RINGMER PARISH COUNCIL

Minutes of the Full Council Meeting
Held on Tuesday 13th June 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)**	**Cllr John Whitlock (JW)**
Attendance:			
District Cllr	**Emily O'Brien (EO)**		
Office	**Annie Hazzard (AH) - Clerk**		
Members of the public	**2**		

Agenda Items

1.	**To receive and accept apologies for absence** Cllr Margaret Crompton (MC)	
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. LG noted an interest in planning item 23.2.	
3.	**Dispensation requests** None received.	
4.	**Minutes of previous meetings:** To agree the Annual Statutory minutes of the meeting held on 9th May 2023. **RESOLVED: To accept and sign the minutes of the Annual Statutory meeting held on 9th May 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 was concerned about the percentage rise (13.2) of the precept bearing in mind the cost of the skatepark and asked whether this should now be expected annually. Council confirmed that this level was not planned every year and that the cost of the skatepark will be met for sources other than precept.	
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 from District and County Councillors (Up to 15 mins) -** To receive and accept any reports submitted Clerk MP East Sussex County Councillor Lewes District Council PCSO Reports received. EO advised that the report from JD covered his role as District and County Councillor. NC suggested that the PCSO be required to attend meetings. **ACTION POINT: GS to contact Trevor Leggo to see what can be done.**	GS

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.	**To consider the O&F Committee's recommendations from 25th May 2023 meeting**	
9.1	**Financial Year End 31st March 2023**	
	i. To receive the Internal Audit Report by Andy Beams of Mulberry & Co Internal Audit report received. The Council congratulated the office on completion of a good report.	
	ii. To receive the review of the effectiveness of the system of internal control Received.	
	iii. To consider and approve the Annual Governance Statement (AGAR Section 1) Approved unanimously.	
	iv. To consider and approve The Accounting Statements (AGAR Section 2) Approved unanimously.	
9.2	**Current Year Financial Reporting**	
	CIL movement from unallocated reserve to: i. **Skatepark reserve** - To add £46,241.30 from unallocated CIL to bring total held on our reserve to £120,000 (an additional £40,000 developer contribution is being held on our behalf at LDC) **RESOLVED: To approve this movement of funds. It was noted that the developer contribution is £45k rather than the £40k mentioned above.** ii. **Bus Shelters** - To allocate £13,085.99 for provision of a bus shelter at Pump Cottage, Lewes Road (FC 13.12.22 – min 12.3) **RESOLVED**: **To approve this movement of funds.** iii. **Fingerpost Field – To allocate £100k for provision of new play equipment.** **RESOLVED**: **To approve this movement of funds.**	
9.3	**Other Matters**	
	i. Allotment Agreement - For review and adoption in January 2024. **RESOLVED: To adopt the amended policy from January 2024.**	
	ii. To approve the Community Infrastructure Levy policy. **RESOLVED: To adopt this policy.**	
10.	**Co-Option of Councillors** - To consider any expressions of interest in accordance with Parish Council's Standing Orders. None received. **ACTION POINT: Office to arrange for co-option forms to be available at the "Meet the Councillor" meeting on 15th June 2024.**	OFFICE
11.	**Governance Matters**	
11.1	**Swimming Pool** - To receive an update. JD's report provides an update. EO added that Councillors at LDC have confidence that there can be a workable business case made to ESCC.	
12.	**Highways Matters**	
	i. To receive an update. SP mentioned the following 3 items and asked whether the Council had an appetite to pursue them: 1/ The Zebra Crossing by The Grounded Café – some residents have expressed concern that this is sited in the wrong place and that there is anecdotal evidence of "near-misses". Should we raise this at the next JAG meeting. 2/ Air quality – should we look to get some measurements done 3/ Hedges overhanging onto the pathways. **RESOLVED: To address each of these issues** **ACTION POINT: SP to produce a paper on each for inclusion on the next agenda.**	SP
	ii. To consider contacting East Sussex County Council to ask that the County, if it has not already done so, undertakes an immediate and comprehensive condition survey of the District highways and within 3 months of that contact, provide this Council with a work	

