RINGMER PARISH COUNCIL

Minutes of the Full Council Meeting
Held on Tuesday 12th November 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 Marcia Morgan (MM)	Cllr Sarah Phillips (SP)	Cllr Gordon Sims (GS) - Chairman	
Cllr Alan West (AW)	Cllr John Whitlock (JW)		
Attendance:			
District/County Cllrs	Cllr Johnny Denis (JD)		
Other	Annie Hazzard (AH) - Clerk Gail Metcalfe (GM) - Administrator		
Members of public	1		

Agenda Items

1.	**To receive and accept apologies for absence** Apologies were received from Cllrs Dave Duke (DD) and Jonathan Spencer (JS).	
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 8th October 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. 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.' Item 16.	
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 were accepted from the Clerk, LDC Cllrs, MP 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.	
8.4	To receive the interim internal audit report from Michelle Webber of Mulberry Local Authority Services Ltd and to note that this is year 2 of a 3 year contract. **RESOLVED**: To receive the interim internal audit report and to note year 2 of 3 year contract. The Clerk was congratulated on this exemplary report.	
8.5	NALC Pay Award - To note. See Clerk's report. Noted.	

9.	**Co-Option of Councillors** - To consider any expressions of interest in accordance with Parish Council's Standing Orders. This item was brought forward and discussed after Item 7. Alan West was voted onto the Council by unanimous vote, signed the Declaration of Acceptance of Office and joined the meeting as a Cllr thereafter. **ACTION: Clerk to organise welcome pack and email.**	CLERK
10.	**Loss of Lewes Bus Station** - To consider writing to the National Planning casework unit expressing our support for keeping the bus station in its current location. **RESOLVED:** To support this. **ACTION: MM to provide letter to forward to Angela Rayner.**	MM/CLERK
11.	**Open Spaces and Related Matters**	
11.1	**Fingerpost Field:**	
	i. **Pond** - To revisit the need to fence the pond (Ref. 09/07/24, Item 11.1). See Clerk's report. **RESOLVED**: To revisit this in December when MC, MM, GS and JW had taken a look when attending the FPF Playpark and Skatepark opening on 16/11/24. **ACTION**: Office to put this on December agenda for Full Council consideration.	MC/GS/JW OFFICE
	ii. **Skatepark** a. To consider installing timer-controlled floodlights at the skatepark, which could stay on until around 10pm. See Clerk's report. It was noted that the planning permission had excluded lighting so this is not possible. **ACTION: Office to explain this to enquirer.** b. To receive an update on the entrance footpath. JW confirmed that ESCC have agreed to install the entrance path and chicane and we are awaiting the installation date. He confirmed there would be no cost to the Parish Council.	OFFICE
11.2	**Shopping Precinct Revamp** - To agree an increase in budget. See Clerk's report. The Cllrs were shown the larger, full scheme visuals which were well received. It was agreed that it made sense to do the whole project in one go. **RESOLVED: To approve the increased budget.** **ACTION: Clerk to confirm this to the architects and to request the tender document from them.**	CLERK
11.3	**Anchor Field Eastern Boundary Hedge -** To consider the maintenance of the hedge running alongside Northill Close. See Clerk's report. This had been investigated and the conclusion is that this is not our responsibility. It was a planning condition that applied to the developer: Riverdale who confirmed at the time of handover of Anchor Field to the Council, that the hedge was not the responsibility of the Council. **ACTION: Clerk to inform the Management Company that RPC will not maintain the hedge in question.**	CLERK
12.	**Weald to Waves Project** - To consider pledging land to the Weald to Waves initiative, to register these and encourage residents and landowners to join. **ACTION: LG to progress with this and come back to Parish Council with specific sites to be considered.**	LG
13.	**Urban Grass Cutting 2025** - To consider which option for 2025 season (by 29/11/2024). **RESOLVED**: To have 2 cuts as per previous years. **ACTION: Clerk to inform ESH of our choice.**	CLERK
14.	**South East Water Stakeholder Survey** - To decide who will respond (by 21/11/2024). They are happy to take our survey responses over the phone if preferred. **ACTION: JK to respond.**	JK
15.	**Government Consultation - Enabling remote attendance and proxy voting at council meetings** - To decide who will respond (by 19/12/2024). **RESOLVED: Not to respond.**	
16.	**Personnel Committee** - To agree the recommendations from the meeting held on 12/11/2024. This item was taken at the end of the meeting after item 22. when the one member of the public had been asked to leave. **RESOLVED:** To offer the role per committee decision with a starting date of 02/01/2025. **ACTION: Clerk to action the above resolution and inform all unsuccessful applicants.**	CLERK

