

RINGMER PARISH COUNCIL

Minutes of the Full Council Meeting
Held on Tuesday 9th July 2024 at 19.00
In the Parish Rooms, Lucy Stone Room

Present:			
Cllr Nick Chaloner (NC)	Cllr Margaret Crompton (MC)	Cllr Linda Grange (LG)	Cllr John Kay (JK)
Cllr Sarah Phillips (SP)	Cllr Gordon Sims (GS)	Cllr Jonathan Spencer (JS)	Cllr John Whitlock (JW)
Attendance:			
District/County Cllrs	Johnny Denis (JD)		
Other	Annie Hazzard (AH) - Clerk		
Members of the public	3		

Agenda Items

1.	To receive and accept apologies for absence Apologies were received from Cllrs Dave Duke (DD) and Marcia Morgan (MM).	
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. None.	
3.	Dispensation requests None.	
4.	Minutes of previous meeting - To agree the Full Council minutes of the meeting held on 11 th June 2024. RESOLVED: To approve and sign the above minutes of the Full Council meeting.	
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. One member of the public spoke about her concern that new housing developments are causing a detrimental effect on biodiversity in the village, and that the Village Green is being mown too short causing a loss of wildflowers.	
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.'	
7.	Reports (Up to 15 mins) - to receive and accept any reports submitted Clerk MP East Sussex County Councillor Lewes District Councillor(s) PCSO Reports accepted from The Clerk, Lewes District Cllr and PCSO	
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.	Policies and Terms of Reference for review/adoption:	

	<p>i. Press & Media Policy - To review. REVIEWED with no changes sought. ACTION: Office to upload the document to the website.</p> <p>ii. Ringmer Neighbourhood Plan Steering Group Terms of Reference - To adopt. RESOLVED: To adopt the Terms of Reference with the amendments suggested in the papers. ACTION: Office to amend the document and circulate to members of the steering group.</p>	OFFICE
11.	Open Spaces and Related Matters	
11.1	<p>Fingerpost Field:</p> <p>i. Playpark - To receive an update. The Clerk advised that the playpark has now been completed and is awaiting the ROSPA inspection after which it will open as soon as the fencing can be removed.</p> <p>ii. Skatepark - To receive an update. JW reported that he had visited the site, the blockwork is in place and the first invoice has been received. He advised that there will be fencing put in place running along the temporary road, and the gate will be fixed closed so that delivery lorries need to stop to gain access. This will allow the playpark to open once ready. He noted the recent theft of power tools from the contractor container. It was agreed that fencing around the boundary near the pond was not necessary due to the current undergrowth, but that this would be revisited in the autumn. ACTION: Office to diarise revisiting the need to fence the pond in the autumn.</p>	OFFICE
11.2	<p>Bin - To consider installing a new bin at the cricket pavilion. Council did not wish to purchase another bin for the Village Green but would be happy to relocate the one by the flagpole if the Cricket Club would like. RESOLVED: To relocate the bin currently near the flagpole if required. ACTION: Office to see if the cricket club agreeable.</p>	OFFICE
11.3	<p>Soldiers' Grave - To consider options. See Clerk's report. RESOLVED: To place a new rustic bench at this site and to leave the existing one in situ. ACTION: Office to instruct contractor.</p>	OFFICE
11.4	<p>Allotments -</p> <p>i. To receive report following inspection. GS reported that he and DD had visited the site and noted that some allotments were in great shape but that others needed work, although he had been made aware of circumstance relating to these in certain cases. A rat inspection had taken place and the Pest Controller advised that there was nothing to be done. It was agreed that vegetation on the paths would be cut back. There is currently one allotment available which has been advertised.</p> <p>ii. Agreement - To consider adding "Use of pesticides and herbicides is forbidden apart from organic options". RESOLVED: To amend the agreement to incorporate the proposed wording. ACTION: Office to amend the agreement.</p>	OFFICE
11.5	<p>Installation of a telegraph pole on Village Green - To consider. JK advised that this would be contrary to the company's "Cabinet Siting and Pole Siting Code of Practice" and that under s.12 of the 1857 Enclosure Act and s.29 of the 1876 Commons Act it would be illegal. He also noted that we are the lessee rather than the landowner and as such cannot give permission. RESOLVED: To send JK's proposed letter detailing the points made above. ACTION: Clerk to send the response.</p>	CLERK
12.	<p>Neighbourhood Plan Review - To receive an update. GS advised that the first steering group meeting has taken place and a Chairman, Vice Chairman and Communications Officer appointed. The next meeting is scheduled for 15th August 2024.</p>	
13.	<p>Sewage Survey - To agree who will respond (no deadline). RESOLVED: JK to respond on behalf of the Council.</p>	JK

