

RINGMER PARISH COUNCIL

Minutes of the Full Council Meeting
Held on Tuesday 13th February 2024 at 19.00
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/County Cllrs	Emily O'Brien (EOB)		
Other	Annie Hazzard (AH) - Clerk Gail Metcalfe (GP) - Administrator		
Members of the public	2		

Agenda Items

1.	To receive and accept apologies for absence Apologies were accepted from Cllr Margaret Crompton (MC).	
2.	Declarations of Interest: Disclosure by Councillors of their personal interests regarding matters on the agenda, and whether the councillor regards their interest as prejudicial under the terms of the Code of Conduct. JK declared an interest at Item 16.1 as it is a neighbour.	
3.	Dispensation requests None.	
4.	Minutes of previous meetings - To agree the Full Council minutes of the meeting held on 16 th January 2024. RESOLVED: The above minutes were signed and approved.	
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 The above reports were noted. Emily O'Brien was thanked for her very thorough and informative report.	
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.	
8.4	Internal Audit and Control i. To review the policy. Reviewed and all were happy with it. ACTION: Office to put a 2 year review date on document and reupload to the website.	OFFICE

	<p>ii. To review and minute the effectiveness of internal controls. The Clerk confirmed that all checks were being complied with. Re point 15 it was agreed that LG would replace DD as he is on the O&F Committee and as such should not take part in the internal control checks. RESOLVED: LG to replace DD as a regular checker. ACTION: Office to update internal committee list</p>	OFFICE
9.	To consider the recommendations from O&F Committee meeting of 25/01/24 requiring action and decision	
9.1	<p>To rename the Pond Maintenance EMR as "Open Spaces Maintenance" to incorporate works on ditches, hedges ponds etc. and to allocate a further £10k to this fund from General Reserves. RESOLVED: To agree the above recommendation. ACTION: Clerk to action the recommendation.</p>	CLERK
9.2	<p>To close the NS&I accounts and move the balances of £62,276.03 + interest into the Public Sector Deposit Fund. RESOLVED: To agree the above recommendation. ACTION: Clerk to action the recommendation.</p>	CLERK
9.3	<p>To transfer £100k from Barclays BPA account to Redwood Bank 95 day notice account which is currently attracting an interest rate of 4.3% p/a. RESOLVED: To agree the above recommendation. ACTION: Clerk to action the recommendation.</p>	CLERK
9.4	<p>Ringmer Football Club CIL Application - To support by paying 2/3 up to a limit of £10k on invoice. RESOLVED: To agree the above recommendation. ACTION: Clerk to action the recommendation.</p>	CLERK
10.	Co-Option of Councillors - To consider any expressions of interest in accordance with Parish Council's Standing Orders. None.	
11.	Open Spaces and related Matters	
11.1	<p>Almond Field - To receive an update. DD reiterated that the planning application for the pond was not going ahead and said that the Southdowns National Park Authority agreed that the current system for applying was not fit for purpose. He noted that our biodiversity would increase as and when planting takes place which should be soon when the weather improves.</p>	
11.2	<p>Fingerpost Field:</p> <p>i. Skatepark - To receive an update and to consider allocating an increased budget of £185k and obtaining quotes for project management. JW confirmed that we are currently waiting on LDC to provide a licence for the hedge cutting. The Clerk confirmed that she expected to be receiving this this week. He said we were also waiting on ESCC to agree a licence for the crossover needed on their land. EOB suggested we ask Johnny Denis (JD) to chase ESCC and she said she would also send him a message. JW said that the additional funds of £20k required were, as noted in his paper; to cover planning costs, a possible increase in the Watching Brief, Project Management, hedge cutting. He believed £20k would cover the extra needed and said there were areas within the Bendcrete quote where there was room to trim back costs if needed. He advised that we need to get quotes for project management. RESOLVED: To accept the increase and allocate funds from unallocated CIL monies. ACTION: Clerk to action. ACTION: JW to ask JD to chase ESCC re. the crossover licence. ACTION: Office to arrange quotes for project management.</p> <p>ii. Weekly and Annual Reports re. Swings - To consider any action to be taken. RESOLVED: To leave work required until the full upgrade is undertaken.</p> <p>iii. To consider setting up a working group to analyse the play park renewal quotes and make a recommendation to Full Council, and to agree who the members will be. RESOLVED: To set up a working group made up of Cllrs MC, DD and MM. ACTION: Office to set up initial meeting.</p>	<p>CLERK JW OFFICE</p> <p>OFFICE</p>

