

RINGMER PARISH COUNCIL

Minutes of the Annual Statutory Meeting

Held on Tuesday 5th May 2026 at 19.00

In the Parish Rooms, Old School Close, Ringmer, East Sussex, BN8 5RA

Present:			
Cllr Nick Chaloner (NC)	Cllr Margaret Crompton (MC)	Cllr Andrew Day (AD)	
Cllr Dave Duke (DD)	Cllr Linda Grange (LG)	Cllr John Kay (JK)	
Cllr Gordon Sims (GS)	Cllr Alan West (AW)	Cllr John Whitlock (JW)	
Other Attendees:			
District/County Cllr	Cllr Johnny Denis (JD)		
Other	PCSO Alan Ash	Annie Hazzard (AH) – Clerk	Carol Hodgson (CH) - Admin
Members of Public	2		

Agenda Items	
1.	<p>Election of Chairman and Signing of Declaration of Acceptance RESOLVED: Cllr Sims be re-elected as Chairman of the Parish Council after a unanimous vote in favour. Declaration of Acceptance signed.</p>
2.	<p>To receive and accept apologies for absence Cllr Marcia Morgan</p>
3.	<p>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. DD declared an interest in item 17.vi. Re: the funding application from Wildflower Ringmer for £500.00</p>
4.	<p>Dispensation requests None.</p>
5.	<p>Election of Vice Chairman RESOLVED: Cllr Whitlock be re-elected as Vice Chairman of the Parish Council after a unanimous vote in favour.</p>
6.	<p>Minutes of previous meeting To agree the Full Council minutes of the meeting held on 14th April 2026 RESOLVED: To approve and sign the minutes of the Full Council minutes of the meeting held on 14th April 2026</p>
7.	<p>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 local resident addressed issues concerning the developments on land north of Lewes Road. He expressed worries about whether regulations were being observed and was guided to liaise with LG for help in reporting his concerns.</p>
8.	<p>If the Council 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.’ Not required.</p>
9.	<p>Appointments of Members to Committees</p> <ul style="list-style-type: none"> i. Internal Control - 3 Members (25/26 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 (25/26 NC, DD, JK, GS, AW) RESOLVED: Cllrs Chaloner, Duke, Sims and West to remain as members. Cllr. Kay to step down and Cllr Day to become a member. iii. Personnel Committee - To appoint the Chairman of Parish Council, the Vice Chairman of the Parish Council + 1 member of the Council (25/26 MM, GS, JW) RESOLVED: Cllrs Morgan (subject to MM’s confirmation), Sims and Whitlock remain as members. iv. Planning Committee - To appoint Chair, Vice Chair and Whole Council (25/26 JK, JW) RESOLVED: Cllr Whitlock to remain as Chairman, Cllr Kay to remain as Vice Chairman and the whole of the Council are members.

10.	<p>Appointments to Outside Bodies</p> <ul style="list-style-type: none"> i. East Sussex Assoc. of Local Councils representatives - 2 representatives with voting rights (25/26 GS, JW) RESOLVED: Cllrs Sims and Whitlock remain. ii. Jubilee Cottages Housing Trust Mgmt. Committee - Chair & 4 Members (25/26 JW Chair, MC, DD, LG, JK) RESOLVED: Cllr Whitlock to remain as Chairman and Cllrs Crompton, Duke, Grange and Kay to remain as members. iii. Lewes District Association of Local Councils – Chair and Vice Chair as representatives. (25/26 GS, JW) RESOLVED: Cllrs Sims and Whitlock to be the representatives. iv. To consider Liaison Cllrs - Development Sites - 3 Members (25/26 NC, LG, JK) RESOLVED: Cllrs Grange and Kay to remain as members. Cllr Day to become a member and Cllr Nick Chaloner to be a reserve member. Developments will be split between members. v. Liaison Cllr - Local schools - 1 Member (25/26 DD) RESOLVED: Cllr Duke to remain. vi. Liaison Cllr - Ringmer’s Businesses & Village Shop Association - 1 Member (25/26 NC) RESOLVED: Cllr Chaloner to remain. vii. Liaison Cllr - Community Safety/Traffic - 1 Member (25/26 LG) RESOLVED: Cllr Grange to remain. viii. Liaison Cllr - Police & Sussex Police Joint Action Group (JAG) representative - 2 Members (25/26 NC) RESOLVED: Cllr Chaloner to remain. Cllr Day to become a member. ix. Ringmer Village Hall Management Committee - 1 Member (25/26 JW) RESOLVED: Cllr Whitlock to remain. 	
11.	<p>Policies for review and adoption – see Clerk’s Report</p> <ul style="list-style-type: none"> i. Code of Conduct Reviewed – no changes required. ii. Standing Orders Reviewed – no changes required. iii. Financial Regulations Reviewed – no changes required. iv. Data Protection Policy Reviewed – no changes required. <p>ACTION: To update the website with the above reviews.</p>	OFF
12.	<p>Terms of Reference for review</p> <ul style="list-style-type: none"> i. Office & Finance Reviewed – no changes required. ii. Personnel Committee Reviewed – no changes required. iii. Planning Committee Reviewed – no changes required. <p>ACTION: To update the website with the above reviews.</p>	OFF
13.	<p>Meeting Schedule June 2026 - May 2027 - To agree meeting dates. RESOLVED: The meeting dates were agreed. ACTION: Dates to be added to the website and noticeboards</p>	OFF
14.	<p>Reports (Up to 15 mins) – To receive and accept any reports submitted</p> <ul style="list-style-type: none"> i. Clerk ii. MP iii. East Sussex County Councillor iv. Lewes District Councillor(s) v. PCSO <p>The Clerk and Cllr. Denis’s report had been previously circulated. James MacClearly’s was due to be circulated and PCSO Alan’s report was presented at the meeting.</p> <p>PCSO Ash gave an update on an incident from last month of two youths shooting at birds in a tree with catapults in Mill Mead, the two youths with catapults were later arrested, with one being in possession of a knife, neither were from Ringmer. They have been charged and an application has been made to the CPS to prosecute them.</p>	
15.	<p>Co-Option of Councillors</p> <p>To consider any expressions of interest in accordance with Parish Council’s Standing Orders. A member of the public was present as an interested participant. They were advised to email the Clerk for application information.</p>	
16.	<p>Finance Matters</p>	
16.1	<p>To receive the latest Financial Reports. Received and noted.</p>	
16.2	<p>To approve and sign the latest bank reconciliation.</p>	

