

RINGMER PARISH COUNCIL

Minutes of the Full Council Meeting
Held on Tuesday 10th June 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 Marcia Morgan (MM)	Cllr Gordon Sims (GS) - Chairman	Cllr Jonathan Spencer (SP)
Cllr Alan West (AW)		
Attendance:		
District/County Cllr	Cllr. Lucy Agace	
Other	Carol Hodgson (CH) - Admin	
Members of Public	5	
Cllr. Sarah Philips (Vice Chair) opened and chaired the meeting to item 11.1. Cllr Gordon Sims (Chair) chaired the meeting from item 11.2		
1.	To receive and accept apologies for absence Apologies were received and accepted from Cllr John Whitlock.	
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 received.	
3.	Dispensation requests None received.	
4.	Minutes of previous meeting - To agree the Full Council minutes of the meeting held on 6 th May 2025 RESOLVED: To approve and sign the minutes of the full council meeting held on 6th May 2025.	
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. A member of the public inquired about the possibility of objecting to the disposal of the parcel of land referenced in item 11.6.	
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.' None required.	
7.	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 Reports from The Clerk, Cllr. Denis, Cllr. Emily O'Brien, PCSO Alan Ash and James MacCleary MP had been previously circulated and were noted. Report by PCSO Alan Ash: The PC noted an increase in the number of crimes reported and will post on social media and in the latest Newsletter to raise awareness and encourage people to report any incidents to 101. ACTION: Office to make a post on social. DD to include in next Newsletter.	OFF/DD
8.	Co-Option of Councillors To consider any expressions of interest in accordance with Parish Council's Standing Orders. No expressions of interest had been received.	
9.	Finance Matters	
9.1	To receive the latest Financial Reports. Received and noted.	
9.2	To approve and sign the latest bank reconciliation. RESOLVED: The latest bank reconciliation was approved and signed.	
9.3	To approve and sign the list of payments. RESOLVED: The list of payments was approved and signed.	

10.	<p>To review, consider any changes and adopt Policies:</p> <ul style="list-style-type: none"> i. CIL Grant Policy and Expression of Interest Form (for grants over £500) - See Clerk's report Clarification to be added that the funding is intended for organisations within Ringmer Parish, not just the Parish Council. RESOLVED: To amend the Policy title to 'CIL Grant Awarding Policy'. Add that the funding is intended for organisations within Ringmer Parish, not just the Parish Council. To adopt the amended policy. A clarification of CIL Grant Funding to be included in the next newsletter. ACTION: Office and DD to action as above. ii. Co-Option Policy - See Clerk's report No amendments were required RESOLVED: To adopt the Co-Option Policy iii. GDPR Policy - See Clerk's report It was noted this is a new policy RESOLVED: To adopt the GDPR Policy ACTION: Office to upload onto website iv. Investment Policy - See Clerk's report No amendments were required RESOLVED: To adopt the Investment Policy v. Tree Planting Policy - See Clerk's report RESOLVED: To defer until the next meeting ACTION: Office to agenda for July meeting vi. Complaints Policy - See Clerk's report RESOLVED: To adopt the amended Complaints Policy 	<p>OFF/DD</p> <p>OFF</p> <p>OFF</p> <p>OFF</p>
11.	Open Spaces and Related Matters	
11.1	<p>Proposed Unitary Authority – potential devolution of services</p> <p>To consider making any further 'early expression of interest' in LDC owned assets. See Clerk's report. A meeting is due to take place between Lewes DC Officers and the Parish Clerk to discuss LDC owned assets. PC was disappointed with the communication and lack of accurate information on LDC's assets and wanted assurance that information would be available before the Officer's meeting.</p> <p>RESOLVED: GS to draft a letter to Zoe Nicholson – Leader of LDC – highlighting the PC's concerns about communication and requesting that accurate information be provided to the Clerk before their Officer's meeting.</p>	GS
11.2	<p>Memorial Tree Application</p> <p>To consider an application for a Memorial Tree with a plaque - northeast section of the Village Green.</p> <p>RESOLVED: The application for a Memorial Tree with a plaque - northeast section of the Village Green is approved.</p> <p>ACTION: Office to action above</p>	OFF
11.3	<p>Allotments</p> <p>To receive an update and consider any actions on installing a composting toilet – see Clerk's report UKPN has not extended the use of their toilets on site to allotment holders but has agreed in principle to PC installing a composting toilet. A new allotment holder has proposed forming an Allotment Association for PC's consideration.</p> <p>RESOLVED: To defer any decision to the July meeting.</p> <p>ACTION: Office to re-agenda the item, to include the proposal for forming an Allotment Association.</p>	OFF
11.4	<p>Shopping Precinct Revamp</p> <p>To receive an update GS reported that a letter had been drafted to the management company's solicitor questioning some of the conditions in the agreement. An expression of interest had been made for funding through the 'Lewes District Cycle Parking Rack Grant' for installing a cycle rack at the shopping precinct. Overgrown weeds were noted on the pavement outside the newly refurbished Café Ringmer.</p>	
11.5	<p>Fingerpost Field</p> <p>To receive a review of Fingerpost Field and consider any proposed actions. A report on Fingerpost Field had been previously circulated.</p> <p>RESOLVED: To draft a consultation to gather local opinions for improving Fingerpost Field.</p>	JS/MC
11.6	<p>The Green Man Pub, Ringmer - Designated Asset of Community Value</p> <p>To consider a response to the disposal of a small portion of land at the Green Man Pub - see Clerk's report.</p>	

