

RINGMER PARISH COUNCIL

To all Members of Ringmer Parish Council you are hereby summoned to the
Annual Statutory Meeting to be held on
Tuesday 6th May 2025 at 19.00
In the Parish Rooms, Old School Close, Ringmer, East Sussex, BN8 5RA

Meeting called by: Annie Hazzard – Clerk

Signature: *Annie Hazzard*

Meeting called: 30th April 2025

The Chairman may, at his discretion and at a convenient time in the transaction of business, adjourn the meeting to allow any members of the public to address the meeting. Parishioners and others in attendance are reminded that they must remain silent during the transaction of Council business.

Agenda Items		
1.	Election of Chairman and Signing of Declaration of Acceptance	
2.	To receive and accept apologies for absence	
3.	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.	
4.	Dispensation requests	
5.	Election of Vice Chairman	
6.	Minutes of previous meeting - To agree the Full Council minutes of the meeting held on 8 th April 2025	
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.	
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.'	
9.	Appointments of Members to Committees i. Internal Control - 3 Members (24/25 MC, LG, MM) ii. Office & Finance Committee - To appoint 5 members of the Council (24/25 NC, DD, JK, SP, GS) iii. Personnel Committee - To appoint the Chairman of Parish Council, the Vice Chairman of the Parish Council + 1 member of the Council (24/25 GS, SP, JW) iv. Planning Committee - To appoint Chair, Vice Chair and Whole Council (24/25 JK, JW)	ALL ALL ALL ALL
10.	Appointments to Outside Bodies i. East Sussex Assoc. of Local Councils representatives - 2 representatives with voting rights (24/25 GS, SP) ii. Jubilee Cottages Housing Trust Mgmt. Committee - Chair and 4 Members (24/25 JW Chair, MC, DD, JK, SP) iii. Lewes District Association of Local Councils – Chair and Vice Chair as representatives. (24/25 SP, GS) iv. To consider Liaison Cllrs - Development Sites - 3 Members (24/25 NC, JK, SP) v. Liaison Cllr - Local schools - 1 Member (24/25 DD) vi. Liaison Cllr - Ringmer's Businesses & Village Shop Association - 1 Member (24/25 NC) vii. Liaison Cllr - Community Safety/Traffic - 1 Member (24/25 SP) viii. Liaison Cllr - Police & Sussex Police Joint Action Group (JAG) representative - 2 Members (24/25 NC) ix. Ringmer Village Hall Management Committee - 1 Member (24/25 JW)	ALL ALL ALL ALL ALL ALL ALL ALL ALL
11.	Policies for review and adoption i. Code of Conduct – see Clerk's Report ii. Standing Orders - see Clerk's Report iii. Financial Regulations - see Clerk's Report iv. IT Policy – see Clerk's Report	ALL ALL ALL ALL
12.	Terms of Reference for review i. Office & Finance ii. Personnel Committee iii. Planning Committee iv. Ringmer Neighbourhood Plan Review Steering Group	

13.	Meeting Schedule June 2025 - May 2026 - To agree meeting dates.	ALL
14.	Reports (Up to 15 mins) - To receive and accept any reports submitted i. Clerk ii. MP iii. East Sussex County Councillor iv. Lewes District Councillor(s) v. PCSO	
15.	Co-Option of Councillors To consider any expressions of interest in accordance with Parish Council's Standing Orders.	
16.	Finance Matters	
16.1	To receive the latest Financial Reports.	ALL
16.2	To approve and sign the latest bank reconciliation.	ALL
16.3	To approve and sign the list of payments.	ALL
17.	To consider recommendations from the O&F Committee meeting on 24-Apr-25 requiring action / decision	
17.1	To receive the internal audit report by Michelle Webber of Mulberry Local Authority Services Ltd.	ALL
17.2	To approve the Annual Governance Statement (AGAR Section 1)	ALL
17.3	To confirm the accuracy of the Annual Return - Accounting Statement (AGAR Section 2)	ALL
17.4	To approve returning the unused CIL funding balance of £7,591.66 for the Bus Shelters to unallocated CIL.	ALL
18.	Open Spaces and Related Matters	
18.1	Lost Ponds of Ringmer To receive an update on the possible regeneration of Ringmer's Zombie & Ghost ponds.	JK
18.2	Proposed Unitary Authority – potential devolution of services To consider making an early expression of interest in assets in Ringmer, currently owned by Lewes DC.	ALL
19.	Planning Matters - To consider responses to Planning Applications:	
19.1	LW/25/0031 - Barnfield Farm Laughton Road. BN8 5NJ Conversion of redundant stable block and farm store to single storey dwelling including landscaping and offroad parking (Response by 23/05/25)	ALL
19.2	LW/25/0080 - Lower Barn Farmhouse Old Uckfield Road. BN8 5RW Variation of condition 1 (Plans) relating to approval LW/19/0250 - Amendments to windows PV layout and roof angles, additional rooflight (Response by 02/05/25)	ALL
19.3	LW/25/0149/CD - Land at Broyle Gate Farm Lewes Road Discharge of Condition 7 (External Materials) related to Planning Approval LW/24/0401 (Response by dated n/a. Determination date 16/05/25)	ALL
19.4	LW/25/0154 - Land Rear Of 15 Mill Road Erection of a detached outbuilding at the rear plot (Response by 12/05/25)	ALL
19.5	LW/25/0169 - 8 Bellamy Gardens Lewes Road BN8 5ES Single storey side extension to create garage space (Response by 13/05/25)	ALL
19.6	LW/25/0173/CD - 1 Trinity Field. BN8 5LY Discharge of conditions 2 (WSI), 3 (Written Record of Archaeological works), 4 (SUDS), 5 (Foul Water Drainage), 6 (Hard and Soft Landscaping), 7 (Boundary Treatments), 8 (Visibility Splays), 14 (External Materials) and 15 (No External Lighting) relating to approval LW/24/0056 (Response by 01/05/25)	ALL
19.7	LW/25/0174 - 5 Crockendale Field Lewes Road. BN8 5QZ Installation of solar PV panels to roof of main dwelling and detached garage (Response by 07/05/25)	ALL
19.8	LW/25/0192 - Lynchetts Lewes Road. BN8 5ET Construction of front porch and front bay window, enlargement of existing front bay window, pitched roof over existing side dormer, replacement windows and addition of conservation style side rooflights (Response by 06/05/25)	ALL
19.9	To consider a response to a pre-consultation of the proposed upgrade to the telecommunications equipment at Land at Lower Barn Farm COLO, Bishops Lane, BN8 5LD	ALL
20.	Planning Matters – All Decisions – see Clerk's Report	
21.	General	
21.1	To consider a response to the ESCC public consultation on the draft East Sussex Freight Strategy – see Clerk's Report	ALL
22.	Reports, Correspondence, Questions and Future Agenda Items To consider any correspondence received after this agenda has been published for noting or action.	
23.	Urgent items at the Chairman's discretion requiring decisions which cannot be held over until the next meeting.	

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

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

Date tbc in June 2025 at 19.00