

**RINGMER PARISH COUNCIL  
MINUTES**

**Minutes of Ringmer Parish Council Meeting  
Held on Thursday 12<sup>th</sup> August 2021 at 7.00pm**

**PRESENT:** Cllr Margaret Crompton, Cllr John Kay, Cllr Gavin May, Cllr Sarah Phillips,  
Cllr Gordon Sims (C), Cllr Richard Turner & Cllr John Whitlock

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

**Members of the Public:** 8

**Agenda Items**

**1. TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

1.1 Apologies were received from Cllrs Tara Barber, Johnny Denis, Clare Herbert, Marcia Morgan and David Terry.

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

2.1 Cllr Gavin May declared an interest in item LW/21/0424 at point 14 and would not be commenting on this item as he is the Sales Agent. Cllr John Kay declared an interest in LW/21/0565 as he is a trustee of Cheyney Trust so would not be commenting.

**3. TO ACCEPT THE MINUTES FROM THE PARISH COUNCIL MEETING HELD ON 15<sup>TH</sup> JULY 2021 AND TO CONSIDER ACCEPTING 11.4 OF THE MINUTES HELD ON 24<sup>TH</sup> JUNE 2021**

3.1 It was agreed to accept the minutes of the meeting held on 15<sup>th</sup> July 2021.

3.2 After some discussion it was agreed that as there were insufficient Councillors who had actually attended the 24<sup>th</sup> June meeting to be quorate no decision could be made.

**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 7.17pm 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 had two questions to ask the Council as follows:

i) **Lewes District Council's Consultation on its new District Plan** – Can RPC highlight as a major impediment to developments in Ringmer as Topic 6, paragraph 2.2 in their document refers, the fact that Ringmer's main sewage works discharges at Glynde Reach, which is already probably the most heavily polluted waterway in East Sussex due to its tidal nature?

ii) **Human Resources Study** - Without disclosing any confidential evidence will the Parish Council be publishing the lessons learned from this?

The applicant of the planning application **LW/21/0560** stated he was attending the meeting to answer any questions when considering the application.

Another member of the public asked that a litter bin be installed at the bus stop at Glynde Turn on New Road as there is constant litter and she mentioned that the shelter had just been vandalised. There are several new bus shelters that have just been put up and it would be beneficial to have new bins installed when a new bus shelter goes up. It was requested that details of all the above be emailed to the office.

Crispin Scott introduced himself as the new PCSO of the Lewes Neighbourhood Police team covering Ringmer. He said he wanted to make himself known to the village and he had already provided his contact details for any assistance required.

4.3 At 7.22pm 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 Someone has expressed an interest, so the Chairman invited Members to “watch this space”.

6. **REPORTS FROM DISTRICT AND COUNTY COUNCILLORS – Maximum 15 minutes**

a) To receive and accept any reports submitted

6.1 None.

7. **ACTION POINTS AND REPORT FROM THE CLERK**

7.1 The Clerk said there was one action point which was RPC’s response to LDC’s consultation on its new District Plan which has a deadline of 6<sup>th</sup> September 2021. She said that, as there is no meeting before this date, could Council delegate authority to Cllrs John Kay and John Whitlock to circulate the draft response to all Members for comment with the final being agreed by the majority and then provided for the office to submit. This was agreed to. It was noted that the consultation could be accessed on LDC’s website under Consultations.

**Action: Cllrs John Kay and John Whitlock to produce and for office to send**

8. **CORRESPONDENCE – FOR NOTING OR ACTION**

a) To consider any correspondence for noting or action received after this agenda has been published

None.

9. **FINANCE MATTERS**

a) Payments and Receipts including

It was **resolved** to accept these, and they were signed and dated by the Chairman. (The payment list is appended at the end of these minutes).

b) Bank Reconciliation(s)

It was **resolved** to accept the bank reconciliations presented. The Chairman signed and dated all the bank reconciliations.

c) Bank Summary

The Bank Summary was not included in the papers.

d) Cost Centre Report

It was **resolved** to accept that Office & Finance had looked at these and they had agreed these were on track.

