

**RINGMER PARISH COUNCIL
MINUTES**

**Minutes of the Annual Statutory Virtual Meeting
Held on Thursday 6th May 2021 at 7.30pm**

PRESENT: Cllr Tara Barber, Cllr Richard Booth, Cllr Margaret Crompton, Cllr Johnny Denis, Cllr Clare Herbert, Cllr John Kay, Cllr Gavin May, Cllr Sarah Phillips, Cllr Gordon Sims (C), Cllr David Terry, Cllr Richard Turner & Cllr John Whitlock

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

Members of the Public: Approximately 34

Agenda Items

1. ELECTION OF CHAIRMAN & SIGNING OF DECLARATION OF ACCEPTANCE

1.1 Cllr Gordon Sims was elected Chairman on a named vote with 9 for Cllr Sims and 3 for Cllr Turner. It was therefore **resolved** that Cllr Sims be duly elected as Chairman to Ringmer Parish Council. It was agreed for Cllr Sims to sign the Declaration of Acceptance on Monday 10th May 2021.

1.2 Cllr Sims thanked the outgoing Chairman, Cllr Turner, for all his hard work and commitment over the past couple of years.

1.3 Cllr Sims motioned to take item 10a prior to the item being discussed. Cllr Sims proposed that the number of Members to be appointed to the Personnel Sub Committee be changed to the Chairman and Vice Chairman of the Council and 2 other Members rather than 1. The motion was accepted and seconded. After a vote by a show of hands, the motion was carried.

2. TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

2.1 No apologies were received.

3. DECLARATIONS OF MEMBERS' INTERESTS

3.1 No declarations of interest were received.

4. DISPENSATION REQUESTS

4.1 No dispensation requests were received.

5. ELECTION OF VICE CHAIRMAN

5.1 Cllr Phillips was nominated and seconded to be Vice Chairman. A vote was taken by a show of hands, the outcome of which was unanimous. It was therefore **resolved** that Cllr Phillips be duly appointed as Vice Chairman to Ringmer Parish Council.

6. PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS AGENDA

6.1 There were no public questions or comments.

7. **CO-OPTION OF COUNCILLOR** – To consider any expression of interest in accordance with Parish Council's Standing Orders

7.1 The Chairman asked Dr Morgan if she had anything further to add to her statement presented to Council. No further information was forthcoming. The Chairman provided the opportunity for Council Members to ask questions to Dr Morgan, but no questions were forthcoming. The meeting moved to a vote; all were in favour. It was then **resolved** that Dr Marcia Morgan be appointed as a Co-opted Member to Ringmer Parish Council. It was explained that she would not be able to participate in meetings until she had signed the Declaration of Acceptance.

8. **COUNCIL COMMITTEE MEMBERSHIPS AND GRANTING OF DELEGATED AUTHORITY**

8.1 1) **Planning** – To appoint Members & grant delegated authority – Currently all Members are appointed

8.2 It was **resolved** to appoint all Members to the Planning Committee. A further **resolution** was passed to grant the Planning Committee delegated authority to make decisions within its remit.

8.3 2) **Greens & Amenities** – To appoint Members & grant delegated authority – Currently all Members are appointed

8.4 It was **resolved** to appoint all Members to the Greens and Amenities Committee. A further **resolution** was passed to grant the Greens and Amenities Committee delegated authority to make decisions within its remit.

8.5 3) **Office & Finance Committee** – Chairman and Vice Chairman of the Council, Chairman and Vice Chairman of the Greens and Amenities Committee and 2 other Members of the Council. (At the first Greens and Amenities Committee Meeting the Chairman and Vice Chairman will be appointed. These Members will also become Members of the Office and Finance Committee.)

8.6 It was **resolved** to appoint Cllr Kay and Cllr Terry to join the Chairman and Vice Chairman of the Council. It was agreed once the appointment of the Chairman and Vice Chairman to the Greens and Amenities Committee has been confirmed to place an item on the next agenda in order to fill the committee's positions.

8.7 4) **Personnel Sub Committee** (Standing Orders stipulate the Chairman and Vice Chairman of the Council and 2 other Members (see point 1.3)

8.8 Cllr Barber, Cllr May and Cllr Turner put their names forward. The meeting moved to a vote by a show of hands. There was an equal number of votes for Cllr May and Cllr Turner. The Chairman exercised his power of casting vote. It was then **resolved** Cllrs Barber and May be appointed as Members of the Personnel Sub Committee.

