RINGMER PARISH COUNCIL

Minutes of the Annual Statutory Meeting
Held on Tuesday 9th May 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 Marcia Morgan (MM)	**Cllr Sarah Phillips (SP)**	**Cllr Gordon Sims (GS)**	**Cllr John Whitlock (JW)**
Attendance:	**Annie Hazzard (AH) - Clerk** **Gail Metcalfe (GM) - Administrator**		
Members of the public:	**2**		

Agenda Items

1.	**Election of Chairman and Signing of Declaration of Acceptance** **RESOLVED: Cllr Gordon Sims be re-elected as Chairman of the Parish Council after a unanimous vote in favour. Declaration of Acceptance signed.**	
2.	**To receive and accept apologies for absence** Cllr John Kay.	
3.	**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.	
4.	**Dispensation requests** None.	
5.	**Election of Vice Chairman** **RESOLVED**: **Cllr Sarah Phillips be re-elected as Vice Chairman to the Parish Council after a unanimous vote in favour.**	
6.	**To accept the minutes of the Full Council meeting held on 11th April 2023** **RESOLVED:** To accept and sign the minutes of the Full Council meeting held on 11th April 2023.	
7.	**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.	
8.	**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.	
9.	**Appointments of Members to Committees**	
	1) Internal Control - 3 Members **RESOLVED**: Cllrs Margaret Crompton, Dave Duke and Marica Morgan remain as members.	
	2) Office & Finance Committee - 5 Members **RESOLVED**: Cllrs Kay, Phillips, Sims remain as members. Cllrs Chaloner and Duke to join.	
	3) Personnel Committee - 3 Members **RESOLVED**: Cllr Sims to remain as Chairman and Cllrs Phillips to remain with Cllr Whitlock joining as a new member.	
	4) Planning Committee - To appoint Chair, Vice Chair and Whole Council **RESOLVED**: Cllr Whitlock to remain as Chairman, Cllr Kay to become Vice Chairman and the whole of the Council are members.	

10.	**Appointments to Outside Bodies**	
	1) Cheyney Trust **NOTED**: Members are Jenny Hill, John Kay, John Payne and Max Pengelley and all have confirmed that they would be happy to remain for another 4 year term.	
	2) Jubilee Cottages Housing Trust Management Committee - Chair and 4 Members **RESOLVED**: Cllr Whitlock to remain as Chairman and Cllrs Crompton, Duke, Kay and Phillips to remain as members.	
	3) Lewes District Association of Local Councils - Chair and Vice Chair **RESOLVED**: Cllr Phillips and Sims to be the representatives.	
	4) Liaison Cllr - Local schools - 1 Member **RESOLVED**: Cllr Duke becomes Liaison Cllr.	
	5) Liaison Cllr - Ringmer's Businesses & Village Shop Association - 1 Member **RESOLVED**: Cllr Kay remains Liaison Cllr for Businesses and becomes Cllr for the VSA.	
	6) Liaison Cllr - Community Safety/Traffic - 1 Member **RESOLVED**: Cllr Phillips remains as Traffic Liaison Cllr and becomes interim Community Safety Liaison Cllr until another Cllr is co-opted onto the Parish Council at which point they will become Community Safety Liaison Cllr.	
	7) Liaison Cllr - Police & Sussex Police Joint Action Group (JAG) representative - 2 Members **RESOLVED**: Cllr Phillips remains as Liaison Cllr being joined by Cllr Chaloner.	
	8) Ringmer Village Hall Management Committee - 1 Member **RESOLVED**: Cllr Whitlock to be the committee member.	
	Other appointments can be made as the need arises.	
11.	**Policies for review and adoption**	
	1) Code of Conduct **RESOLVED**: The above policy was reviewed as a policy requirement. No action required as the policy remains the same.	
	2) Standing Orders **RESOLVED**: The above policy was reviewed as a policy requirement. No action required as the policy remains the same.	
12.	**Terms of Reference for review**	
	1) Office & Finance Reviewed.	
	2) Planning Reviewed. **ACTION**: Remove the words "Planning" from point 5. and "committee" from point 7.	OFFICE
13.	**To agree dates for the Full Council Meetings** **RESOLVED**: The meeting dates were agreed.	
14.	**Reports from District and County Councillors (Up to 15 mins)** Clerk, MP, East Sussex County Councillor, Lewes District Council and PCSO Cllr Johnny Denis provided an oral report stating that our District Cllrs are Lucy Agace, Emily O'Brien and himself. He said that between them, one of them would attempt to attend every Full Council meeting. He asked that we please use them as best we can. He said that he did not know what the administration of Lewes District Council will look like but that this would be published shortly. He had attended the annual County Council meeting where many questions on the state of roads were asked. The lead member is adamant that the new contract with Balfour Beatty is expected to bring better things and JD confirmed that he would keep the pressure on Cllr Claire Dowling to make sure she is keeping pressure on them. GS reported the highway issue of metalwork at B2192 - one outside the pub and 2 in Harrisons Lane - JD said he had recorded vehicles going over these for Highways. JD said he would invite the new Highways Steward to introduce themselves to us. He confirmed he was making the swimming pool his priority and he was adamant to get this sorted swiftly.	
15.	**Finance Matters:**	
15.1	To receive the latest Financial Reports Received.	
15.2	To approve and sign the latest bank reconciliation Approved and signed.	

