RINGMER PARISH COUNCIL

Minutes of the Full Council Meeting
Held on Tuesday 12th September 2023 at 19.30
In the Parish Rooms, Lucy Stone Room

Present:			
Cllr Nick Chaloner (NC)	Cllr Margaret Crompton (MC)	Cllr David Duke (DD)	Cllr Linda Grange (LG)
Cllr John Kay (JK)	Cllr Sarah Phillips (SP)	Cllr Gordon Sims (GS)	Cllr John Whitlock (JW)
Attendance:			
District/County Cllrs	No attendance		
Other	Annie Hazzard (AH) - Clerk Gail Metcalfe (GP) – Administrator PCSOs - 2		
Members of the public	1		

Agenda Items

1.	**To receive and accept apologies for absence** Apologies were received from Cllr Marcia Morgan (MM).	
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** The following members of the Jubilee Committee sought dispensation to speak on behalf of the Jubilee Housing Trust at Full Parish Council meetings (and O&F Committee meetings for DD): MC, DD and JW. This could not be voted on as not quorate. **ACTION: Office to defer to 10th October 2023 Full Council meeting.**	OFFICE
4.	**Minutes of previous meetings:** To agree the Full Council minutes of the meeting held on 8th August 2023. **RESOLVED: To accept and sign the minutes of the Full Council meeting held on 8th August 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. None.	
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	

	As the PCSO was in attendance, GS asked if he could go through his report which he did. NC asked for more detail on his reports especially on the follow through actions taken. The PCSO agreed to do this. He also agreed to look at the potholes on Springett Avenue again and to make Highways aware of his findings. **ACTION: It was agreed that NC would organise posters re. e-scooters and how best to report crime issues and that these will be put on our noticeboards and on our social media pages.**	NC
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. None received.	
10.	**Air Quality Monitoring (AQM)** - To consider requesting LDC Environmental Health install AQM points in the village. See Clerk's report. All were in agreement that LG should request this. **ACTION: LG to request the above and to report back to the Clerk.**	LG
11.	**Open Spaces and related Matters**	
11.1	**Almond Field -** To approve the Transfer of the Registered Title and receive an update. **RESOLVED: The Transfer of the Registered Title was approved by all and signed by GS and SP.** Update: DD confirmed that a path had been cut into the grass within the field with the help of two very capable volunteers from Southdowns National Park. A representative of the Ouse and Adur Rivers Trust is putting forward a proposal for a pond. DD explained that he was looking into every source of granting possible as it is a large field and will need considerable maintenance. GS confirmed that the £10k donation for maintenance would need to be topped up at some point. It was agreed that signage for "Uneven Ground and "No Dogs Allowed" would be needed. **ACTION: Office to source signage.**	OFFICE
11.2	**Footpath 9/1 eastern end at Howells Bank** - To consider accepting any liability to 3x kissing gate repairs. See Clerk's report. After some discussion the majority of Cllrs voted that repairs are the sole responsibility of the landowner. **RESOLVED: This is the landowner's responsibility, and they should pay for the repairs.** **ACTION: Clerk to inform the landowner of Parish Council's decision.**	CLERK
11.3	**Jubilee Gardens -** To consider a possible revamp. **RESOLVED: To find options for a revamp of this area** **ACTION: Clerk to contact the Ringmer u3a and Ringmer Horticultural Society.**	CLERK
12.	**Communications Matters -** To receive an update.	
12.1	**New Parish Website and Logo -** To approve expenditure on Parish Website and logo. See Clerk's report. It was agreed to go with NC's recommendation of Parish Council Websites as they had the preferred designs, provided the most pro-active communication, and offered training. Also, their WordPress platform provides some adaptions to improve functionality which the other two did not. DD said that the new logo was in the hands of a graphic designer. It was agreed that the new website would need new photos and JW confirmed he could do this with his new drone. The Clerk advised that there is currently a budget of £500 for communication and that the remaining £249 would need to come from General Reserves. **RESOLVED: To approve expenditure on Parish Website and logo.** **ACTION: Office to instruct Parish Council Websites and DD to put up a request for photos on the next newsletter and office to put same request up on socials.**	OFFICE/DD

