

**RINGMER PARISH COUNCIL
MINUTES**

**Minutes of Ringmer Parish Council Meeting
Held on Thursday 15th July 2021 at 7.00pm**

PRESENT: Cllr John Kay, Cllr Gavin May, Cllr Marcia Morgan, Cllr Gordon Sims (C),
Cllr David Terry, Cllr John Whitlock

Also in attendance: Karen Crowhurst – Clerk/RFO
Gail Metcalfe – Administrator

Members of the Public: 4

Agenda Items

1. TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

1.1 Apologies were received from Cllrs Tara Barber, Margaret Crompton, Johnny Denis, Clare Herbert, Sarah Phillips and Richard Turner. Cllr David Terry arrived late at item 8 due to train issues.

2. DECLARATIONS OF MEMBERS' INTERESTS AND DISPENSATION REQUESTS

2.1 There were no declarations of members' interests and dispensation requests.

3. TO ACCEPT THE MINUTES FROM THE PARISH COUNCIL MEETING HELD ON 24TH JUNE 2021

3.1 It was proposed to accept the minutes with the exception of 11.4 as there is some contention surrounding 11.4 of the minutes. The proposal was accepted, it was then **resolved** to accept the minutes as a true and accurate record with the exception of 11.4 which will be deferred until the next Parish Council Meeting in order for other Members who were not in attendance at this meeting to be able to contribute to the discussion and decision. All Members in attendance agreed with the proposal put forward.

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 7.03pm the Chair invited the Meeting to suspend Standing Orders and asked for questions or comments from members of the public present.

4.2 A member of the public living on Broyle Close asked RPC to support residents' objections to the recent planning applications LW/21/0350 and LW/21/0351 under item 13. He stated that LDC appear to be pushing forward plans they have been working on for some time to develop on the green space behind houses nos. 2-16. He said residents had been involved in a consultation with LDC in 2017 and he had written to them with a petition expressing the broad objection from residents to the basic concept of taking away this green space. He said this space had been designed into the original development and the impact of losing it would affect residents, their wellbeing, have an impact on traffic and the already busy bus route plus the loss of the mature trees. He said he wished to petition RPC to support the residents and urged RPC to object to these applications. He hoped Cllrs had had the chance to review his latest letter, which was copied to all, where he has tried to identify those material considerations which he considers most significant. He finished by saying he would like to

think he can rely on RPC's support noting that here is a huge amount of development going on in Ringmer and there are far more appropriate sites for development.

Another member of the public said she had concerns about the loss of this green amenity area. She wished to thank RPC for their well thought out and robust discussion re. Rangers Farm, Chamberlain Lane and asked for continued support for the current and valid Neighbourhood Plan. She hoped the Council would continue to oppose other similar applications until made aware of the detail of the Planning Bill which is not going to parliament until later in the year. She hoped there will be some withdrawal of more contentious issues. She warned that any diversion from the Neighbourhood Plan would set a precedent which would open the floodgates to other developments and allow them to go through. In her opinion, setting aside the Neighbourhood Plan will result in Ringmer being in the same situation as Wealden and she asked for caution until the local plan is made available. She said she would be responding to the issues and options document produced by LDC and she hoped the Council would be doing so also.

