

## RINGMER PARISH COUNCIL

### Minutes of the Parish Council Virtual Meeting Held on Thursday 12<sup>th</sup> November 2020 at 7.00pm

**PRESENT:** Cllr Richard Turner – Chairman, Cllr Richard Booth, Cllr Margaret Crompton, Cllr Johnny Denis, Cllr Gavin May, 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: Karen Crowhurst – Clerk/RFO  
Carol Hodgson – Finance Administrator  
Gail Metcalfe – Administrator

Member of the Public: Approximately 6

<b>Item No</b>	<b>Minutes</b>
<b>1.</b>	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b>
1.1	None.
<b>2.</b>	<b>DECLARATIONS OF MEMBERS' INTERESTS AND DISPENSATION REQUESTS</b>
2.1	No declarations of interests or dispensation requests were received.
<b>3.</b>	<b>TO ACCEPT THE MINUTES FROM THE PARISH COUNCIL MEETING HELD ON 8<sup>TH</sup> OCTOBER 2020</b>
3.1	It was <b>resolved</b> to accept the minutes from the Parish Council meeting held on 8 <sup>th</sup> October 2020.
<b>4.</b>	<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	No questions or comments were made.
<b>5.</b>	<b>REPORTS FROM DISTRICT AND COUNTY COUNCILLORS – Maximum 15 minutes</b>
	a) To note any written reports previously received
5.1	The briefing paper on the Role of a Councillor emailed on 10/11/2020 was duly noted and had been read.
<b>6.</b>	<b>ACTION POINTS AND REPORT FROM THE CLERK</b>
	a) Strategic Plan
6.1	The Clerk informed members that she would inform on this once the methodology and costs were received.

## 7. CORRESPONDENCE – FOR NOTING OR ACTION

- 7.1 a) To act as the Registered Office for Cheyney Trust
- 7.2 After the Clerk explained that this would simply involve their mail coming to us and an email to them informing when they have mail, it was agreed with only one abstention that Ringmer Parish Council act as the registered office for Cheyney Trust.
- 7.3 b) Ringmer Swimming Pool
- 7.4 The Clerk advised that 3 quotes were being obtained by Lewes District Council for the repairs needed and that the swimming pool, therefore, was not being closed.
- 7.5 c) Draft East Sussex Local Cycling and Walking Infrastructure Plan – Consultation  
To consider any correspondence for noting or action received after this agenda has been published
- 7.6 Cllr Denis and Cllr Phillips to draft a consultation document for all members copying in the Clerk.
- 7.7 d) To consider any correspondence for noting or action received after this agenda has been published
- 7.8 i) Cllr Turner to attend the zoom meeting on 25<sup>th</sup> November 2020.  
ii) It was decided to defer a decision on helping the Village Hall out financially until more information is obtained.

## 8. TERMS OF REFERENCE

- 8.1 a) Personnel Sub- Committee to adopt and accept the Terms of Reference as recommended by the Personnel Committee at the meeting held on 19<sup>th</sup> October 2020
- 8.2 A proposal was made and seconded that the Terms of Reference recommended by the Personnel Committee at the meeting on 19<sup>th</sup> October 2020 along with the changes made by Cllr Sims be the final document to be adopted and accepted.
- 8.3 A vote was taken – 10 were in favour and 2 abstained, therefore the proposal was carried.
- 8.4 b) Skate Ramp Working Group as recommended by the Skate Ramp Working Group
- 8.5 A proposal was made and seconded that, in light of the information received today, the Terms of Reference be deferred.

A vote was taken and the outcome was unanimous.

## 9. APPOINTMENTS OF COUNCILLORS

- 9.1 a) Office and Finance Committee 1 Member
- 9.2 No-one came forward so please contact the Clerk for more information if interested.
- 9.3 b) Personnel Sub-Committee 1 Member
- 9.4 **ACTION** - Clerk to arrange a Zoom meeting for members to discuss and for a democratic vote to be taken.
- 9.5 c) Skate Ramp Working Group 2 Members
- 9.6 A vote was taken to appoint Cllr Wilkins to the group which was unanimous. Cllr May expressed his belief that the Group was big enough without another member joining.

- 9.7 d) Play Area Equipment Working Group 1 Member  
9.8 A unanimous vote was taken to appoint Cllr Wilkins as the new member of the Group.

10. **MEETING SCHEDULE 2021 – 2022**

- 10.1 The Meeting Schedule for 2021-2022 was accepted.

11. **OFFICE & FINANCE:**

- 11.1 a) Payments and Receipts (Previously circulated)  
b) Bank Reconciliation(s)  
c) Bank Summary  
d) Cost Centre Report  
e) Quotation(s)

- 11.2 Points a) to e) were taken together and members were happy to accept all documents on block and for Chairman to sign bank receipts.

- 11.3 f) Grant application(s)/Donations – Victim Support and St Mary’s Church (PCC)  
A vote was taken to pay Victim Support £200.00 rather than the £100.00 requested and St Mary’s Church £280.90. These were both voted for unanimously.

g) Bank account signatories - Progress  
Cllr Whitlock is now the signatory of Jubilee Cottages.

12. **OFFICE AND STAFFING BUDGET** – Please note the office Budget includes, grants, subscriptions, professional services, and IT provision

- 12.1 A proposal was made to defer the budget to a further review in December. This was voted for unanimously.

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

- 13.1 a) **Lewes and Eastbourne Neighbourhood Planning** Zoom mtg held on 09/11/20 – it was requested that the meeting notes be read as they give the full picture and will inform what is to be done.  
b) **East Sussex Highways** - a minor victory regarding a pothole being seen as having an impact on residents and Council Tax payers was reported. Highways plan for additional signage at Mornington Lane and it was requested that this be added to the agenda for the next SLR meeting.  
c) **Bishops Lane** – it was reported that new residents have moved in.  
d) **Caburn Field Neighbours Group** – a Government directive has increased the working hours on this site and there is an ongoing arrangement for developers to move site access.  
e) **The Royal British Legion Remembrance Day** – there was an informal wreath-laying service held on Remembrance Sunday.

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

- 14.1 Those deferred at 7.8 ii), 8.5 , 12.1 and 13.1 b).

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

- 15.1 a) A proposal was made and seconded that Council makes available the sum required to employ a Barrister specialising in property law to confirm the status of the Village Green.
- 15.2 A vote was taken – 11 were in favour and 1 abstained, therefore the proposal was carried.
- 15.3 b) A proposal was made and seconded to provide professional indemnity insurance to Councillors with immediate effect and to allow for this in next year's budget.
- 15.4 A vote was taken, and the outcome was unanimous.

There being no further business, the meeting closed at 9.12pm.