	plan for undertaking the necessary repairs and resurfacing over a period not exceeding 12 months, giving priority to the more serious conditions. No action re. this point. It was not considered relevant but may be revisited after the meeting proposed with ESCC (see next point).	
	iii. To consider inviting the relevant officers from East Sussex County Council to attend a meeting with Ringmer Parish Council to provide details of the arrangements for the repair and maintenance of the highways. **RESOLVED: To invite ESCC Highways to meet to address our concerns noted above.** **ACTION POINT: Office to arrange.**	OFFICE
13.	**Open Spaces and related Matters**	
13.1	**Improving the Natural Environment in Ringmer -** To receive an update. DD noted his report; in particular his visit to The Almond Field (see item 13.3) with a SDNP Ranger. He proposed preparation of an action plan for The Almond Field based on Cllrs agreeing for this to be a "rewilded area", along with a plant survey. Cllrs agreed on all points. **ACTION POINT: DD to prepare the plan and present at the August meeting.**	DD
13.2	**Tree on Rushey Green -** To consider email request. See Clerk's report. JK noted that the previous Copper Beech tree had likely died from Honey Fungus and that any replacement should be resistant to that disease. GS suggested this be a Coronation Memorial Tree funded by the Council. **RESOLVED: To plant a tree at Rushey Green as a Coronation Memorial after consultation with the residents surrounding Rushey Green, funded by Council general reserves.** **ACTION POINT: Office to consult the Rushey Green residents.**	OFFICE
13.3	**The Bill Almond Memorial Field -** To agree the new title of "The Almond Field". See Clerk's report. The Clerk advised that she had spoken with the donors of the field and that they had expressed that they would be very pleased to have the field named as "The Almond Field". **RESOLVED: To name the bequeathed field "The Almond Field".**	
13.4	**Child's Birthday Party Request on the Village Green on 6th of August** - To discuss and decide whether to give permission for picnic, balloons and a gazebo. GS suggested delegated powers be given to the Clerk to make such decisions in the future. **RESOLVED:** To delegate powers to the Clerk to make decisions on requests to use the Green for small events. **RESOLVED: To grant permission for picnic, balloons and a gazebo.** **ACTION POINT: Clerk to action the above resolution.**	CLERK
13.5	**Bench on the Village Green** - To consider the quotes. MM proposed the Broxap bench with back support. After discussion, this was agreed. It was suggested that we arrange for the representative from Delves House who put forward this proposal to be photographed with the bench once in situ. **RESOLVED: To install a bench on the Village Green to the left of the path that runs from the main road to Delves House Retirement Home. To be funded from unallocated CIL.** **ACTION POINTS: Office to organise installation of bench and to contact resident for photo opportunity.** **ACTION POINT: Clerk to factor in a budget allowance for future maintenance.**	OFFICE CLERK
13.6	**Broyle Close Wetpour** - To consider the quotes. It was noted that the office had striven to get 3 like-for-like quotes but was unable to get sufficient responses, so had offered one quote for a different solution. **RESOLVED: To commission Playsafe to carry out the repairs to the wetpour surfaces at Broyle Close Park.** **ACTION POINT: Office to action the above**.	OFFICE
14.	**Communications Matters** - To receive an update	
14.1	**New Parish Logo -** To review and decide. DD advised that there had been a poor response to the logo competition. It was suggested that the office contact local organisations who have recently had new logos to obtain contact details. NC advised that he also has contacts if necessary. **ACTION POINT: Office to organise.**	OFFICE