- 4.3 At 7.08pm Standing Orders were reinstated.
5. **CO-OPTION OF COUNCILLOR** – To consider any expression of interest in accordance with Parish Council's Standing Orders.
- 5.1 The Clerk advised Members that no-one had come forward for consideration.
6. **REPORTS FROM DISTRICT AND COUNTY COUNCILLORS – Maximum 15 minutes**
- 6.1 a) To receive and accept any reports submitted
- 6.2 There were no reports.
7. **ACTION POINTS AND REPORT FROM THE CLERK**
- 7.1 There were no action points and nothing further to report that is not on the Agenda from the Clerk.
8. **CORRESPONDENCE – FOR NOTING OR ACTION**
- 8.1 a) To consider any correspondence for noting or action received after this agenda has been published
- 8.2 **Southdowns National Park Authority** – carrying out a consultation on the draft design guide supplementary planning document. The Chairman said that RPC needs to decide if want to respond to this consultation which ends at midnight on Monday 6th September 2021. After some discussion it was decided that Ringmer Parish Council would not respond as only 2% were in the National Park and no development was expected.
- 8.3 At this point the minutes were signed and point 11.4, which was not accepted, was initialled and the final page was dated and signed.
- 8.4 Cllr David Terry joined the meeting.
- 8.5 The Chairman mentioned the correspondence received from **Croudace** advising that they have now gone out to consultation regarding community buildings as part of a development with residents of Ringmer. The consultation period between 15th and 29th July 2021. Members noted this item of correspondence.

9. **FINANCE MATTERS**

- 9.1 a) Payments and Receipts including withheld payment
- 9.2 The Clerk asked that whilst there are some payments not redacted, they are redacted in the minutes so were Members happy to accept the payment and receipts being presented.
- 9.3 It was pointed out that under Voucher 126 Subscriptions the description column says "Donation" instead of "Subscription". The Clerk said she would let the Finance Administrator know for this to be amended.
- 9.4 It was **resolved** to accept the payments and receipts presented. These were signed and dated by the Chairman of the meeting. (The payment list is appended at the end of these minutes).
- 9.5 **Action: Clerk to inform Finance Administrator of amendment (see point 9.3)**
- 9.6 b) Bank Reconciliation(s)
- 9.7 It was **resolved** to accept the bank reconciliations presented. The Chairman signed and dated all the bank reconciliations.
- 9.8 c) Bank Summary
- 9.9 It was **resolved** to accept the Bank Summary presented.
- 9.10 d) Cost Centre Report
- 9.11 It was **resolved** to accept the Cost Centre Report being the current financial position of Council.
- 9.12 e) Quotation(s)
- 9.13 There were no quotations for consideration.
- 9.14 f) Grant application(s)/Donations
- 9.15 There were no grant applications/donations.
- 9.16 g) To consider any other matters that cannot be held over until the next meeting
- 9.17 There were no further matters to consider.

10. **APPOINTMENT OF A COUNCILLOR**

- 10.1 Office & Finance Committee Member – 1 Councillor
- 10.2 Cllr Marcia Morgan expressed an interest to join. The Council were asked to allow Cllr Marcia Morgan to join the Committee. There were no objections.

11. **TO CARRY OUT A FULL REVIEW OF THE NEIGHBOURHOOD PLAN**

- It is proposed that RPC considers appointing a professional consultant to assist with the review of the Neighbourhood Plan and that the allocated budget of up to £20k be used for this purpose.
- 11.1 The Chairman explained he had asked for this to be considered as the Neighbourhood Plan is ten years old and he thinks it is important to ask the residents of Ringmer where they would like to build seeing as the housing plan from LDC is due which will probably say we must build x no. of houses.
- 11.2 It was proposed to appoint a consultant as soon as possible to move forward with the Neighbourhood Plan to help scope out the list of requirements and to go forward at the Planning Meeting next week to get a Working Group assigned to this.

