

RINGMER PARISH COUNCIL

Minutes of the Annual Statutory Meeting
Held on Tuesday 6th May 2025 at 19.00
In the Parish Rooms, Lucy Stone Room

Present:		
Cllr Nick Chaloner (NC)	Cllr Margaret Crompton (MC)	Cllr Dave Duke (DD)
Cllr John Kay (JK)	Cllr Linda Grange (LG)	Cllr Sarah Phillips (SP)
Cllr Gordon Sims (GS) - Chairman	Cllr Jonathan Spencer (SP)	Cllr Alan West (AW)
Cllr John Whitlock (JW)		
Attendance:		
District/County Cllr	Cllr. Johnny Denis	
Other	Annie Hazzard (AH) – Clerk	Carol Hodgson (CH) - Admin
Members of Public	1	
1.	Election of Chairman and Signing of Declaration of Acceptance RESOLVED: Cllr Gordon Sims be re-elected as Chairman of the Parish Council after a unanimous vote in favour. Declaration of Acceptance signed.	
2.	To receive and accept apologies for absence None	
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. JW declared an interest in item 19.8 as the planning applicant. SP declared an interest in item 19.8 as a neighbour of the planning applicant.	
4.	Dispensation requests None	
5.	Election of Vice Chairman RESOLVED: Cllr Sarah Phillips be re-elected as Vice Chairman of the Parish Council after a unanimous vote in favour.	
6.	Minutes of previous meeting - To agree the Full Council minutes of the meeting held on 8 th April 2025 RESOLVED: To accept and sign the above minutes of the Full Council meeting.	
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. JD reported that he was waiting on news for the opening of Ringmer Swimming Pool, which had been slightly delayed due to a technical issue. A 'soft opening' was expected for w/c 2 nd June '25 with the official opening scheduled for 14 th / 15 th June '25. The Freight Strategy Consultation had been launched, and JD encouraged all to respond including to send in emails should the consultation questions not address any relevant local issues.	
8.	If the Committee wishes to exclude the public for a particular agenda item, the following resolution must be passed: i. '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.' None	
9.	Appointments of Members to Committees i. Internal Control - 3 Members (24/25 MC, LG, MM) RESOLVED: Cllrs Crompton, Grange and Morgan (subject to MM's confirmation) remain as members. ii. Office & Finance Committee - To appoint 5 members of the Council (24/25 NC, DD, JK, SP, GS) RESOLVED: Cllrs Chaloner, Duke, Kay, Phillips, Sims remain as members. 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) RESOLVED: Cllrs Sims, Phillips and Whitlock remain as members.	

	<p>iv. Planning Committee - To appoint Chair, Vice Chair and Whole Council (24/25 JK, JW) RESOLVED: Cllr Whitlock to remain as Chairman, Cllr Kay to remain as Vice Chairman and the whole of the Council are members.</p>	
10.	<p>Appointments to Outside Bodies</p> <p>i. E. Sussex Assoc. of Local Councils representatives - 2 representatives with voting rights (24/25 GS, SP) RESOLVED: Cllrs Phillips and Sims remain.</p> <p>ii. Jubilee Cottages Housing Trust Mgmt. Committee - Chair + 4 Members (24/25 JW Chair, MC, DD, JK, SP) RESOLVED: Cllr Whitlock to remain as Chairman and Cllrs Crompton, Duke, Kay and Phillips to remain as members.</p> <p>iii. Lewes District Association of Local Councils – Chair and Vice Chair as representatives. (24/25 SP, GS) RESOLVED: Cllrs Phillips and Sims to be the representatives.</p> <p>iv. To consider Liaison Cllrs - Development Sites - 3 Members (24/25 NC, JK, SP) RESOLVED: Cllrs Kay and Phillips to remain as members Cllr Grange to become a member and Cllr Nick Chaloner to be a reserve member. Developments will be split between members.</p> <p>v. Liaison Cllr - Local schools - 1 Member (24/25 DD) RESOLVED: Cllr Duke to remain.</p> <p>vi. Liaison Cllr - Ringmer's Businesses & Village Shop Association - 1 Member (24/25 NC) RESOLVED: Cllr Chaloner to remain.</p> <p>vii. Liaison Cllr - Community Safety/Traffic - 1 Member (24/25 SP) RESOLVED: Cllr Phillips to remain.</p> <p>viii. Liaison Cllr - Police & Sussex Police Joint Action Group (JAG) representative - 2 Members (24/25 NC) RESOLVED: Cllr Chaloner to remain.</p> <p>ix. Ringmer Village Hall Management Committee - 1 Member (24/25 JW) RESOLVED: Cllr Whitlock to remain.</p>	
11.	<p>Policies for review and adoption</p> <p>i. Code of Conduct – see Clerk's Report RESOLVED: To amend all references to "he/she" are amended to "they" and "him/her" are amended to "them". ACTION: The Code of Conduct to be amended and uploaded onto the PC's website</p> <p>ii. Standing Orders - see Clerk's Report RESOLVED: To accept NALC's recommended updates to</p> <ul style="list-style-type: none"> a. Comply with the new procurement legislation and ensure consistency with the Model Financial Regulations in relation to items 18.a.v, 18.c, 18.d, and 18.f. b. Model Standing Order (England) 14 to better reflect Code of Conduct requirements – the removal of 14.a, 14.b, and 14.c. c. Change the language in the document to gender-neutral terms to align with their policy and the Civility and Respect Project. <p>ACTION: Standing Orders to be amended and uploaded onto the PC's website.</p> <p>iii. Financial Regulations - see Clerk's Report RESOLVED: To accept NALC's recommended updates to</p> <ul style="list-style-type: none"> a. accommodate The Procurement Act 2023 and The Procurement Regulation 2024 relating to 5.4, 5.7 and 5.11. b. Increase the Public Contracts Regulations 2015, public procurement threshold from £30,000 to £60,000 inclusive of VAT - item 5.6 refers. <p>ACTION: Financial Regulations to be amended and uploaded onto the PC's website.</p> <p>iv. IT Policy – see Clerk's Report RESOLVED: To adopt the new IT Policy to comply with 2025/25 AGAR requirements.</p>	<p>OFF</p> <p>OFF</p> <p>OFF</p>
12.	<p>Terms of Reference for review</p> <p>i. Office & Finance Reviewed – no changes required.</p> <p>ii. Personnel Committee Reviewed – no changes required.</p> <p>iii. Planning Committee Reviewed – no changes required.</p> <p>iv. Ringmer Neighbourhood Plan Review Steering Group Reviewed – no changes required.</p> <p>v. ACTION: To update the review dates on the documents and upload to the PC's website</p>	OFF