	RESOLVED: Parish Council to submit an expression of interest in the small portion of land at the Green Man Pub ACTION: Office to action above.	OFF
12.	Planning Matters - To consider responses to Planning Applications:	
12.1	LW/25/0195 - Dower House, Lewes Road. BN8 5QD Prior Notification under The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) - Schedule 2, Part 1, Class A for a single storey rear extension with flat roof incorporating a rooflight, brickwork on the neighbour's side & bi-fold doors on the other two elevations to measure 4.00m total length, 3.00m eaves height and 3.50m total height. (Response by 27/05/25) RESOLVED: Parish Council decision: No comment	
12.2	LW/25/0200 – Raystede, The Broyle. BN8 5AJ Portakabin relocation and replace with isolation building to house potentially contagious species, provision of a small extension to the welfare block to improve access and flow and an equine track to enhance the welfare of horses (Response 20/06/25) RESOLVED: Parish Council decision: To support the application.	
12.3	LW/25/0231 - 7 Queens Drive. BN8 5FU Installation of rooflights to the front roof slope and rear roof slope. (Int. Target Date 12/06/25) RESOLVED: Parish Council decision: No objections.	
12.4	LW/25/0242 - 29 Springett Avenue. BN8 5HD Two storey rear extension and alterations to side and rear fenestration. (Response by 13/06/25) RESOLVED: Parish Council decision: Object. Referencing Ringmer NHP "Policy 8.3: All new development in Ringmer must make adequate provision for off-road parking for the numbers and types of vehicles likely to be attracted by the development. Parking for new development in the countryside should be appropriately located or screened to minimise landscape impact. New residential development should include off-road parking provision at the following minimum ratios: 1 parking space per 1-2 bed home designed specifically for older residents 2 parking spaces per 1-3 bed home 3 parking spaces per 4 bed or larger home. Proposals for residential extensions should not reduce off-road parking below these levels. In addition, new developments should make provision for off-road visitor parking and cycle parking, in accordance with the scale recommended by East Sussex County Council". The potential size of this property should be providing for 3 parking spaces.	
12.5	LW/25/0248 - Land Adjacent To 1 Trinity Field Bishops Lane Non-material amendment of application LW/24/0056 to reduce total gross internal area of the dev. relocate rear elevation gable, amend external materials and fenestration (Int. target date 25/06/25) RESOLVED: Parish Council decision: No comment	
12.6	LW/25/0249/CD - Shepherds Mead, Lewes Road. BN8 5ES Discharge of Conditions 6 (Lighting), 7 (Parking and Turning) and 9 (Landscaping) in relation to the approval of LW/22/0230 (Response by 17/06/25) RESOLVED: Parish Council decision: No comment	
12.7	LW/25/0263 - Upper Wellingham Farm Wellingham Lane Wellingham. BN8 5SN Convert Agricultural Building into 2no. residential dwellings (Response date 20/06/25) RESOLVED: Parish Council decision: No objections.	
12.8	LW/25/0271/CD - Shepherds Mead Lewes Road. BN8 5ES Discharge of Condition 5 (SuDS Completion) in relation to approval LW/22/0230 (Int. Target date 02/06/25) RESOLVED: Parish Council decision: No comment	
12.9	LW/25/0279/CD - Land to The South of The Broyle Discharge of condition 9 (Construction Management Plan) relating to approval LW/22/0282 (Int. Target date 06/06/25) It had previously been agreed with BokLok, that routing of the traffic would not go through the conservation area. This has also been discussed with the new developer Macar. RESOLVED: Parish Council decision: Strongly objects to the Vehicle Routing in Appendix B of the Construction Management Plan which routes the construction vehicles through a conservation area. Vehicle routing was discussed and agreed at a site meeting with Macar and the Parish Council, that all construction traffic should come from the A22 down the B2192 and not through Earwig Corner. This is a much safer route and will also avoid any overlap with vehicles on the access to the Persimmon development site.	

