

Minutes of the Parish Council Virtual Meeting

Held on Thursday 13th August 7.00pm by Zoom2020 in Ringmer Village Hall

PRESENT: – Cllr Richard Turner - Chairman, Cllr Margaret Crompton, Cllr Clare Herbert, Cllr David Harper, Cllr Kay, Cllr Sarah Phillips, Cllr David Terry, and Cllr John Whitlock.

Also, in attendance: Karen Crowhurst – Clerk/RFO
Corinna Goward – Assistant Clerk

Members of the Public: Approximately 28 people

Item No	Minutes
1.	TO RECEIVE APOLOGIES FOR ABSENCE
1.1	Apologies were received from Cllr Booth, Cllr Denis, and Cllr May.
2.	DECLARATIONS OF MEMBERS' INTERESTS AND DISPENSATION REQUESTS
2.1	Declarations were received from. Cllr Kay in relation to planning application reference LW/20/0338 and advised he will refrain from comment when the application is being considered. Cllr Terry declared an interest in relation to item 7 WI event on the village green.
2.2	The Clerk informed Members that she has received a dispensation request from Cllr Kay regarding any matters relating to the Community Land Trust of which he is a member. The dispensation was granted and will be valid until the next elections.
3.	TO ACCEPT THE MINUTES FROM THE PARISH COUNCIL MEETING HELD ON 9TH JULY 2020
3.1	It was resolved to accept the minutes from the meeting held on 9 th July 2020 as a true and accurate record of the meeting. This was proposed and seconded. All were in favour.
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 7.03 pm the Chair invited the Meeting to suspend Standing Orders and asked for questions or comments from members of the public present.
4.2	Members of the public made comments or referred to. <ul style="list-style-type: none">- The minutes being published on the website. The member of the public was advised that these are available.
4.3	Orders were reinstated at 7.06pm.
5.	CO-OPTION OF COUNCILLOR

- 5.1 Members of Ringmer Parish Council **resolved** to proceed with the co-option.
- 5.2 Mr Sims indicated that he would be happy to answer any questions, further to his statement previously submitted. As the appointment would usually be carried out by signed ballot, in accordance with the co-option procedure, each and every member privately messaged the Clerk with their vote. The outcome of which was unanimous to elect Mr Gordon Sims as a co-opted Member to Ringmer Parish Council. As the meeting was held virtually Mr Sims was unable to sign the acceptance of office. Mr Sims and the Clerk will meet shortly in order for Mr Sims to sign the document and then be able to act as a Parish Councillor.
6. **REPORTS FROM DISTRICT AND COUNTY COUNCILLORS – Maximum 15 minutes**
- 6.1 a) To note any written reports previously received
- 6.2 No reports were received.
7. **CORRESPONDENCE – FOR NOTING OR ACTION**
- 7.1 a) Events on the Village Green – Ringmer WI and Tids and Tods
- 7.2 Members noted the pending events on the Village Green. The Clerk advised that the WI event may not go ahead.
- 7.3 b) To consider any correspondence for noting or action received after this agenda has been published
- 7.4 There was no correspondence for consideration.
8. **APPOINTMENTS OF COUNCILLORS**
- 8.1 a) Internal Control – Non cheque Signatory
- 8.2 b) Office and Finance Committee
- 8.3 It was agreed to defer this item until Council Membership is at full capacity.
- 8.4 During this item it was agreed to appoint Cllr Whitlock to the Caburn Residents Action Group, as a Parish Council representative.
9. **SKATE RAMP/PARK WORKING GROUP**
- 9.1 a) To increase Council Membership
- 9.2 There was some confusion regarding Council Membership. The Clerk advised Members that as they only resolved the existing membership a couple of months ago the 6 month rule applies. The Membership can be added to. It was agreed to appoint Cllr May as he is the Greens and Amenities Committee Vice Chairman, Cllr Terry in his role as Chairman to the Greens and Amenities Committee, and Cllr Whitlock be added to the current membership comprising of Cllr Harper Cllr Herbert, Cllr Kay, and Cllr Turner.
- 9.3 This was proposed and seconded. A vote was taken, the outcome of which was all members were in favour.
- 9.4 b) To agree to Co-opt members of the public on to the Working Group
- 9.5 It was agreed to co-opt members of the public (residents of Ringmer on to the Working Group.
- 9.6 c) To agree how many members should be on the Working Group Council and Co-opted