17.	**Planning Matters -** To consider responses to Planning Applications:	
17.1	**LW/24/0562 - Site to the Rear of 2 - 16 Broyle Close, Ringmer, BN8 5PL** Variation of condition 1 (approved plans), 6 (Visibility Splays), 19 (Ecology enhancement measures), 20 (Glazing) and 22 (Bird and Bat Boxes) relating to approval LW/21/0351 - Conditions to be varied to allow correct sequencing of construction works in the appropriate manner, this is to avoid doing deleterious works as some of the pre-commencement conditions require works to be done against sequence. Condition wording to be changed. Condition 6 - Change to a pre-occupation condition. Condition 19 - Change to a pre-occupation condition Condition 20 - Change wording to allow for windows to be openable for purged ventilation, due to overheating requirements. Condition 22 - Removal of wording to stipulate requirement for bat boxes and mammal gates as this is not a requirement in the ecology report (by 18/11/24). **RESOLVED**: Parish Council Decision - Object to variation of conditions 6, 19 and 22 as they should remain as pre-commencement conditions for the following reasons: Ref Condition 6 – the visibility splay works should form part of a CEMP and the works will involve alterations which will adversely affect local and neighbouring residents. Ref Conditions 19 and 22 – Bat boxes and mammal gates were highlighted in the EIA in the original application ref LW/21/0351 and at all times new developments should enhance and support ecological measures and biodiversity.	
17.2	**LW/24/0577 (Planning Permission) & LW/24/0578 (Listed Building Consent) - Norlington Gate Farmhouse, Norlington Lane, BN8 5SG** Internal alteration to form annexe and addition of detached temporary shepherds hut for ancillary use (by 12/11/24 & 15/11/24. Email response to both planning and Case Worker). **RESOLVED**: Parish Council Decision - No objection.	
17.3	**LW/24/0652/CD - The Stable Yard Lower, Lodge Farm, Laughton Road, BN8 5NQ** Discharge of Conditions 7 (Landscaping), 8 (Renewable Energy) and 12 (Refuse and Recycling) in relation to the approval of LW/21/0702 (by 13/11/24). **RESOLVED**: Parish Council Decision - No comment.	
17.4	**LW/24/0662/CD - Land at Broyle Gate Farm, Lewes Road, Ringmer, East Sussex** Discharge of Condition 23 (Archaeological WSI) in relation appeal decision APP/P1425/W/22/3298993 (refused application LW/21/0937) (by 21/11/24). **RESOLVED**: Parish Council Decision - No comment.	
17.5	**LW/24/0673/CD - Land Opposite Bishops Close, Ringmer** Discharge of Condition 21 (Cycle Parking) of Planning Appeal Decision APP/P1425/W/22/3313204 (Refused Application LW/21/0694) (by 28/11/24). **RESOLVED**: Parish Council Decision - No comment.	
17.6	**LW/24/0674/CD - Land Opposite Bishops Close, Ringmer** Discharge of Condition 15 (Contamination Verification Report) of Planning Appeal Decision APP/P1425/W/22/3313204 (Refused Application LW/21/0694) (by 28/11/24)). **RESOLVED**: Parish Council Decision - No comment.	
17.7	**LW/24/0675/CD - Land Opposite Bishops Close, Ringmer** Discharge of Condition 12 (Visibility Splays) of Planning Appeal Decision APP/P1425/W/22/3313204 (Refused Application LW/21/0694) (by 28/11/24). **RESOLVED**: Parish Council Decision - No comment.	
17.8	**LW/24/0682/CD - Land Opposite Bishops Close, Ringmer** Discharge of Condition 14 (Parking Provision) of Planning Appeal Decision APP/P1425/W/22/3313204 (Refused Application LW/21/0694) (by 29/11/24). **RESOLVED**: Parish Council Decision - No comment.	
18.	**Planning Matters - All Decisions:**	
	LW/23/0115 - Land Adjacent to Bryn Clai, Uckfield Road, BN8 5RU - Withdrawn (RPC: Object) LW/24/0059 - Clayhill Woods, Isfield Road, Ringmer - Refused (RPC: Object) LW/24/0146 - Land Opposite Bishops Close, Ringmer - Approved (RPC: Strongly object) LW/24/0251 - Clayhill Woods, Isfield Road, Ringmer - Refused (RPC: Object) LW/24/0415/CD - Land Opposite Bishops Close, Ringmer - Approved (RPC: No comment) LW/24/0455/CD - Land Opposite Bishops Close, Ringmer - Approved (RPC: Lighting comment) LW/24/0508 - Meadowlands, The Broyle, Ringmer, BN8 6PH - Approved (RPC: No objection) LW/24/0602/CD - Land Opposite Bishops Close, Ringmer - Approved (RPC: No comment) Noted.	