15.	**Skatepark -** To receive an update. JW confirmed that planning permission has now been granted with 3 pre-construction conditions. JW is arranging quotes for a "watching brief" and is dealing with the contractor for the other two conditions; landscape plan and construction management plan, all of which will need to be approved by LDC prior to commencement of the project. He expects to have proposals for all 3 conditions by date of next PC meeting. **ACTION POINT: JW to action the above.**	JW
16.	**SDNPA Ballot Paper -** To decide on up to 2 candidates **RESOLVED: To vote for Vanessa Rowlands and William Meyer** **ACTION POINT: Office to communicate our votes to SDNP.**	OFFICE
17.	**Policies for review and adoption:**	
17.1	Complaints Policy **RESOLVED: To adopt this policy.** **ACTION POINT: Office to action the above.**	OFFICE
17.2	Co-option Policy **RESOLVED: To adopt this policy** **ACTION POINT: Office to action the above.**	OFFICE
18.	**Meet the Councillors, Thursday 15th June 2023, 6.30pm** - To discuss and confirm attendance. NC, MM, SP, GS, DD, to attend. JK and LG to attend time permitting. **ACTION POINT: Office to arrange refreshments and Cllr name badges.**	OFFICE
19.	**Memorials -** Discuss the option offered by the Village Hall (see Clerk's report). It was agreed that when approached by a parishioner looking at memorial options, we would let them know about the Village Hall's offering. **ACTION POINT: Office to arrange.**	OFFICE
20.	**Delves Close -** To discuss resident's request (see Clerk's report). Councillors discussed the weeds and felt that as they were soft weeds were not problematic. They were not minded to reduce the tree as it is a healthy specimen and noted that if any branches overhang the resident's garden, he is within his rights to remove the overhang. **ACTION POINT: Clerk to write to the resident explaining the Council's position.**	CLERK
21.	**Inter Council Planning Group** - To decide if we want to nominate a member to represent Ringmer Parish. See Clerk's report. Cllr Grange volunteered for this position. All agreed. **ACTION POINT: Office to advise Inter Planning Council Group of this decision.**	OFFICE
22.	**ESALC Representatives -** To appoint up to two representatives to have voting rights at the ESALC AGM. **RESOLVED: To appoint the Chairman and Vice-Chairman as representatives.** **ACTION POINT: Office to advise ESALC.**	OFFICE
23.	**Planning Matters -** To consider responses to Planning Applications:	
23.1	**LW/23/0148 - Barnfield Farm, Laughton Road, Ringmer, BN8 5NJ** Change of Use from holiday let to residential annex as ancillary to main dwellinghouse (by 01/06/23, extension requested). **RESOLVED: Parish Council Decision - This property appears to be moving from holiday let to annexe, but it is not an attached annexe. It appears to be a new C3 residential accommodation and should incur council tax.**	
23.2	**LW/23/0267 - Land to The Front of 1 Little Paddock, Ringmer, BN8 5PU** Section 73A retrospective application for use of land by highway to display cars for sale (resubmission of LW/22/0662) (by 04/07/2023). **RESOLVED: Parish Council Decision – support.**	
23.3	**LW/23/0268 - 2 Norlington Villas, Norlington Lane, Ringmer, BN8 5SH** Erection of 2 No. two storey semi-detached dwellings (by 02/06/23, extension requested). **RESOLVED: Parish Council Decision – support in principle, subject to reconsideration of design philosophy; to be of a traditional vernacular-e.g. weather-boarding, hip roof.**	
23.4	**LW/23/0302/CD - Land Adjacent 3 Mill Close, Mill Road, Ringmer** Discharge of Conditions 4 (Land Contamination), 5 (CEMP), 6 (Sustainability) and 7 (Electric Car Charge Points) in relation to approval LW/20/0880 (by 19/06/2023). **RESOLVED: Parish Council Decision – no comment.**	

