

RINGMER PARISH COUNCIL

MINUTES

Minutes of the Parish Council Virtual Meeting Held on Thursday 14th January 2021 at 7.00pm

PRESENT: Cllr Richard Turner - Chairman, Cllr Margaret Crompton, Cllr Johnny Denis, Cllr Clare Herbert, Cllr John Kay, Cllr Gavin May, Cllr Sarah Phillips, Cllr Gordon Sims, Cllr John Whitlock

Also, in attendance: Karen Crowhurst – Clerk/RFO
Carol Hodgson – Finance Administrator
Gail Metcalfe – Administrator

Members of the Public: Approximately 5

Agenda Items

1. **TO RECEIVE APOLOGIES FOR ABSENCE**

1.1 Apologies were received from Cllr Booth and Cllr Terry.

2. **DECLARATIONS OF MEMBERS' INTERESTS AND DISPENSATION REQUESTS**

2.1 There were no declarations of Members' interests nor dispensation requests.

3. **TO ACCEPT THE MINUTES FROM THE PARISH COUNCIL MEETING HELD ON 10TH DECEMBER 2020.**

3.1 Cllr Kay expressed his apologies to the Clerk for voting against her advice on point 13.2 of the minutes. He said he had voted for this proposal on the assumption that the reserves had been identified and the raising of the precept element of the proposal had been removed. He now understood that Council did not make a clear decision as to where the £5k or the £20k was to be allocated from. Cllr Kay reiterated his regret for this and strongly recommended that the Clerk's advice should never be ignored in the future.

3.1 Cllr Kay further expressed his apologies to fellow Members and advised that he would not have voted in the same way if he had realised the Clerk's advice had been ignored. Cllr Kay apologised to the members of the public also.

3.2 It was resolved to accept the minutes as a true and accurate record of the Parish Council meeting held on 10th December 2020.

4. **PUBLIC QUESTIONS OR COMMENTS**

This item shall last not more than 15 minutes or at Chairman's discretion and no contribution shall last more than 3 minutes.

4.1 At 19.06 the Chair invited the Meeting to suspend Standing Orders and asked for questions or comments from members of the public present.

4.2 No-one came forward and so Standing Orders were reinstated at 19.07.

5. **CO-OPTION OF COUNCILLOR** – To consider any expression of interest in accordance with Parish Council’s Standing Orders.
 - 5.1 This was delayed until the interested party could join via video after point 11. Cllr Herbert confirmed she had read Tara Barber’s Personal Statement and asked if she wished to add anything further. Tara explained that she wanted to get involved as it was too easy to sit on the sidelines questioning why certain decisions were being made without getting involved. She had, therefore, decided to get involved in the decision-making for the Village with a view to improving general morale.
 - 5.1 It was resolved to continue with this Co-Option and was voted for unanimously.
 - 5.2 The Clerk asked Tara to come in on Monday 18th January 2021 to sign the acceptance of office document. The Chairman explained that she could not get involved in this meeting and would have to wait until properly signed onto the role.
6. **REPORTS FROM DISTRICT AND COUNTY COUNCILLORS – Maximum 15 minutes**
 - a) To note any written reports previously received
- 6.1 Cllr Denis said he had submitted a report at midday today, but this had not been picked up.
- 6.2 Cllr Sims said this was too late and so Cllr Denis asked for another deadline for this for future reference.
7. **ACTION POINTS AND REPORT FROM THE CLERK**
 - a) There are no actions that are not covered on this agenda
- 7.1 There were no actions which were not covered on this agenda. The Clerk had nothing to report.
8. **CORRESPONDENCE – FOR NOTING OR ACTION**
 - a) Lewes District Council Interim Planning Statement Consultation
- 8.1 After a short discussion it was **resolved** that Cllr Booth, Cllr Kay and Cllr Whitlock will draft a response on behalf of Ringmer Parish Council including the points below. Once the response has been finalised it was agreed it will be sent to the Clerk for submission.
- 8.2
 - i) RPC should assist in the valuation of sites
 - ii) RPC should only accept if meets the qualitative need as well as the quantitative
 - iii) To comment on LDC’s inadequate recognition of car-reliant greenfield sites which is ignored in their draft paper
- 8.2
 - a) To consider any correspondence for noting or action received after this agenda has been published
- 8.3 There was no correspondence for noting or action.
9. Point 9 had been omitted from the agenda so no point 9.

10. **APPOINTMENTS OF COUNCILLORS**

a) Office and Finance Committee 1 Member

10.1 No-one came forward and the Chairman suggested this could be re-visited once Council is in full membership. During this item, the amount and frequency of meetings was raised, as this could be a reason why Members are not coming forward for the role.