- 9.7 The total amount of members of the Working Group was not finalised at the meeting
- 9.8 d) To delegate authority to the Working Group to appoint Co-opted Members
- 9.9 A proposal was received as follows: The Chairman of the Greens and Amenities Committee along with the Vice Chairman of the same Committee. The Council Chairman and Clerk of Ringmer Parish Council will invite a number of members of the public to be co-opted to the Skate Ramp Working Group. The final decision of appointments will be made by the Working Group.
- 9.10 The proposal was seconded. A vote was taken, the outcome of which was all Members were in favour
- 9.11 It was suggested that younger members of the community that would use the skate ramp should be considered for co-option also, as predominantly the skate ramp users.
- 9.12 During this item, a Member of the Council asked the Chairman of the Greens and Amenities Committee as to how many members of the public would be appointed as co-opted members to the Working Group. The Chairman gave an indication of around 10 members in total which would be the maximum amount for the group to work effectively.
- 9.13 The Clerk reminded Members of the Council that the allocation of the budget should be discussed later at the Office and Finance Committee with proposals submitted to Full Council for approval.
- 9.14 During this item, Cllr Turner reported that he will be meeting with the MP to discuss a letter she had sent to all residents as it increased the workload to the Council, Members and Officers alike.
10. **OFFICE & FINANCE:**
- 10.1 a) Payments and receipts
- 10.2 It was **resolved** that the payments and receipts lists presented be accepted and signed by the Council Chairman. The payments list is appended at the end of these minutes.
- 10.3 b) Bank Reconciliation(s)
- 10.4 It was **resolved** that the bank reconciliation presented be accepted and signed by the Council Chairman.
- 10.5 c) Bank summary
- 10.6 Members noted the bank summary report,
- 10.7 d) Cost Centre Report
- 10.8 Members noted the Cost Centre report.
- 10.9 e) Quotation(s)
- 10.11 There were no quotations for considerations.
- 10.12 f) Grant application(s)/Donations – The Monday Group £500 for materials for maintenance (Small Pot allocation)
- 10.13 Members considered the application submitted and agreed to award the Monday Group the amount of £500.00.

- 10.14 g) Bank account signatories – Progress
- 10.15 The Assistant Clerk informed Members that this matter is ongoing.
- 10.16 h) Management of correspondence due to increased emails relating to Parish Council decision regarding projects obtaining advice from the Solicitors and consultations as well as identifying reserves for earmarking – Proposal from Cllr Terry
- 10.17 A proposal was received that £10,000 be identified and allocated to a budget heading reserves or elsewhere to assist with the increased workload of Members and Staff , to take specialist advice and consultation. As with any budget heading this would be monitored and controlled by Officers and Full Council.
- 10.18 This was discussed in depth, the discussion points included.
- A decision being made without a supporting paper
 - Allocation of rate payer’s money
 - The Clerk being able to spend the amount of £500
 - The procedure should an emergency expenditure being required which has to be agreed by the Committee Chairman/Chairman of the Council
 - The need for the £10,000 to be called off by Council
- 10.19 The meeting moved to a vote. The result of the vote was 5 for the proposal and 3 against, therefore, the motion was carried, and the proposal accepted to be implemented.
- 10.20 A proposal was received that £5,000 be identified and allocated to a budget heading reserves or elsewhere to support the skate park and children’s play area working groups to cover costs such as professional fees and services. This will be drawn down and monitored by Full Council.
- 11. RECOMMENDATIONS FROM THE OFFICE AND FINANCE COMMITTEE – CIL APPROPRIATIONS**
- 11.1 Concerns were raised about this type of expenditure from CIL funds as it was felt that there was no consultation with residents. Cllr Terry reminded fellow Members that it was previously agreed that the Office and Finance Committee would be tasked agreeing CIL appropriations at a previous Council meeting and bring the proposals to Council. The Office and Finance Committee has met, and the minutes have been circulated hence the agenda items as it is only Full Council that can decide these type of financial decisions.
- 11.2 The Clerk advised that whilst the advice maybe unpalatable. Council has the Power and Statute to proceed with considering CIL applications and any other decisions made. The Council also has the General Power of Competence. There is no legal requirement for the Council to consult regarding decisions made by the Council as a whole.
- 11.3 The items were then taken one by one.
- 11.4 1) £200,000 of which £100,000 will be spent in the financial year 2020-2021 and a further £100,000 to be spent in the 2021-2022 financial year. It was further agreed that this could be revisited, and the Community Pot be topped up when further CIL funds have been received.