- 11.3 The Clerk asked if three Planning Consultants could be suggested to provide a decent brief. They would present to us individually at their own cost and then Council would decide based on a presentation by each candidate.
- 11.4 It was proposed that this should be adopted just after the local plan so it is valid from that point and to commission the Clerk in conjunction with members of the Planning Committee, whatever the number, to work on a brief to send out to all prospective consultants to assist with the Neighbourhood Plan with a clear, concise brief asking them to give a presentation, at their own cost, to the Council, which would then appoint the successful candidate. This was put to a vote by a show of hands with all being in favour.
- 11.5 It was **resolved** for a Working Group from Members of the Planning Committee to go through a proper procurement and appointment process to appoint a consultant as soon as possible.
12. **TO APPOINT A WORKING GROUP TO EXAMINE MEETING FREQUENCIES AND THE COMMITTEE STRUCTURE**
Given that, on average, the Council has 3 meetings per month, it is proposed to set up a working group to look at how best RPC can streamline its meetings and committee structures to reduce the pressure on both Council Officers and Councillors.
- 12.1 This went straight to a vote and was voted for unanimously. A recommendation was made for this should go to the Office and Finance Committee as all the Chairman appointed to Council and Committees sit on the Committee. The recommendation was accepted.
- 12.2 It was **resolved** that this would go to the Office and Finance Committee for consideration.
13. **PLANNING APPLICATIONS**
- 13.1 **LW/21/0317 - Brockwells Industrial Estate, The Broyle, Ringmer, East Sussex**
Retrospective application for the extension of a B8 Storage and Distribution building
- 13.2 **Comments and observations**
Ringmer Parish Council offers **no objections** to this application as in line with the Neighbourhood Plan.
- 13.3 **LW/21/0350 – Land Adjacent 15 Kiln Road, Ringmer, East Sussex, BN8 5PJ**
Redevelopment of Amenity site to provide a terrace of 3 no two bed affordable homes including associated vehicle parking, hard and soft landscaping
- 13.4 **Comments and observations**
Ringmer Parish Council **strongly objects** on the grounds of over-development, parking issues, challenges to the bus route and not maintaining the green space as protected by the Neighbourhood Plan, **policy 4.6**.
- 13.5 **LW/21/0351 – Site To The Rear Of 2 – 16 Broyle Close, Ringmer, East Sussex, BN8 5PL**
Redevelopment of vacant garage site to provide 3 no three bed affordable homes including associated vehicle parking, hard and soft landscaping
- 13.6 **Comments and observations**
Ringmer Parish Council **strongly objects** on the grounds of over-development and loss of parking.

- 13.7 **LW/21/0377 - 19 Delves Way, Ringmer, East Sussex, BN8 5JU**
Single storey rear extension and front porch
- 13.8 **Comments and observations**
Ringmer Parish Council offers **no objections** to this application.
- 13.9 **LW/21/0448 - Drove Park, Half Mile Drove, Ringmer, East Sussex, BN8 5NL**
Creation of front porch
- 13.10 **Comments and observations**
Ringmer Parish Council **support** this application.
14. **STAFFING MATTERS – End of probationary period for the Finance Administrator and General Administrator *Exclusion of press and members of the public***
- 14.1 **This item was taken after point 16 with Council resolving to exclude the press, members of the public and the administrator at 7.44pm.**
- 14.2 The Clerk said that this was a courtesy update to inform RPC that the probationary period of the two members of staff is coming to an end and that appraisals will be carried out next week. She wanted agreement to not extend probationary periods and to put the two members of staff on permanent contracts. There were no objections.
- 14.3 It was **resolved** to put the two members of staff onto permanent contracts.
15. **ITEMS FOR REFERRAL TO NEXT AGENDA OR APPROPRIATE COMMITTEE**
- 15.1 Cllr Gavin May provided an update on the Skatepark stating that he and Cllr Sims had met with Lewes District Council that day and it had been an extremely productive meeting. He said we should be getting something through by the end of next week that will allow us to produce the relevant documentation to move forward with the Skatepark without the need to delay for another 18 months. LDC were supportive in understanding what RPC was trying to achieve and he reiterated it had been an amazing meeting.
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 which could not be held over until the next meeting.
- 16.2 During this item, the Chairman requested reports by members and the following were mentioned:
- An event on the Village Green which one member said was a cricket event
 - Caburn Residents Group – there had been a recent meeting
 - Mill Road – drainage works undertaken have been remedied
 - Open Space – the Clerk is working with LDC and the developer regarding the open space at Anchor Field

There being no further business, the meeting closed at 7.50pm.

