

## Minutes of the Parish Council Virtual Meeting

Held on Thursday 8<sup>th</sup> October 2020 7.00pm by Zoom

**PRESENT:** – Cllr Richard Turner - Chairman, Cllr Richard Booth, Cllr Margaret Crompton, Cllr Johnny Denis, Cllr Gavin May, Cllr David Harper, Cllr Clare Herbert, Cllr John Kay, Cllr Gavin May, Cllr Sarah Phillips, Cllr Gordon Sims, Cllr David Terry, and Cllr John Whitlock.

**Also, in attendance:** Cllr Emily O’Brien and Cllr Phillip Daniel  
Karen Crowhurst – Clerk/RFO  
Corinna Goward – Assistant Clerk

**Members of the Public:** Approximately 13

<b>Item No</b>	<b>Minutes</b>
1.	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b>
1.1	None.
2.	<b>DECLARATIONS OF MEMBERS’ INTERESTS AND DISPENSATION REQUESTS</b>
2.1	No declarations of interests or dispensation requests were received.
3.	<b>TO ACCEPT THE MINUTES FROM THE PARISH COUNCIL MEETING HELD ON 10<sup>th</sup> September 2020</b>
3.1	It was <b>resolved</b> to accept the minutes from the Parish Council meeting held on 10 <sup>th</sup> September as true and accurate record of the meeting.
4.	<b>PUBLIC QUESTIONS OR COMMENTS</b> 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 7.02 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"><li>• Concerns for a skate park being installed on the village green</li><li>• Clarity of the zoom meeting 15<sup>th</sup> July 2020 regarding general facilities for young people and a request for Ringmer Parish Council to discuss as future agenda item</li><li>• Outcome of skate park working group recommendations being made public</li><li>• Limited demographic need of skate park</li></ul>
	At 7.10pm standing orders were re-instated.
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5	<b>There were no items listed under no 5 in error</b>

6. **REPORTS FROM DISTRICT AND COUNTY COUNCILLORS – Maximum 15 minutes**
- 6.1 a) To note any written reports previously received
- 6.2 Reports from County Cllr Phillip Daniel and District Cllr Emily O’Brien were received on the day and duly noted.
7. **ACTION POINTS AND REPORT FROM THE CLERK**
- 7.1 a) Children’s Centre update
- 7.2 The Clerk informed members that the Children’s Centre was to be used as an educational pod for the coming year.
- 7.3 b) Remembrance Parade
- 7.4 The Clerk apprised members that due to COVID 19 restrictions there would be no organised parade this year.
- 8.0 **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 The Assistant Clerk informed members of an email received from The Monday Club thanking the Parish Council for the grant payment of £500.
9. **OFFICE & FINANCE:**
- 9.1 a) Payments and receipts
- 9.2 It was agreed to accept the payments and receipts presented upon recommendation of the Office & Finance Committee. **(The payments list is appended at the end of these minutes)**
- 9.3 b) Bank Reconciliation(s)
- 9.4 It was agreed to accept the Bank Reconciliation presented upon the recommendation of the Office & Finance Committee.
- 9.5 c) Bank summary
- 9.6 It was agreed to note the bank summary report.
- 9.7 d) Cost Centre Report
- 9.8 It was agreed to note the Cost Centre Report.
- 9.9 e) Quotation(s)
- 9.10 There were no quotations for consideration.
- 9.11 f) Grant application(s)/Donations
- 9.12 There were no grant applications for consideration
- 9.13 g) Insurance renewal
- 9.14 Members were advised that this was included in error. Insurance for the year had already been approved and paid.
- 9.15 h) Bank account signatories – Progress

- 9.16 This item is still on going.
- 9.17 i) To agree expenditure of Lucy Stone Bequest – Previous decisions previously circulated
- 9.18 The Clerk informed members of previous decisions regarding allocation of the bequest and advised them to un-allocate the funds. It was generally agreed that the bequest should be used to benefit the village as a whole.
- 9.19 It was proposed and seconded to remove the Lucy Stone Bequest from the CIL priorities list and un-allocate the funds from that budget. A vote was taken by show of hands and the outcome was unanimous. Therefore, it was **resolved** to remove the Lucy Stone Bequest from the CIL priorities list and un-allocate the funds.
- 9.20 j) Outsourcing Payroll responsibilities
- 9.21 No decisions were made.
- 9.22 k) Office cleaning arrangements
- 9.23 The Clerk informed members that an arrangement had been made with Kings Academy for cleaning staff to clean the office for 1 hour a week at approximately £9. per hour. The Clerk had previously cleaned it herself and was thanked for her efforts.