13.	**Skatepark -** To receive an update. The Clerk confirmed that the grant form had been received from LDC. JW explained that the Watching Brief has been provided to LDC. He said that he was speaking to the contractor re. the landscaping so that he could prepare a drawing for the design plan which would then be sent to LDC for approval. He would also be chasing Bendcrete for an updated quotation. GS asked JW to provide costing re cutting in new space and reducing the height of the hedge on Lewes Road which would be provided for a future debate. **ACTION: JW to action the above.**	JW
14.	**PCSO Meeting** - To receive feedback. This had been covered at Item 7.	
15.	**DLUHC Consultation on Local Plans -** To consider if we want to respond and who will do it. **RESOLVED: To respond as individuals.** **ACTION: LG to share her response.**	LG
16.	**Cycle Path Extension -** To consider making contact with Sustrans to see if they can assist in the re-evaluation and assessment of an extended cycle path to Broyleside. See Clerk's report. All agreed that LG should make contact. **ACTION: LG to make contact with Sustrans.**	LG
17.	**Planning Matters -** To consider responses to Planning Applications:	
17.1	**LW/23/0282 - Clayhill Service Station, Uckfield Road, BN8 5RU** To create a separate access/egress point from Uckfield Road to the service depot, separating the petrol filling station from the service depot (by 06/09/2023 - extension requested). **RESOLVED: Parish Council Decision - Objecting on grounds of lack of up-to-date detail on highways grounds due to new site entrance and A26 right turn lane into Averys site (planning application APPEAL/22/0032)**.	
17.2	**LW/23/0360 - Southdown, Gote Lane, Ringmer, BN8 5HP** Demolition of existing dwelling, erection of 4 No.semi-detached dwellings (by 22/09/23). This was deferred to 10th October 2023 Full Council meeting as Lewes District Council had to restart the consultation process as it had not been followed properly. **ACTION: Office to put this on 10th October 2023 agenda.**	OFFICE
17.3	**LW/23/0444 - 9 Green Close, Ringmer, BN8 5LG** Single Storey rear extension with skylight (by 05/09/23 - extension requested). **RESOLVED: Parish Council Decision - No objection.**	
17.4	**LW/23/0459 - Land At Lower Stoneham Farm Lower Stoneham Ringmer East Sussex** Agricultural access and accompanying access track (by 08/09/23 - extension requested). **RESOLVED: Parish Council Decision - No action required.**	
17.5	**LW/23/0506 - Acorn House, The Broyle, Ringmer** Non-material amendment of application LW/22/0499 to amend parking layout (by 21/09/2023) **RESOLVED: Parish Council Decision - No action required.**	
17.6	**LW/23/0507/CD - Acorn House, The Broyle, Ringmer** Discharge of Conditions 6 (Preliminary Ecological Appraisal), 7 (Ecological Enhancement Scheme), 9 (Cycle parking area) and 22 (Scheme to enhance the nature conservation interest of the site) related to Planning Approval LW/22/0499 (by 26/09/2023). **RESOLVED: Parish Council Decision - No action required.**	
18.	**Planning Matters -** Appeals:	
	To discuss options for the BoKlok (LW/22/0282/3319706) and Thakeham appeals (LW/21/0694/3313204) Section 106 agreement. **Thakeham -** JK said he was happy with what LG had provided as conditions including a condition that construction traffic access should be via the B2192 rather than Bishops Lane and not before 8am or at school pick up times and stringent archaeological conditions being essential.	

