

RINGMER PARISH COUNCIL

Minutes of the Full Council Meeting

Held on Tuesday 11th August 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) Chair	Cllr Jonathan Spencer (JS)
Cllr Alan West (AW)	Cllr John Whitlock (JW)		
Other Attendees:			
District/County Cllr	None present		
Other	Annie Hazzard (AH) – Clerk / RFO		Carol Hodgson (CH) – Admin
Members of Public	3		

Agenda Items		
1.	To receive and accept apologies for absence Apologies were received and accepted from Cllrs Joe Carhart (JC) and Marcia Morgan (MM).	
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 14 th July 2026. RESOLVED: To approve and sign the minutes of the meeting held on 14th July 2026.	
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. Rosemary Colebourn (RC) spoke on behalf of St Mary's Eco Team in respect of The Peoples Emergency Briefing film and meeting that recently took place in Ringmer VH, addressing the need to prepare for the climate change crisis.	
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.' Not 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. Emily O'Brien, Cllr. Lucy Agace and PCSO Alan Ash had been previously circulated and were noted.	
8.	Co-Option of Councillors To consider any expressions of interest in accordance with Parish Council's Standing Orders. None 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.	
9.4	External Audit Report and Conclusion of Audit To receive the External Auditor's Report and Certificate for the year ended 31st March 2026 by PKF Littlejohn and to approve the Conclusion of Audit. The External Auditor's Report and Certificate were received and noted. RESOLVED: To approve the Conclusion of Audit for the year ended 31st March 2026.	

10.	General	
10.1	Annual Data Audit Review (Assertion 10 Compliance) To Confirm that the Council has met its statutory obligations under the Assertion 10 for the current financial year. See Clerk's Report The Annual Data Audit Review had been previously circulated and one issue noted. RESOLVED: That the Parish Council has met its statutory obligations under the Assertion 10 for the current financial year.	
10.2	New GDPR Complaints procedure i. To adopt the new GDPR Complaints procedure. See Clerk's Report RESOLVED: To adopt the new GDPR Complaints procedure. ii. To amend the Document Retention Scheme to include the new GDPR Complaints Policy. RESOLVED: To amend the Document Retention Scheme to include the new GDPR Complaints Policy.	Off Off
11.	Planning Matters – To consider responses to Planning Applications:	
11.1	LW/25/0580/CD - Theydon Hall, Green Lane. BN8 5AD Discharge of condition 3 (Stopping up) relating to approval LW/23/0436 (Response by 12/08/26) RESOLVED: Parish Council decision: No comment.	
11.2	LW/26/0309 - Laburnum House, Lewes Road. BN8 5QD Removal of existing rear conservatory and erection of single storey rear extension, replacement of existing garage door with window to match existing. (Response by 26/08/26) RESOLVED: Parish Council decision: Supports the planning proposal.	
11.3	LW/26/0324 - Wish Farm Barn, Moor Lane. BN8 5UP Variation of Condition 3 (Shutters and Blinds) in relation to approval LW/25/0422 to change the location of approved rear window at ground floor level, add 3no. skylights to side elevations, remove 3no. rear rooflights and side door and install motorised blinds to rear first floor windows. (Response by 26/08/26) RESOLVED: Parish Council decision: No comment.	
11.4	LW/26/0342 - 46 Sadlers Way. BN8 5HG Demolition of the existing rear-side conservatory and replacement with a single-storey rear-side extension; alterations to fenestration on the rear-side elevation; erection of a two-storey infill extension between the existing dwelling and detached garage; and first-floor extension to the existing garage to provide additional habitable accommodation. (Response by 07/08/26) extn requested. RESOLVED: Parish Council decision: Objects. The proposal fails to comply with RNHP 8.3 on adequate off-road parking, as residential extensions should not reduce parking provision below the required level. Removing the garage would reduce the number of accepted parking spaces. The rear element would also overlook the neighbouring property at 48 from the rear bedroom and ensuite bathroom, given its position less than one metre from the boundary. In addition, the roofline should be genuinely subservient to that of the main dwelling.	
11.5	LW/26/0359/CD - Land North of Lewes Road Discharge of Condition 19 (Sustainability) in relation to approval of LW/25/0411 (Response by not available). RESOLVED: Parish Council decision: It was noted that the footnote on the report refers to 'Land North of Shaw Lane, Carlton'. Parish Council would advocate for all properties to be fitted with photovoltaic panels and dual air-source heat pump systems capable of providing both heating and cooling plus grey water recycling systems.	
11.6	The following planning application was considered because of response-time constraints LW/26/0362 – Ivydene, Vicarage Way. BN8 5EX Conversion of existing outbuilding to habitable space, including alterations to side fenestration and the installation of 2 no. rooflights RESOLVED: Parish Council decision: No objection	