- 11.5 It was agreed to allocate £200,000 of CIL funds as specified above.
- 11.6 2) To allocate £75,000 as requested by the Working Group for the skate park. Being mindful the skate park is subject to consultation to appropriate the amount elsewhere should the skate park not be installed.
- 11.7 It was agreed to allocate £75,000 of CIL funds as specified above.
- 11.8 3) To allocate £20,000 to refresh the Ringmer Neighbourhood Plan.
- 11.9 It was agreed the amount of £20,000 be allocated in order to refresh Ringmer Neighbourhood Plan.
- 11.10 4) To allocate £35,000 for play equipment renewals or replacements for the 2021-2022 financial year. To be reviewed periodically.
- 11.11 It was agreed to allocate £35,000 as a contribution towards play equipment renewals as stated above.
- 11.12 5) To allocate £100,000 to the Community Land Trust as a Social Housing Pot, which will benefit the residents/employees of Ringmer.
- 11.13 It was agreed subject to this being legal that £100,000 be allocated to the Community Land Trust.
- 11.14 6) To allocate £100,000 to a Land Acquisition Pot to assist with purchasing land contained within the Neighbourhood Plan.
- 11.15 It was agreed to allocate £100,000 of CIL funds as stipulated above.
- 11.16 7) To allocate £15,000 for the installation of new bus shelters in the parish.
- 11.17 It was agreed to allocate £15,000 of CIL funds for the installation of new bus shelters in the Parish.
- 11.18 All items were voted on and the majority votes were carried.
- 12.1 **POLICIES FOR ADOPTION**
- 12.2 a) Vexatious Complaints Policy and appointment of Panel Members if agreed
- 12.3 b) Stress in the Workplace
- 12.4 c) Dignity at work Bullying/Harassment Policy
- 12.5 d) Health and Safety Policy
- 12.6 This item was taken on mass. Members were advised that the Stress in the Workplace policy is still being worked upon. After some consideration it was **resolved** 1) To adopt and accept the Vexatious Complaints Policy. 2) To adopt and accept the Dignity at work Bullying/Harassment Policy. 3) To adopt and accept the Health and Safety Policy.
- 12.7 A vote was taken. All Members were in favour.
13. **PLANNING APPLICATIONS**

- 13.1 **LW/20/0466 19 Turnpike Close Ringmer East Sussex BN8 5PD**
Proposed single storey rear extension
- 1.32 **Comments and observations**
Ringmer Parish Council has no objections to this application.
- 13.3 **LW/20/0338 1 Christie Avenue Ringmer BN8 5JT**
Extend Curtilage of rear garden to no's 1 & 3 Christie Avenue into the verge along Bishop's Lane, to be used as private garden
- 13.4 At 8.28 the Chairman suspended standing orders to allow a member of the public to speak.
- 13.5 The Member of the public provided some further information and background regarding the application.
- 13.6 At 8.29 the Chairman reinstated standing orders.
- 13.7 **Comments and observations**
Ringmer Parish Council strongly objects to this application.
- 13.8 **LW/20/0477 1 Oakmede Way Ringmer BN8 5JL**
Single story flat roof extension with lantern light
- 13.9 **Comments and observations**
Ringmer Parish Council made no comments on this application as a decision has already been determined by Lewes District Council
- 13.10 **LW/20/044/CD Land North of Chapters Bishops Lane Ringmer**
Discharge of condition 14 in relation to planning approval LW/14/0127
- 13.11 It was agreed to delegate a response for strongly objecting to the application to Cllr Kay in conjunction with the Clerk. **Appendix 2**
14. **REPORTS BY LEAVE – NOT FOR DISCUSSION OR DECISION**
- 14.1 Reports were received regarding
- Parking issues in Barcombe
 - Cars parking on the village green
 - Bishops Lane affordable housing
 - Chimneys at Bishops Lane
 - Attendance at a Westbourne Residents Group
15. **ITEMS FOR REFERRAL TO NEXT AGENDA OR APPROPRIATE COMMITTEE**
- 15.2
- 1) Appropriation of funds highlighted under item 10 in these minutes
 - 2) To consider how to spend the Lucy Stoner Bequest
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.