13.	Meeting Schedule June 2025 - May 2026 - To agree meeting dates. RESOLVED: The meeting dates were agreed. ACTION: Dates to be added to the website and noticeboards	OFF
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 The Clerk and PCSO's Reports had previously been circulated. Cllr Lucy Agace had advised that PAS will be giving training to the members of the LDC planning application committee next week to keep them up to date with the NPPF and to aid them towards coming out of special measures. Cllr Emily O'Brien had advised that the Freight Strategy Consultation was going live today (6/5).	
15.	Co-Option of Councillors To consider any expressions of interest in accordance with Parish Council's Standing Orders. None received.	
16.	Finance Matters	
16.1	To receive the latest Financial Reports. Received and noted.	
16.2	To approve and sign the latest bank reconciliation. RESOLVED: The latest bank reconciliation was approved and signed.	
16.3	To approve and sign the list of payments. RESOLVED: The list of payments was approved and signed.	
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. Received with no issues raised. The Clerk and her team were thanked.	
17.2	To approve the Annual Governance Statement (AGAR Section 1) Approved and signed.	
17.3	To confirm the accuracy of the Annual Return - Accounting Statement (AGAR Section 2) Approved and signed.	
17.4	To approve returning the unused CIL funding balance of £7,591.66 for the Bus Shelters to unallocated CIL. Approved. ACTION: To return the unused CIL funding balance of £7,591.66 for the Bus Shelters to unallocated CIL.	OFF
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 reported that he had received interest from people wishing to be involved in the project.	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. LG reported she was still waiting to receive the updated asset list from LDC, which was expected at the end of April. RESOLVED: To inform Cllrs Emily O'Brien and Johnny Denis that the PC wishes to make an initial expression of interest in taking on Fingerpost Field and Broyle Close Park from LDC. ACTION: To action the above resolution and request an update on the process LDC will be using to devolve assets.	OFF
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) RESOLVED: Parish Council Decision: No objections subject to Highways comments on access and turning splays.	
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) RESOLVED: Parish Council Decision: No objections.	

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) – reviewed at April meeting. RESOLVED: Parish Council Decision: No comment.	
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) RESOLVED: Parish Council Decision: Objects. The location of the planning proposal is inappropriate for the type of dwelling. The ownership (red outline) boundary does not extend to the highway. There is no connection to any utilities. There is potential for unregulated recreational use, causing interference / nuisance to neighbouring properties.	
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) RESOLVED: Parish Council Decision: No objections.	
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) RESOLVED: Parish Council Decision: No comment.	
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) RESOLVED: Parish Council Decision: Supports the installation of solar panels.	
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) JW left the room whilst the planning application was considered. JK advised. RESOLVED: Parish Council Decision: No objections.	
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 RESOLVED: Parish Council Decision: No objections.	
20.	Planning Matters – All Decisions – see Clerk’s Report Noted.	
21.	General	
21.1	To consider a response to the ESCC public consultation on the draft East Sussex Freight Strategy – see Clerk’s Report RESOLVED: SP delegated to compose a response. ACTION: SP to action the above.	SP
22.	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"> JW reported on the meeting with AH and ESCC to discuss progressing the village Gateway Signs. The outcome was positive, and a route forward was now being planned. LG advised she was due to attend a site meeting with Persimmon on 7th May 2025. JW reported that a prospective developer had requested a meeting with the PC. 	
23.	Urgent items at the Chairman’s discretion requiring decisions which cannot be held over until the next meeting. Due to timescales the Chairman agreed for the following planning application to be considered. LW/25/0170 - 1A Penlee Lewes Road. BN8 5QH. New driveway, vehicle access and dropped kerb. RESOLVED: Parish Council Decision: Objects. JW delegated to compose a response.	JW
	Meeting closed at 8.24pm	