## 10. **COUNCIL VISION AND STRATEGIC PLAN**

- 10.1 a) To consider appointing someone from SALC to introduce a visioning exercise and work with Council on a robust plan for the next 1-5 years
- 10.5 This item was discussed at length. Members requested further information regarding SALC's experience and costing before agreeing to use them for such a project. The Clerk apprised members of David Carden's experience and background and stressed that putting a forward plan in place would make the Council more cohesive, improve functionality and better represent the residents of Ringmer. **ACTION** – Clerk to obtain quotations and specifications
- 10.6 b) To consider other methods and agree any actions to work towards a 5 year plan
- 10.7 Members discussed using other consultants and the Clerk requested that all councillors email her with their ideas of which specifications they would want covered by consultants so all prospective parties would have the same brief to work towards.
- 10.8 A proposal was made and seconded to engage a consultant to work on a strategic 5 year plan and to create a list of consultants to submit to the Council for consideration. A vote was taken and the outcome was unanimous.

## 11.0 **PLANNING APPLICATIONS**

- 11.1 There were no planning applications for consideration.

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

12.1 Reports were received regarding:

- Ongoing highways issues and a request for an SLR meeting
- The traffic nuisance in Ringmer as highlighted at a recent PCC virtual meeting
- Floods in Mill Mead arising from the Caburn Field development
- The Community Woodland hand-over to the Community Land Trust when the housing development is complete
- Emails highlighting the public face of the Council

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

13.1 There were no items for referral.

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

14.1 There were no urgent items.

15.0 **STAFFING MATTERS *Exclusion of the press and members of the public in accordance with the Admission to meetings Act 1960***

15.1 It was resolved that staff and members of the public leave the meeting. They did so at 7.50pm

15.2 a) Resignation of Assistant Clerk

15.3 Cllr Harper informed members that the Assistant Clerk would be leaving the Parish Council at the end of October.

15.4 b) Exit interview of Assistant Clerk

15.5 Cllr Harper summarised notes of the recent exit interview with the Assistant Clerk. Members noted the report and thanked the Assistant Clerk for her efforts over the last four and a half years.

15.6 c) Temporary Staff Arrangements

15.7 Members were informed that two temporary members of staff had been appointed to support the Clerk over the next three - month period until a permanent replacement for the Assistant Clerk was recruited. The new posts would start in early November and the hours agreed were as follows:

Temporary Finance Assistant – 16 hours per week

Temporary Admin Assistant – 30 hours per week

15.8 d) Clerk job evaluation review – Report from David Carden commissioned by the Council Chairman in accordance with SSALC advice

15.9 Members noted that some of the recommendations in David Carden's report had already been actioned. A proposal was made and seconded to respond to the recommendations as follows :

- i) The Clerk's grade had already been agreed
- ii)&iii) The annual pay increment had been awarded and back-dated to 1<sup>st</sup> April 2020
- iv) The pay award made in December 2018 recognised the Clerk's CILCA qualification
- v) Future job appraisals and job description reviews would be led by the Personnel Sub Committee.

- 15.10 A vote was taken which was unanimous. Therefore it was **resolved** to accept the above proposals.
- 15.11 Members thanked Cllr Harper for his work on the job evaluation review in liaison with the Clerk and David Carden.
- 15.12 e) Staffing matters recommendations and agree any actions – Report from Cllr Harper previously circulated
- 15.13 Current and future staffing arrangements were discussed, including current supervisory and management arrangements. Councillors were concerned that they were unable to provide the necessary time and expertise to support Staff and input from HR Professionals may be helpful.
- 15.14 A proposal was made and seconded that the Personnel Sub Committee, with the support of Cllr Sims, seek to appoint a suitably qualified, independent HR professional and a budget allocated accordingly.
- 15.15 A vote was taken – 11 were in favour and 2 abstained, therefore the proposal was carried.
- 15.16 A further proposal was made and seconded that the HR professional, once appointed, should undertake a review of the roles and processes of the Council Staff and recommend a staffing structure.
- 15.17 A vote was taken – 12 voted in favour with one abstention, therefore the proposal was carried.