There being no further business, the meeting closed at 8.46pm.

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

Date of Next Council Meeting 10th September 2020 via Zoom If restrictions are lifted the venue will be confirmed

VN	Date	Bank	Chq No	Description	Supplier	Total
115	06/07/2020	Barclays Current		Grass Cutting Various	Ringmer Property Maintenance	75.83
116	06/07/2020	Barclays Current		Grass Cutting Allotments	Ringmer Property Maintenance	160.00
117	06/07/2020	Barclays Current		Grass Cutting Various	Ringmer Property Maintenance	140.00
118	06/07/2020	Barclays Current		Jubilee Garden Maintenance	Ringmer Property Maintenance	116.67
119	06/07/2020	Barclays Current		Room Hire	Ringmer Village Hall Management	16.64
120	07/07/2020	Barclays Current		Play Equipment Maintenance	Committee	295.00
121	07/07/2020	Barclays Current		Play Equipment Maintenance	Ringmer Property Maintenance	162.00
122	07/07/2020	Barclays Current		Play Equipment Maintenance	Ringmer Property Maintenance	550.00
123	07/07/2020	Barclays Current		Play Equipment Maintenance	Ringmer Property Maintenance	650.00
124	07/07/2020	Barclays Current		Security items	Ringmer Property Maintenance	91.88
125	07/07/2020	Barclays Current		Tarmac path village green play area	Ringmer Property Maintenance	250.34
126	09/07/2020	Barclays Current		Flowers	Eflorist	26.98
127	14/07/2020	Barclays Current		Lighting columns	EDF Energy	213.40
128	14/07/2020	Barclays Current		Room Hire	Ringmer Village Hall Management	16.64
129	14/07/2020	Barclays Current	107199	Donation	Committee	100.00
130	14/07/2020	Barclays Current		Litter Bin Emptying	East Sussex WRAS	116.92
131	14/07/2020	Barclays Current		Litter Bin Emptying	Lewes District Council	146.15
132	14/07/2020	Barclays Current		Litter Bin Emptying	Lewes District Council	29.23
133	20/07/2020	Barclays Current		Hedge cutting	Lewes District Council	180.00
134	20/07/2020	Barclays Current		Play area tidying/maintenance	Ringmer Property Maintenance	20.00
135	20/07/2020	Barclays Current		Materials	Ringmer Property Maintenance	218.18
136	20/07/2020	Barclays Current		Labour charge	Ringmer Property Maintenance	100.00
137	20/07/2020	Barclays Current		Footpath repairs	Ringmer Property Maintenance	205.56
138	20/07/2020	Barclays Current			Ringmer Property Maintenance	
139	20/07/2020	Barclays Current				
140	20/07/2020	Barclays Current		Stamps		
141	20/07/2020	Barclays Current		Paper	Staples	53.93
142	21/07/2020	Barclays Current			Staples	
143	21/07/2020	Barclays Current				
144	21/07/2020	Barclays Current				
145	21/07/2020	Barclays Current				
146	21/07/2020	Barclays Current	107200			
147	21/07/2020	Barclays Current	107200			
148	21/07/2020	Barclays Current	107200			
149	21/07/2020	Barclays Current	107200			
150	21/07/2020	Barclays Current	107200			
151	21/07/2020	Barclays Current				
152	21/07/2020	Barclays Current		Solicitors fees	Surrey Hills Solicitors LLP	312.00
154	22/07/2020	Barclays Current		Play Area Inspections - Monthly	Lewes District Council	18.49

