RINGMER PARISH COUNCIL

Minutes of the Full Council Meeting
Held on Tuesday
14th March 2023 at 19.30
In the Parish Rooms, Lucy Stone Room

Present:			
Cllr Matt Crisp (MC)	**Cllr Margaret Crompton (MMC)**	**Cllr Johnny Denis (JD)**	**Cllr David Duke (DD)**
Cllr John Kay (JK)	**Cllr Marcia Morgan (MM)**	**Cllr Sarah Phillips (SP)**	**Cllr Gordon Sims (GS)**
Attendance:	**Annie Hazzard (AH) - Clerk** **Gail Metcalfe (GPM) - Administrator**		
Members of the public:	**3**		

Agenda Items

1.	**To receive and accept apologies for absence** Apologies were received from Cllrs Tara Barber (TB), Gavin May (GM), Richard Turner (RT), David Terry (DT) and John Whitlock (JW).	
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. JD noted that he is a District Cllr, an East Sussex Cllr and has an interest at Item 9.1.	
3.	**Dispensation requests** None received.	
4.	**To accept the minutes of the Full Council meeting held on 21st February 2023** **RESOLVED**: To accept and sign the minutes of the Full Council meeting held on 21st February 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. A member of the public declared he would be happy to answer any questions at Item 8.5 i.	
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 Clerk, MP, District and County Councillors, and PCSO (Up to 15 mins):** Clerk Maria Caulfield, MP East Sussex County Councillor Lewes District Councillor PCSO The above reports were noted and there were no questions.	
8.	**Finance Matters:**	
8.1	To receive the latest Financial Reports - received.	
8.2	To approve the latest bank reconciliation - approved and signed.	
8.3	To approve the list of payments - approved and signed.	

8.4	**Strategic Plan Working Group** - To receive an update. GS confirmed there had been a meeting on 23rd February 2023 and that the key decision was to invite Action in Rural Sussex (AirS) to a meeting to explain how they could help to develop our Strategic Plan. Once there is a date in the diary, Cllrs will be informed. He said main areas of interest had been identified as follows: dark skies, a cycle route/footway to Broyleside, new local Community Hub and availability of land for leisure activities. **ACTION: Clerk to arrange a meeting with AirS and inform Cllrs of date and time.**	CLERK
8.5	**To receive any CIL grant applications:** i. Ringmer Village Hall GS explained that the full amount needed was £18,104.00 and that they were asking us for £10k of that. Alan West explained that the outer doors needed to be widened to allow for wheelchair access. It was confirmed that the CIL fund improvement criteria had been met and the grant of £10k was approved. **RESOLVED**: To give £10k from CIL to the Village Hall. **ACTION: Clerk to action the above resolution.**	CLERK
8.6	**Treasury Strategy -** To consider the recommendation from the O&F Committee re. savings accounts. GS explained that the O&F Committee were recommending moving some unallocated CIL funds, held in a Barclays BPA account (currently attracting an interest rate of 0.8% gross p/a) as following: £100k into a 1-year savings Bond with Cambridge and Counties Bank – rate 3.5% gross p/a £100k into a Unity Trust Bank Instant Access account – rate 2.0% gross p/a It was noted that each new account would benefit from the Financial Services Compensation Scheme up to the value of £85k. **RESOLVED**: To put £100k into each of the two accounts as recommended by O&F. **ACTION: Clerk to action the above resolution.**	CLERK
9.	**Governance Matters:**	
9.1	**Swimming Pool -** To receive an update & see Clerk's report. JD said there was no further update from the last meeting and his report but reiterated the latest position of LDC having agreed funds for bringing the pool back into use but that an agreement is still being worked out recognising financial arrangements between ESCC, LDC and the school.	
10.	**Highways Matters -** To receive an update. SP stated there were no specific updates. Responses were received to Maria Caulfield's letter of 17th February 2023 from Wealden Planning and Lewes District Planning.	
11.	**Open Spaces and Related Matters:**	
11.1	**Skatepark -** To receive an update and consider the Watching Brief quote. JD explained that Leigh Palmer, Head of Planning LDC, had expressed concerns which the Council felt were not relevant, and he had written to him for clarification. **ACTION: JD to report back.**	JD
11.2	**Bus Shelter outside Pump Cottage -** To consider the quotes. MC explained that he had been away and that he would provide contact details. **ACTION: MC to provide local carpenter details for Office to acquire quotes.**	MC/OFFICE
11.3	**Bill Almond Memorial Field (formerly Fields House Field)** - To consider the quotes. **RESOLVED**: To accept RWC Landscape Maintenance's quote once confirmation had been received that this was per the spec provided. **ACTION: Clerk to check quote is per the spec and then instruct.**	CLERK
11.4	**Streetlights in Springett Avenue** - To receive an update. GS said he was not proposing to chase ESCC to put these back on as this area was well lit without them. All were happy with this.	
12.	**Southern Water** - To receive an update and agree proposed agenda items. **RESOLVED**: The agenda for the proposed meeting was discussed and agreed. **ACTION: Office to send proposed agenda items to Southern Water and book a meeting.**	OFFICE
13.	**Annual Risk Register -** To approve the new document. GS thanked the office for their work on putting this together. **RESOLVED**: To approve the new document.	