14.	Planning Matters - To consider responses to Planning Applications:	
14.1	LW/24/0387 - Little Norlington Farmhouse, Norlington Lane, Ringmer, BN8 5SG Single storey rear extension with first floor rear balcony over including glass balustrade, addition of rear PV solar panels, rear balcony rooflights and alterations to fenestration, single storey annexe to replace existing stables, triple garage and workshop to replace existing oak framed garage (by 05/07/24, extension requested). RESOLVED: Parish Council Decision - No objection.	
14.2	LW/24/0395 - Land Opposite Anchor House, Anchor Lane, Barcombe Raised single storey cottage with detached double garage and raised permeable path and bridge with associated landscaping (by 09/07/24, extension requested). RESOLVED: Parish Council Decision - Sent to us in error as not in our parish. Customer First have been queried on this.	
14.3	LW/24/0401 - Land At Broyle Gate Farm, Lewes Road, Ringmer Approval of Reserved Matters for 100 residential dwellings (40% affordable) and the provision of community facilities to include an artificial turf football pitch, tennis courts, cricket nets, outdoor gym, play area, parking area and public open space, pursuant to Outline permission: LW/21/0937. Reserved Matters to be considered: Appearance, Landscaping, Layout and Scale (by 17/07/24). RESOLVED: Parish Council Decision - Object on terms of layout and scale re. the following: 1. First homes should be a mix of 1 and 2 bedroom properties rather than 10 1 bedroom flats. 2. Re. Market Housing - there should be less 4 and 5 bedroom houses and more 2 and 3 bedroom houses for private sale. 3. Market Rented housing should be mixture of 1 and 3 bedroom houses not just 4 bed housing. 4. Concern that offsite BNG sites do not appear to be in Ringmer. RPC are pleased to see that the developer has followed the Ringmer style of housing and will also provide low level bollard lighting.	
14.4	LW/24/0405 - Clayhill House, Uckfield Road, Ringmer, BN8 5RU Proposed alterations to approved planning drawings LW/22/0849 LW/22/0850: Listed House - Proposals include Internal and external alterations and changes to previously approved extensions, proposed alterations to the extensions include changes to fenestration and materiality. Barn Residential Conversion - Proposal to reconfigure the approved internal layout of the 2-bed residential unit within the barn, alterations to fenestration and provision of level thresholds. Granary Residential Conversion - Proposal to reconfigure the approved internal layout, alteration to the form of the previously approved entrance extension, alterations to fenestration & materiality generally and provision of level thresholds (by 12/07/24). RESOLVED: Parish Council Decision - No objection.	
14.5	LW/24/0406 - 53 Kings Road, Ringmer, BN8 5FS Erection of single storey conservatory at the rear (by 22/07/24). RESOLVED: Parish Council Decision - No objection.	
14.6	LW/24/0413/CD - Shepherds Mead, Lewes Road, BN8 5ES Discharge of Conditions 4 (Surface Water Drainage) and 12 (Sustainable Energy) in relation to the approval of LW/22/0230 (by 22/07/24). RESOLVED: Parish Council Decision - No objection subject to agreement with Southern Water.	
14.7	LW/24/0414/CD - Averys Nurseries, Uckfield Road, Ringmer, BN8 5RU Discharge of Conditions 10 (Remediation Strategy), 15 (Construction Management Plan), 16 (Great Crested Newts), 17 (CEMP), 18 (Method Statement), 19 (Ecological Design Strategy), 20 (Archaeological Works) and 21 (Protection of the Trees) of planning appeal decision APP/P1425/W/22/3308331 (refused application LW/20/0011) (by 23/07/24). RESOLVED: Parish Council Decision - RPC request that the report on CD15 gives further information on traffic management plan in order to exclude HGV routes through the Ringmer Conservation Area, in particular Ham Lane and Church Hill.	