19.	**S1/443 Broyle Gate Farm, Ringmer s278 Proposed Highway Works -** To consider response. JK stated that we are now aware of an interfering element of a different approval which includes a pedestrian crossing on the B2192. LG added that there was a need for the amendments of 07/10/2024 to be simplified. **ACTION: LG and JK to assist with the response. LG to send the agreed wording to the Clerk.**	LG/JK
20.	**Construction Environmental Management Plan (CEMP) -** To consider writing to LDC Head of Planning to request that he ensures that the CEMP is agreed and signed off before any future developments commence. **RESOLVED:** To write to Laurence O'Connor stating that going forward we would expect pre-commencement conditions to be met and CEMP to be signed off before any developments commence. **ACTION: Clerk to action above resolution.**	CLERK
21.	**Reports, Correspondence, Questions and Future Agenda Items -** To consider any correspondence received after this agenda has been published for noting or action. • GS thanked the Office for organising Remembrance Sunday which was very well attended this year. • SP highlighted the Neighbourhood Plan Review Consultation on 30/11/24, 10am-2pm at the Village Hall and encouraged everyone to attend. She also asked Cllrs to complete the survey and encourage others to do the same. • JK explained that he had managed to get a response from Gary Langford, of the ESCC Education Planning team, who has recognised that due to the new developments in the area Ringmer Primary School may need to expand. • JW agreed to organise the Christmas meal	JW
22.	**Urgent items at the Chairman's discretion requiring decisions which cannot be held over until the next meeting.** None.	

Signed:		Chairman
Date:		

28/10/2024

16:01

Ringmer Parish Council

Balance Sheet as at 28/10/24

31st March 2024				31st March 2025	
		Current Assets			
1,522		VAT Control A/c	16,028		
94,760		Barclay's Current	178,430		
188,816		Barclays Premium	66,983		
90,287		Public Sector Deposit Fund	92,505		
100,000		Cambridge and Counties	0		
102,494		Unity Trust Savings	0		
0		Redwood 35 day acc	113,941		
100,000		Redwood Bank 95 Day CIL Funds	100,000		
677,879				**567,888**	
	677,879	**Total Assets**			**567,888**
		Current Liabilities			
89		Creditors	0		
89				**0**	
	677,791	**Total Assets Less Current Liabilities**			**567,888**
		Represented By			
	120,652	General Reserves			209,767
	51,602	EMR - CIL - unallocated			112,341
	16,359	EMR - Comm Asset Rnl & Repair			14,432
	8,600	EMR - Elections			8,792
	845	EMR - Office Equipment Replace			429
	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			8,715
	25,000	EMR - CIL - Ringmer NHP			25,000
	7,592	EMR - CIL - Bus Shelters			7,592
	135,116	EMR - CIL - Skatepark			10,992
	100,000	EMR - CIL - Fpost Field Park			0
	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			0
	0	EMR - CIL - Village Gateway			13,000
	0	EMR - CIL - Croquet Club			15,000