14.	**To discuss and agree a date for an informal "Meet the Council" session.** GS suggested an informal gathering for the public to meet and discuss issues with the new Council after the elections. MM suggested the slogan, "Have Your Say the Ringmer Way" for the event. All were in agreement. **RESOLVED**: An event be arranged for Thursday 15th June 2023 at 6.30pm. **ACTION: Office to put this on the May Agenda once new Council is appointed.**	OFFICE
15.	**Ringmer Neighbourhood Plan: Monitoring Report, March 2023** - To receive. JK's report was received and he was thanked for the update which was considered to be very useful.	
16.	**Sussex Heritage Trust Public Realm Survey** - To consider supporting their campaign by agreeing to their statement (see Clerk's report). **RESOLVED:** To support their campaign by agreeing their statement. **ACTION: Clerk to agree their statement and request more clarity as to what they want from us.**	CLERK
17.	**The 2023 Hub Event on Saturday 7th October 2023, 10am-1pm** - To decide if the Parish Council wants a table and to agree who will be attending. **RESOLVED**: To have a table again this year. **ACTION: Clerk to send booking form and cheque. Office to put on June agenda "To agree attendance".**	CLERK/OFFICE
18.	**Little Learners on the Green** - To consider her request of classes on the Green on Friday 4th August 2024. **RESOLVED:** To support. **ACTION: Clerk to action above resolution.**	CLERK
19.	**Planning Matters - To consider responses to Planning Applications:**	
19.1	**LW/23/0029 - 16 Mill Close, Gote Lane, Ringmer, BN8 5JA** Crossover, Access Drive and Parking (by 28/03/2023). After some discussion about why this house had been given to someone with disabilities if it was unsuitable this was put to the vote with 1 objection, 1 abstaining, 1 supporting and 5 no objection. **RESOLVED: Parish Council Decision – No objection.**	
19.2	**LW/23/0110/CD - Mays Farm, Norlington Lane, Ringmer, BN8 5SG** Discharge of Condition 5 (Materials) in relation to approval LW/21/0216 (expiry date unavailable). **RESOLVED: Parish Council Decision – No response required.**	
19.3	**LW/23/0122 - 25 Mill Mead, Ringmer, BN8 5JG** Erection of rear dormer and installation of 1 no. rooflight at front elevation (expiry date unavailable). **RESOLVED: Parish Council Decision – No objection.**	
19.4	**LW/23/0141 - 9 Green Close, Ringmer, BN8 5LG** Prior Notification under The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) – Schedule 2, Part 1, Class A for a single-storey flat roof rear extension to measure 3.40m total length and 2.87m total height (expiry date unavailable). **RESOLVED: Parish Council Decision - No objection.**	
20.	**Planning Matters** - All Decisions:	
	LW/21/0571/CD - Bridge Farm, Mills Road, Barcombe, BN8 5BX - Approved LW/22/0632 - Old Well Cottage, Laughton Road, Ringmer, BN8 5UT - Approved LW/22/0710 - Raystede, The Broyle, Ringmer, BN8 5AJ - Approved LW/22/0709 - Raystede, The Broyle , Ringmer, BN8 5AJ - Approved LW/22/0741 - Raysteded, The Broyle , Ringmer, BN8 5AJ - Approved LW/22/0787 - Barcombe Treatment Works, Barcombe Mills, Barcombe, BN8 5BU - Approved LW/22/0823 - Wish Farm, Moor Lane, Ringmer, BN8 5UP - Approved LW/22/0831 - Lower Barn Farmhouse, Lewes Road, Ringmer, BN8 5NB - Refused LW/23/0031 - 7 Shelley Road, Ringmer, BN8 5QR – Approved These were noted.	