155	27/07/2020	Barclays Current		Mobile Phone	Tesco Mobile	7.99
153	28/07/2020	Barclays Current		Purchase fees	Amazon	120.00
157	28/07/2020	Barclays Current		Vegetation clearance	RJS Trees & Gardens	597.60
156	29/07/2020	Barclays Current		Office equipment	Furniture at work	564.96
158	29/07/2020	Barclays Current	107201	Materials	Ringmer Property Maintenance	1,008.00
159	29/07/2020	Barclays Current	107201	Grass Cutting Village Green - Contracted	Barcombe Landscapes Ltd	1,095.00
160	29/07/2020	Barclays Current	107201	Grass Cutting Village Green - Contracted	Barcombe Landscapes Ltd	84.00
161	29/07/2020	Barclays Current	107201	Grass Cutting Village Green - Contracted	Barcombe Landscapes Ltd	307.20
162	29/07/2020	Barclays Current	107201	Grass Cutting Anchor Field - Contracted	Barcombe Landscapes Ltd	890.00
163	29/07/2020	Barclays Current	107201	Churchyard Maintenance - Contracted	Barcombe Landscapes Ltd	475.93
164	29/07/2020	Barclays Current	107201	Grass Cutting Various	Barcombe Landscapes Ltd	261.28
165	29/07/2020	Barclays Current	107201	Rushey Green Grass Cutting - Contracted	Barcombe Landscapes Ltd	266.72
166	29/07/2020	Barclays Current	107201	Gote Lane Grass Cutting - Contracted	Barcombe Landscapes Ltd	90.00
167	29/07/2020	Barclays Current	107201	Gote Lane Grass Cutting - Contracted	Barcombe Landscapes Ltd	204.00
168	29/07/2020	Barclays Current	107201	Broyle Lane/Close Grass Cutting	Barcombe Landscapes Ltd	160.80
169	29/07/2020	Barclays Current	107201	Broyle Lane/Close Grass Cutting	Barcombe Landscapes Ltd	255.91
170	29/07/2020	Barclays Current		Grass Cutting Various	Barcombe Landscapes Ltd	124.80
				SSL Certificate	123 Connect	16,596.66

Appendix 2

LW/20/044/CD Land North of Chapters Bishops Lane Ringmer

Discharge of condition 14 in relation to planning approval LW/14/0127

Comments and observations

Ringmer Parish Council objects strongly to this application, which seeks to change the construction vehicle access point to this large building site. The new proposal would greatly increase both inconvenience and hazard to many existing Ringmer residents.

Ever since outline permission was first granted for this strategic housing development in Ringmer it has been a condition, designed to minimise inconvenience and risk to existing residents, that the access to the site for all purposes should be at the north-western corner of the site, near the Norlington Lane end of Bishops Lane. Heavy construction traffic is required to access the site from the A26 via Ham Lane, avoiding travel through Ringmer village. This application seeks to change the access for construction vehicles to a new site, in the middle of Bishops Lane and right across from the section of Ringmer Green where the children's play area is located.

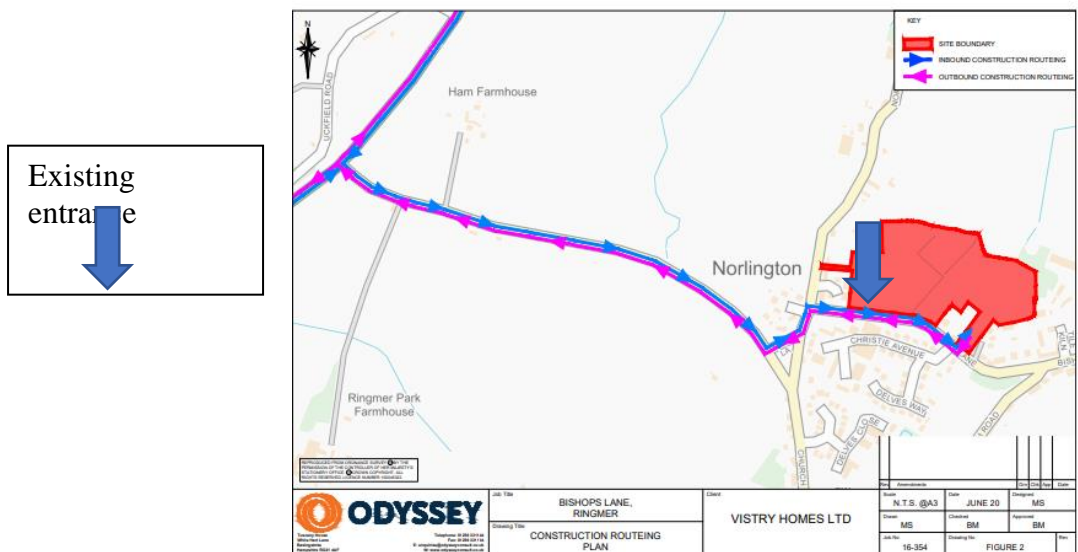
Until the start of construction at this development entire north western section of Bishops Lane had the appearance of a quiet country lane. It is heavily used by village residents travelling on foot or by bicycle to access Norlington Lane, another quiet country lane far more used for recreational purposes. On both lanes, pedestrians and their dogs, cyclists and motorists share the same carriageway. There are no pavements. The lane is obstructed by two "narrows" pinch points, one just north-west of the junction with Christie Avenue, and the other immediately south-east of the agreed access point to the new Bovis Homes development