11.3	<p>Village Gateway Signs at Paygate Corner, Laughton Road and The Broyle - To provide an update.</p> <p>JW has measured the above three areas but added a fourth at Ham Lane that he is yet to measure. He noted that there is not enough space for a full sized sign at this location.</p> <p>RESOLVED: JW to get measurements for Ham Lane.</p> <p>ACTION: Office to get quotes once received measurements from JW.</p>	JW/OFFICE
11.4	<p>Informal Consultation - Proposed Diversion of Public Footpath Ringmer 7b, Bridge Farm, Barcombe Mills Road, Ringmer, BN8 5BX - To agree any representations concerning this proposal (by 16/02/24 at 5pm).</p> <p>LG confirmed she would be walking this route on Thursday and would report back her findings.</p> <p>RESOLVED: We will make no comment on diversion unless LG agrees with Open Spaces Society</p> <p>ACTION: LG to report back her findings.</p>	LG
11.5	<p>Anchor Field Verges - To consider what can be done re the state of the verges at Anchor Field. EOB suggested planting rain gardens in verges as this provides a clearly defined planting area and reduces surface water.</p> <p>ACTION: NC to write to East Sussex Highways to ask for their recommendations on how to repair and then maintain the grass verges in Ringmer, currently being badly damaged by vans, trucks and cars parking on them or driving over them. Ask about the possibility of rain gardens, trees or posts.</p>	NC
11.6	<p>Christmas Tree - To decide if we want to plant one.</p> <p>RESOLVED: Not to plant a permanent Christmas tree.</p>	
11.7	<p>Rural Grass Cutting Service - To decide which option (by 23/02/24).</p> <p>RESOLVED: To stay with the current option – Standard Rural Grass Cutting Service.</p> <p>ACTION: Office to advice ESCC</p>	OFFICE
12.	<p>Civility and Respect Pledge - To pass a resolution to sign up to the civility and respect pledge.</p> <p>RESOLVED: To agree to sign up.</p> <p>ACTION: Clerk to action the above resolution.</p>	CLERK
13.	<p>Shopping Precinct Improvements - To consider what can be done to improve the look of the precinct shops in the short-term.</p> <p>NC asked if we could investigate putting visuals in windows of the two empty units at Grace's and Domino's.</p> <p>ACTION: Office to ask the agents if visuals in empty shop windows is a possibility and then see who would like to do it - suggestions were the schools or the art or history groups. GS to ask The Ganges to tidy up their unit by painting the exterior and sorting out the trailing wires.</p>	OFFICE/GS
14.	<p>Neighbourhood Plan - To consider appointing a Consultant to update this.</p> <p>All were in agreement that we need to get ourselves in a position to be able to feed into the Lewes plan. JW had previously received 2 quotes for consultants, LG said she had a couple of contacts and JK had already provided contact details to the Clerk.</p> <p>ACTION: JW and LG to provide their contact information. Clerk to contact them along with JK's.</p>	LG/JW/CLERK
15.	<p>Lewes Local Plan Consultation - To consider submitting a joint comment with other parishes in addition to submitting an individual parish response.</p> <p>RESOLVED: Not to submit a joint response.</p> <p>ACTION: LG and JW to meet at his house on 16/02/24 at 2pm to finalise and submit RPC's response noting the noon Mon 19/02/24 deadline. Clerk to provide them with DD's biodiversity document.</p>	LG/JW/Clerk
16.	<p>Planning Matters - To consider responses to Planning Applications:</p>	
16.1	<p>LW/24/0008 - 2 Woodfield Cottages, Rushey Green, Ringmer</p> <p>Householder Planning Permission – Part single storey part 2 storey rear extension (by 15/02/24).</p> <p>RESOLVED: Parish Council Decision - Support.</p>	
16.2	<p>LW/24/0011 - Bridge Farm, Barcombe Mills Road, Barcombe</p> <p>Variation of Planning Condition - Removal of condition 25 (Blinds/shutters for rooflights) relating to approval LW/22/0840 - Condition 25 serves no useful purpose (by 15/02/24).</p> <p>RESOLVED: Parish Council Decision - No comment.</p>	