THE PUBLIC AND PRESS HAVE A RIGHT AND ARE WELCOME TO ATTEND
Date of Next Council Meeting in Parish Rooms, Lucy Stone Room
on Tuesday 10th June 2025 at 19.00

Chairman		Date: 10-Jun-25
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28/04/2025

Ringmer Parish Council

11:08

Balance Sheet as at 28/04/2025

31st March 2025

31st March 2026

Current Assets

3,514	VAT Control A/c	228
128,638	Barclay's Current	203,767
51,862	Barclays Premium	51,862
94,728	Public Sector Deposit Fund	94,728
114,564	Redwood Bank 35 Day CIL Funds	114,564
104,482	Redwood Bank 95 Day CIL Funds	104,482

497,788

569,631

497,788 Total Assets

569,631

Current Liabilities

0

0

497,788 Total Assets Less Current Liabilities

569,631

Represented By

155,875	General Reserves	228,218
99,044	EMR - CIL - unallocated	99,044
12,469	EMR - Comm Asset Rnl & Repair	12,469
9,500	EMR - Elections	9,500
389	EMR - Office Equipment Replace	389
500	EMR - Speed Reduction	500
1,440	EMR - Old Church	1,440
18,406	EMR - Lucy Stone Precinct proj	18,406
7,895	EMR - Open Spaces Maintenance	7,895
24,747	EMR - CIL - Ringmer NHP	24,747
7,592	EMR - CIL - Bus Shelters	7,592
9,526	EMR - CIL - Skatepark	9,526
32,000	EMR - CIL - Shopping Precinct	32,000
50,000	EMR - CIL - Cyclepath Extn	50,000
13,000	EMR - CIL - Village Gateway	13,000
35,000	EMR - CIL - Ringmer Rifle Club	35,000
13,565	EMR -Lightsource Grant Funds	13,065
6,842	EMR - Almond Field	6,842

497,788

569,631

11:08

Balance Sheet as at 28/04/2025

31st March 2026

Date : _____

Date : _____

Summary Income & Expenditure by Budget Heading 28/04/2025

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100 Council	Income	80,775	165,450	84,675			48.8%
	Expenditure	0	1,800	1,800		1,800	0.0%
	Net Income over Expenditure	<u>80,775</u>	<u>163,650</u>	<u>82,875</u>			
	plus Transfer from EMR	0	0	0			
	less Transfer to EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>80,775</u>	<u>163,650</u>	<u>82,875</u>			
110 Staffing	Expenditure	5,378	73,783	68,405		68,405	7.3%
120 Office & General	Income	300	0	(300)			0.0%
	Expenditure	3,474	39,671	36,197		36,197	8.8%
	Net Income over Expenditure	<u>(3,174)</u>	<u>(39,671)</u>	<u>(36,497)</u>			
	plus Transfer from EMR	500	0	(500)			
	less Transfer to EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>(2,674)</u>	<u>(39,671)</u>	<u>(36,997)</u>			
200 Allotments	Income	37	1,014	977			3.7%
	Expenditure	16	950	934		934	1.7%
	Movement to/(from) Gen Reserve	<u>21</u>					
210 Amenities	Expenditure	0	6,921	6,921		6,921	0.0%
	plus Transfer from EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(6,921)</u>	<u>(6,921)</u>			
300 Village Green	Expenditure	0	2,260	2,260		2,260	0.0%
	plus Transfer from EMR	0	0	0			
	less Transfer to EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(2,260)</u>	<u>(2,260)</u>			
310 Jubilee Rose Garden	Expenditure	0	500	500		500	0.0%
	plus Transfer from EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(500)</u>	<u>(500)</u>			
315 Sadlers Way/Middleham Close	Expenditure	0	600	600		600	0.0%
320 Anchor Field	Expenditure	0	1,100	1,100		1,100	0.0%
330 Fingerpost Field	Expenditure	0	4,000	4,000		4,000	0.0%
	plus Transfer from EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(4,000)</u>	<u>(4,000)</u>			
337 Almond Field	Expenditure	0	250	250		250	0.0%
	plus Transfer from EMR	0	0	0			
	less Transfer to EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(250)</u>	<u>(250)</u>			
340 Broyle Lane / Broyle Close	Expenditure	0	2,365	2,365		2,365	0.0%
	plus Transfer from EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(2,365)</u>	<u>(2,365)</u>			