- e) Quotation(s)  
None.
- f) Grant application(s)/Donations – Foundry Healthcare  
Further information on this had been requested and the Clerk reported back that 15 residents in Ringmer currently benefit from this. It was pointed out that if it was decided to grant this donation it should go under Special Projects. There was no information available on match funding or anything on total numbers they provide to. It was **resolved** to defer a decision until the information had been recirculated and any questions arising be sent to the office for office to seek answers.  
**Action: Office to recirculate information and Cllrs to email in questions for office to seek answers to.**
- g) Additional Bank Signatory(s)  
The Clerk reported that the Office and Finance Committee had decided that an additional bank signatory was necessary to add to the mandate and it had been agreed that this should be the Chairman. It was **resolved** that Cllr Gordon Sims become a signatory.
- h) Appointment to Internal Control Committee 3 non-signatory or Office and Finance Members  
It was resolved to defer this until more non-signatory Members were present.
- i) To consider any other financial matters which cannot be held over until the next meeting  
None.

10. **FINANCIAL DECISIONS REQUIRING FULL COUNCIL DECISION ARISING FROM THE OFFICE AND FINANCE COMMITTEE HELD ON 3<sup>RD</sup> AUGUST 2021**

- a) **Unearmarking of reserves** – Please refer to Cost Centre Report  
It was suggested as the budget agreed was for £150,000 and the precept was agreed at around £130,000 that the difference needs to be reflected as a heading, it was proposed to use earmarked reserves codes 312 Precept Offset £12,000 and 313 Special Projects the amount of £8,000 for the amount to be readily available and no longer held in reserves. **Action – seek approval from Council**  
  
It was **resolved** to approve this.
- b) **Merging of cost codes** - Please refer to Cost Centre Report  
It was agreed to merge the earmarked reserve codes 301 – 304 which were all for play area equipment into one heading called Community Asset Renewal. **Action – seek approval from Council**  
  
It was **resolved** to approve this.
- c) **To agree which budget to find the cost of £1,508.00 from the 2021 budget for installation of 2 signs to the Parish Office, at the B2192 Harrison's Lane Junction and at Harrison's Lane and Greater Paddock** - Please refer to Cost Centre Report  
It was agreed to recommend to Council that Code 61 contingencies for £1,112.00 be used as well as Code 80 also contingencies for the amount of 301.00 and Code 73 Highway and Signage £200 be used to offset the cost for the installation of the 2 signs.  
**Action – Seek approval from Council**

It was **resolved** to approve this subject to Cllr Gavin May providing a cheaper source.  
**Action: Cllr Gavin May to provide details of a possible cheaper source and office to organise whether with cheaper source or, if no cheaper source found, with current quote.**

11. **ADOPTION PROCUREMENT POLICY FOR RINGMER PARISH COUNCIL.** (The Office and Finance Committee recommend adoption.)

It was **resolved** to approve this.

12. **TO AGREE TO EXPRESS AN INTEREST TO EAST SUSSEX COUNTY COUNCIL FOR RINGMER PARISH COUNCIL TO MANAGE RINGMER SWIMMING POOL** – Information previously circulated. (The Office and Finance committee recommend Ringmer Parish Council submits an expression of interest.)

The Chairman reiterated that it was just an expression of interest at this stage to see if it will be possible to keep the pool and nothing further. It was **resolved** to approve this.

13. **TO CONSIDER HOW RINGMER PARISH COUNCIL MIGHT SEEK TO ACQUIRE THE LAND AT BROYLE GATE FARM COVERED BY RINGMER NEIGHBOURHOOD PLAN POLICY 7.4.**

*Policy 7.4 Land to the east of Ringmer Community College, identified on map 7.1 is allocated to meet the identified shortage of outdoor sports facilities in Ringmer. Any associated built facilities necessary, including changing rooms and parking should be located on the Ringmer Community College campus or on land immediately adjacent to the College boundary.*

- 13.1 It was proposed that RPC contact the owners of the land expressing an interest in acquiring ownership of the land. The questions of can we afford to acquire it, can we afford to put anything on it, and could we afford to run it were raised? This was voted on with 6 in favour of going ahead and one against. It was **resolved** to go with the proposal.  
**Action: The Clerk to express RPC's interest in acquiring ownership of the land upon her return from holiday to the office.**

14. **PLANNING APPLICATIONS**

- 14.1 **LW/21/0560 Oak Side Farm Campsite Green Lane Ringmer East Sussex BN8 5AD**  
Part conversion of existing agricultural barn to single dwelling and associated works (Amendment to previously approved scheme LW/19 0175, not implemented).