23.5	**LW/23/0315 - 16 Delves Close, Ringmer, BN8 5JW** Single-storey side extension (by 30/06/2023). **RESOLVED: Parish Council Decision – support.**	
23.6	**LW/23/0319 - Wish Farm, Moor Lane, Ringmer, BN8 5UP** Variation of Condition 4 (Removal of Permitted Development rights) relating to approval LW/22/0823 - To remove the restrictions under Permitted Development Class E from this condition (by 30/06/2023). **RESOLVED: Parish Council Decision - no comment.**	
23.7	**LW/23/0330 – 1 Manor Close, Ringmer, BN8 5PA** Demolition of existing detached garage, 2 storey side extension and ground floor front and rear extension (by 04/07/2023). **RESOLVED: Parish Council Decision – refuse on the grounds of overdevelopment, poor design, contrary to NHP pt 8.3 re. parking requirements.**	
23.8	**Ringmer Neighbourhood Plan 2030 -** Council to consider updating the Neighbourhood Plan and earmarking funds to do so. After discussion surrounding the lack of an updated local plan from LDC, it was suggested that we ask Laurence O'Connor, the Cabinet Member for Planning at LDC, for an update. **RESOLVED: To earmark £25k from unallocated CIL funds for this purpose.** **ACTION POINT: Office to contact the Cabinet Member.**	OFFICE
24.	**Planning Matters -** All Decisions:	
	LW/22/0840 - Bridge Farm, Barcombe Mills Road, Barcombe, BN8 5BX - Approved LW/23/0026 - The Old Nursery, The Holdings, Old Uckfield Road, BN8 5RY - Approved LW/23/0128 - Land Adjacent to 3 Mill Close, Mill Road, Ringmer - Approved LW/23/0227 - 38 Anchor Field, Ringmer, BN8 5QN - Approved LW/23/0274 - Downsview Farm, Laughton Road, Ringmer, BN8 5UT – Approved The above were noted.	
25.	**Reports, Correspondence, Questions and Future Agenda Items** To consider any correspondence received after this agenda has been published for noting or action JK noted that CPRE are pushing ESCC re the condition of the flint wall from Earwig Corner up towards Ringmer JK advised that the Thakeham appeal has changed from a hearing to an inquiry. Date tbc. RPC has been granted rule 6 status.	
26.	**Urgent items at the Chairman's discretion requiring decisions which cannot be held over until the next meeting** Ringmer Primary school sought permission to put a banner on the Village Green park railings advertising the increased number of nursery places now available. **RESOLVED: To grant permission until the new term starts in September 2023.** **ACTION POINT: Office to advise Ringmer Primary School.**	OFFICE

Signed:		Chairman
Date:		

Ringmer Parish Council

Balance Sheet as at 31/05/2023

31st March 2023				31st March 2024	
		Current Assets			
1,073		VAT Control A/c	651		
278,376		Barclay's Current	140,992		
293,086		Barclays Premium	293,086		
26,355		Public Sector Deposit Fund	26,444		
27,858		NS & I Renewals Fund	27,884		
34,096		NS & I	34,128		
0		Cambridge and Counties	100,000		
0		Unity Trust Savings	100,000		
660,845				**723,184**	
	660,845	**Total Assets**			**723,184**
		Current Liabilities			
0				**0**	
	660,845	**Total Assets Less Current Liabilities**			**723,184**
		Represented By			
	106,017	General Reserves			163,025
	419,327	EMR - CIL - unallocated			423,122
	16,359	EMR - Community Asset Renewal			16,359
	6,000	EMR - Elections			8,600
	1,114	EMR - Office Equipment Replace			1,114
	500	EMR - Speed Reduction			500
	1,066	EMR - Events			1,169
	1,950	EMR - Old Church			785
	18,406	EMR - Bequest Lucy Stone			18,406
	360	EMR - Pond Maintenance			360
	73,759	EMR - CIL - Skatepark			73,759
	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				**723,184**