Ringmer Parish Council

Balance Sheet as at 28/10/24

31st March 2024		31st March 2025
0	EMR - CIL - Ringmer Rifle Club	35,000
158	EMR -Lightsource Grant Funds	7,065
8,375	EMR - Almond Field	7,030
0	EMR - NHP Review Grant	9,756
677,791		**567,888**

The above statement represents fairly the financial position of the authority as at 28/10/24 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date :_____

Ringmer Parish Council

Summary Income & Expenditure by Budget Heading 28/10/2024

Cost Centre Report

			Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Council	Income	361,849	158,641	(203,208)			228.1%
		plus Transfer from EMR	0					
		less Transfer to EMR	193,173					
		Movement to/(from) Gen Reserve	168,676					
110	Staffing	Expenditure	37,709	74,460	36,751		36,751	50.6%
120	Office & General	Expenditure	143,424	40,111	(103,313)		(103,313)	357.6%
		plus Transfer from EMR	126,679					
		less Transfer to EMR	0					
		Movement to/(from) Gen Reserve	(16,745)					
130	Income other	Income	100	0	(100)			0.0%
		less Transfer to EMR	0					
		Movement to/(from) Gen Reserve	100					
		Movement to/(from) Gen Reserve	0					
200	Allotments	Income	60	0	(60)			0.0%
		Expenditure	169	1,150	981		981	14.7%
		Movement to/(from) Gen Reserve	(109)					
210	Amenities	Expenditure	4,451	12,100	7,649		7,649	36.8%
		plus Transfer from EMR	2,097					
		Movement to/(from) Gen Reserve	(2,354)					
300	Village Green	Expenditure	3,712	6,010	2,298		2,298	61.8%
		plus Transfer from EMR	2,054					
		less Transfer to EMR	0					
		Movement to/(from) Gen Reserve	(1,658)					
310	Jubilee Rose Garden	Expenditure	878	2,000	1,122		1,122	43.9%
		plus Transfer from EMR	196					
		Movement to/(from) Gen Reserve	(682)					
		Movement to/(from) Gen Reserve	0					
320	Anchor Field	Expenditure	420	800	380		380	52.5%
330	Fingerpost Field	Expenditure	169,384	1,200	(168,184)		(168,184)	14115.3%
		plus Transfer from EMR	269,737					
		Movement to/(from) Gen Reserve	100,354					
		Movement to/(from) Gen Reserve	0					
		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
337	Almond Field	Income	90	0	(90)			0.0%
		Expenditure	95	0	(95)		(95)	0.0%
		Net Income over Expenditure	(5)	0	5			
		plus Transfer from EMR	95					
		less Transfer to EMR	0					
		Movement to/(from) Gen Reserve	90					
340	Broyle Lane / Broyle Close	Expenditure	115	1,365	1,250		1,250	8.4%
350	Play Equipment Renewal	Expenditure	100,354	100,000	(354)		(354)	100.4%
		plus Transfer from EMR	0					
		Movement to/(from) Gen Reserve	(100,354)					
355	Pond	Expenditure	10	10	0		0	100.0%
360	Play Area Inspections	Expenditure	1,560	2,900	1,340		1,340	53.8%
370	Waste	Expenditure	1,625	4,300	2,675		2,675	37.8%
		plus Transfer from EMR	0					
		Movement to/(from) Gen Reserve	(1,625)					
380	Open Spaces	Expenditure	4,395	8,035	3,640		3,640	54.7%
		plus Transfer from EMR	0					
		Movement to/(from) Gen Reserve	(4,395)					
390	Other Areas	Expenditure	3,700	11,800	8,100		8,100	31.4%
		plus Transfer from EMR	0					
		Movement to/(from) Gen Reserve	(3,700)					
		Grand Totals:- Income	362,099	158,641	(203,458)			228.3%
		Expenditure	472,001	266,241	(205,760)	0	(205,760)	177.3%
		Net Income over Expenditure	(109,903)	(107,600)	2,303			
		plus Transfer from EMR	400,858					
		less Transfer to EMR	193,173					
		Movement to/(from) Gen Reserve	97,782					