- 14.2 At 7.43pm Standing Orders were suspended for Members to ask the applicant questions. A question was raised as to the changes to this application, and it was explained that a full application had had to be put in again and that this time it was to convert the barn with the bedrooms now being down from 5 to 3. There being no further questions Standing Orders were reinstated at 7.45pm.

**Comments and observations:**

RPC offer no objections.

- 14.3 **LW/21/0424 Diplocks Yard Bishops Lane Ringmer East Sussex BN8 5LD**

Proposed vehicular & personnel gates

- 14.4 **Comments and observations:**

RPC strongly object as out of character under point 3.1 of the Neighbourhood Plan.

- 14.5 **LW/21/0423 Norlington Farmhouse Norlington Farm Norlington Lane Ringmer East Sussex**  
Replacement windows, removal of chimney, re-pointing, and retention of satellite dish
- 14.6 **Comments and observations:**  
RPC recommend not to approve without consultation with the Design and Conservation Officer.
- 14.7 **LW/21/0561 Norlington Gate Farm Norlington Lane Ringmer East Sussex BN8 5SG**  
Partial demolition of a pigsty, refurbishment of an existing garage with new access gate and grasscrete drive
- 14.8 **Comments and observations:**  
RPC offer no objection.
- 14.9 **LW/21/0566 Norlington Gate Farm Norlington Lane Ringmer East Sussex BN8 5SG**  
Construction of a new separate driveway to the existing long barn dwelling house
- 14.10 **Comments and observations:**  
RPC offer no objection.
- 14.11 **LW/21/0558 Norlington Gate Farm Norlington Lane Ringmer East Sussex BN8 5SG**  
Construction of a 4-bay car port, including one enclosed
- 14.12 **Comments and observations:**  
RPC offer no objection.
- 14.13 **LW/21/0393 Broyle Mill Farm The Broyle Ringmer East Sussex BN8 5AR**  
Removal of existing mobile home and demolition of existing redundant barn; construction of detached dwelling
- 14.14 **Comments and observations:**  
RPC offer no objection.
- 14.15 **LW/21/0456 5 Crockendale Field Lewes Road Ringmer East Sussex BN8 5QZ**  
Single-storey and two-storey side extension
- 14.16 **Comments and observations:**  
RPC support the application.
- 14.17 **LW/21/0618 2 Ringmer Park Cottages Ham Lane Ringmer East Sussex BN8 5SE**  
Single-storey rear extension, two-storey side extension and detached flat roof garage
- 14.18 **Comments and observations:**  
RPC support the application.
- 14.19 **LW/21/0616 Oxham House Wellingham Lane Wellingham Ringmer East Sussex BN8 5SP**  
Demolition of existing garage and erection of a two-storey side extension
- 14.20 **Comments and observations:**  
RPC offer no objection.
- 14.21 **LW/21/0611 7 Broyle Mill Ringmer East Sussex BN8 5GB**  
Single storey outbuilding for ancillary use as a home office
- 14.22 **Comments and observations:**  
RPC offer no objection if use remains as a home office.
- 14.23 **LW/21/0557 Norlington Gate Farm Norlington Lane Ringmer East Sussex BN8 5SG**  
refurbishment of an existing dairy building with timber clad roof and walls
- 14.24 **Comments and observations:**  
RPC offer no objection.