	BoKlok - JK said that a bigger contribution to the cycleway should have been asked for and that Ashill Regen may have provided the same footpath condition that BoKlok had been asked to provide so perhaps the related funds could be utilised towards the cycle path extension . JK suggested that a Councillor should attend the hearing date on 14th November 2023 to bring this up. **ACTION: Office to see who is available to attend.**	OFFICE
19.	**Planning Matters -** All Decisions:	
	LW/23/0267 - Land to the Front of 1 Little Paddock, Ringmer, BN8 5PU - Approved LW/23/0283 - Downsview Farm, Laughton Road, Ringmer, BN8 5UT - Approved LW/23/0319 - Wish Farm, Moor Lane, Ringmer, BN8 5UP - Refused LW/23/0361 - 12 Greenacres Drive, Ringmer, BN8 5LZ - Approved LW/23/0459 - Land at Lower Stoneham Farm, Lower Stoneham, Ringmer - Approved The above were noted and in particular the refusal of LW/23/0319.	
20.	**Reports, Correspondence, Questions and Future Agenda Items** To consider any correspondence received after this agenda has been published for noting or action	
20.1	DD volunteered to attend the SDNPA Meeting on 4th October 2023, 18.30-20.00.	DD
20.2	Clerk to write to the school re. possibility of RAAC in the Parish office and to make a request to replace the windows.	CLERK
20.3	SP and LG had met with a MOP who was looking into ways of monitoring speeding in the village.	
20.4	LG confirmed that the new bus shelter at Pump Cottage had been installed and the bench and fencing were back in place and people were using it.	
20.5	SP reminded people of the SLR meeting at 10am on Wednesday 27th September 2023 in the Parish Office. She asked for agenda items to be sent to her bearing in mind their agenda deadline of 13th September 2023. SP asked MC to attend the meeting if possible.	
21.	**Urgent items at the Chairman's discretion requiring decisions which cannot be held over until the next meeting.** None.	
	Meeting closed at 8.55pm.	

Signed:		Chairman
Date:		

30/08/2023

10:55

Ringmer Parish Council

Balance Sheet as at 30/08/2023

31st March 2023				31st March 2024	
		Current Assets			
1,073		VAT Control A/c	2,078		
278,376		Barclay's Current	93,563		
293,086		Barclays Premium	297,551		
26,355		Public Sector Deposit Fund	26,734		
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				**682,350**	
	660,845	**Total Assets**			**682,350**
		Current Liabilities			
0				**0**	
	660,845	**Total Assets Less Current Liabilities**			**682,350**
		Represented By			
	106,017	General Reserves			129,170
	419,327	EMR - CIL - unallocated			239,878
	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 - Ringmer NHP			25,000
	0	EMR - CIL - Bus Shelters			7,928
	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			7,144
	5,000	KAR surface water grant			5,000
	660,845				**682,350**

Ringmer Parish Council

Balance Sheet as at 30/08/2023

31st March 2023	31st March 2024

The above statement represents fairly the financial position of the authority as at 30/08/2023 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	83,856	157,084	73,228			53.4%
		Expenditure	11	0	(11)		(11)	0.0%
		Net Income over Expenditure	83,845	157,084	73,239			
		plus Transfer from EMR	11					
		less Transfer to EMR	4,878					
		Movement to/(from) Gen Reserve	78,978					
110	Staffing	Expenditure	24,482	67,916	43,434		43,434	36.0%
120	Office & General	Expenditure	9,047	48,359	39,312		39,312	18.7%
		plus Transfer from EMR	304					
		less Transfer to EMR	138					
		Movement to/(from) Gen Reserve	(8,881)					
130	Income other	Expenditure	(14)	0	14		14	0.0%
		less Transfer to EMR	0					
		Movement to/(from) Gen Reserve	14					
		Movement to/(from) Gen Reserve	0					
200	Allotments	Expenditure	3,683	1,600	(2,083)		(2,083)	230.2%
210	Amenities	Expenditure	6,066	7,280	1,214		1,214	83.3%
		plus Transfer from EMR	5,158					
		Movement to/(from) Gen Reserve	(908)					
300	Village Green	Expenditure	4,957	10,672	5,715		5,715	46.4%
		plus Transfer from EMR	0					
		less Transfer to EMR	0					
		Movement to/(from) Gen Reserve	(4,957)					
310	Jubilee Rose Garden	Expenditure	1,255	1,900	645		645	66.1%
320	Anchor Field	Expenditure	483	1,090	607		607	44.3%
330	Fingerpost Field	Expenditure	1,322	2,932	1,610		1,610	45.1%
		plus Transfer from EMR	0					
		Movement to/(from) Gen Reserve	(1,322)					
		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					
340	Broyle Lane / Broyle Close	Expenditure	744	2,225	1,481		1,481	33.4%
345	Rustic seats	Expenditure	735	1,000	265		265	73.5%
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					

