

**PRESENT:** – Cllr Richard Turner Chairman, Cllr Richard Booth, Cllr Mandy Brown, Cllr Margaret Crompton, Cllr Johnny Denis, Cllr David Harper, Cllr Clare Herbert, Cllr Jenny Hill, Cllr John Kay, Cllr Sarah Philips, Cllr David Terry, and Cllr John Whitlock.

**Also, in attendance:** Karen Crowhurst – Clerk/RFO  
Corinna Goward – Assistant Clerk  
Cllr Philip Daniel – East Sussex County Council

**Members of the Public:** 2 one of which was standing for Co-option

<b>Item No</b>	<b>Minutes</b>
<b>1.</b>	<b>TO RECEIVE APOLOGIES FOR ABSENCE</b>
1.1	Apologies were received from Cllr May.
<b>2.</b>	<b>DECLARATIONS OF MEMBERS' INTERESTS AND DISPENSATION REQUESTS</b>
2.1	There were no declarations of Members interests nor dispensation requests.
<b>3.</b>	<b>TO ACCEPT THE MINUTES FROM THE PARISH COUNCIL MEETING HELD ON 12<sup>th</sup> DECEMBER 2019</b>
3.1	It was <b>resolved</b> to accept the minute of the Parish Council meeting held on 12 <sup>th</sup> December as a true and accurate record of the meeting. The minutes were then signed by the Council Chairman.
<b>4.</b>	<b>CO-OPTION OF COUNCILLOR</b>
4.1	Members considered the applicant in accordance with the Co-option Procedure and <b>resolved</b> to proceed with the Co-option. Members voted in accordance with the procedure. It was then <b>resolved</b> that Sarah Phillips be appointed as a Co-opted Member to Ringmer Parish Council. Sarah Philips then signed the Declaration of Acceptance and joined the meeting. The Chairman welcomed Cllr Phillips to Ringmer Parish Council.
<b>5.</b>	<b>PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS AGENDA</b> This item shall last not more than 15 minutes or at Chairman's discretion and no contribution shall last more than 3 minutes.
5.1	At 7.33 pm the Chair invited the Meeting to suspend Standing Orders and asked for questions or comments from members of the public present.
5.2	A member of the public reported about bell ringing for Brexit.
5.3	Standing Orders were reinstated at 7.35pm.
<b>6.</b>	<b>REPORTS FROM DISTRICT AND COUNTY COUNCILLORS – Maximum 15 minutes</b>
	a) To note any written reports received b) To note any verbal reports received
6.1	A verbal report was received from Cllr Daniel the report included;

- The current position of the Children’s Centre and the intention to meet with the Parish Council;
  - Drainage at Harrisons Lane issues arising from recent rainfall;
  - The County Council budget being finalised at Cabinet in the next few days and the deficit being 10K rather than 25K.
- 6.2 A verbal report was received from Cllr Denis who reported about;
- Cllr Emily O’ Brien working with residents to save an old oak tree on Anchor Field which was due to be felled as part of development;
  - Uckfield Road residents being upset over recent collisions into houses;
  - A District Council Officer wishing to meet with the Parish Council to discuss the future of the Children’s Centre.
- 6.3 During this item at 7.45pm, the Chairman suspended Standing Orders in order to establish from Cllr Daniel the time frame for any decisions to be made by the Parish Council. The Clerk reported that the Children’s Centre needs to run from an ESCC building. At 7.46, Standing Orders were reinstated.

7. **ACTION POINTS & CLERKS REPORT**

- 7.1 a) Update regarding Ringmer Children’s Centre
- 7.1 The Clerk informed Members that she has received a telephone call from Ian Fitzpatrick who has requested a discussion regarding keeping the Children’s Centre open. The Clerk further reported that she has suggested a meeting with Council Members to discuss this. The date of the meeting is to be confirmed.

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

- 8.1 a) Lighting and other matters regarding the installation of the new zebra crossing on the Lewes Road
- 8.2 Members considered the correspondence from a resident who lives near the crossing. It was agreed to write to East Sussex Highways to assess and establish if anything can be done to reduce the brightness and soften the lighting with less LED graduation and write to the resident advising that this action is being carried out.
- 8.3 b) To consider any correspondence for noting or action received after this agenda has been published
- 8.4 There was no further correspondence for consideration.

8.5 **Contents of circulation envelope**

- a) The Clerk Magazine
  - b) Clerks and Councils Direct Magazine
  - c) The Riba Journal
- 8.6 Members noted the content of the circulation envelope.

9. **TO ACCEPT THE MEETING NOTES AND RECOMMENDATIONS FROM THE OFFICE AND FINANCE COMMITTEE HELD ON 11<sup>TH</sup> DECEMBER 2019 AND THE FORWARD PLAN WORKING GROUP HELD ON 12<sup>TH</sup> DECEMBER 2019**

- 9.0 It was **resolved** to accept the meeting notes and recommendations from the Office and Finance meeting held on 11<sup>th</sup> December 2019 and the Forward Pan Working Group meeting held on the 12<sup>th</sup> December 2019.