14.8	LW/24/0415/CD - Land Opposite Bishops Close, Ringmer Discharge of Condition 9 (Ecological Design Statement) of planning appeal decision APP/P1425/W/22/3313204 (Refused application LW/21/0694) (by 23/07/24). RESOLVED: Parish Council Decision - No comment.	
14.9	LW/24/0419 - 41 Shepherds Way, Ringmer, BN8 5QJ Erection of single storey infill front/side extension with mono-pitched roof (by 26/07/24). RESOLVED: Parish Council Decision - No objection.	
14.10	LW/24/0437/CD - 7 Anchor Field, Ringmer, BN8 5QN Discharge of Condition 2 (Carbon Reduction) in relation to the approval of LW/23/0369 (by date not available). RESOLVED: Parish Council Decision - Supports.	
15.	Planning Matters - All Decisions:	
	LW/23/0360 - Southdown, Gote Lane, BN8 5HP - Approved (RPC: Object) LW/24/0056 - Land Adjacent to 1 Trinity Field, Bishops Lane - Approved (RPC: Object) LW/24/0080/CD - Land Opposite Bishops Close, Ringmer - Approved (RPC: Strongly object) LW/24/0116/CD - Clayhill House Uckfield Road, BN8 5RU - Split decision (RPC: No comment) LW/24/0270 - Mays Farm, Norlington Lane, BN8 5SG - Approval not required (RPC: No obj) LW/24/0291 - Ashton House, Neaves Lane, Ringmer, BN8 5UA - Support (RPC: Support) LW/24/0297 - 13 Harrisons Lane, BN8 5LL - Approved (RPC: Object) LW/24/0332/CD - Land Opposite Bishops Close - Approved (RPC: No comment) LW/24/0138/CD - Clayhill House, Uckfield Road, BN8 5RU - Split decision (RPC: No comment) Noted.	ALL
16.	Reports, Correspondence, Questions and Future Agenda Items To consider any correspondence received after this agenda has been published for noting or action. JK advised that: 1. He had attended the Colbrans Solar Farm open day which will connect to the existing Ringmer Electricity Sub-Station. 2. He had looked at LDC CIL funding scheme and noted that the majority of funds had gone to Newhaven. 3. Parsons Son & Basley have put a sold sign up on the corner of public land halfway down opposite the surgery instead of at 7 Anchor Field which is what has been sold. LG suggested that the new MP be invited to a meeting to enable Council to familiarise him with local issues. SP advised of a safeguarding issue in the office advising mitigation measures need to be put in place.	
17.	Urgent items at the Chairman's discretion requiring decisions which cannot be held over until the next meeting.	

Signed:		Chairman
Date:		

31st March 2024

31st March 2025

Current Assets

1,522	VAT Control A/c	1,585
94,760	Barclay's Current	161,791
188,816	Barclays Premium	200,461
90,287	Public Sector Deposit Fund	90,527
100,000	Cambridge and Counties	0
102,494	Unity Trust Savings	102,494
100,000	Redwood Bank CIL Funds	100,000