21.	**Representation for appeals -** To discuss how to represent ourselves at planning appeals. It was noted that JW is working on the Statement of Case (appeal evidence) for the Gleeson hearing which he will be sharing with JK working towards the deadline of 23rd March 2023. JK volunteered to represent us at the hearing on 13th June 2023. This was gratefully accepted. **ACTION: Clerk to acquire quotes for consultant representation at future enquiries.**	CLERK
22.	**Reports, Correspondence, Questions and Future Agenda Items** To consider any correspondence received after this agenda has been published for noting or action. MM said that the Play Area & Outdoor Social Spaces Working Group tour of playgrounds had not happened due to illness but a new date of 21st March 2023 had been arranged. JK noted that our Band D Council Tax is 13th most expensive out of 28. JK noted that a pair of Council run bungalows namely 34 and 36 Broyle Close had been empty for some time now. SP mentioned two or three flats at Penlee had been empty for two years. **ACTION: JD to take this up with LDC and report back.** DD asked that Green Projects be added as an agenda item for the next Full Council meeting. GS said this was too broad a subject and asked DD to prepare a paper in advance. **ACTION: DD to produce a paper on Green Projects for 11th April 2023 Full Council meeting.** Bowls Clubhouse Opening on 30th April 2023 – Clerk to advise them that as opening date falls in the pre-election period, we will confirm attendees once we know if the election is non-contested. **ACTION: Clerk to action the above.**	JD DD CLERK
23.	**Urgent items at the Chairman's discretion requiring decisions which cannot be held over until the next meeting** None.	
	Meeting ended at 20:40.	

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:

Tuesday 11th April 2023 at 19.30

28/02/2023

15:45

Ringmer Parish Council

Balance Sheet as at 28/02/2023

31st March 2022				31st March 2023
		Current Assets		
0		VAT Control A/c	672	
0		Barclay's Current	93,227	
0		Barclays Premium	502,458	
0		Public Sector Deposit Fund	26,198	
0		NS & I Renewals Fund	27,858	
0		NS & I	34,096	
0				**684,509**
	0	**Total Assets**		**684,509**
		Current Liabilities		
0				**0**
	0	**Total Assets Less Current Liabilities**		**684,509**
		Represented By		
	0	General Reserves		126,387
	0	EMR - CIL - unallocated		428,700
	0	EMR - Community Asset Renewal		16,359
	0	EMR - Elections		6,000
	0	EMR - Office Equipment Replace		1,113
	0	EMR - Speed Reduction		500
	0	EMR - Events		1,066
	0	EMR - Old Church		1,950
	0	EMR - Bequest Lucy Stone		18,406
	0	EMR - Pond Maintenance		500
	0	EMR - CIL - Skatepark		73,759
	0	EMR - Fields House Field		9,769
	0			**684,509**

The above statement represents fairly the financial position of the authority as at 28/02/2023 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date :_____