16.3	LW/24/0032/CD - Land Opposite Bishops Close, Ringmer Discharge of Condition 6 (Archaeology) in relation to approval LW/21/0694 (by 21/02/24). RESOLVED: Parish Council Decision - No comment.	
16.4	LW/24/0061/CD - Fingerpost Field Recreation Ground, The Broyle, Ringmer Discharge of Condition 4 (Pre-Comm Landscape) in relation to LW/22/0427 (expiry date not provided). RESOLVED: Parish Council Decision - No comment.	
16.5	LW/24/0062 - Old Cottage, Lewes Road, Ringmer, BN8 5ET Conversion of existing garage and studio into 1 bedroom flat (by 22/02/24). RESOLVED: Parish Council Decision - Support.	
16.6	LW/24/0073/CD - Land Opposite Bishops Close, Ringmer Discharge of Condition 7 (Contamination Remediation Strategy) in relation to approval LW/21/0694 (by 06/03/24). RESOLVED: Parish Council Decision - No comment.	
16.7	LW/24/0080/CD - Land Opposite Bishops Close, Ringmer Discharge of Condition 3 (Construction Management) in relation to approval LW/21/0694 (by 06/03/24). RESOLVED: Parish Council Decision - Strongly object on the grounds of construction access using Bishops Lane. Construction access should be directly from B2192 to their allocated parking area via the existing farm track. We request a ban on HGV traffic using Bishops Lane, Church Hill, North Road and Norlington Lane. We would note that HGV traffic was not allowed along Bishops Lane for the recent Bovis development ACTION: Share response with EOB.	OFFICE
17.	Planning Matters - All Decisions:	
	LW/22/0708 - Raystede, The Broyle, Ringmer, BN8 5AJ - Approved (RPC: supported) LW/23/0590 - Norlington Gate Farmhouse, BN8 5SG - Approved (RPC: no objection) LW/23/0663 - The Granary, Lower Stoneham, BN8 5RJ - Approved (RPC: no objection) LW/23/0670 - Greendale, Laughton Road, BN8 5NH - Approved (RPC: no objection) LW/23/0761 - Land North of Old Ship Inn, Uckfield Road, BN8 5RP - Refused (RPC: objected) The above 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. <ul style="list-style-type: none"> SP advised that: <ul style="list-style-type: none"> i. She has arranged a meeting and invited Cllrs from local parishes to discuss a response to the LTP4 consultation. ii. She has spoken to Southern Water regarding the water sitting on the road at the bottom of Vicarage Way. They advise that this is surface water rather than a leak. LG advised that she has arranged an online meeting on Wednesday 14th Feb with Sustrans to discuss the potential extension of the Ringmer cyclepath. JW reported that he attended a meeting with Croudace to discuss the conditions and reserve matters regarding The Broyle Gate Farm Development, where he was advised that the Environment Agency have highlighted an issue with the slip road; they cannot culvert the stream that runs along the side of the Lewes Road for the proposed slip road without diverting the stream into the site and this in turn will cause biodiversity issues. JW voiced concern that there is a plan to reduce the parking available for the community facilities. Suppliers have been agreed for the facilities to be installed. He also advised that RPC has been pushing for no streetlighting on this development, which is being sought by LDC. MM met with Cllr Wendy Maples from LDC who advised that they have put in a funding request to upgrade the Forges play area. GS thanked Andy Cooper for his assistance over many years re. dog waste bins. Mr Cooper supplied bins on Chamberlaines Lane some years ago and has emptied them regularly ever since. LDC are now assuming this responsibility. 	
19.	Urgent items at the Chairman's discretion requiring decisions which cannot be held over until the next meeting. None.	
	Meeting closed at 20:30.	

Signed:		Chairman
Date:		

29/01/2024

Ringmer Parish Council

13:03

Balance Sheet as at 29/01/2024

31st March 2023

31st March 2024

Current Assets

1,073	VAT Control A/c	317
278,376	Barclay's Current	119,659
293,086	Barclays Premium	291,570
26,355	Public Sector Deposit Fund	27,313
27,858	NS & I Renewals Fund	27,884
34,096	NS & I	34,392
0	Cambridge and Counties	100,000
0	Unity Trust Savings	101,796

660,845

702,930

660,845 Total Assets

702,930

Current Liabilities

0

0

660,845 Total Assets Less Current Liabilities

702,930

Represented By

106,017	General Reserves	153,234
419,327	EMR - CIL - unallocated	79,838
16,359	EMR - Comm Asset Rnl & Repair	16,359
6,000	EMR - Elections	8,600
1,114	EMR - Office Equipment Replace	845
500	EMR - Speed Reduction	500
1,066	EMR - Events	227
1,950	EMR - Old Church	2,000
18,406	EMR - Lucy Stone Precinct proj	18,406
360	EMR - Pond Maintenance	360
0	EMR - CIL - Ringmer NHP	25,000
0	EMR - CIL - Bus Shelters	7,592
73,759	EMR - CIL - Skatepark	118,936
0	EMR - CIL - Fpost Field Park	100,000
0	EMR - CIL - Shopping Precinct	12,000
0	EMR - CIL - Cyclepath Extn	50,000
0	EMR - CIL - Jubilee Cottages P	100,000
1,218	EMR -Lightsource Grant Funds	158
9,769	EMR - Almond Field	8,876
5,000	KAR surface water grant	0