31st March 2026

31st March 2027

31st March 2026		31st March 2027	
Current Assets			
3,447	VAT Control A/c	256	
62,784	Barclay's Current	146,050	
42,019	Barclays Premium	42,019	
98,701	Public Sector Deposit Fund	98,701	
300,000	Cambridge and Counties	300,000	
119,030	Redwood Bank 35 Day CIL Funds	119,030	
108,584	Redwood Bank 95 Day CIL Funds	108,584	
734,567			814,641
734,567	Total Assets		814,641
Current Liabilities			
0			0
734,567	Total Assets Less Current Liabilities		814,641
Represented By			
60,733	General Reserves		140,807
30,450	EMR - CIL - unallocated		30,450
12,372	EMR - Comm Asset Rnl & Repair		12,372
10,300	EMR - Elections		10,300
1,832	EMR - Office Equipment Replace		1,832
500	EMR - Speed Reduction		500
6,877	EMR - Old Church		6,877
18,406	EMR - Lucy Stone Precinct proj		18,406
10,000	EMR - Play Equipment Replaceme		10,000
10,096	EMR - Open Spaces Maintenance		10,096
21,407	EMR - CIL - Ringmer NHP		21,407
17,777	EMR - CIL - Skatepark		17,777
32,000	EMR - CIL - Shopping Precinct		32,000
50,000	EMR - CIL - Cyclepath Extn		50,000
13,000	EMR - CIL - Village Gateway		13,000
100,000	EMR - CIL - Affordable Housing		100,000
300,000	EMR - CIL - Infrastructure Pro		300,000
11,501	EMR -Lightsource Grant Funds		11,501
12,816	EMR - Almond Field		12,816
5,000	EMR - Devolution Costs		5,000
2,000	EMR - Public Toilets		2,000
2,500	EMR - LSource - Pond Project		2,500

05/05/2026

Ringmer Parish Council

10:55

Balance Sheet as at 22/04/2026

31st March 2026

31st March 2027

5,000 EMR - CIL - Speed Indicator De

5,000

734,567

814,641

The above statement represents fairly the financial position of the authority as at 22/04/2026 and reflects its Income and Expenditure during the year.

Signed :

Chairman

_____ Date : _____

Signed :

Responsible
Financial

_____ Date : _____

Summary Income & Expenditure by Budget Heading 23/04/2026

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100 Council	Income	83,318	170,585	87,267			48.8%
	Expenditure	0	1,800	1,800		1,800	0.0%
	Net Income over Expenditure	<u>83,318</u>	<u>168,785</u>	<u>85,467</u>			
	plus Transfer from EMR	0	0	0			
	less Transfer to EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>83,318</u>	<u>168,785</u>	<u>85,467</u>			
110 Staffing	Expenditure	0	78,487	78,487		78,487	0.0%
120 Office & General	Income	48	0	(48)			0.0%
	Expenditure	2,647	40,965	38,318		38,318	6.5%
	Net Income over Expenditure	<u>(2,599)</u>	<u>(40,965)</u>	<u>(38,366)</u>			
	plus Transfer from EMR	0	0	0			
	less Transfer to EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>(2,599)</u>	<u>(40,965)</u>	<u>(38,366)</u>			
200 Allotments	Income	0	1,014	1,014			0.0%
	Expenditure	29	1,423	1,394		1,394	2.1%
	Movement to/(from) Gen Reserve	<u>(29)</u>					
210 Amenities	Expenditure	60	7,221	7,161		7,161	0.8%
	plus Transfer from EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>(60)</u>	<u>(7,221)</u>	<u>(7,161)</u>			
300 Village Green	Expenditure	0	2,250	2,250		2,250	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>(2,250)</u>	<u>(2,250)</u>			
310 Jubilee Rose Garden	Expenditure	0	350	350		350	0.0%
	plus Transfer from EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(350)</u>	<u>(350)</u>			
320 Anchor Field	Expenditure	0	600	600		600	0.0%
330 Fingerpost Field	Expenditure	0	3,400	3,400		3,400	0.0%
	plus Transfer from EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(3,400)</u>	<u>(3,400)</u>			
335 Churchyard - closed	Expenditure	0	600	600		600	0.0%
	plus Transfer from EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(600)</u>	<u>(600)</u>			
340 Broyle Lane / Broyle Close	Expenditure	115	1,865	1,750		1,750	6.2%
	plus Transfer from EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>(115)</u>	<u>(1,865)</u>	<u>(1,750)</u>			
355 Pond	Expenditure	0	10	10		10	0.0%
	plus Transfer from EMR	0	0	0			