8.9 Cllr Denis left the meeting during this item.

8.10 5) **Internal Control** – 3 Members

8.11 This item was deferred until the full composition of the Office and Finance Committee has been finalised.

8.12 6) **Complaints Review Panel** – 6 Members

8.13 It was **resolved** to continue with the previous members as follows: Cllr Denis, Cllr May and Cllr Sims, in his role as Chairman, with Cllr Terry now being appointed and one other to be appointed at the next Parish Council meeting.

9. **APPOINTMENTS TO OTHER BODIES**

9.1 1) **Jubilee Cottages Housing Trust Management Committee** - 5 Members

It was **resolved** that Cllr Crompton, Cllr Herbert, Cllr Kay, Cllr Phillips, and Cllr Whitlock be appointed to the Jubilee Cottages Housing Management Trust.

9.2 2) **Jubilee Cottages Housing Trust Sub Committee** – 3 Members

It was **resolved** that Cllr Crompton, Cllr Herbert and Cllr Whitlock be appointed to the Sub Committee.

9.3 3) **Cheyney Trust**

No new appointment needed as there will be no vacancy until the next administration term.

9.4 4) **Ringmer Village Hall Management Committee** - 1 Member

It was **resolved** to appoint Cllr Terry as the Parish Council representative.

9.5 5) **Lewes District Association of Local Councils** – 2 Members

It was **resolved** to appoint Cllr Denis and Cllr Turner as the Parish Council representatives.

9.6 6) **Liaison Cllr for Community Safety/Police Liaison/Traffic**

It was agreed for Cllr Phillips to be the liaison Councillor.

9.7 7) **Sussex Police – Joint Action Group**

It was agreed for Cllr Phillips to be the representative for Ringmer Parish Council.

9.8 8) **Emergency Planning**

It was agreed for Cllr Phillips to be the Emergency Plan lead Councillor.

9.9 9) **Liaison Cllr Ringmer's Businesses**

It was agreed to appoint Cllr Kay as Liaison Cllr for Ringmer's businesses.

9.10 10) **Liaison Cllr for education provision in Ringmer**

No appointment was made. This will be an item for the next Parish Council meeting.

9.11 11) **Liaison Cllr for healthcare provision in Ringmer**

It was agreed for Cllr Whitlock to be the Liaison Councillor.

9.12 12) **Liaison Cllr Ringmer Village Shop Association**

No appointment was made. This will be an item for the next Parish Council meeting.

10. **POLICIES FOR REVIEW AND ADOPTION**

10.1 a) Ringmer Parish Council Standing Orders

After agreeing a few amendments, it was **resolved** to adopt the amended Standing Orders in line with the motion carried at the beginning of the meeting (see 1.3).

10.2 b) Ringmer Parish Council Financial Regulations

It was **resolved** to adopt the New Model Financial Regulations presented.

- 10.3 c) Ringmer Parish Council Risk Assessment
After accepting a few amendments, it was **resolved** to accept and adopt the Parish Council Risk Assessment. **Action – Cllr Kay and the Clerk.**
- 10.4 d) Ringmer Parish Council Code of Conduct
It was **resolved** to continue with the existing Code of Conduct.
11. **TO ACCEPT THE MINUTES FROM THE PARISH COUNCIL MEETING HELD ON 8TH APRIL 2021 AND THE EXTRAORDINARY MEETING HELD ON 29TH APRIL 2021**
- 11.1 It was **resolved** to accept the minutes from the Parish Council meeting held on 8th April 2021 and the Extraordinary Meeting held on 29th April 2021 as true and accurate records of the meeting.
12. **GENERAL POWER OF COMPETENCE ELIGIBILITY** – To establish whether Ringmer Parish Council is eligible to exercise the General Power of Competence – based on the Clerk’s qualification and electoral mandate
- 12.1 It was established that Ringmer Parish Council is eligible to exercise the General Power of Competence – based on the Clerk’s qualification and electoral mandate.
13. **ACTION POINTS /CLERK’S REPORT**
- 13.1 The Clerk asked that the bank signatories contact the bank to sort out their PINsentry and Card in order to reduce risk.
14. **CORRESPONDENCE – FOR NOTING OR ACTION**
- a) To consider any correspondence for noting or action, after this agenda has been published
- 14.1 There was no correspondence for noting or action.
15. **OFFICE & FINANCE:**
- a) Payments and Receipts (Previously circulated)
b) Bank Reconciliation(s)
c) Bank Summary
d) Cost Centre Report
e) Quotation(s)
f) Grant application(s)/Donations
g) Audit – update and progress
h) Any other financial matters that cannot be held over to the next agenda
- 15.1 Items a) to d) were taken together and accepted.
- 15.2 e) There were no quotations.
- 15.3 f) There were no grant applications.
- 15.4 g) The internal audit is scheduled for 14th June 2021 which the office is ready for, subject to the year-end being agreed at this meeting.