Ringmer Parish Council

Balance Sheet as at 31/05/2023

31st March 2023	31st March 2024

The above statement represents fairly the financial position of the authority as at 31/05/2023 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	82,483	157,084	74,601			52.5%
		less Transfer to EMR	3,794					
		Movement to/(from) Gen Reserve	78,689					
110	Staffing	Expenditure	9,734	67,916	58,182		58,182	14.3%
120	Office & General	Expenditure	3,318	48,359	45,041		45,041	6.9%
		plus Transfer from EMR	35					
		less Transfer to EMR	138					
		Movement to/(from) Gen Reserve	(3,421)					
		Movement to/(from) Gen Reserve	0					
		Movement to/(from) Gen Reserve	0					
200	Allotments	Expenditure	336	1,600	1,264		1,264	21.0%
210	Amenities	Expenditure	391	7,280	6,889		6,889	5.4%
		plus Transfer from EMR	0					
		Movement to/(from) Gen Reserve	(391)					
300	Village Green	Expenditure	1,616	10,672	9,056		9,056	15.1%
		plus Transfer from EMR	0					
		less Transfer to EMR	0					
		Movement to/(from) Gen Reserve	(1,616)					
310	Jubilee Rose Garden	Expenditure	490	1,900	1,410		1,410	25.8%
320	Anchor Field	Expenditure	121	1,090	969		969	11.1%
330	Fingerpost Field	Expenditure	676	2,932	2,256		2,256	23.0%
		plus Transfer from EMR	0					
		Movement to/(from) Gen Reserve	(676)					
		Movement to/(from) Gen Reserve	0					
		Movement to/(from) Gen Reserve	0					
340	Broyle Lane / Broyle Close	Expenditure	265	2,225	1,960		1,960	11.9%
345	Rustic seats	Expenditure	294	1,000	706		706	29.4%
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	390	3,300	2,910		2,910	11.8%
370	Waste	Expenditure	468	5,900	5,432		5,432	7.9%
380	Open Spaces	Expenditure	231	2,320	2,089		2,089	10.0%
		plus Transfer from EMR	0					
		Movement to/(from) Gen Reserve	(231)					

Continued over page

			Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
390	Other Areas	Expenditure	1,804	6,840	5,036		5,036	26.4%
		plus Transfer from EMR	1,165					
		Movement to/(from) Gen Reserve	(639)					
		Grand Totals:- Income	82,483	157,084	74,601			52.5%
		Expenditure	20,143	280,334	260,191	0	260,191	7.2%
		Net Income over Expenditure	62,340	(123,250)	(185,590)			
		plus Transfer from EMR	1,200					
		less Transfer to EMR	3,932					
		Movement to/(from) Gen Reserve	59,607					

Ringmer Parish Council

Bank - Cash and Investment Reconciliation as at 30 May 2023

		Account Description	Balance	
Bank Statement Balances				
1	30/05/2023	Barclays Current	140,991.67	
2	30/03/2023	Barclays Premium	293,085.99	
4	28/04/2023	Cambridge and Counties	100,000.00	
5	28/04/2023	Unity Trust Bank Instant acces	100,000.00	
				634,077.66
Other Cash & Bank Balances				
		NS & I	34,128.02	
		NS & I Renewals Fund	27,883.96	
		Public Sector Deposit Fund	26,444.30	
				88,456.28
Closing Balance				**722,533.94**
All Cash & Bank Accounts				
1		Barclay's Current		140,991.67
2		Barclays Premium		293,085.99
4		Cambridge and Counties		100,000.00
5		Unity Trust Savings		100,000.00
		Other Cash & Bank Balances		88,456.28
		Total Cash & Bank Balances		**722,533.94**

Chairman:
Date:

List of Payments made between 01/05/2023 and 30/05/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/05/2023	Lewes District Council	26	234.00		Play Inspections May
03/05/2023	Cosmo Construction (UK) Ltd	27	552.00		VG gate repair
03/05/2023	RWC Landscape Maintenace	28	2,538.16		April grass-cutting/maint
03/05/2023	Cosmo Construction (UK) Ltd	29	552.00		FPost Field gate repair
09/05/2023	Rialtas	30	257.16		Annual Fee
09/05/2023	HMRC Paye/NI	31	1,071.25		April
09/05/2023	Mulberry & Co	32	208.80		Internal Audit
09/05/2023	Post Office	33	6.85		Special delivery
15/05/2023	Adobe Systems Ltd	34	19.97		Adobe
15/05/2023	Ash Towner Ltd	35	290.88		New email provider
15/05/2023	Skull Drummery	36	35.00		Coronation Carnival
22/05/2023	Zen Internet Ltd	37	70.64		Broadband and landline
22/05/2023	Tesco Mobile	38	18.19		Mobile
22/05/2023	Kings Academy Ringmer	39	338.49		utilities
23/05/2023	Land Registry	40	6.00		search fees
24/05/2023	Ionos Cloud Ltd	ERROR	143.76		Ddr taken in error
30/05/2023	Salaries		3,780.20		May
30/05/2023					
30/05/2023					
30/05/2023	HMRC Paye/NI	44	1,061.65		May
		Total Payments	11,185.00		