10. **OFFICE & FINANCE:**

- 10.1 a) Payments and receipts 30<sup>th</sup> November – 31<sup>st</sup> December 2019 (Previously circulated)

- 10.2 Members viewed the payments and receipts presented and **resolved** to accept and approve the payments and receipts lists for the period of 30<sup>th</sup> November – 31<sup>st</sup> December 2019. The Chairman then signed both lists. ***Payments are appended at the end of these minutes- Appendix 1.***
- 10.3 b) Bank reconciliation(s) Current Account 31<sup>st</sup> November (Previously circulated) It was **resolved** to accept the bank reconciliation presented. The Chair signed the bank statements and reconciliation document.
- 10.4 c) Quotation(s)
- 10.5 There were no quotations for consideration.
- 10.6 d) Grant application(s)/Donations
- 10.7 There were no grant applications for consideration.
- 10.8 e) Questionnaire for a review of Town and Parish Councillors allowances
- 10.9 It was agreed for the Chairman and the Clerk to complete the questionnaire.
- 10.10 f) To set the precept
- 10.11 After careful consideration and bearing in mind the devolution of services from the County and District Councils as well as the creation of Special Projects which will allow more funds available to the community, as well as the fact that the Council has not raised the precept for many years. To **resolve** to set the precept for the amount of £128.63 which equates to £1.98 per band D property household which is where the precept is drawn from over a 10 month period. Therefore, the percentage increase reflected in the council tax bill will be 40.6%.
- 10.12 A vote was taken by a show of hands after receiving a proposal for the above which was seconded. The result of which was all in favour.
- 10.13 g) Any other financial matters that cannot be held over to the next meeting.
- 10.14 The Clerk requested confirmation that the CIL bank account will have the same bank signatories as the other Barclays account. It was confirmed that this was the case with the exception of Cllr Hill.

## 11. **APPOINTMENT OF VILLAGE HALL REPRESENTATIVE**

- 11.1 It was **resolved** to appoint Cllr Terry as the Parish Council representative for Ringmer Village Hall.

## 12. **NEW PARISH BUILDING**

- 12.1 a) update and to agree any further actions
- 12.2 The Clerk reported that the office is currently under refurbishment and the aim is to move April.
- 12.3 b) To consider and agree naming the building  
It was agreed unanimously to name the new building Parish Rooms.

## 13. **TO CHANGE THE OFFICE AND FINANCE WORKING GROUP TO A COMMITTEE WITH DELEGATED AUTHORITY FOR STAFFING MATTERS, COMPRISING OF THE SAME MEMBERSHIP AS STATED IN RINGMER PARISH COUNCIL'S STANDING ORDERS AND RESOLVED AT THE ANNUAL STATUTORY MEETING**

- 13.1 The Clerk explained the rationale behind changing the Working Group to Committee Status and advised it will assist transparency as agendas will be published and the public have a right to attend. The Committee would be able to formulate a Personnel Sub

Committee, policy development, the Clerk advised that this does not detract from the final decision making as Council as a whole has to agree staffing and all financial matters pertaining to Council. It would provide the opportunity for the Committee to consider grant and CIL applications and make proposals to Council. The Clerk reported that there has been an occasion when the Working Group was not quorate.

- 13.2 A proposal was received to change from Working Group to Committee status, this was seconded. A vote was taken by a show of hands. All members were in favour. It was therefore **resolved** to form an Office and Finance Working Group Committee. It was further **resolved** for the Personnel Sub Committee to comprise of 3 members at the Chairman's discretion and one of the other Members should be the Vice Chairman.
- 13.3 A second proposal was received to increase the membership to 7 Members of the Council and amend the Standing Order accordingly. It was then **resolved** that Cllr Harper and Cllr Whitlock be appointed to the Office and Finance Committee, and for the Clerk to amend Standing Orders. **Action – The Clerk**
- 13.4 The meeting times were discussed after some debate it was agreed for Cllr Terry and the Chairman to meet with staff to discuss and agree the most suitable evening.

14. **RE-REGISTRATION OF ANCHOR INN PUBLIC HOUSE TO THE LIST OF COMMUNITY ASSETS DUE TO EXPIRATION** – To decide whether to re-register the Anchor Inn as an Asset of Community Value

- 14.1 After a short discussion it was **resolved** to re-register the Anchor Public House as an asset of community value. A vote was taken by a show of hands, the result of which was all in favour.

15 **RINGMER PARISH COUNCIL COMMUNICATIONS STRATEGY**

- 15.1 a) To consider how to communicate and consult with parishioners in the future
- 15.2 b) To consider appointing a consultant to enhance communication
- 15.3 c) To consider Internet forms of communication
- 15.4 d) To approve and adopt the Social Media Policy
- 15.5 All of the above was considered as one item. It was **resolved** to continue down the route of appointing a consultant as previously recorded in the Forward Plan Working Group meeting notes from the meeting held on 3<sup>rd</sup> October 2019 as well as receiving the recommendation from the Office and Finance Working Group. A vote was taken by a show of hands, the result of which was all in favour.
- 15.6 It was agreed to defer items a), c) and d).