677,879

656,857
677,879 Total Assets**656,857****Current Liabilities**

89	Creditors	0
----	-----------	---

89

0
677,791 Total Assets Less Current Liabilities**656,857****Represented By**

120,652	General Reserves	174,013
51,602	EMR - CIL - unallocated	36,176
16,359	EMR - Comm Asset Rnl & Repair	16,041
8,600	EMR - Elections	8,292
845	EMR - Office Equipment Replace	845
500	EMR - Speed Reduction	500
227	EMR - Events	71
2,000	EMR - Old Church	2,000
18,406	EMR - Lucy Stone Precinct proj	18,406
10,360	EMR - Open Spaces Maintenance	9,545
25,000	EMR - CIL - Ringmer NHP	25,000
7,592	EMR - CIL - Bus Shelters	7,592
135,116	EMR - CIL - Skatepark	134,187
100,000	EMR - CIL - Fpost Field Park	100,000
12,000	EMR - CIL - Shopping Precinct	12,000
50,000	EMR - CIL - Cyclepath Extn	50,000
100,000	EMR - CIL - Jubilee Cottages P	0
10,000	EMR - CIL - Ringmer AFC	10,000
0	EMR - CIL - Village Gateway	13,000
0	EMR - CIL - Croquet Club	15,000
158	EMR -Lightsource Grant Funds	7,065

27/06/2024

Ringmer Parish Council

16:29

Balance Sheet as at 31/03/2024

31st March 2024

31st March 2025

8,375 EMR - Almond Field

7,125

0 EMR - NHP Review Grant

10,000

677,791

656,857

The above statement represents fairly the financial position of the authority as at 31/03/2024 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

Summary Income & Expenditure by Budget Heading 27/06/2024

Cost Centre Report

		Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
100	Council						
	Income	107,716	158,641	50,925			67.9%
	plus Transfer from EMR	0					
	less Transfer to EMR	21,314					
	Movement to/(from) Gen Reserve	<u>86,403</u>					
110	Staffing						
	Expenditure	16,189	74,460	58,271		58,271	21.7%
120	Office & General						
	Expenditure	104,029	40,111	(63,918)		(63,918)	259.4%
	plus Transfer from EMR	100,308					
	less Transfer to EMR	0					
	Movement to/(from) Gen Reserve	<u>(3,721)</u>					
130	Income other						
	Income	100	0	(100)			0.0%
	less Transfer to EMR	0					
	Movement to/(from) Gen Reserve	<u>100</u>					
	Movement to/(from) Gen Reserve	<u>0</u>					
200	Allotments						
	Income	32	0	(32)			0.0%
	Expenditure	119	1,150	1,031		1,031	10.4%
	Movement to/(from) Gen Reserve	<u>(87)</u>					
210	Amenities						
	Expenditure	2,813	12,100	9,287		9,287	23.2%
	plus Transfer from EMR	2,097					
	Movement to/(from) Gen Reserve	<u>(717)</u>					
300	Village Green						
	Expenditure	436	6,010	5,574		5,574	7.3%
	plus Transfer from EMR	156					
	less Transfer to EMR	0					
	Movement to/(from) Gen Reserve	<u>(280)</u>					
310	Jubilee Rose Garden						
	Expenditure	561	2,000	1,439		1,439	28.0%
	plus Transfer from EMR	196					
	Movement to/(from) Gen Reserve	<u>(365)</u>					
	Movement to/(from) Gen Reserve	<u>0</u>					
320	Anchor Field						
	Expenditure	0	800	800		800	0.0%
330	Fingerpost Field						
	Expenditure	1,019	1,200	182		182	84.9%
	plus Transfer from EMR	1,019					
	Movement to/(from) Gen Reserve	<u>0</u>					
	Movement to/(from) Gen Reserve	<u>0</u>					
	Movement to/(from) Gen Reserve	<u>0</u>					
337	Almond Field						
	Income	90	0	(90)			0.0%
	plus Transfer from EMR	0					
	less Transfer to EMR	0					