Summary Income & Expenditure by Budget Heading 23/04/2026

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Movement to/(from) Gen Reserve	<u>0</u>	<u>(10)</u>	<u>(10)</u>			
360 Play Area Inspections Expenditure	195	3,185	2,990		2,990	6.1%
370 Waste Expenditure	245	4,500	4,255		4,255	5.4%
plus Transfer from EMR	0	0	0			
Movement to/(from) Gen Reserve	<u>(245)</u>	<u>(4,500)</u>	<u>(4,255)</u>			
380 Open Spaces Expenditure	0	14,849	14,849		14,849	0.0%
plus Transfer from EMR	0	0	0			
Movement to/(from) Gen Reserve	<u>0</u>	<u>(14,849)</u>	<u>(14,849)</u>			
390 Other Areas Expenditure	0	10,094	10,094		10,094	0.0%
plus Transfer from EMR	0	0	0			
Movement to/(from) Gen Reserve	<u>0</u>	<u>(10,094)</u>	<u>(10,094)</u>			
Grand Totals:- Income	83,366	171,599	88,233			48.6%
Expenditure	3,291	171,599	168,308	0	168,308	1.9%
Net Income over Expenditure	<u>80,075</u>	<u>0</u>	<u>(80,075)</u>			
plus Transfer from EMR	0	0	0			
less Transfer to EMR	0	0	0			
Movement to/(from) Gen Reserve	<u>80,075</u>	<u>0</u>	<u>(80,075)</u>			

Bank - Cash and Investment Reconciliation as at 23 April 2026

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	22/04/2026 Barclays Current	146,049.85
2	22/04/2026 Barclays Premium	42,019.49
4	22/04/2026 Cambridge and Counties 95 Day	300,000.00
6	22/04/2026 Redwood Bank 95 Day CIL Funds	108,584.14
7	22/04/2026 Redwood Bank 35 Day CIL Funds	119,030.15
		715,683.63
<u>Other Cash & Bank Balances</u>		
	Public Sector Deposit Fund	98,701.44
		98,701.44
		814,385.07
<u>Receipts not on Bank Statement</u>		
0	23/04/2026 All Receipts Cleared	0.00
		0.00
		814,385.07
<u>All Cash & Bank Accounts</u>		
1	Barclay's Current	146,049.85
2	Barclays Premium	42,019.49
4	Cambridge and Counties	300,000.00
6	Redwood Bank 95 Day CIL Funds	108,584.14
7	Redwood Bank 35 Day CIL Funds	119,030.15
	Other Cash & Bank Balances	98,701.44
	Total Cash & Bank Balances	814,385.07

Chairman: _____

Date: 05.05.26

List of Payments made between 01/04/2026 and 22/04/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2026	Lewes District Council	01	234.00		April Inspections
01/04/2026	Lewes District Council	02	115.00		Broyle Close Licence fee
10/04/2026	Microsoft Office	03	104.99		Microsoft subscription fee
13/04/2026	Adobe Systems Ltd	BACS	19.97		Adobe April
15/04/2026	O2 Mobile Phones	05	13.20		Mobile April
15/04/2026	Rialtas	06	396.00		Rialtas Accounting software
15/04/2026	Lewes District Council	07	294.00		Bins April
15/04/2026	Ash Towner Ltd	08	160.56		IT support
15/04/2026	Ringmer Village Hall	09	12.00		RVH Hub Fee
15/04/2026	ESCC	10	72.00		Streetlight Maintenance
22/04/2026	Castle Water	11	33.06		Allotment Water
22/04/2026	Zen Internet Ltd	12	44.70		Broadband and landline
22/04/2026	Mulberry LA Services Ltd	13	175.50		Internal Audit Fee
22/04/2026	East Sx Assn of Local Councils	14	1,872.61		NALC/ESALC Subscription
Total Payments			3,547.59		

Chairman: _____

Date: 05.05.26