Ringmer Parish Council

Bank - Cash and Investment Reconciliation as at 28 October 2024

		Account Description	Balance	
Bank Statement Balances				
1	28/10/2024	Barclays Current	178,430.38	
2	28/10/2024	Barclays Premium	66,983.47	
5	28/10/2024	Unity Trust Bank Instant acces	0.00	
6	28/10/2024	Redwood Bank 95 Day CIL Funds	100,000.00	
7	28/10/2024	Redwood Bank 35 Day CIL Funds	113,941.22	
				459,355.07
Other Cash & Bank Balances				
		Public Sector Deposit Fund	92,505.44	
				92,505.44
Closing Balance				551,860.51
All Cash & Bank Accounts				
1		Barclay's Current		178,430.38
2		Barclays Premium		66,983.47
4		Cambridge and Counties		0.00
5		Unity Trust Savings		0.00
6		Redwood Bank 95 Day CIL Funds		100,000.00
7		Redwood 35 day acc		113,941.22
		Other Cash & Bank Balances		92,505.44
		Total Cash & Bank Balances		551,860.51

Chairman:_____

Date: 12/11/24

List of Payments made between 01/10/2024 and 28/10/2024

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/10/2024	Lewes District Council	193	234.00		Play Inspections Oct
01/10/2024	Redwood Bank 35 Day CIL Funds	194a	50,000.00		UT bal to Redwood 35 day acc
01/10/2024	Etsy	195	18.36		RPC ink logo stamp
02/10/2024	Redwood Bank 35 Day CIL Funds	194b	50,000.00		UT bal to Redwood 35 day acc
03/10/2024	Redwood Bank 35 Day CIL Funds	194c	3,864.97		UT bal to Redwood 35 day acc
08/10/2024	RWC Landscape Maintenace	196	293.75		Various
08/10/2024	Ash Towner Ltd	198	122.52		email and back up etc
08/10/2024	Mark Taylor	199	100.00		Picnic on the green fee
10/10/2024	SLCC Enterprises Ltd	200	280.00		CLerk Membership Fee
10/10/2024	SLCC Enterprises Ltd	200	-280.00	entered incorrectly	contra
10/10/2024	SLCC Enterprises Ltd	200	288.00		Clerk Membership
14/10/2024	Adobe Systems Ltd	202	19.97		Adobe Oct
14/10/2024	Cliff Bonfire Society	203	1,000.00		Picnic marquee
14/10/2024	William's Gardening Services	204	132.00		Jub Gdns 11 hrs
14/10/2024	Bendcrete Leisure Ltd	205A	43,276.00		Inv 02040
15/10/2024	Bendcrete Leisure Ltd	205B	50,000.00		Inv 02040 pt 2
16/10/2024	O2 Mobile Phones	206	28.72		mobile Oct
18/10/2024	NTD Internet Solutions Ltd	207	30.00		Admin role advert
18/10/2024	Kings Academy Ringmer	208	3,750.00		Rent July - Sept 24
18/10/2024	RJS Trees and Gardens	209	504.00		Anchor Field Hedges
18/10/2024	Lewes District Council	210	18.00		Broyle Rec bin Sept
18/10/2024	Lewes District Council	211	24.00		FPF Bins Sept
18/10/2024	Lewes District Council	212	252.00		VG Bins Sept
22/10/2024	Zen Internet Ltd	213	40.80		Broadband and Landline Oct
22/10/2024	HM Land Registry	214	3.00		Search
24/10/2024	Amazon	215	11.29		Lanyards x4
24/10/2024	123 Connect Ltd	217	42.00		DNS re domain
24/10/2024	Best Construction	218	420.00		VG ditching left of Delves pat
24/10/2024	Nest Pension	220	260.07		Employers contribution Oct
24/10/2024	East Sx Assn of Local Councils	216	48.00		Cllr Morgan finance training
25/10/2024	Countrywide Grounds Maintenanc	221	1,113.50	7/12	Grounds maintenance Oct
25/10/2024	Amazon	222	10.80		Office Supplies
28/10/2024	HMRC Paye/NI	223	1,191.58		Tax/NI Oct
28/10/2024	Salaries	224	3,932.80		
28/10/2024	Barclays Premium	227	125,000.00		LDC CIL funds FC 10.09 8.4
		Total Payments	336,030.13		

Chairman:_____

Date: 12/11/24