It was noted that Cllr Booth experienced problems with his sound during the meeting so was unable to comment on several items.

There being no further business, the meeting closed at 9.20pm.

VN	Date	Bank	Chq No	Description	Supplier	Total
203	01/09/20	Barclays current		Disbursements	Surrey Hills Solicitors LLP	9.00
206	01/09/20	Barclays Current		Electricity Supply	Ringmer Village Hall Management	337.82
208	01/09/20	Barclays Current		Grass Cutting Various	Committee	75.83
209	01/09/20	Barclays Current		Grass Cutting Various	Ringmer Property Maintenance	140.00

210	01/09/20	Barclays Current		Play Equipment Maintenance	Ringmer Property Maintenance	15.00
211	01/09/20	Barclays Current		Remove old units and make good	Ringmer Property Maintenance	60.00
212	01/09/20	Barclays Current		Seal and re-paint exterior walls/soffits/fascia	Ringmer Property Maintenance	103.98
213	01/09/20	Barclays Current		Jubilee Garden Maintenance	Ringmer Property Maintenance	116.67
202	01/09/20	Barclays Current		Professional charges	Ringmer Property Maintenance	600.00
204	01/09/20	Barclays Current		Professional charges	Surrey Hills Solicitors LLP	120.00
205	01/09/20	Barclays Current		Play Equipment Maintenance	Surrey Hills Solicitors LLP	463.20
207	01/09/20	Barclays Current		Annual subscription	Cosmo Construction (UK) Ltd	180.00
214	01/09/20	Barclays Current		Photocopier usage	Satswana Ltd	167.42
215	03/09/20	Barclays Current		PC monitor	Richoh	154.99
219	07/09/20	Barclays Current		PC monitor	Curry's PC World	229.99
218	09/09/20	Barclays Current		Insurance	Argos Ltd	2,580.61
217	09/09/20	Barclays Current		Litter Bin Emptying	Came & Company	116.92
216	15/09/20	Barclays Current		Website upgrade	Lewes District Council	120.00
220	15/09/20	Barclays Current		Dog Bin Emptying	123 Connect	561.60
221	15/09/20	Barclays Current		Play Area Inspections - Monthly	Lewes District Council	312.00
232	16/09/20	Barclays Current		Water Charges	Lewes District Council	131.62
223	21/09/20	Barclays Current			Hot Water	
224	21/09/20	Barclays Current				
225	21/09/20	Barclays Current				
226	21/09/20	Barclays Current				
227	21/09/20	Barclays Current				
228	21/09/20	Barclays Current				
229	21/09/20	Barclays Current				
230	21/09/20	Barclays Current				
231	21/09/20	Barclays Current				
233	21/09/20	Barclays Current	107203			
234	21/09/20	Barclays Current	107203			
235	21/09/20	Barclays Current	107203			
236	21/09/20	Barclays Current	107203			
237	21/09/20	Barclays Current	107203			
238	21/09/20	Barclays Current	107204			50.00
245	22/09/20	Barclays Current		Refund	Mr P Shayler	115.00
247	22/09/20	Barclays Current		Stamps	Staples	8.50
222	22/09/20	Barclays Current		Mobile Phone	Tesco Mobile	77.80
240	22/09/20	Barclays Current		Phone Services	Zen internet	35.99
241	22/09/20	Barclays Current		Thermometer	Amazon	17.99
242	22/09/20	Barclays Current		Paper	Staples	31.26
243	22/09/20	Barclays Current		Paper	Staples	31.26
244	22/09/20	Barclays Current		Paper	Staples	11.75
246	23/09/20	Barclays Current		Hygiene/toilet supplies	Staples	237.36
239	28/09/20	Barclays Current		Play Area Inspections - Annual	Lewes District Council	61.07
248	30/09/20	Barclays Current		Broadband services	BT	80.00
249	30/09/20	Barclays Current		Tree tidying v green	RJS Trees & Gardens	500.00
				Grant	The Monday Group	<b>15,358.16</b>

