

RINGMER PARISH COUNCIL

Minutes of the Annual Statutory Meeting
Held on Tuesday 24th May 2022 at 19.30
In the Parish Rooms, Lucy Stone Room

Present:			
Cllr Gordon Sims (Chairman) (GS)	Cllr Sarah Phillips (SP)	Cllr Tara Barber (TB)	Cllr Matt Crisp (MCrisp)
Cllr Margaret Crompton (MC)	Cllr Gavin May (GM)	Cllr Marcia Morgan (MM)	Cllr John Whitlock (JW)
Members of the public:		1	
1.	Election of Chairman and Signing of Declaration of Acceptance After a unanimous vote in favour, it was resolved that Cllr Gordon Sims be re-elected as Chairman of the Parish Council. Declaration of Acceptance signed.		
2.	To receive and accept apologies for absence David Duke, John Kay, Richard Turner, Johnny Denis, David Terry.		
3.	Declarations of Interest: GM declared an interest in planning matter 14.5.		
4.	Dispensation requests None received.		
5.	Election of Vice Chairman After a unanimous vote in favour, it was resolved that Cllr Sarah Phillips be re-elected as Vice Chairman to the Parish Council.		
6.	Minutes of previous meetings: The minutes of the meetings held on 12 th April 2022 and 10 th May 2022 were accepted and signed by the Chairman.		GS
7.	Public questions or comments: None received.		
8.	If the Committee wishes to exclude the public for a particular agenda item, the following resolution must be passed: ‘That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.’ No exclusion required		
9.	Council Committee memberships and granting of delegated authority 1) Planning Committee – Propose that this consist of 6 or 7 members of Council who will deal with all planning applications other than newbuilds which will go to full Council There was discussion surrounding clarification of which applications would be deemed appropriate to go to the full Council. It was resolved that an application of 9 or less newbuild properties would be dealt with by the Planning Committee, and that with regard to commercial applications, if the application was minor, i.e., change of use, it would again be dealt with by the Planning Committee. After a unanimous vote in favour, it was resolved that Cllr Whitlock would remain as Chairman. Cllrs Phillips, May and Morgan put themselves forward to be members of the committee. GM suggested a review in 6 months’ time. ACTION POINT -Office to contact those councillors not at the meeting to see if they would like to be on this Committee and then a decision will be made to confirm who will be members. ACTION POINT - Office to diarise for review ACTION POINT – Once membership agreed, those members to agree meeting schedule.		OFFICE