- 14.25 **LW/21/0417/CD Wellingham Farm Wellingham Lane Wellingham Ringmer East Sussex**  
discharge of conditions 2(water drainage report), 3(drainage systems), 5(LEMP), & 6  
(CEMP) of planning permission reference LW/20/0435
- 14.26 **Comments and observations:**  
RPC make no comment.
- 14.27 **LW/21/0565/CD The Cheyney Field Lewes Road Ringmer East Sussex**  
Discharge of condition 3 (surface and foul water) of application LW/18/0790
- 14.28 **Comments and observations:**  
RPC make no comment.
- 14.29 **LW/21/0445 East Sussex Gliding Club Kitsons Field The Broyle Ringmer East Sussex**  
Variation of condition 2 in relation to approvals LW/16/0775 and LW/20/0143  
2) The development hereby permitted shall be completed within 16 months of the  
date of this decision notice. Due to Covid 19 Restrictions and Weather Conditions the  
Works will take longer to complete.
- 14.30 **Comments and observations:**  
RPC strongly object to the extension of this project and request a rerouting of lorries if it  
is to be approved.

15. **REPORTS BY LEAVE NOT FOR DISCUSSION OR DECISIONS**

15.1 The following reports were made:

- The new path inside the hedge at Bishops Lane is now open.
- Lee Palmer had informed a Member that they do not currently have a NP Officer but that he had been advised by his legal department that the revisions requested were not considered “minor”. The Member had asked him to check with legal that this was correct.

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

16.1 The Chairman wanted to put his proposal to put meetings back to 7.30pm on the next agenda. **Action: Cllr Gavin May to provide a special worded motion for 6 members to sign to change meeting times to 7.30pm.**

Bins to go back on the next G&A Agenda.

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

17.1 None.

There being no further business the meeting closed at 8.19pm.

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

Date of Next Council Meeting **9<sup>th</sup> September 2021 at 7.00pm**  
in the Parish Rooms, Lucy Stone Room