Continued over page

			Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
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	1,512	5,900	4,388		4,388	25.6%
380	Open Spaces	Expenditure	1,019	2,320	1,301		1,301	43.9%
		plus Transfer from EMR	0					
		Movement to/(from) Gen Reserve	(1,019)					
390	Other Areas	Expenditure	3,242	6,840	3,598		3,598	47.4%
		plus Transfer from EMR	1,165					
		Movement to/(from) Gen Reserve	(2,077)					
		Grand Totals:- Income	83,856	157,084	73,228			53.4%
		Expenditure	62,351	280,334	217,983	0	217,983	22.2%
		Net Income over Expenditure	21,506	(123,250)	(144,756)			
		plus Transfer from EMR	9,263					
		less Transfer to EMR	5,016					
		Movement to/(from) Gen Reserve	25,753					

Ringmer Parish Council

Bank - Cash and Investment Reconciliation as at 30 August 2023

		Account Description	Balance	
Bank Statement Balances				
1	30/08/2023	Barclays Current	93,562.51	
2	31/07/2023	Barclays Premium	297,551.23	
4	28/04/2023	Cambridge and Counties	100,000.00	
5	30/06/2023	Unity Trust Bank Instant acces	100,412.95	
				591,526.69
Other Cash & Bank Balances				
		NS & I	34,128.02	
		NS & I Renewals Fund	27,883.96	
		Public Sector Deposit Fund	26,733.68	
				88,745.66
Closing Balance				680,272.35
All Cash & Bank Accounts				
1		Barclay's Current		93,562.51
2		Barclays Premium		297,551.23
4		Cambridge and Counties		100,000.00
5		Unity Trust Savings		100,412.95
		Other Cash & Bank Balances		88,745.66
		Total Cash & Bank Balances		680,272.35

List of Payments made between 01/08/2023 and 30/08/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/08/2023	Lewes District Council	95	234.00		Play Area Inspection August
01/08/2023	Kings Academy Ringmer	96	3,750.00		Rent Apr - Jun 23
01/08/2023	RWC Landscape Maintenace	97	2,538.16		grasscutting
02/08/2023	Satswana Ltd	98	180.00		GDPR DPO fee
14/08/2023	Adobe Systems Ltd	99	19.97		Adobe Aug
14/08/2023	Newton and Frost Fencing Ltd	100	6,190.00	FC 11.07.23 min 10.2	Pump Cottage Bus Shelter
17/08/2023	Lewes District Council	101	168.00		VG Bins July
17/08/2023	Lewes District Council	102	24.00		Bins FP July
17/08/2023	Ricoh Uk Ltd	103	213.49		Inv 102303695
17/08/2023	Ash Towner Ltd	104	53.28		Email licenses Aug
17/08/2023	Amazon Prime	105	53.28		Office supplies
17/08/2023	Amazon	105	-53.28		contra - incorrect amount
17/08/2023	Amazon	105	53.13		Office supplies
22/08/2023	Zen Internet Ltd	106	69.78		Broadband and landline
22/08/2023	Tesco Mobile	107	18.19		Mobile phone
22/08/2023	RWC Landscape Maintenace	108	2,625.00		Almond Field Path
22/08/2023	Beeney & Co Ltd	109	2,832.00	auth attached to inv	Pipe repair
22/08/2023	Lewes District Council	110	234.00		September inspections
24/08/2023	Castle Water	111	579.98		Allotments Jan to July 23
29/08/2023	HMRC Paye/NI	112	1,058.25		August
29/08/2023	Salaries		3640.36		August
29/08/2023	Nest Pension	116	221.56		August
		Total Payments	24,703.15		