	<p>2) Office & Finance Committee – Chairman, and 4 other Members of the Council. It was resolved that Cllr Terry would remain as Chairman, and that Cllrs Sims, Phillips, May, and Morgan would remain as members. Cllr Kay had advised prior to the meeting that he was happy to remain a member but would step down if someone else wanted to become a member. ACTION POINT – Office to contact those councillors not present at the meeting to see if anyone would like to be a member of this committee.</p>	OFFICE
	<p>3) Personnel Committee - Chair and Vice Chair and 2 other Members It was resolved that Cllr Sims would remain as Chairman and that Cllrs Phillips, May and Barber will remain as members.</p>	
10.	<p>Appointments to other bodies</p> <p>1) Jubilee Cottages Housing Trust Management Committee - 5 Members It was resolved that Cllr Duke would become a member and that Cllrs Phillips, Crompton, Kay and Whitlock would remain as members.</p> <p>2) Cheyney Trust - No new appointment needed as there will be no vacancy until the next administration term</p> <p>3) Ringmer Village Hall Management Committee - 1 Member It was resolved that Cllr Terry would remain a member.</p> <p>4) Lewes District Association of Local Councils – Vice and Vice Chair It was resolved that Cllr Denis and Cllr Turner would remain as representatives.</p> <p>5) Liaison Cllr for Police Liaison It was resolved that Cllr Crisp would become the Liaison Cllr.</p> <p>6) Sussex Police – Joint Action Group It was resolved that Cllr Phillips would remain the representative.</p> <p>7) Liaison Cllr Ringmer businesses It was resolved that Cllr Kay would remain as Liaison Cllr.</p> <p>8) Liaison Cllr for Ringmer schools It was resolved that Cllr Morgan would remain as Liaison Cllr.</p> <p>9) Liaison Cllr Ringmer Village Shop Association It was resolved that Cllr May would remain as Liaison Cllr.</p> <p>10) Liaison Cllr for Leisure Services It was resolved that Cllr Morgan would remain as Liaison Cllr.</p> <p>Other appointments can be made as the need arises</p>	
11.	<p>Policies for review and adoption</p> <p>1) Ringmer Parish Council Standing Orders - NALC have made changes to points c. and f. and deleted point g. of the Financial Controls and Procurement (pages 21 & 22).</p> <p>2) Ringmer Parish Council Financial Regulations.</p> <p>3) Ringmer Parish Council Code of Conduct.</p> <p>Policies agreed and adopted ACTION POINT – Office to post adopted documents on website.</p>	OFFICE
12.	<p>To agree dates for the Full Council Meetings List of dates circulated and agreed. ACTION POINT – Office to post dates on website and noticeboards.</p>	OFFICE
13.	<p>Reports from District and County Councillors (Up to 15 mins) East Sussex County Councillor Lewes District Council To receive and accept any reports submitted Report from Maria Caulfield received and accepted.</p>	
14.	<p>Planning Matters: To consider responses to Planning Applications</p>	ALL
14.1.	<p>LW/21/0559 – Old Chapel Farm, Green Lane, Ringmer, East Sussex, BN8 5AD REVISED DESCRIPTION – Change of use of land to be used as a camp site for three Shepherds’ Huts only, together with single storey shop/tearoom/toilet, and formation of new vehicular access to the site and parking area for 5 cars. Retention of single storey workshop and store already constructed on site. RESOLVED – Parish Council decision – Supports this application.</p>	

14.2	LW/22/0218 The White House, Old Uckfield Road, Ringmer, East Sussex, BN8 5RX Single storey rear extension with flat roof and 2no. roof lanterns, and replacement rear first floor dormer RESOLVED – Parish Council decision – Supports this application.	
14.3	LW/22/0231 – Barn 2 Land Adjacent to Chalkham Farm, Uckfield Road, Stoneham, Ringmer East Sussex BN8 5RL Change of use of existing buildings and yard to a vehicle and car parts re-sale facility with ancillary end of life vehicle dismantling and depollution RESOLVED – Parish Council decision – no comment.	
14.4	LW/22/0232 – 1 The Denes, Laughton Road, Ringmer, East Sussex, BN8 5NG Creation of driveway by dropping the kerb RESOLVED – Parish Council decision – Supports this application.	
14.5	LW/22/0282 – Land to the South of the Broyle, Ringmer, East Sussex Erection of 70 residential dwellings; with access and parking, the provision of open space, play space and ecology areas with associated vehicular and pedestrian access and landscaping RESOLVED – Parish Council decision – Objects ACTION POINT – JW to draft a response and forward to the Clerk.	JW
14.6	LW/22/0290 – 7 The Broyle, Ringmer, East Sussex, BN8 5NP Single storey first floor rear extension with the addition of 1no window to side RESOLVED – Parish Council decision – Supports this application.	
14.7	LW/22/0312 – Broyle Mill Farm, The Broyle, Ringmer, East Sussex, BN8 5AR Removal of existing mobile home and demolition of existing redundant barn; construction of detached two storey barn style dwelling (resubmission of LW/21/0393) RESOLVED – Parish Council decision – Objects i Government Policy ii. Design, appearance, and materials iii. Layout and density of buildings Exceeds limit allowed with no affordable housing provision	
14.8	Planning Matters: All Decisions	
	LW/21/0931 – Oak Side Farm Campsite, Green Lane, Ringmer, BN8 5AD - Approved	
	LW/22/0200 – Pilon Danes, Laughton Road, Ringmer, BN8 5NH - Approved	
	LW/22/0209 – 9 Mill Road, Ringmer, BN8 5HY – Approved	
	LW/22/0213 – The White Cottage, Old Uckfield Road, Ringmer, BN8 5RX - Approved	
14.9	Planning Matters: Awaiting Decision	
	LW/22/0238 – 7 Anchor Field, Ringmer, BN8 5QN	
	LW/22/0254 – Land East of Uckfield Road (A26), Ringmer	
	LW/22/0255 – Land between The Broyle and Round House Road, Ringmer	
	LW/22/0273 – Elm Tree Cottage, Lewes Road, Ringmer, BN8 5NE	
	LW/22/0274 – Elm Tree Cottage, Lewes Road, Ringmer, BN8 5NE	
	LW/22/0290 – 7 The Broyle, Ringmer, BN8 5NP	
	LW/22/0312 – Broyle Mill Farm, The Broyle, Ringmer, BN8 5AR	
15.	Ringmer Gliding Club – to receive an update SP had queried with Emily O’Brien why work has continued at the Gliding Club even though the planning permission expired in Sept 21. She had asked Emily to check the current operating conditions as the club advertises evening flights which is outside of the permitted conditions. It was resolved that SP would assist the office in drafting a letter to Leigh Palmer, Head of Planning at LDC, expressing the council’s concerns that the Gliding Club is operating outside of their permitted conditions and is continuing with works post expiry of planning permission. ACTION POINT – Office to liaise with SP.	SP/OFFICE
16.	To receive an update on joint letter to LDC – Re. Housing Targets and Methodology GS reported that a letter has been sent jointly from local councils to LDC requesting that they liaise with neighbouring Local Planning Authorities and campaign against the excessive housing targets that result from the Standard Method. Response has been received from LDC. A response is awaited.	GS