Bishops Lane in 2017

Through traffic and rat-running has been effectively discouraged by the “narrows”, which have been in place for many years, and recently replaced by the developer, working with East Sussex CC. The section of Bishops Lane between Norlington Lane and the agreed site access has been improved and widened to allow construction traffic to use it, and these improvements have included the provision of a short section of new pavement on one side of the lane to separate pedestrians and their dogs from the new traffic. Cyclists have to share the carriageway, but it is only a short stretch. The central section of Bishops Lane, with a protected ancient hedgerow on one side and an important treed wildlife corridor on the other, remains a country lane, with shared carriageway use. This lane is the principal access for about 200 Ringmer households, with addresses in the Delves Estate (Christie Avenue, Delves Way & Mildmay Close) and Bishops Lane, Potters Field, North Road (a one way lane along the side of Ringmer Green), Bishops Close, Tilekiln, Trinity Field and Green Close.

Bovis Homes have now decided, with construction in progress, their show houses open and sales commencing, that rather than their construction traffic using the agreed route through the development for the remaining construction period (conservatively estimated at 18 months), it would be more convenient for them if the construction traffic was separated from customer and new resident traffic, by routing it further along Ringmer Green to a secondary access (intended for use only by pedestrians, cyclists and emergency vehicles unable to use the main access). They claim it would be safer, and it would doubtless be much nicer, for new residents if they did not have to share their new main access route (Kings Drive, which will have pavements) with construction traffic.



This application aims to achieve this at the expense of creating much more danger and nuisance to a much larger group of existing road users and existing residents by mixing the construction traffic with the existing use of Bishops Lane. Note that the surviving “country lane” section of Bishops Lane, between the current and proposed access points, is of variable width, without any pavement. The Bovis development is required to provide a new pedestrian pathway, on the development side of the retained Bishops Lane boundary ancient hedgerow, to serve this section of the lane. Bovis have been asked to provide this early in the development but have declined to do so. Thus under the new Bovis plan pedestrians, cyclists, dog walkers and other users would have to share the common carriageway with all the new Bovis construction traffic. The new entrance proposed would be right opposite Ringmer Green close to the children’s play area there and would run between existing houses on Bishops Lane and Potters Field. The dangers and inconvenience thereby created would far exceed any gain to other parties.

Please note also that all large delivery vehicles, waste disposal vehicles and emergency vehicles attending the 200 households served by Bishops Lane and the Diplocks business centre are aware, and alerted by their SatNavs, that they must enter Bishops Lane from its south-east (B2192) end, because entry from the north-west (Norlington Lane) end is blocked by the “narrows”. North Road is unsuitable for large vehicles. The arrangements now proposed by Bovis Homes, in which the “narrows” would be temporarily replaced at Ringmer Green, would mean that such vehicles attending more than half of these households will now have to attend from the opposite end. How long will it take for their SatNavs to discover this, and again to discover that the situation has returned to normal at the end of the construction period? Note that any large vehicle arriving in error at the proposed new “narrows” site will have to reverse for several hundred yards before it is able to turn, all in close proximity to Ringmer’s main play facilities for small children.

Bovis raised this proposal for discussion at the regular meetings of the liaison group established by the North Ringmer Residents Association (neighbours to the site) and attended on behalf of Lewes District Council by Mr Leigh Palmer, Mr Christopher Wright and Miss Jennifer Baxter. They were told in unambiguous terms by Mr Palmer that he would oppose any such application. It has nevertheless been submitted.