Summary Income & Expenditure by Budget Heading 28/04/2025

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
355	Pond Expenditure	10	10	0		0	100.0%
360	Play Area Inspections Expenditure	195	3,600	3,405		3,405	5.4%
370	Waste Expenditure	196	5,000	4,804		4,804	3.9%
	plus Transfer from EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>(196)</u>	<u>(5,000)</u>	<u>(4,804)</u>			
380	Open Spaces Expenditure	0	14,835	14,835		14,835	0.0%
	plus Transfer from EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(14,835)</u>	<u>(14,835)</u>			
390	Other Areas Expenditure	0	8,819	8,819		8,819	0.0%
	plus Transfer from EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(8,819)</u>	<u>(8,819)</u>			
Grand Totals:- Income		81,112	166,464	85,352			48.7%
	Expenditure	9,269	166,464	157,195	0	157,195	5.6%
	Net Income over Expenditure	<u>71,843</u>	<u>0</u>	<u>(71,843)</u>			
	plus Transfer from EMR	500	0	(500)			
	less Transfer to EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>72,343</u>	<u>0</u>	<u>(72,343)</u>			

Ringmer Parish Council

Bank - Cash and Investment Reconciliation as at 28 April 2025

		<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>				
1	28/04/2025	Barclays Current	203,766.66	
2	28/04/2025	Barclays Premium	51,862.24	
6	28/04/2025	Redwood Bank 95 Day CIL Funds	104,482.14	
7	28/04/2025	Redwood Bank 35 Day CIL Funds	114,563.88	
				474,674.92
<u>Other Cash & Bank Balances</u>				
		Public Sector Deposit Fund	94,727.86	
				94,727.86
				569,402.78
<u>Receipts not on Bank Statement</u>				
0	28/04/2025	All Receipts Cleared	0.00	
				0.00
Closing Balance				569,402.78
<u>All Cash & Bank Accounts</u>				
1		Barclay's Current	203,766.66	
2		Barclays Premium	51,862.24	
6		Redwood Bank 95 Day CIL Funds	104,482.14	
7		Redwood Bank 35 Day CIL Funds	114,563.88	
		Other Cash & Bank Balances	94,727.86	
		Total Cash & Bank Balances	569,402.78	

List of Payments made between 01/04/2025 and 28/04/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2025	Lewes District Council	001	234.00		Playground Inspections April
04/04/2025	Post Office	002	8.35		Registered Letter to Land Reg
08/04/2025	Rialtas	003	382.80		Accounting and VAT system
08/04/2025	ESALC	004	1,536.13		ESALC and NALC membership
08/04/2025	Ash Towner Ltd	005	156.12		IT Services
08/04/2025	Heather Manning	006	30.00		Office Cleaning - 2 hrs
08/04/2025	ODM	007	82.29		Office Supplies
08/04/2025	Lewes District Council	008	14.40		Broyle Rec Bins Apr 6258881
08/04/2025	Lewes District Council	009	201.60		VG Bins Apr 6258877
08/04/2025	Lewes District Council	10	19.20		Bins FPF Apr 6258879
10/04/2025	Microsoft Office	11	104.99		Microsoft License
14/04/2025	Adobe Systems Ltd	12	19.97		Adobe Licence
14/04/2025	O2 Mobile Phones	13	28.72		Mobile
22/04/2025	Castle Water	14	18.02		Allotment water
22/04/2025	Zen Internet Ltd	15	40.85		Broadband and Landline
22/04/2025	Glyndebourne 1991 AJC LI Trust	16	10.00		Pond Rental Fee
22/04/2025	RVH	17	12.00		Hub Fee
22/04/2025	Kings Academy Ringmer	18	313.79		Utilities
25/04/2025	Nest Pension	19	255.50		Pension April
25/04/2025	Common Cause Co-op Ltd	20	500.00	O&F 24.04 8.1ii	LS Grant - Community Orchard
25/04/2025	Ringmer Primary PTA	21	250.00	O&F 24.04 8.1i	S137 Grant Ringmer PTA - patin
25/04/2025	LDALC	22	20.00		LDALC Annual Subscription
25/04/2025	Mulberry LA Services Ltd	23	136.50		Internal Audit Fee Y/E
28/04/2025	HMRC Paye/NI	24	1,325.32		Tax NI April
28/04/2025	Salaries	25/6	3,797.13		SalaryiesApril
Total Payments			9,497.68		

Chairman: _____

Date: 06.05.25