11. **OFFICE & FINANCE:** (Previously circulated)

11.1 1) Payments and Receipts

11.2 It was resolved to accept the payments and receipts presented. This was proposed and seconded.

11.3 The payments' list is appended to these minutes.

11.4 2) Bank Reconciliation(s)

11.5 It was **resolved** to accept the bank reconciliations presented. This was proposed and seconded.

11.6 3. Bank Summary

11.7 Members noted the bank summary.

11.8 3) Cost Centre Report

11.9 The Clerk explained that this was not a true reflection as some of the amounts need to be re-appropriated to different budget headings and recommended to defer and not to note the Cost Centre Report. Members noted and accepted the Clerk's advice.

11.10 4) Quotation(s)

11.11 There were no quotations for consideration.

11.12 5) Grant application(s)/Donations – Ringmer Village Hall Management Committee - £5,000 for improvement to access

11.13 This point was delayed until after point 8) had been agreed. Cllr Kay proposed that this come out of the Special Projects' budget. This was seconded and voted for unanimously.

11.14 6) Bank account signatories – Progress

11.15 The Clerk informed that signatories were now on the bank account and that those concerned should phone Barclays to obtain their PINsentry and Card.

11.16 7) To set the Precept for the administration year 2021 - 2022

11.17 It was proposed that a 1.8% increase to the precept be voted for. This was seconded and voted on by a show of hands. This was carried with 8 votes. Therefore, it was **resolved** to set the precept at £130,924 which is the final budget for Council excluding £20,000 to offset the precept for the accounting year 2021-2022.

11.18 8) Any other financial matters that cannot be held over to the next agenda

11.19 There were no other financial matters for consideration.

12. **PLANNING APPLICATIONS**

12.1 **LW/20/0803 22 Springett Avenue Ringmer BN8 5HE**

Proposed two storey rear and side extension

12.2 **Comments and observations**

Ringmer Parish Council recommends refusal of this application unless it can demonstrate that 3 parking spaces will be retained in order for it not to go against Policy 8.3 in the Ringmer Neighbourhood Plan.

12.3 **LW/20/0785 8 North Road Ringmer BN8 5JS**

Single storey side extension

12.4 **Comments and observations**

Ringmer Parish Council fully supports this application and recommends approval.

12.5 **LW/20/0786 8 Mildmay Close Ringmer BN8 5JQ**

Proposed single storey rear extension and internal alterations

12.6 **Comments and observations**

Ringmer Parish Council fully supports this application and recommends approval.

12.7 **LW/20/0844 40 Sadlers Way Ringmer BN8 5HG**

Proposed front entrance porch

12.8 **Comments and observations**

Ringmer Parish Council has no objections to this application and reluctantly supports the new door being on the side.

12.9 **LW/20/0837 Caburn Field Anchor Field Ringmer**

Non-material amendment to LW/18/0808 to add patios to ground floor apartments

12.10 **Comments and observations**

This application was approved prior to receiving any comments and observations from Ringmer Parish Council. Members of the Council were disappointed that the Council's views were not taken into account whilst deciding whether to approve or refuse this application.

12.11 **LW/20/0840 Upper Clayhill Farm Uckfield Road Ringmer BN8 5RR**

Removal of Condition 2 (permission period) in relation to LW/14/0771

12.12 **Comments and observations**

Ringmer Parish Council supports this application.

13. **STRATEGIC PLAN CONSULTATION QUOTATIONS** – To consider deferring an appointment of a consultant until after the HR review and Covid 19 restrictions in order for Members to meet with the individual Consultants at a Face-to-Face meeting

13.1 After some discussion, it was decided that this would be deferred until after the HR assessment has been completed but to prepare to do this on Zoom rather than wait for a face to face meetings.

14. **REPORTS BY LEAVE – NOT FOR DISCUSSION OR DECISION**

14.1 Uckfield Road site - Cllr Kay asked that this be reconsidered on the new papers downloaded on 29/12/2020 in two weeks' time.

14.2 The Chairman said that Cllr Whitlock would be organising and hosting an informal zoom meeting next Thursday (21st Jan 2021). **Action: Cllr Whitlock.**

15. **ITEMS FOR REFERRAL TO NEXT AGENDA OR APPROPRIATE COMMITTEE**

15.1 There were no items for referral.

16. **URGENT ITEMS AT THE CHAIRMAN'S DISCRETION REQUIRING DECISIONS WHICH CANNOT BE HELD OVER UNTIL THE NEXT MEETING**

16.1 There were no urgent items for consideration.

17. **STAFF RECRUITMENT - *Exclusion of the press, public and Temporary Staff***

17.1 It was **resolved** to exclude any press, members of the public and temporary staff.

17.2 a) To receive an update regarding appointing an Assistant Clerk

17.3 The Chairman reported 3 applications had been received and all 3 applicants were invited for an interview. 2 of the applicants decided to withdraw their applications. After interviewing the remaining applicant, the post of Assistant Clerk was offered.

17.4 After verbally accepting the offer the applicant withdrew the application as they were not confident with the finance element of the role. This has led to no appointment being made.