660,845

702,930

13:03

Balance Sheet as at 29/01/2024

31st March 2024

Date : _____

Date : _____

Summary Income & Expenditure by Budget Heading 29/01/2024

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100 Council	Income	182,965	157,084	(25,881)			116.5%
	Expenditure	11	0	(11)		(11)	0.0%
	Net Income over Expenditure	<u>182,954</u>	<u>157,084</u>	<u>(25,870)</u>			
	plus Transfer from EMR	11					
	less Transfer to EMR	9,351					
	Movement to/(from) Gen Reserve	<u>173,614</u>					
110 Staffing	Expenditure	52,741	67,916	15,175		15,175	77.7%
120 Office & General	Expenditure	34,604	48,359	13,755		13,755	71.6%
	plus Transfer from EMR	13,533					
	less Transfer to EMR	138					
	Movement to/(from) Gen Reserve	<u>(21,209)</u>					
130 Income other	Income	272	0	(272)			0.0%
	Expenditure	(14)	0	14		14	0.0%
	Net Income over Expenditure	<u>286</u>	<u>0</u>	<u>(286)</u>			
	less Transfer to EMR	272					
	Movement to/(from) Gen Reserve	<u>14</u>					
140 Admin Income Jubilee Cottages	Income	1,000	0	(1,000)			0.0%
200 Allotments	Income	910	0	(910)			0.0%
	Expenditure	3,746	1,600	(2,146)		(2,146)	234.1%
	Movement to/(from) Gen Reserve	<u>(2,836)</u>					
210 Amenities	Expenditure	12,701	7,280	(5,421)		(5,421)	174.5%
	plus Transfer from EMR	9,403					
	Movement to/(from) Gen Reserve	<u>(3,298)</u>					
300 Village Green	Expenditure	12,638	10,672	(1,966)		(1,966)	118.4%
	plus Transfer from EMR	2,210					
	less Transfer to EMR	62					
	Movement to/(from) Gen Reserve	<u>(10,490)</u>					
310 Jubilee Rose Garden	Expenditure	1,500	1,900	400		400	78.9%
320 Anchor Field	Expenditure	1,045	1,090	46		46	95.8%
330 Fingerpost Field	Expenditure	2,648	2,932	284		284	90.3%
	plus Transfer from EMR	895					
	Movement to/(from) Gen Reserve	<u>(1,753)</u>					
335 Churchyd maint Contracted	Expenditure	340	0	(340)		(340)	0.0%
336 Fields House Field	Expenditure	4,046	0	(4,046)		(4,046)	0.0%
	plus Transfer from EMR	4,046					
	Movement to/(from) Gen Reserve	<u>0</u>					

Summary Income & Expenditure by Budget Heading 29/01/2024

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
337	Almond Field						
	Income	4,313	0	(4,313)			0.0%
	Expenditure	815	0	(815)		(815)	0.0%
	Net Income over Expenditure	<u>3,498</u>	<u>0</u>	<u>(3,498)</u>			
	plus Transfer from EMR	815					
	less Transfer to EMR	4,313					
	Movement to/(from) Gen Reserve	<u>0</u>					
340	Broyle Lane / Broyle Close						
	Expenditure	1,229	2,225	996		996	55.2%
345	Rustic seats						
	Expenditure	1,029	1,000	(29)		(29)	102.9%
350	Play Equipment Renewal						
	Expenditure	3,808	117,000	113,192		113,192	3.3%
	plus Transfer from EMR	3,763					
	Movement to/(from) Gen Reserve	<u>(45)</u>					
355	Pond						
	Expenditure	10	0	(10)		(10)	0.0%
360	Play Area Inspections						
	Expenditure	1,755	3,300	1,545		1,545	53.2%
370	Waste						
	Expenditure	3,031	5,900	2,869		2,869	51.4%
	plus Transfer from EMR	808					
	Movement to/(from) Gen Reserve	<u>(2,223)</u>					
380	Open Spaces						
	Expenditure	2,333	2,320	(13)		(13)	100.6%
	plus Transfer from EMR	0					
	Movement to/(from) Gen Reserve	<u>(2,333)</u>					
390	Other Areas						
	Expenditure	7,358	6,840	(518)		(518)	107.6%
	plus Transfer from EMR	2,199					
	Movement to/(from) Gen Reserve	<u>(5,159)</u>					
Grand Totals:- Income		189,460	157,084	(32,376)			120.6%
Expenditure		147,374	280,334	132,960	0	132,960	52.6%
Net Income over Expenditure		<u>42,086</u>	<u>(123,250)</u>	<u>(165,336)</u>			
plus Transfer from EMR		37,684					
less Transfer to EMR		14,136					
Movement to/(from) Gen Reserve		<u>65,633</u>					