16. **TO CONSIDER PLANNING APPLICATIONS WHICH CANNOT BE HELD OVER TO THE NEXT PLANNING COMMITTEE MEETING**

- 16.1 **LW/19/0759 Nought Church Hill Ringmer East Sussex BN8 5JX**  
Nought Church Hill Ringmer East Sussex BN8 5JX

16.2 **Comments and observations**

Ringmer Parish Council has no objections regarding the application. There is however a concern that Policy 8.3 pertaining to parking in Ringmer Neighbourhood Plan may not be met.

- 16.3 **8.3 Provision of adequate off-road parking**

- 16.4 8.3.1 The design of new development must recognise the dependence of village life on private transport and provide adequate off-road parking. Parking spaces must be of sufficient size to accommodate the types of vehicles likely to be attracted. Inadequate parking provision, resulting in on-road parking, creates hazards to public safety, as access for essential vehicles such as ambulances, fire and rescue vehicles and refuse collection vehicles is put at risk, and has been a prominent cause of neighbourhood disputes.
- 16.5 **Policy 8.3:** *All new development in Ringmer must make adequate provision for off-road parking for the numbers and types of vehicles likely to be attracted by the development. Parking for new development in the countryside should be appropriately located or screened to minimise landscape impact. New residential development should include off-road parking provision at the following minimum ratios:  
1 parking space per 1-2 bed home designed specifically for older residents  
2 parking spaces per 1-3 bed home  
3 parking spaces per 4 bed or larger home.  
Proposals for residential extensions should not reduce off-road parking below these levels. In addition new developments should make provision for off-road visitor parking and cycle parking, in accordance with the scale recommended by East Sussex County Council.*
- 16.6 **LW/19/0887/CD Caburn Field Anchor Field Ringmer East Sussex**  
Proposed to discharge conditions 10, 31 and 36 in relation to planning approval LW/18/0808
- 16.7 **Comments and observations**  
Ringmer Parish Council agreed that no comments were required, relating to the above discharge of conditions.
- 16.8 **LW/19/0883 Homestead Meadow Wellingham Lane Wellingham Ringmer BN8 5SN**  
Change of use and alterations of existing single storey redundant outbuilding to form new studio/home office being ancillary to the main dwelling
- 16.9 **Comments and observations**  
No objections.
- 16.10 **LW/19/0910 22 Greater Paddock Ringmer East Sussex BN8 5LH**  
Rear ground floor extension  
Provision of off road parking to front of property
- 16.11 **Comments and observations**  
No objections.
- 16.12 **LW/19/0878 First Floor The Estate Office Lewes Road Ringmer East Sussex BN8 5QE**  
Prior Approval: change of use from offices (B1) to dwelling house(s) (C3)
- 16.13 **Comments and observations**  
Ringmer Parish Council recommends refusal of this application as there is a contravention of Policy 8.3 relating to parking contained within Ringmer Neighbourhood Plan, as well as the loss of employment opportunities.
- 16.14 **8.3 Provision of adequate off-road parking**
- 16.15 8.3.1 The design of new development must recognise the dependence of village life on private transport and provide adequate off-road parking. Parking spaces must be of sufficient size to accommodate the types of vehicles likely to be attracted. Inadequate parking provision, resulting in on-road parking, creates hazards to public safety, as access

for essential vehicles such as ambulances, fire and rescue vehicles and refuse collection vehicles is put at risk, and has been a prominent cause of neighbourhood disputes.

- 16.16 **Policy 8.3:** *All new development in Ringmer must make adequate provision for off-road parking for the numbers and types of vehicles likely to be attracted by the development. Parking for new development in the countryside should be appropriately located or screened to minimise landscape impact. New residential development should include off-road parking provision at the following minimum ratios:*
- 1 parking space per 1-2 bed home designed specifically for older residents*
  - 2 parking spaces per 1-3 bed home*
  - 3 parking spaces per 4 bed or larger home.*
- Proposals for residential extensions should not reduce off-road parking below these levels. In addition new developments should make provision for off-road visitor parking and cycle parking, in accordance with the scale recommended by East Sussex County Council.*

17. **REPORTS BY LEAVE (NOT DECISION OR DISCUSSION)**

- 17.1 Reports were received regarding;
- Attendance at a recent Joint Action Group meeting;
  - The condition of grass verges;
  - Disappointment at the process for calling in Planning Applications received from LDC;
  - A recent meeting with Ringmer Village Hall Management Committee.

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

- 18.1 a) Bank signatories

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

- 19.1 There were no urgent items for consideration.

There being no further business, the meeting was closed at 8.57pm. Date of the next meeting, Thursday 13<sup>th</sup> February 2020 St Mary's Room, Ringmer Village Hall