12.10	LW/25/0294 - 1 Lower Clayhill Cottages Uckfield Road. BN8 5RU Change of use from a self-contained annexe to a dwelling house. (Response date 30/06/25) RESOLVED: Parish Council decision: Support – the proposal is in accordance with the Ringmer NHP.	
12.11	LW/25/0296/CD - Land Opposite Bishops Close Discharge of Condition 28 (Biodiversity Management Plan) of Planning Appeal Decision APP/P1425/W/22/3313204 (Refused Application LW/21/0694) (Response date 01/07/25) RESOLVED: Parish Council decision: No comment	
12.12	LW/25/0302 - Land Adj to Turnpike Farm, The Broyle EIA Screening Opinion under Regulation 5(4) of the Town and Country Planning (EIA) Regulations 2017 for residential development of up to 180 homes with access, public open space, landscaping and other works (Response date 04/06/25) RESOLVED: Parish Council decision: LG delegated to draw-up a response.	
12.13	APP/P1425/W/25/3365120 - Clayhill Woods, Isfield Road Section 73A retrospective application for an equestrian menage and associated works – See Clerk's Report. APP/P1425/W/25/3365121 - Demolition and erection of new barn (retrospective) and change of use from agricultural to residential/commercial barn with fenestration alterations and associated landscaping was also considered as a linked appeal. RESOLVED: Parish Council decisions: To resubmit objections on APP/P1425/W/25/3365120 and APP/P1425/W/25/3365121 ACTION: Office to resubmit objections to The Planning Inspectorate.	OFF
13.	Planning Matters	
13.1	All Decisions – see Clerk's Report Noted.	
13.2	Reform of planning committees: technical consultation - GOV.UK To consider responding to the consultation - see Clerk's Report RESOLVED: JK to prepare a response for consideration at PC's July meeting. ACTION: JK to prepare a response. Office to agenda an item to receive and consider a response to the 'Reform of planning committees: technical consultation'	JK/OFF
14.	Ringmer Neighbourhood Plan Review To receive any updates – see Clerk's Report GS reported that the Steering Group were meeting on 11 th June.	
15.	General	
15.1	Ringmer Bowls Club To consider a request from the Bowls Club to park in front of their Club for their annual summer event. See Clerk's report. RESOLVED: To refuse the request as this would set a precedence for parking on the Village Green. ACTION: Office to advise the Bowls Club of the decision.	OFF
15.2	Emergency Plan To review and consider adopting the Emergency Plan for Ringmer. The draft Emergency Plan had been previously circulated. Two amendments were agreed. RESOLVED: To adopt the amended Emergency Plan for Ringmer.	
16.	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"> James MacClearly MP Summer Visit – format of visit to be circulated to Councillors for comment. 	OFF
17.	Urgent items at the Chairman's discretion requiring decisions which cannot be held over until the next meeting. None received.	
	Meeting closed at 8.55pm	