17.	Governance Matters	
17.1	Swimming Pool – To receive an update on the Swimming Pool Group’s response with further information and a more detailed business case. SP reported: a positive meeting with LDC and ESCC. The ESCC consultation is now open. There will be a further meeting with Rob Cottrill from LDC to see if/how they can assist. KAR do not wish to run the swimming pool and have pointed out that safeguarding must be considered if the current model (school use only during school hours) is to be revised. ESCC are to meet with KAR and will report back to us after that. TB has organised a visual campaign with banners put up around the village.	JD
17.2	To receive an update on combining the Strategic Plan Working Group (SPWG) and the Communications Working Group (CWG). Ongoing	SP
17.3	To receive an update on RPC Assets of Community Value. In discussion Anchor Inn, Fingerpost Field, Ringmer Swimming Pool, Anchor Field and Car Park. Ongoing – SP requested that we look at Ringmer Swimming Pool as a matter of urgency ACTION POINT- Office to deal with SP request.	OFFICE
18.	Highways Matters To receive an update. No update.	SP
19.	Open Spaces and related Matters:	
19.1	To receive an update on the Parish Council’s Assets Survey and bin audit. Ongoing.	OFFICE/SP
19.2	To receive an update on the Bus Shelter at The Cock Inn. Ongoing.	JD
19.3	Skatepark – discuss the Fingerpost Field draft lease New draft lease received. It was resolved to sign the lease. JW advised that planning application for the Skatepark has been prepared. It was resolved that this will now be submitted by JW.	JW
19.4	Village Green Play Area – To receive any updates and agree any actions GS reported that this is on track for inspection on 31 st May 2022 and, providing it passes, will be ready for re-opening. Funds from LDC have been requested under Section 106.	GS
19.5	Grounds Maintenance – i) Jubilee Gardens - To consider replacing chain hung pointed posts with a timber border or other (8 currently need repairing. Last repaired in December 2021 - £188.56). It was resolved to replace these. ACTION POINT – Office to organise quotes. ii) Jubilee Gardens - To consider bark quotations. Works already completed as under limit set for quotation needs. iii) Wild Flower Project – To receive an update on the agreement between the Wild Flower Project and contractor. GM reported an agreed compromise which does not add to contractor costs. This to be reviewed at the end of the year. iv) ACTION POINT- Office to diarise for review. v) To receive any further updates and agree any actions – none.	OFFICE GM/OFFICE
19.6	Field House – To receive an update and agree any actions GS to make contact again with the donors. GS reported that the Church have agreed in principle to allow access to the field. ACTION POINT – Office to arrange quotes for works.	OFFICE
19.7	Anchor Field – Proposal for open space. Options discussed. GM suggested waiting until the hoarding is removed so that the space can be properly visualised. JW advised that there will be a footpath going across this space. It was resolved to defer this item as per GM’s suggestion. ACTION POINT – Office to put back on Agenda once hoarding is removed.	OFFICE