15.3	To approve the list of payments Approved.	
16.	**Co-Option of Councillors** - To consider any expressions of interest in accordance with Parish Council's Standing Orders None received.	
17.	**Governance Matters**	
17.1	**Swimming Pool** - To receive an update Per JD's update at item 14.	
18.	**Highways Matters - To receive an update** No update.	SP
19.	**Open Spaces and related Matters**	
19.1	**Improving the Natural Environment in Ringmer -** To set up an Informal Group DD explained that this would involve an initial meeting to identify priorities which he would then bring to the June Full Council meeting. **ACTION**: DD to circulate dates when he will be walking around the village with the Southdowns Rangers to identify priorities. All Cllrs welcome to attend.	DD/ALL
19.2	**Play Area and Outdoor Social Spaces Working Group:**	
	1) Powerpoint presentation re. review of play areas and outside spaces MM presented the powerpoint explaining that she and MC had walked around the play parks and taken photos of problem areas. **ACTION**: Office to ask Tony Read to quote for repairs required to stop the flooding at the bench in the playpark on the Village Green. Office to acquire quotes for an updated, disability friendly play park at Fingerpost Field suitable for all ages.	OFFICE
	2) Seating - To discuss Powerpoint presentation re. alternative seating for the Village Green central path After much discussion on what was wanted, it was decided that an s-shaped backless seat was the preference. **ACTION**: Office to acquire quotes.	OFFICE
19.3	**Tree Planting -** To agree the quoted amount of £420.00 per tree. See Clerk's report for breakdown of this amount. **RESOLVED**: To agree the above amount per tree and any increase for a plaque up to £550.00.	
20.	**Communications Matters** - To receive an update DD said that the two noticeboards are working well. He is working on getting into the acquired noticeboard at Fingerpost Field. The wall-mounted one at the Shopping Precinct is usuable although it is a two person job. DD is happy to start using it. He said the newsletter was working well. All were in agreement that it is now time to start updating the website. SP said she was happy to help DD with this. **ACTION**: Office to set up an Instagram account to attempt to engage the younger generation. JW to write a biography explaining what a Cllr does to go on website to try and get some new blood interested in becoming Cllrs.	OFFICE JW
21.	**Strategic Plan Working Group** - To receive an update GS invited all Cllrs to attend the next meeting on Tuesday 23rd May 2023 at 10am to decide on whether to use AiRS or not and to plan for meeting per item 22.	ALL
22.	**"Have Your Say the Ringmer Way", Thursday 15th June 2023, 6.30pm -** To discuss After some discussion it was agreed that this would be organised at the next Strategic Plan Working Group meeting per item 21.	ALL
23.	**Competitions: To design a new logo and offer ideas to "smarten up" the precinct** - To receive an update. DD explained that the 5 best pieces of work as decided by the Assistant Principal and Head of Art will be presented at the June Full Council meeting so that we can decide which to go with and what the winner gets. MM suggested the winner is photographed with the winning design and this be posted on our new Instagram account. DD agreed to do this once he learns how to use Instagram.	DD
24.	**Barcombe Carpark -** To consider Barcombe Parish Council's letter of 20th April 2023 **RESOLVED**: To decline their suggestion of sharing the carpark costs. **ACTION**: Clerk to respond to them accordingly.	CLERK