12.	Reports, Correspondence, Questions and Future Agenda Items To consider any correspondence received after this agenda has been published for noting or action. - A resident's letter had been received asking Parish Council to consider tree planting along the North Road edge of the Village Green and the possibility of expanding the network of accessible paths along the edge of North Road. This would be added for discussion on the September agenda. ACTION: Add above item to September agenda. - The CLT provided an update on the facilities at the Croudace development. The sports facilities will be delivered as per the planning approval with the exception of the skatepark which will now not be built. Other sporting provisions are currently being explored by the CLT. - A report on the Picnic on the Green event had been previously circulated. GS provided a summary for members of Ringmer Bowls in attendance. - An agenda item for 'The Emergency Climate Briefing' would be added to September's agenda to discuss the points raised by RC. ACTION: To add the above item to the September agenda. - A request was received to consider not holding future Parish Council meetings in August ACTION: To add the above item to the September agenda. - JK reported on his meeting with James MacCleary MP and Cllr Johnny Denis regarding the challenges facing the Ringmer Jubilee Cottages Housing Trust (RJCHT) following the introduction of the new Renters Rights Act in May 2026. James MacCleary MP agreed to seek a ministerial meeting to discuss these issues. - JK reported on an informal parking review which had taken place including double yellow lines on Broyle Lane from the junction with the B2192 to Elphick Road. A formal consultation was due to take place in Autumn. Parish Council had not been advised of this consultation. - It was noted there were issues with movement of the Boxall Pump on Pump Green. The Clerk confirmed this was currently being investigated, and the area was cordoned off. ACTION: To circulate to Councillors the latest investigations.	OFF OFF OFF OFF
13.	Urgent items at the Chairman's discretion requiring decisions which cannot be held over until the next meeting. None received.	
	Meeting closed at 7.56pm	

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

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

Date 8th September 2026 at 19.00

Chairman		Date	08.09.26
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30/07/2026

Ringmer Parish Council

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Summary Income & Expenditure by Budget Heading 30/07/2026

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100 Council	Income	316,241	170,585	(145,656)			185.4%
	Expenditure	0	1,800	1,800		1,800	0.0%
	Net Income over Expenditure	<u>316,241</u>	<u>168,785</u>	<u>(147,456)</u>			
	plus Transfer from EMR	0	0	0			
	less Transfer to EMR	231,033	0	(231,033)			
	Movement to/(from) Gen Reserve	<u>(145,825)</u>	<u>168,785</u>	<u>83,577</u>			
110 Staffing	Expenditure	24,412	78,487	54,075		54,075	31.1%
120 Office & General	Income	48	0	(48)			0.0%
	Expenditure	14,461	40,965	26,504		26,504	35.3%
	Net Income over Expenditure	<u>(14,413)</u>	<u>(40,965)</u>	<u>(26,552)</u>			
	plus Transfer from EMR	10,184	0	(10,184)			
	less Transfer to EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>(4,229)</u>	<u>(40,965)</u>	<u>(36,736)</u>			
200 Allotments	Income	80	1,014	934			7.8%
	Expenditure	379	1,423	1,044		1,044	26.6%
	Movement to/(from) Gen Reserve	<u>(299)</u>					
210 Amenities	Expenditure	747	7,221	6,474		6,474	10.3%
	plus Transfer from EMR	687	0	(687)			
	Movement to/(from) Gen Reserve	<u>(60)</u>	<u>(7,221)</u>	<u>(7,161)</u>			
300 Village Green	Expenditure	90	2,250	2,160		2,160	4.0%
	plus Transfer from EMR	0	0	0			
	less Transfer to EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>(90)</u>	<u>(2,250)</u>	<u>(2,160)</u>			
310 Jubilee Rose Garden	Expenditure	273	350	77		77	78.0%
	plus Transfer from EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>(273)</u>	<u>(350)</u>	<u>(77)</u>			
320 Anchor Field	Expenditure	0	600	600		600	0.0%
330 Fingerpost Field	Expenditure	18,017	3,400	(14,617)		(14,617)	529.9%
	plus Transfer from EMR	17,759	0	(17,759)			
	Movement to/(from) Gen Reserve	<u>(258)</u>	<u>(3,400)</u>	<u>(3,142)</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>			
337 Almond Field	Expenditure	95	0	(95)		(95)	0.0%
	plus Transfer from EMR	95	0	(95)			
	less Transfer to EMR	0	0	0			
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>0</u>			
340 Broyle Lane / Broyle Close	Expenditure	115	1,865	1,750		1,750	6.2%

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Summary Income & Expenditure by Budget Heading 30/07/2026

Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
	plus Transfer from EMR	0	0	0			
	Movement to/(from) Gen Reserve	(115)	(1,865)	(1,750)			
350	Play Equipment Renewal Expenditure	1,868	0	(1,868)		(1,868)	0.0%
	plus Transfer from EMR	468	0	(468)			
	Movement to/(from) Gen Reserve	(1,400)	0	1,400			
355	Pond Expenditure	10	10	0		0	100.0%
	plus Transfer from EMR	0	0	0			
	Movement to/(from) Gen Reserve	(10)	(10)	0			
360	Play Area Inspections Expenditure	879	3,185	2,307		2,307	27.6%
370	Waste Expenditure	2,784	4,500	1,716		1,716	61.9%
	plus Transfer from EMR	0	0	0			
	Movement to/(from) Gen Reserve	(2,784)	(4,500)	(1,716)			
380	Open Spaces Expenditure	2,167	14,849	12,682		12,682	14.6%
	plus Transfer from EMR	0	0	0			
	Movement to/(from) Gen Reserve	(2,167)	(14,849)	(12,682)			
390	Other Areas Expenditure	2,061	10,094	8,033		8,033	20.4%
	plus Transfer from EMR	0	0	0			
	Movement to/(from) Gen Reserve	(2,061)	(10,094)	(8,033)			
Grand Totals:- Income		316,368	171,599	(144,769)			184.4%
	Expenditure	68,358	171,599	103,241	0	103,241	39.8%
	Net Income over Expenditure	248,011	0	(248,011)			
	plus Transfer from EMR	29,193	0	(29,193)			
	less Transfer to EMR	231,033	0	(231,033)			
	Movement to/(from) Gen Reserve	46,171	0	(46,171)			

Ringmer Parish Council

Bank - Cash and Investment Reconciliation as at 31 July 2026

		<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>				
1	31/07/2026	Barclays Current	102,168.51	
2	31/07/2026	Barclays Premium	16,276.52	
4	31/07/2026	Cambridge and Counties 95 Day	530,917.76	
6	31/07/2026	Redwood Bank 95 Day CIL Funds	108,584.14	
7	31/07/2026	Redwood Bank 35 Day CIL Funds	119,030.15	
				876,977.08
<u>Other Cash & Bank Balances</u>				
		Public Sector Deposit Fund	99,641.19	
				99,641.19
				976,618.27
<u>Receipts not on Bank Statement</u>				
0	31/07/2026	All Receipts Cleared	0.00	
				0.00
Closing Balance				976,618.27
<u>All Cash & Bank Accounts</u>				
1		Barclay's Current	102,168.51	
2		Barclays Premium	16,276.52	
4		Cambridge and Counties	530,917.76	
6		Redwood Bank 95 Day CIL Funds	108,584.14	
7		Redwood Bank 35 Day CIL Funds	119,030.15	
		Other Cash & Bank Balances	99,641.19	
		Total Cash & Bank Balances	976,618.27	

Chairman: _____

Date: 11.08.26

List of Payments made between 01/07/2026 and 30/07/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/07/2026	Military Graves Restorer	64	543.93		War Memorial restoration
02/07/2026	Newtimber Land Management Ltd	65	3,600.00		grass cutting
02/07/2026	Ash Towner Ltd	66	169.44		IT support
02/07/2026	Copford Sawmill	67	611.52		War Mem posts deposit
02/07/2026	RJS Trees and Gardens	68	246.00		VG tree work
02/07/2026	Satswana	69	180.00		GDPR DPO Services
06/07/2026	Lewes District Council	70	2,282.43		Bins Jul-Sept
10/07/2026	Amazon	71	12.49		Stationery
13/07/2026	Amazon	72	30.94		Stationery
13/07/2026	Amazon Prime	73	42.83		Stationery
13/07/2026	Adobe Systems Ltd	74	19.97		Adobe licence July
14/07/2026	Ash Towner Ltd	75	84.00		LogMeIn Licence
14/07/2026	East Sx Assn of Local Councils	76	48.00		Clerk Training
14/07/2026	Lewes District Council	77	294.00		Litter Bins Jun
15/07/2026	O2 Mobile Phones	78	15.00		Mobile July
17/07/2026	Staples	79	6.54		Stationery
17/07/2026	Post Office	80	5.30		Post
21/07/2026	HM Land registry	81	14.00		Land Reg Search
21/07/2026	Amazon	82	42.74		graffiti remover
21/07/2026	Amazon	83	14.99		Graffiti remover
21/07/2026	Amazon	84	4.50		stationery
21/07/2026	Scantech Lithography	85	108.00		No Dogs signage
22/07/2026	Zen Internet Ltd	86	44.70		Broadband and landline
23/07/2026	Castle Water	87	109.94		allotment water
27/07/2026	Nest Pension	88	281.17		Pension contribution
27/07/2026	Terry Rosendale	89	250.00		Play Area inspections
27/07/2026	Salaries	90	5,446.95		Salary July
27/07/2026	HMRC Paye/NI	92	1,602.48		Tax/NI July
30/07/2026	RPC	93	-70.00		Penlee post damage fee
Total Payments			16,041.86		

Chairman: _____

Date: 11.08.26