Ringmer Parish Council

Bank - Cash and Investment Reconciliation as at 29 January 2024

	<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>			
1	29/01/2024 Barclays Current	119,659.44	
2	29/01/2024 Barclays Premium	291,569.54	
4	31/12/2023 Cambridge and Counties	100,000.00	
5	31/12/2023 Unity Trust Bank Instant acces	101,795.67	
			613,024.65
<u>Other Cash & Bank Balances</u>			
	NS & I	34,392.07	
	NS & I Renewals Fund	27,883.96	
	Public Sector Deposit Fund	27,312.52	
			89,588.55
			<u>702,613.20</u>
			0.00
			<u>702,613.20</u>
<u>Closing Balance</u>			
			<u>702,613.20</u>
<u>All Cash & Bank Accounts</u>			
1	Barclay's Current	119,659.44	
2	Barclays Premium	291,569.54	
4	Cambridge and Counties	100,000.00	
5	Unity Trust Savings	101,795.67	
	Other Cash & Bank Balances	89,588.55	
	Total Cash & Bank Balances		<u>702,613.20</u>

Chairman:_____

Date: 13/02/24

List of Payments made between 01/01/2024 and 29/01/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/01/2024	B&H Council	239	90.00		Planning Fee Almond Field
11/01/2024	Amazon	240	8.99		Medal re picnic on the green
12/01/2024	Zen Internet Ltd	241	1.93		Out of package calls
12/01/2024	R J Spill	242	320.00		Anchor Field Hedge cut
12/01/2024	Lewes District Council	243	201.60		VG Bins December
12/01/2024	Lewes District Council	244	19.20		FPF Bins Dec
12/01/2024	Ash Towner Ltd	245	91.68		email licences and back up
12/01/2024	E A Winney	246	185.00		Soldiers Graves Maintenance
15/01/2024	O2 Mobile Phones	247	26.40		Mobile Dec
15/01/2024	Adobe Systems Ltd	248	19.97		Adobe
16/01/2024	Heather Manning	249	425.39		2hrs cleaning 12.01.24
16/01/2024	EDF Energy	250	425.39		Streetlights
16/01/2024	Heather Manning	249	-425.39		Contra
16/01/2024	Heather Manning	249	25.00		Cleaning
22/01/2024	Post Office	251	8.15		G'teed delivery - Land Reg
22/01/2024	Zen Internet Ltd	252	43.48	Broadband/Landli	Zen Internet Ltd
23/01/2024	Castle Water	253	9.06		Allotment water supply
23/01/2024	123 Connect Ltd	254	45.00		FPF lease registration
23/01/2024	Esso	255	7.03		Training refreshments
23/01/2024	123 Connect Ltd	254	-45.00		contra
23/01/2024	Land Registry	254	45.00		FPF lease renewal
24/01/2024	RWC Landscape Maintenance	256	507.15		Almond Field and FPF
24/01/2024	ESALC	257	48.00		CANVA training
24/01/2024	Signs of Cheshire	258	1,188.00	FC 12/12/23 9.5	Precinct noticeboard
26/01/2024	Nest Pension	259	252.65		January Pension
29/01/2024	Annie Hazzard	260	2,078.78		Salary Jan
29/01/2024	Gail Metcalfe	261	1,660.44		Salary Jan
29/01/2024	Carol Hodgson	262	122.04		Salary Jan
29/01/2024	HMRC Paye/NI	263	1,181.93		Tax NI Jan
29/01/2024	CPRE	264	60.00	O&F 19/01 9.3	Annual membership
29/01/2024	Gail Metcalfe	261	-1,660.44		contra
29/01/2024	Gail Metcalfe	261	1,660.28		Salary Jan
Total Payments			8,626.71		