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

Date of Next Council Meeting **12th August 2021 at 7.00pm**
in the Parish Rooms, Lucy Stone Room

APPENDIX 1 – PAYMENTS

VN	Date	Bank	Description	Supplier	Total
115	27/04/21	Barclays Current	General Admin Salary	HM Revenue & Customs	
116	28/05/21	Barclays Current	General Admin Salary	HM Revenue & Customs	
136	03/06/21	Barclays Current	Email Licence	1&1 IONOS Ltd	4.20
137	03/06/21	Barclays Current	Email Licence	1&1 IONOS Ltd	4.20
138	03/06/21	Barclays Current	Email Licence	1&1 IONOS Ltd	4.20
139	03/06/21	Barclays Current	Email Licence	1&1 IONOS Ltd	4.20
140	03/06/21	Barclays Current	Email Licence	1&1 IONOS Ltd	4.20
141	03/06/21	Barclays Current	Email Licence	1&1 IONOS Ltd	4.20
142	03/06/21	Barclays Current	Email Licence	1&1 IONOS Ltd	4.20
143	03/06/21	Barclays Current	Email Licence	1&1 IONOS Ltd	4.20
144	03/06/21	Barclays Current	Email Licence	1&1 IONOS Ltd	4.20
145	03/06/21	Barclays Current	Email Licence	1&1 IONOS Ltd	4.20
146	03/06/21	Barclays Current	Email Licence	1&1 IONOS Ltd	4.20
147	03/06/21	Barclays Current	Email Licence	1&1 IONOS Ltd	4.20
148	03/06/21	Barclays Current	Email Licence	1&1 IONOS Ltd	4.20
151	07/06/21	Barclays Current	HR Review	Spotlight HR Consultants Ltd	1,680.00
152	14/06/21	Barclays Current	Misc	Amazon	3.99
149	17/06/21	Barclays Current	Email Licence	1&1 IONOS Ltd	4.20
150	17/06/21	Barclays Current	Email Licence	1&1 IONOS Ltd	4.20
132	18/06/21	Barclays Current	Office equipment	Staples	52.94
153	21/06/21	Barclays Current	Rent	UK Power Networks	25.00
154	21/06/21	Barclays Current	Finance Admin Salary	Carol Hodgson	
155	21/06/21	Barclays Current	General Admin Salary	Gail Metcalfe	
156	21/06/21	Barclays Current	Clerk Salary	Karen Crowhurst	
133	22/06/21	Barclays Current	Mobile Phone	Tesco	18.19
135	22/06/21	Barclays Current	Broadband services	Zen internet	79.80
134	28/06/21	Barclays Current	Office 365	BT	19.80
117	29/06/21	Barclays Current	Clerk Employees Pension Contribution	East Sussex Pension Fund	
118	29/06/21	Barclays Current	Clerk Employees Pension Contribution	East Sussex Pension Fund	
119	29/06/21	Barclays Current	Removal of Ash Tree	RJS Trees & Gardens	320.00
120	29/06/21	Barclays Current	Play Equipment Maintenance	Cosmo Construction (UK) Ltd	504.00
121	29/06/21	Barclays Current	Play Equipment Maintenance	Cosmo Construction (UK) Ltd	536.40
122	29/06/21	Barclays Current	Bench repairs	Ringmer Property Maintenance	48.00
123	29/06/21	Barclays Current	Bench / Noticeboard repairs	Ringmer Property Maintenance	60.00
124	29/06/21	Barclays Current	Bench / Noticeboard repairs	Ringmer Property Maintenance	17.00
125	29/06/21	Barclays Current	Donation	East Sussex WRAS	100.00
126	29/06/21	Barclays Current	Donation	CPRE	36.00
127	29/06/21	Barclays Current	Grant	Wildflower Ringmer	500.00
184	01/07/21	Barclays Current	Dictation Machine	Argos Ltd	29.99
171	02/07/21	Barclays Current	Email Licence	1&1 IONOS Ltd	4.20
172	02/07/21	Barclays Current	Email Licence	1&1 IONOS Ltd	4.20
173	02/07/21	Barclays Current	Email Licence	1&1 IONOS Ltd	4.20
174	02/07/21	Barclays Current	Email Licence	1&1 IONOS Ltd	4.20
175	02/07/21	Barclays Current	Email Licence	1&1 IONOS Ltd	4.20
176	02/07/21	Barclays Current	Email Licence	1&1 IONOS Ltd	4.20
177	02/07/21	Barclays Current	Email Licence	1&1 IONOS Ltd	4.20
178	02/07/21	Barclays Current	Email Licence	1&1 IONOS Ltd	4.20
179	02/07/21	Barclays Current	Email Licence	1&1 IONOS Ltd	4.20