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 8th July 2025 at 19.00

Chairman		Date: 08-Jul-25
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29/05/2025

Ringmer Parish Council

10:04

Balance Sheet as at 29/05/2025

31st March 2025

31st March 2026

Current Assets

3,514	VAT Control A/c	788
128,638	Barclay's Current	193,802
51,862	Barclays Premium	102,290
94,728	Public Sector Deposit Fund	95,090
114,564	Redwood Bank 35 Day CIL Funds	114,564
104,482	Redwood Bank 95 Day CIL Funds	104,482

497,788

611,016

497,788 Total Assets

611,016

Current Liabilities

0

0

497,788 Total Assets Less Current Liabilities

611,016

Represented By

155,875	General Reserves	219,402
99,044	EMR - CIL - unallocated	192,063
12,469	EMR - Comm Asset Rnl & Repair	12,372
9,500	EMR - Elections	9,500
389	EMR - Office Equipment Replace	307
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	0
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	0
13,565	EMR -Lightsource Grant Funds	13,065
6,842	EMR - Almond Field	6,794

497,788

611,016

10:04

Balance Sheet as at 29/05/2025

31st March 2026

Date : _____

Summary Income & Expenditure by Budget Heading 29/05/2025

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100 Council	Income	131,564	165,450	33,886			79.5%
	Expenditure	0	1,800	1,800		1,800	0.0%
	Net Income over Expenditure	<u>131,564</u>	<u>163,650</u>	<u>32,086</u>			
	plus Transfer from EMR	0	0	0			
	less Transfer to EMR	50,427	0	(50,427)			
	Movement to/(from) Gen Reserve	<u>30,709</u>	<u>163,650</u>	<u>82,513</u>			
110 Staffing	Expenditure	10,756	73,783	63,027		63,027	14.6%
120 Office & General	Income	300	0	(300)			0.0%
	Expenditure	4,014	39,671	35,657		35,657	10.1%
	Net Income over Expenditure	<u>(3,714)</u>	<u>(39,671)</u>	<u>(35,957)</u>			
	plus Transfer from EMR	582	0	(582)			
	less Transfer to EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>(3,132)</u>	<u>(39,671)</u>	<u>(36,539)</u>			
200 Allotments	Income	57	1,014	957			5.6%
	Expenditure	304	950	646		646	32.0%
	Movement to/(from) Gen Reserve	<u>(248)</u>					
210 Amenities	Expenditure	118	6,921	6,803		6,803	1.7%
	plus Transfer from EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>(118)</u>	<u>(6,921)</u>	<u>(6,803)</u>			
300 Village Green	Expenditure	72	2,260	2,188		2,188	3.2%
	plus Transfer from EMR	0	0	0			
	less Transfer to EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>(72)</u>	<u>(2,260)</u>	<u>(2,188)</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	200	4,000	3,800		3,800	5.0%
	plus Transfer from EMR	97	0	(97)			
	Movement to/(from) Gen Reserve	<u>(103)</u>	<u>(4,000)</u>	<u>(3,897)</u>			
337 Almond Field	Expenditure	48	250	202		202	19.2%
	plus Transfer from EMR	48	0	(48)			
	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	156	2,365	2,209		2,209	6.6%
	plus Transfer from EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>(156)</u>	<u>(2,365)</u>	<u>(2,209)</u>			