25.	**Asset Register** - To review **RESOLVED**: To accept the Asset Register. **ACTION**: Office to make "Another defibrillator" an agenda item for Full Council June meeting as requested by JW and "Depreciating assets" an agenda item for Office & Finance as requested by GS.	OFFICE
26.	**Planning Matters -** To consider responses to Planning Applications:	
26.1	**LW/23/0202 - Barn 2 Land Adjacent to Chalkham Farm, Uckfield Road, Stoneham, BN8 5RL** Discharge of Condition 2 (Details of Cycle Storage) in relation to approval LW/22/0231 (by 30/05/23). **RESOLVED**: **Parish Council Decision - No comment.**	
26.2	**LW/23/0205 - 8 Kings Road, Ringmer, BN8 5FS** Conversion of garage to habitable accommodation (by 15/05/23). **RESOLVED**: **Parish Council Decision - Object on the grounds of Condition 10 LW/18/0331 and against the Neighbourhood Plan item 8.3 (parking).**	
26.3	**LW/23/0227 - 38 Anchor Field, Ringmer, BN8 5QN** Installation of 1.no internally illuminated "Ringmer Pharmacy" flex face sign and 1.no internally illuminated "Pharmacy" projection box (by 22/05/23). **RESOLVED**: **Parish Council Decision - No objection.**	
26.4	**LW/23/0259 - 1 The Orchards, Ringmer, BN8 5FR** Removal of Condition 5 (secure undercover cycle parking) relating to approval LW/20/0198 - Condition not required (by 30/05/2023). **RESOLVED: Parish Council Decision - Object as secure cycle parking should be provided.**	
27.	**Planning Matters -** All Decisions:	
	LW/23/0029 - 16 Mill Close, Gote Lane, Ringmer, BN8 5JA - Approved LW/23/0030 - 43 Christie Avenue, Ringmer, BN8 5JT - Approved LW/23/0099 - 25 Delves House, Ringmer, BN8 5JU - Approved LW/23/0122 - 25 Mill Mead, Ringmer, BN8 5JU - Approved LW/23/0146/CD (LW/22/0499) - Acorn House, The Broyle, Ringmer - Approved The above were noted.	
28.	**Reports, Correspondence, Questions and Future Agenda Items** To consider any correspondence received after this agenda has been published for noting or action JW noted that he was shocked how much the Baptist Church was donating to the food bank. He said he would be advising them to apply to RPC for a grant. He would be doing the same for Evergreens but would be advising them on what to apply for as the Parish Council cannot fund coach trips. GS reminded everyone of the meeting with Southern Water on Friday 12th May 2023 at 10.30am at the Parish office. GS made a proposal of doing away with paper copies of meeting papers. It was agreed that this would be trialled and that the office would print off a couple of copies for those that may want a hard copy at the meeting. **Future Agenda Items for Full Council** • Another defibrillator • Forthcoming appeals and representations • Real Time Passenger Information (RTPI) Signs **Future Agenda Item for Office & Finance** • Depreciating assets	
29.	**Urgent items at the Chairman's discretion requiring decisions which cannot be held over until the next meeting** None.	

THE PUBLIC AND THE PRESS HAVE A RIGHT AND ARE WELCOME TO ATTEND

Date of Next Council Meeting in the Parish Rooms, Lucy Stone Room

13th June 2023 at 19.30

28/04/2023

14:38

Ringmer Parish Council

Balance Sheet as at 28/04/2023

31st March 2022			31st March 2023	
		Current Assets		
1,073		VAT Control A/c	251	
278,376		Barclay's Current	152,039	
293,086		Barclays Premium	293,086	
26,355		Public Sector Deposit Fund	26,355	
27,858		NS & I Renewals Fund	27,858	
34,096		NS & I	34,096	
0		Cambridge and Counties	100,000	
0		Unity Trust Savings	100,000	
660,845				**733,685**
	660,845	**Total Assets**		**733,685**
		Current Liabilities		
0				**0**
	660,845	**Total Assets Less Current Liabilities**		**733,685**
		Represented By		
	106,017	General Reserves		165,055
	419,327	EMR - CIL - unallocated		423,122
	16,359	EMR - Community Asset Renewal		16,359
	6,000	EMR - Elections		6,000
	1,114	EMR - Office Equipment Replace		1,114
	500	EMR - Speed Reduction		500
	1,066	EMR - Events		1,066
	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		12,391
	9,769	EMR - Fields House Field		9,769
	5,000	KAR surface water grant		5,000
	660,845			**733,685**