Summary Income & Expenditure by Budget Heading 27/06/2024

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
Movement to/(from) Gen Reserve	<u>90</u>					
340 Broyle Lane / Broyle Close Expenditure	115	1,365	1,250		1,250	8.4%
350 Play Equipment Renewal Expenditure	0	100,000	100,000		100,000	0.0%
plus Transfer from EMR	0					
Movement to/(from) Gen Reserve	<u>0</u>					
355 Pond Expenditure	10	10	0		0	100.0%
360 Play Area Inspections Expenditure	780	2,900	2,120		2,120	26.9%
370 Waste Expenditure	945	4,300	3,355		3,355	22.0%
plus Transfer from EMR	0					
Movement to/(from) Gen Reserve	<u>(945)</u>					
380 Open Spaces Expenditure	1,256	8,035	6,779		6,779	15.6%
plus Transfer from EMR	0					
Movement to/(from) Gen Reserve	<u>(1,256)</u>					
390 Other Areas Expenditure	600	11,800	11,200		11,200	5.1%
plus Transfer from EMR	0					
Movement to/(from) Gen Reserve	<u>(600)</u>					
Grand Totals:- Income	107,938	158,641	50,703			68.0%
Expenditure	128,872	266,241	137,369	0	137,369	48.4%
Net Income over Expenditure	<u>(20,934)</u>	<u>(107,600)</u>	<u>(86,666)</u>			
plus Transfer from EMR	103,775					
less Transfer to EMR	21,314					
Movement to/(from) Gen Reserve	<u>61,528</u>					

Ringmer Parish Council

Bank - Cash and Investment Reconciliation as at 27 June 2024

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	27/06/2024 Barclays Current	161,790.78
2	27/06/2024 Barclays Premium	200,461.03
4	29/05/2024 Cambridge and Counties	0.00
5	29/04/2024 Unity Trust Bank Instant acces	102,493.60
		464,745.41
<u>Other Cash & Bank Balances</u>		
	Public Sector Deposit Fund	90,527.29
	Redwood Bank CIL Funds	100,000.00
		190,527.29
Closing Balance		<u>655,272.70</u>
<u>All Cash & Bank Accounts</u>		
1	Barclay's Current	161,790.78
2	Barclays Premium	200,461.03
4	Cambridge and Counties	0.00
5	Unity Trust Savings	102,493.60
	Other Cash & Bank Balances	190,527.29
	Total Cash & Bank Balances	<u>655,272.70</u>

Chairman: _____

Date: 09.07.24

List of Payments made between 01/06/2024 and 27/06/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/06/2024	Lewes District Council	58	234.00		Play area inspections June
03/06/2024	SLCC Enterprises Ltd	59	0.01		ref voucher 36 shortfall
03/06/2024	Nick Chaloner	60	57.17		Precinct plants etc
04/06/2024	D Duke	61	72.00	FC 07.05.24 18.2	Jubilee Gdns Plants
04/06/2024	D Duke	62	161.06	FC 07.05 18.2	Jubilee Gdns plants
04/06/2024	Ash Towner Ltd	63	91.68		Email licences and backup
04/06/2024	Bonny's Wood	64	336.00		Ash Die Back inspection
06/06/2024	Sustainable Furniture	65	1,500.00		Almond Field Benches
11/06/2024	Countryside Grounds Maintenance	66	2,227.00		April and May contracted
11/06/2024	Lewes District Council	67	19.20		FPF Bins May
11/06/2024	Lewes District Council	68	14.40		Broyle Rec Bins May
11/06/2024	Lewes District Council	69	201.60		VG Bins May
11/06/2024	Geosphere Ltd - Parish Online	70	108.00		Annual Sunbscription
11/06/2024	O2 Mobile Phones	71	28.72		Mobile
13/06/2024	Adobe Systems Ltd	72	19.97		Adobe
14/06/2024	UKPN	73	50.00		Allotment rent 2 years
14/06/2024	Balfour Beatty	74	500.00		Skatepark S171 licence fee
14/06/2024	Jubilee Cottages	JC 1	50,000.00	FC 14.11.23 Min 8.4	CIL grant re property purchase
19/06/2024	Jubilee Cottages	JC2	50,000.00		CIL grant re property purchase
21/06/2024	Wybone	75	190.19		Bin VG bus stop
24/06/2024	Zen Internet Ltd	76	40.80		Broadband and landline
27/06/2024	Nest Pension	77	260.07		June
27/06/2024	HMRC Paye/NI	78	1,191.38		Tax/NI
27/06/2024	Salaries	79	3,933.00	Salary June	
27/06/2024	Barclays Premium	Bond	103,690.53		C&C Bond matured - CIL funds
Total Payments			<u>214,926.78</u>		

Chairman: _____

Date: 09.07.24