Summary Income & Expenditure by Budget Heading 29/05/2025

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	390	3,600	3,210		3,210	10.8%
370 Waste	Expenditure	696	5,000	4,304		4,304	13.9%
	plus Transfer from EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>(696)</u>	<u>(5,000)</u>	<u>(4,304)</u>			
380 Open Spaces	Expenditure	1,306	14,835	13,529		13,529	8.8%
	plus Transfer from EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>(1,306)</u>	<u>(14,835)</u>	<u>(13,529)</u>			
390 Other Areas	Expenditure	624	8,819	8,195		8,195	7.1%
	plus Transfer from EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>(624)</u>	<u>(8,819)</u>	<u>(8,195)</u>			
Grand Totals:- Income		131,921	166,464	34,543			79.2%
	Expenditure	18,693	166,464	147,771	0	147,771	11.2%
	Net Income over Expenditure	<u>113,227</u>	<u>0</u>	<u>(113,227)</u>			
	plus Transfer from EMR	727	0	(727)			
	less Transfer to EMR	50,427	0	(50,427)			
	Movement to/(from) Gen Reserve	<u>63,527</u>	<u>0</u>	<u>(63,527)</u>			

Ringmer Parish Council

Bank - Cash and Investment Reconciliation as at 29 May 2025

			<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>					
1	27/05/2025	Barclays Current		193,802.10	
2	27/05/2025	Barclays Premium		102,289.66	
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	
					515,137.78
<u>Other Cash & Bank Balances</u>					
			Public Sector Deposit Fund	95,089.76	
					95,089.76
					<hr/>
					610,227.54
<u>Receipts not on Bank Statement</u>					
0	29/05/2025	All Receipts Cleared		0.00	
					0.00
					<hr/>
Closing Balance					610,227.54
<u>All Cash & Bank Accounts</u>					<hr/>
1		Barclay's Current		193,802.10	
2		Barclays Premium		102,289.66	
6		Redwood Bank 95 Day CIL Funds		104,482.14	
7		Redwood Bank 35 Day CIL Funds		114,563.88	
			Other Cash & Bank Balances		95,089.76
			Total Cash & Bank Balances		<hr/>
					610,227.54
					<hr/>

Chairman:_____

Date: 10.06.25

List of Payments made between 01/05/2025 and 29/05/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2025	Lewes District Council	27	115.00		Broyle Close annual rent
01/05/2025	Lewes District Council	28	234.00		Playground Inspections May
01/05/2025	Scantech Lithography	29	224.40		RPC Signage
01/05/2025	Wild Flower Conservation Socie	30	48.00		Wildflowers - Almond Field
09/05/2025	Countrywide Grounds Maintenanc	31	1,157.90		Grass contract Apr
09/05/2025	RWC Landscape Maintenace	32	494.92		Various
09/05/2025	Ash Towner Ltd	33	254.52		IT Services
09/05/2025	Lewes District Council	34	500.00	FC 10.09.24 11.2i	New Dual Bin FPF
12/05/2025	EDF Energy	35	123.62		Streetlights
13/05/2025	Adobe	36	19.97		Adobe Licence
14/05/2025	O2 Mobile Phones	37	30.86		Mobile
20/05/2025	Amazon	38	15.73		Stationery
21/05/2025	Castle Water	39	9.95		Allotment Water
22/05/2025	Zen Internet Ltd	40	40.80		Broadband and Landline
27/05/2025	Countrywide Grounds Maintenanc	41	1,157.90		Grass - contracted
27/05/2025	Nest Pension	42	255.50		Pension May
27/05/2025	HMRC Paye/NI	43	1,545.72		Tax NI May
27/05/2025	Salaries	44/5	3,577.02		Salaries May
27/05/2025	Ricoh Uk Ltd	46	178.00		Copier Fees
27/05/2025	Barclays Premium	CIL rec'd	50,422.42		LDC CIL funds rec'd
27/05/2025	Barclays Premium	LDC CIL	5.00		LDC CIL
Total Payments			60,411.23		

Chairman:_____

Date: 10.06.25