180	02/07/21	Barclays Current	Email Licence	1&1 IONOS Ltd	4.20
181	02/07/21	Barclays Current	Email Licence	1&1 IONOS Ltd	4.20
182	02/07/21	Barclays Current	Email Licence	1&1 IONOS Ltd	4.20
183	02/07/21	Barclays Current	Email Licence	1&1 IONOS Ltd	4.20
185	07/07/21	Barclays Current	Grass Cutting Allotments	RWC Landscape Maintenance	160.00
128	07/07/21	Barclays Current	Subscriptions	Lewes District Association of Local Councils	20.00
129	07/07/21	Barclays Current	SSL Certificate	123 Connect	124.80
130	07/07/21	Barclays Current	Dog Bin Emptying	Lewes District Council	561.60
131	07/07/21	Barclays Current	Play Area Inspections - Monthly	Lewes District Council	234.00
157	07/07/21	Barclays Current	Grass Cutting Village Green - Contracted	RWC Landscape Maintenance	700.00
158	07/07/21	Barclays Current	Pond Maintenance - Contracted	RWC Landscape Maintenance	44.00
159	07/07/21	Barclays Current	Grass Cutting Anchor Field - Contracted	RWC Landscape Maintenance	115.00
160	07/07/21	Barclays Current	Churchyard Maintenance - Contracted	RWC Landscape Maintenance	305.00
161	07/07/21	Barclays Current	Rushey Green Grass Cutting - Contracted	RWC Landscape Maintenance	90.00
162	07/07/21	Barclays Current	Grass Cutting Fingerpost Field - Contracted	RWC Landscape Maintenance	122.00
163	07/07/21	Barclays Current	Grass Cutting Various	RWC Landscape Maintenance	92.00
164	07/07/21	Barclays Current	Gote Lane Grass Cutting - Contracted	RWC Landscape Maintenance	38.00
165	07/07/21	Barclays Current	Broyle Lane/Close Grass Cutting	RWC Landscape Maintenance	143.00
166	07/07/21	Barclays Current	Grass Cutting Potatoe, Neaves, Norlington, Green, Harvey Lanes + Slush Pump	RWC Landscape Maintenance	140.00
167	07/07/21	Barclays Current	Jubilee Garden Maintenance	RWC Landscape Maintenance	116.67
168	07/07/21	Barclays Current	Litter Bin Emptying	Lewes District Council	116.93
169	07/07/21	Barclays Current	Litter Bin Emptying	Lewes District Council	29.23
170	07/07/21	Barclays Current	Play Area Inspections - Annual	Lewes District Council	206.81
186	12/07/21	Barclays Current	Projector - Epson	Amazon	299.99
187	13/07/21	Barclays Current	Subscriptions	ESSALC	1,558.60
188	13/07/21	Barclays Current	Litter Bin Emptying	Lewes District Council	146.15
189	19/07/21	Barclays Current	Internal audit	K Robertson	228.00
190	21/07/21	Barclays Current	Clerk Salary	Karen Crowhurst	
191	21/07/21	Barclays Current	Finance Admin Salary	Carol Hodgson	
192	21/07/21	Barclays Current	General Admin Salary	Gail Metcalfe	
					18,405.67