Summary Income & Expenditure by Budget Heading 28/02/2023

Cost Centre Report

			Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Council	Income	363,049	130,924	(232,125)			277.3%
		less Transfer to EMR	228,404					
		Movement to/(from) Gen Reserve	134,645					
110	Staffing	Expenditure	48,011	50,206	2,195		2,195	95.6%
120	Office & General	Income	57	0	(57)			0.0%
		Expenditure	48,264	39,683	(8,581)		(8,581)	121.6%
		Net Income over Expenditure	(48,207)	(39,683)	8,524			
		plus Transfer from EMR	12,576					
		Movement to/(from) Gen Reserve	(35,632)					
130	Income other	Income	16,718	0	(16,718)			0.0%
		less Transfer to EMR	10,000					
		Movement to/(from) Gen Reserve	6,718					
		Movement to/(from) Gen Reserve	0					
200	Allotments	Income	516	0	(516)			0.0%
		Expenditure	1,490	1,210	(280)		(280)	123.2%
		Movement to/(from) Gen Reserve	(974)					
210	Amenities	Expenditure	18,715	12,020	(6,695)		(6,695)	155.7%
		plus Transfer from EMR	9,584					
		Movement to/(from) Gen Reserve	(9,132)					
300	Village Green	Expenditure	117,102	6,472	(110,630)		(110,630)	1809.4%
		plus Transfer from EMR	218,156					
		less Transfer to EMR	106,000					
		Movement to/(from) Gen Reserve	(4,947)					
310	Jubilee Rose Garden	Expenditure	2,021	1,700	(321)		(321)	118.9%
320	Anchor Field	Expenditure	1,240	1,090	(150)		(150)	113.8%
330	Fingerpost Field	Expenditure	1,980	1,982	2		2	99.9%
		plus Transfer from EMR	1,000					
		Movement to/(from) Gen Reserve	(980)					
		Movement to/(from) Gen Reserve	0					
336	Fields House Field	Expenditure	231	0	(231)		(231)	0.0%
		plus Transfer from EMR	231					
		Movement to/(from) Gen Reserve	0					
340	Broyle Lane / Broyle Close	Expenditure	973	1,675	702		702	58.1%
350	Play Equipment Renewal	Expenditure	241	3,000	2,759		2,759	8.0%
		plus Transfer from EMR	241					
		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
		Movement to/(from) Gen Reserve	0					
360	Play Area Inspections	Expenditure	2,498	2,850	353		353	87.6%
370	Waste	Expenditure	3,479	5,000	1,522		1,522	69.6%
380	Open Spaces	Expenditure	1,320	1,420	100		100	93.0%
		plus Transfer from EMR	0					
		Movement to/(from) Gen Reserve	(1,320)					
390	Other Areas	Expenditure	6,005	6,790	785		785	88.4%
		Grand Totals:- Income	380,340	130,924	(249,416)			290.5%
		Expenditure	253,570	135,098	(118,472)	0	(118,472)	187.7%
		Net Income over Expenditure	126,769	(4,174)	(130,943)			
		plus Transfer from EMR	241,787					
		less Transfer to EMR	344,404					
		Movement to/(from) Gen Reserve	24,153					

Ringmer Parish Council

Bank - Cash and Investment Reconciliation as at 28 February 2023

		Account Description	Balance	
Bank Statement Balances				
1	28/02/2023	Barclays Current	93,226.80	
2	28/02/2023	Barclays Premium	502,457.90	
				595,684.70
Other Cash & Bank Balances				
		NS & I	34,096.29	
		NS & I Renewals Fund	27,858.03	
		Public Sector Deposit Fund	26,198.12	
				88,152.44
				683,837.14
Receipts not on Bank Statement				
0	28/02/2023	All Receipts Cleared	0.00	
				0.00
Closing Balance				683,837.14
All Cash & Bank Accounts				
1		Barclay's Current		93,226.80
2		Barclays Premium		502,457.90
		Other Cash & Bank Balances		88,152.44
		Total Cash & Bank Balances		683,837.14

List of Payments made between 01/02/2023 and 28/02/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/02/2023	Lewes District Council	407	234.00		February Play Area Inspection
06/02/2023	RWC LAndscape Maintenace	408	205.00		Refit Millenium Clock Bin
06/02/2023	Kings Academy Ringmer	409	3,750.00		Rent - Oct - Dec 2022
06/02/2023	Ash Towner Ltd	410	1,176.00		x2 Replacement Computers
08/02/2023	EDF Energy	411	1.98		Streetlights
08/02/2023	Design Mgement & Prof Services	412	1,000.00		Archaelogical Report
08/02/2023	Barwels Solicitors	413	231.05		Fields Hse Field legals
13/02/2023	Adobe Systems Ltd	414	19.97		Adobe sunscriptions
13/02/2023	Post Office	415	50.50		Stamps
20/02/2023	The Parish Noticeboard Company	416	276.00		Posts for noticeboard
20/02/2023	Ricoh Uk Ltd	417	195.14		Photocopying charges
20/02/2023	Annie Hazzard	418	21.00		Temp Event Licence re Coronati
20/02/2023	Lewes District Council	419	147.00		VG Litter Jan
22/02/2023	Ionos Cloud Ltd	420	143.76		Email Licenses Feb
22/02/2023	Zen Internet Ltd	421	71.05		Broadband and Landline
22/02/2023	Tesco Mobile	422	18.19		Mobile
22/02/2023	Archive Uk Ltd	423	120.00		Paper Shredding
22/02/2023	Lewes District Council	424	21.00		FP Bins Jan
27/02/2023		425			February Salary
27/02/2023		426			February Salary
27/02/2023		427			February Salary
27/02/2023	HMRC Paye/NI	428	1,045.65		February Tax/NI
28/02/2023	Heather Manning	429	25.00		Cleaning
28/02/2023	St Mary's - Ringmer PCC	430	230.00	FC 21.02 Min 8.5	Easter Family Fun Session
		Total Payments	12,894.97		