28/04/2023

14:38

Ringmer Parish Council

Balance Sheet as at 28/04/2023

31st March 2022	**31st March 2023**

The above statement represents fairly the financial position of the authority as at 28/04/2023 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date :_____

List of Payments made between 01/04/2023 and 28/04/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
03/04/2023	CPRE	1	60.00	FC 21/2 min 14	CPRE membership fee
03/04/2023	Lewes District Council	2	561.60		Dog Bins
03/04/2023	Lewes District Council	3	115.00		Broyle Close Park rent
03/04/2023	Lewes District Council	4	234.00		Play Area Inspection
05/04/2023	ODM	5	12.68		Stationery
13/04/2023	Post Office	6	29.95		postage and stamps
13/04/2023	Adobe Systems Ltd	7	19.97		Adobe fee
19/04/2023	RWC Landscape Maintenace	8	719.25		Grass cutting and maint
19/04/2023	Glyndebourne 1991 AJC LI Trust	9	10.00		Delves Pond rental fee
19/04/2023	EDF Energy	10	410.83		Inv 15022917
19/04/2023	RJS Trees and Gardens	11	1,540.00		churchyard and VG work
19/04/2023	East Sx Assn of Local Councils	12	1,443.13		ESALC/NALC subscriptions
21/04/2023	Microsoft Office	21	79.99		MS Office licence
24/04/2023	Ionos Cloud Ltd	13	143.76		Email licences
24/04/2023	Zen Internet Ltd	14	69.60		Broadband and Landline
24/04/2023	Tesco Mobile	15	18.19		Moblie
25/04/2023	Cambridge and Counties	107222	100,000.00		CIL funds to investment acc
26/04/2023	Unity Trust Savings	14/03 8.6	50,000.00		CIL Funds to Unity Trust Savin
26/04/2023	Locum Services Sussex	18	112.50		Finance Training
26/04/2023	KSS Air Ambulance	19	100.00	FC 11/4 min 8.7	Donation
26/04/2023	123 Connect Ltd	20	246.00		Website hosting
27/04/2023	Unity Trust Savings	14/03 8.6	50,000.00		CIL funds to Unity Trust
27/04/2023	Salaries	22	3820.52		April

Total Payments 209,746.97

			Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Council	Income	82,336	157,084	74,748			52.4%
		less Transfer to EMR	3,794					
		Movement to/(from) Gen Reserve	78,542					
110	Staffing	Expenditure	3,821	67,916	64,095		64,095	5.6%
120	Office & General	Expenditure	2,237	48,359	46,122		46,122	4.6%
		plus Transfer from EMR	0					
		Movement to/(from) Gen Reserve	(2,237)					
		Movement to/(from) Gen Reserve	0					
		Movement to/(from) Gen Reserve	0					
200	Allotments	Expenditure	168	1,600	1,432		1,432	10.5%
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	375	10,672	10,297		10,297	3.5%
		plus Transfer from EMR	0					
		less Transfer to EMR	0					
		Movement to/(from) Gen Reserve	(375)					
310	Jubilee Rose Garden	Expenditure	245	1,900	1,655		1,655	12.9%
320	Anchor Field	Expenditure	0	1,090	1,090		1,090	0.0%
330	Fingerpost Field	Expenditure	0	2,932	2,932		2,932	0.0%
		plus Transfer from EMR	0					
		Movement to/(from) Gen Reserve	0					
		Movement to/(from) Gen Reserve	0					
		Movement to/(from) Gen Reserve	0					
340	Broyle Lane / Broyle Close	Expenditure	115	2,225	2,110		2,110	5.2%
345	Rustic seats	Expenditure	147	1,000	853		853	14.7%
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	195	3,300	3,105		3,105	5.9%
370	Waste	Expenditure	468	5,900	5,432		5,432	7.9%
380	Open Spaces	Expenditure	0	2,320	2,320		2,320	0.0%
		plus Transfer from EMR	0					
		Movement to/(from) Gen Reserve	0					
390	Other Areas	Expenditure	1,324	6,840	5,516		5,516	19.4%

Continued over page

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
plus Transfer from EMR	1,165					
Movement to/(from) Gen Reserve	(159)					
Grand Totals:- Income	82,336	157,084	74,748			52.4%
Expenditure	9,496	280,334	270,838	0	270,838	3.4%
Net Income over Expenditure	72,840	(123,250)	(196,090)			
plus Transfer from EMR	1,165					
less Transfer to EMR	3,794					
Movement to/(from) Gen Reserve	70,211					