## Payments List

VN	Date	Bank	Description	Supplier	Total
157	07/07/2021	Barclays Current	Grass Cutting Village Green - Contracted	RWC Landscape Maintenance	700.00
158	07/07/2021	Barclays Current	Pond Maintenance - Contracted	RWC Landscape Maintenance	44.00
159	07/07/2021	Barclays Current	Grass Cutting Anchor Field - Contracted	RWC Landscape Maintenance	115.00
160	07/07/2021	Barclays Current	Churchyard Maintenance - Contracted	RWC Landscape Maintenance	305.00
161	07/07/2021	Barclays Current	Rushey Green Grass Cutting - Contracted	RWC Landscape Maintenance	90.00
162	07/07/2021	Barclays Current	Grass Cutting Fingerpost Field - Contracted	RWC Landscape Maintenance	122.00
163	07/07/2021	Barclays Current	Grass Cutting Various	RWC Landscape Maintenance	92.00
164	07/07/2021	Barclays Current	Gote Lane Grass Cutting - Contracted	RWC Landscape Maintenance	38.00
165	07/07/2021	Barclays Current	Broyle Lane/Close Grass Cutting	RWC Landscape Maintenance	143.00
166	07/07/2021	Barclays Current	Grass Cutting Potatoe, Neaves, Norlington, Green, Harvey Lanes + Slush Pump	RWC Landscape Maintenance	140.00
167	07/07/2021	Barclays Current	Jubilee Garden Maintenance	RWC Landscape Maintenance	116.67
168	07/07/2021	Barclays Current	Litter Bin Emptying	Lewes District Council	116.93
169	07/07/2021	Barclays Current	Litter Bin Emptying	Lewes District Council	29.23
170	07/07/2021	Barclays Current	Play Area Inspections - Annual	Lewes District Council	206.81
185	07/07/2021	Barclays Current	Grass Cutting Allotments	RWC Landscape Maintenance	160.00
131	07/07/2021	Barclays Current	Play Area Inspections - Monthly	Lewes District Council	234.00
186	12/07/2021	Barclays Current	Projector - Epson	Amazon	299.99
187	13/07/2021	Barclays Current	Subscriptions	ESSALC	1,558.60
188	13/07/2021	Barclays Current	Litter Bin Emptying	Lewes District Council	146.15
195	13/07/2021	Barclays Current	Stationary/sundries	Staples	29.56
197	13/07/2021	Barclays Current	Misc	Amazon	3.99
193	14/07/2021	Barclays Current	Email Licence	1&1 IONOS Ltd	4.20
194	14/07/2021	Barclays Current	Email Licence	1&1 IONOS Ltd	4.20
196	19/07/2021	Barclays Current	Stamps	Post Office	17.28
189	19/07/2021	Barclays Current	Internal audit	K Robertson	228.00
190	21/07/2021	Barclays Current	Clerk Salary		
191	21/07/2021	Barclays Current	Finance Admin Salary		
192	21/07/2021	Barclays Current	General Admin Salary		
198	22/07/2021	Barclays Current	Mobile Phone	Tesco	18.19
199	22/07/2021	Barclays Current	Internet Services	Zen internet	79.60
223	27/07/2021	Barclays Current	Vicarage Way & Grounds Maint	RWC Landscape Maintenance	75.83
224	27/07/2021	Barclays Current	Play Equipment Maintenance	Ringmer Property Maintenance	110.00
225	27/07/2021	Barclays Current	Tree maintenance	RJS Trees & Gardens	175.00
200	28/07/2021	Barclays Current	General Admin Salary	HM Revenue & Customs	29.36
201	28/07/2021	Barclays Current	General Admin Salary	HM Revenue & Customs	42.04
202	28/07/2021	Barclays Current	Clerk Salary	HM Revenue & Customs	662.75
203	28/07/2021	Barclays Current	Clerk Salary	HM Revenue & Customs	333.44
204	28/07/2021	Barclays Current	Clerk Employees Pension Contribution	East Sussex Pension Fund	204.96
205	28/07/2021	Barclays Current	Clerk Employers Pension Contribution	East Sussex Pension Fund	681.10
226	29/07/2021	Barclays Current	Cleaning Supplies	Staples	83.69
206	03/08/2021	Barclays Current	Stamps	Gail Metcalfe	33.33
207	03/08/2021	Barclays Current	Grass Cutting Village Green - Contracted	RWC Landscape Maintenance	700.00
208	03/08/2021	Barclays Current	Pond Maintenance - Contracted	RWC Landscape Maintenance	44.00
209	03/08/2021	Barclays Current	Grass Cutting Anchor Field - Contracted	RWC Landscape Maintenance	115.00
210	03/08/2021	Barclays Current	Churchyard Maintenance - Contracted	RWC Landscape Maintenance	305.00
211	03/08/2021	Barclays Current	Rushey Green Grass Cutting - Contracted	RWC Landscape Maintenance	90.00
212	03/08/2021	Barclays Current	Grass Cutting Fingerpost Field - Contracted	RWC Landscape Maintenance	122.00
213	03/08/2021	Barclays Current	Grass Cutting Various	RWC Landscape Maintenance	92.00
214	03/08/2021	Barclays Current	Gote Lane Grass Cutting - Contracted	RWC Landscape Maintenance	38.00
215	03/08/2021	Barclays Current	Gote Lane Grass Cutting - Contracted	RWC Landscape Maintenance	143.00

216	03/08/2021	Barclays Current	Grass Cutting Potatoe, Neaves, Norlington, Green, Harvey Lanes + Slush Pump	RWC Landscape Maintenance	140.00
217	03/08/2021	Barclays Current	Grass Cutting Allotments	RWC Landscape Maintenance	160.00
218	03/08/2021	Barclays Current	Vicarage Way & Grounds Maint	RWC Landscape Maintenance	75.83
219	03/08/2021	Barclays Current	Jubilee Garden Maintenance	RWC Landscape Maintenance	116.67
220	03/08/2021	Barclays Current	Professional charges	Surrey Hills Solicitors LLP	270.00
221	03/08/2021	Barclays Current	Councillor Training	ESSALC	48.00
222	03/08/2021	Barclays Current	Play Area Inspections - Monthly	Lewes District Council	234.00
					<b>19,889.75</b>