- 15.5 It was noted that the general reserve is low. O&F were asked to review reserves and decide on a policy to improve and bring this up to the standard required to operate properly. The Clerk said that duty dates going forward would be discussed at the next meeting on 24th June 2021.
- 15.6 **ANNUAL RETURN & FINAL ACCOUNTS 2020-2021 – FINAL ACCOUNTS DOCUMENT AND COPY OF AUDIT FORM PREVIOUSLY CIRCULATED**
- 15.7 a) Income and expenditure for the year – To approve end of year accounts
It was **resolved** to accept and approve the end of year accounts and for the Council Chairman to sign them.
- 15.8 b) End of year Bank reconciliation(s) Business account and Community Account
It was **resolved** to accept the end of year bank reconciliation and for the Chairman and RFO to sign the documents.
- 15.9 c) Transfer of fund explanation
It was explained that all CIL funds have been transferred into the relevant account.
- 15.10 d) Approve sections 1 – Annual Governance Statement
It was **resolved** to approve the Annual Governance Statement and for the Chairman and the Clerk to sign it. **Action - Cllr Sims and the Clerk/RFO**
- 15.11 e) Approve Section 2 – Accounting Statements
Subject to the removal of the skatepark equipment from the asset total, it was **resolved** to accept the Accounting Statements subject to the Internal Auditor’s approval. Members were happy to delegate authority to the Clerk/RFO and the Financial Administrator to deduct these figures. **Action - the Clerk/RFO and the Finance Administrator**
- 15.12 f) To sign the Audit form for submission to External Auditors Subject to Internal Auditors approval by 30th September 2021
This was covered during the items above.
- 15.13 g) Effectiveness of Audit
Members of Ringmer Parish Council are satisfied that effective control measures are in place in order to achieve the effectiveness of audit.
16. **TO CONSIDER PLANNING APPLICATIONS WHICH CANNOT BE HELD OVER TO THE NEXT PLANNING COMMITTEE MEETING**
- 16.1 **LW/21/0158 Norlington Gate Farm Norlington Lane Ringmer East Sussex BN8 5SG**
Variation of condition 1 (plans) to amend the small equestrian barn in relation to planning approval LW/17/0322
- 16.2 **Comments and Observations:**
Ringmer Parish Council are in support of this application.
- 16.3 **LW/21/0179 5 Ashtonville Close Ringmer BN8 5LX**
Proposed dormer extension to side elevation and replacement of polycarbonate mono-pitched roof to side extension with flat roof
- 16.4 **Comments and Observations:**
Ringmer Parish Council are in support of this application.

17. **REPORTS (BY LEAVE NOT DECISION OR DISCUSSION)**

17.1 Reports were received regarding:

- **The School Gates on Harrisons Lane** are being opened late causing a hazard. The Clerk said she would speak to the caretaker. **Action - the Clerk**
- **A Safety & Traffic Mtg** had been attended with Habs Rahman, Chief Inspector of Sussex Police, and Maria Caulfield. Maria Caulfield is to host another meeting in June and the Council will be represented by Cllr Phillips who will be raising issues such as the future of Earwig Corner, diversion routes and weight limits on Church Street.
- **A Planning Services Group Mtg** was attended last Monday.

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

- 1) Liaison Cllr for Education
- 2) Liaison Cllr for the Village Shop Association
- 3) Appointment to the Complaints Review Panel
- 4) The current financial position of Council and its reserves

19. **URGENT ITEMS AT THE CHAIRMANS DISCRETION REQUIRING DECISIONS WHICH CANNOT BE HELD OVER UNTIL THE NEXT MEETING**

19.1 As a meeting is not scheduled until 24th June 2021 (due to the Council not being able to hold a virtual meeting or the Covid 19 restrictions not being lifted until 21st June 2021), it was **resolved** for planning applications to be considered under a scheme of delegation by email until the next meeting. The Clerk will prepare a majority consensus response to send to the Planning Committee Chairman for approval to send to the District Council.

19.2 A **resolution** was also passed for a scheme of delegation for decisions regarding the Council to be made by the Clerk working with the Chairman and in consultation with Council Members if required.

19.3 There being no further business, the meeting closed at 8.35pm.

THE PUBLIC AND THE PRESS ARE CORDIALLY INVITED TO ATTEND

Date of Next Full Council Meeting:

Thursday 24th June 2019, 7pm

Parish Council Rooms