95	
4	28/04/2023	Cambridge and Counties	100,000.00	
5	30/06/2023	Unity Trust Bank Instant acces	100,412.95	
				624,691.11
Other Cash & Bank Balances				
		NS & I	34,128.02	
		NS & I Renewals Fund	27,883.96	
		Public Sector Deposit Fund	26,529.09	
				88,541.07
Closing Balance				**713,232.18**
All Cash & Bank Accounts				
1		Barclay's Current		130,521.21
2		Barclays Premium		293,756.95
4		Cambridge and Counties		100,000.00
5		Unity Trust Savings		100,412.95
		Other Cash & Bank Balances		88,541.07
		Total Cash & Bank Balances		**713,232.18**

List of Payments made between 01/06/2023 and 30/06/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/06/2023	Lewes District Council	45	234.00		June
01/06/2023	RWC Landscape Maintenace	46	2,538.16		grass etc
01/06/2023	Amazon	47	32.96		Meet Cllr stationery
06/06/2023	Land Registry	48	18.00		Title Docs re ACVs
07/06/2023	Ash Towner Ltd	49	63.78		email licenses and Logmein
07/06/2023	Lewes District Council	50	19.20		VG May
07/06/2023	Lewes District Council	51	134.40		VG
07/06/2023	ESALC	52	48.00		New Cllr training LG
07/06/2023	Amazon	53	34.86		consultation stationery
13/06/2023	Land Registry	54	3.00		Cock inn title docs
13/06/2023	Adobe Systems Ltd	55	19.97		PDF reader
14/06/2023	Annie Hazzard	56	31.24		Meeting refreshments
14/06/2023	L&N Consultancy Ltd	57	288.00		Gleeson advice
14/06/2023	Heather Manning	58	31.25		June 2 1/2 hrs cleaning
14/06/2023	Lewes District Council	59	168.00		VG May
14/06/2023	Lewes District Council	60	24.00		FP May
15/06/2023	Bonny's Wood	61	1,176.00		Tree Survey
19/06/2023	Ricoh Uk Ltd	62	280.46		Photocopier charges
22/06/2023	Zen Internet Ltd	63	70.26		Broadband and Landline
22/06/2023	Tesco Mobile	64	18.19		June
23/06/2023	Ash Towner Ltd	65	349.20		Laptop
23/06/2023	RWC Landscape Maintenace	66	205.70		Various
23/06/2023	Nick Chaloner	67	11.00		Meet The Cllr refreshments
23/06/2023	Gordon Sims	68	40.90		Refreshments
23/06/2023	Barclays Premium	Tfr	3,794.28		Cil funds
27/06/2023	Salaries		3720.52		June
27/06/2023	HMRC Paye/NI		1,046.45		June

Total Payments 14,401.78