19.8	<p>Memorial trees – discuss preferred species of tree and area for planting.</p> <p>At the Full Council Meeting last November, it was resolved that memorial benches on the Village Green were to be superseded by memorial trees as there are now 30 benches in situ.</p> <p>ACTION POINT – Office to circulate information recently received regarding types of tree recommendations. Cllrs to gather further information and this item to be discussed again at next meeting.</p> <p>It was resolved that existing benches that are not currently memorial could be re-purposed.</p>	OFFICE/ALL
19.9	<p>Consultation -Wildlife and Countryside Act 1981 – Section 53</p> <p>Claimed Public Right of Way (footpath) Ringmer from Potato Lane to Lewes Road</p> <p>To consider a response (deadline for response 16th June 2022).</p> <p>Resolved – Parish Council Decision – “no comment”</p> <p>ACTION POINT –Office to send response to LDC.</p>	OFFICE
20.	Communications Matters:	
20.1	<p>To receive an update on RPC Newsletter</p> <p>Report received from DD.</p>	DD
20.2	<p>Hearing Loop System – The council has been asked to see if a hearing loop system can be installed in the Parish Meeting Room. To receive an update.</p> <p>JK sent a report detailing requirements needed with an idea of loop cost. There would be an additional cost for a microphone to facilitate they system.</p> <p>ACTION POINT – Office to source quotes.</p>	OFFICE
21.	Finance Matters:	ALL
21.1	<p>To receive the latest Financial Reports</p> <p>Reports received.</p>	
21.2	<p>To approve the latest bank reconciliation</p> <p>Approved.</p>	
21.3	<p>To approve the list of payments</p> <p>Approved.</p>	
22.	Untreated Ringmer Sewage – to receive an update	
	<p>Letter voicing concerns and requesting explanation sent to SWA. Response received to advise that the Storm Overflow Task Force team will investigate and respond. SP has been invited to tour the Ringmer Waste Water Facility.</p>	
23.	Staffing Matters	
	<p>Janette Jennings joined the Office Team on 23rd May 2022. Gail Metcalfe is back until the end of June to assist with handover to Janette and a handover of finance from Carol Hodgson, the outgoing RFO, to Annie.</p>	GS
24.	Reports, Correspondence, Questions and Future Agenda Items	
	<p>To consider any correspondence received after this agenda has been published for noting or action</p> <p>GS reported a meeting with the Police following recent vandalism. After receiving video footage, the Police were able to identify and interview the perpetrators.</p>	
25.	Urgent items at the Chairman’s discretion requiring decisions which cannot be held over until the next meeting	
	<p>GS proposed that the Clerk be approved as a bank signatory.</p> <p>It was resolved that the Clerk should be added as a bank signatory.</p> <p>ACTION POINT – Office to arrange.</p>	OFFICE
	There being no further business meeting closed at 8.55pm	

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

Date of Next Council Meeting **21st June 2022 at 19.30**

in the Parish Rooms, Lucy Stone Room