17.5 b) To note the reduction of hours for Temporary Staff – General Administrator 17 previously 30 and Finance Administrator 8 previously 16 week commencing 4th January 2021

17.6 Members noted the reduction of hours for the reasons outlined in the report from the Personnel Sub Committee.

17.7 c) To consider appointing the General Administrator for 17 hours per week and the Finance Administrator for 8 hours per week on a permanent basis and with NALC standard contracts – **Sample previously circulated**

17.8 After a short discussion and questions raised answered, as well as taking into account the recommendations in the report from the Personnel Sub Committee, it was **resolved** to appoint the General Administrator and Finance Administrator as above. All were in favour.

17.9 d) To receive an update regarding any HR Services matters

17.10 The Clerk reported that an HR Consultant has been appointed by the Personnel Sub Committee which was previously agreed. Staff including the former Assistant Clerk will be interviewed the week commencing 18th January. The Chairman of the Council will also be interviewed.

17.11 The Clerk advised as part of the process that a request for 4 Members of the Council has been made to be involved and be interviewed. The Clerk recommended that if Members want to be involved, they should email her within the next few days. It was agreed that if

more than 4 Members expressed an interest that the Personnel Sub Committee alongside the Clerk would make the final decisions. Delegated authority to do this by email was granted.

There being no further business, the meeting closed at 8.06pm. Date of the next meeting is **Thursday, 11th February 2021** via Zoom. If restrictions are lifted the venue will be confirmed.

APPENDIX 1 – PAYMENTS LIST

VN	Date	Bank	Description	Supplier	Total
310	03/11/20	Barclays Current	Stationary/sundries	Staples	162.82
311	24/11/20	Barclays Current	Office equipment	Amazon	71.85
312	09/11/20	Barclays Current	Mobile Phone	Tesco Mobile	8.50
313	19/11/20	Barclays Current	Phone Services	Zen internet	80.20
314	24/11/20	Barclays Current	Land Registry	HM Land Registry	3.00
315	06/11/20	Barclays Current	Office equipment	Amazon	10.99
316	09/11/20	Barclays Current	Office equipment	Amazon	24.89
317	10/11/20	Barclays Current	Office equipment	Tesco	15.15
318	11/12/20	Cash	RBL Wreath	R Turner	30.00
319	11/12/20	Barclays Current	Advertising in Journals	Ringmer Parish Magazine	30.00
320	11/12/20	Barclays Current	Christmas Tree and Lights	P J Skips	420.00
321	11/12/20	Barclays Current	Play Equipment Maintenance	Matta Products	1,701.00
322	11/12/20	Barclays Current	Jubilee Garden Maintenance	Ringmer Property Main	116.67
323	07/12/20	Barclays Current	Office equipment	Viking	168.62
324	11/12/20	Barclays Current	Soldier's Graves Maintenance	Eric Winny	135.00
325	11/12/20	Barclays Current	Village Green swing repairs	Cosmo Construction (UK) Ltd	2,028.00
326	08/12/20	Barclays Current	Mobile Phone	BT	-18.49
327	08/12/20	Barclays Current	Mobile Phone	BT	18.49
328	08/12/20	Barclays Current	Mobile Phone	Tesco Mobile	-18.49
329	08/12/20	Barclays Current	Mobile Phone	Tesco Mobile	18.49
330	08/12/20	Barclays Current	Mobile Phone	Tesco Mobile	-18.49
331	08/12/20	Barclays Current	Mobile Phone	Tesco Mobile	18.49
332	15/12/20	Barclays Current	Bench repairs	Ringmer Property Main	77.00
333	15/12/20	Barclays Current	Vicarage Way & Grounds Maint	Ringmer Property Main	75.83
334	15/12/20	Barclays Current	Grass Cutting Potatooe, Neaves, Norlington, Green, Harvey Lanes + Slush Pump	Ringmer Property Main	140.00
335	04/01/21	Barclays Current	Vicarage Way & Grounds Maint	Ringmer Property Main	75.83
336	15/12/20	Barclays Current	Litter Bin Emptying	Lewes District Council	116.92
337	21/12/20	Barclays Current	Clerk Salary	Karen Crowhurst	2,283.73
338	21/12/20	Barclays Current	Assistant Clerk Salary	Gail Metcalfe	1,536.48
339	21/12/20	Barclays Current	Assistant Clerk Salary	Carol Hodgson	704.00
340	15/12/20	Barclays Current	Grant	Victim Support	200.00
341	15/12/20	Barclays Current	Grant	Ringmer PCC	280.90
342	15/12/20	Barclays Current	Grant	Ringmer Cricket Club	2,000.00
343	15/12/20	Barclays Current	Grant	Ringmer School PTA	2,000.00
344	21/12/20	Barclays Current			
345	21/12/20	Barclays Current			
346	21/12/20	Barclays Current			
347	21/12/20	Barclays Current			
348	21/12/20	Barclays Current			
349	21/12/20	Barclays Current			
350	21/12/20	Barclays Current	CIL funds	Ringmer Football Club	8,535.00
351	14/12/20	Barclays Current	Office 365	BT	24.60
352	22/12/20	Barclays Current	Phone Services	Zen internet	80.50
				Total	25,264.54