

PRESENT: – Cllr Richard Turner Chairman, Cllr Richard Booth, Cllr Mandy Brown, Cllr Margaret Crompton, Cllr David Harper, Cllr Clare Herbert, Cllr Jenny Hill, Cllr John Kay Cllr Gavin May, Cllr Sarah Phillips, 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
Cllr Emily O’ Brien

Members of the Public: 4

- | Item no | Minutes |
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| 1. | TO RECEIVE APOLOGIES FOR ABSENCE |
| 1.1 | Apologies were received from Cllr Denis. |
| 2. | DECLARATIONS OF MEMBERS’ INTERESTS AND DISPENSATION REQUESTS |
| 2.1 | There were no declarations of Members’ interests nor dispensation requests. |
| 3. | TO ACCEPT THE MINUTES FROM THE PARISH COUNCIL MEETING HELD ON 16th JANUARY 2020 |
| 3.1 | It was resolved to accept the minutes of the meeting of the Parish Council meeting held on 16 th January 2020 as a true and accurate record of the meeting. The Chairman then signed the minutes. |
| 4. | PUBLIC QUESTIONS OR COMMENTS RELATING TO ITEMS ON THIS AGENDA
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 7.33 pm the Chair invited the Meeting to suspend Standing Orders and asked for questions or comments from members of the public present. |
| 4.2 | There were no questions from members of the public. The Chairman reinstated Standing Orders. |
| 5. | REPORTS FROM DISTRICT AND COUNTY COUNCILLORS – Maximum 15 minutes |
| 5.1 | a) To note any written reports received |
| 5.2 | No written reports were received. |
| 5.3 | b) To note any verbal reports received |
| 5.4 | Cllr Philip Daniel – East Sussex County Council reported on or about. <ul style="list-style-type: none">- The possibility of Ringmer Swimming Pool closing due to contractual arrangements On 31st March.- The current position of the Children’s Centre and the possible partnership working with the District and Parish Council’s.- The discharge of conditions at Caburn Field where it was highlighted that East Sussex County Council has not as yet made a response. |

- 5.5 Cllr Emily O'Brien – Lewes District Council reported on or about.
- Her awareness of local concerns regarding the Caburn Field development and the retention of an old tree which was at threat.
 - Drainage at Caburn Field
 - Ringmer Children's Centre as there is a lot of work at District level going on behind the scenes.
 - The Corporate Plan which is due for consultation.
 - The creation of a liaison group for the Caburn/Anchor Field development which will be modelled on North Ringmer Residents Group liaison group, including monthly meetings with the developer, residents and the relevant officers.
 - The current position of the Enforcement Officer and the fact that the District Council will not be appointing any further Enforcement Officers, Members were advised that they could fund and employ an Enforcement Officer using Community Infrastructure Levy Funds.
 - The District Council's budget being very tight.

6. ACTION POINTS & CLERKS REPORT

- 6.1 a) Update regarding Ringmer Children's Centre

6.2 The Clerk provided an update and advised that the Office and Finance Committee have requested the following: , it was requested that the Clerk contact Lewes District Council and redact the original £14,000 and advise that the Council will consider the amount once a clear proposal including expectations and practicalities have been presented in order for Council to make a decision as to whether to work in partnership with Lewes District Council to maintain the Children's Centre.

- 6.3 b) Office move progress

6.4 The Clerk reported that the fencing has been reconfigured, a new boiler, alarm and toilet has been installed. The Clerk reported that the decorators will be decorating soon, and all is on course for an April move.

- 6.5 c) Meeting with Internal Auditor

6.6 The Clerk informed Members that she has met with the Auditor to discuss the Council need for a Treasury report and to establish costs for additional Financial Audits in light of the level of Community Infrastructure Funds being paid to the Council in this financial year. The cost of the Auditor is £40per hour and each additional audit to the annual one should only last about an hour.

7. CORRESPONDENCE – FOR NOTING OR ACTION

- 7.1 a) Environment Agency letter – Revenue Maintenance Programme for Ringmer Parish Council (previously circulated).

7.2 Members noted the content of the Environment Agency letter. As there were no matters affecting Ringmer Members felt that they would respond more fully once the correspondence was considered.

- 7.3 b) To consider any correspondence for noting or action received after this agenda has been published

7.4 There was no further correspondence for consideration.

7.5 Contents of circulation envelope

- 7.6 a) None

8. **OFFICE & FINANCE:**

8.1 a) Payments and receipts 31st December 2019 – 31st January 2020 (Previously circulated)

8.2 It was **resolved** to accept the payments and receipts lists presented. ***The payments list is appended to the end of these minutes – Appendix 1***

8.3 b) Bank summary

8.4 Members noted the bank summary.

8.5 c) Cost Centre Report

8.6 Members noted the Cost Centre Report.

8.7 d) Quotation(s)

8.8 There were no quotations for consideration.

8.9 e) Grant application(s)/Donations

8.10 There were no grant applications for consideration.

8.11 f) Additional bank account signatories and accounts

8.12 The Clerk reported that this has been discussed at the Office and Finance Committee Meeting who have requested the Clerk look at alternative accounts to hold Community Infrastructure Levy funds.

8.13 g) To agree for quarterly financial internal audits to be carried out by Ringmer Parish Council's appointed Internal Auditor as part of risk prevention whilst holding large amounts of Community Infrastructure Levy Funds

8.14 After a short discussion it was agreed to appoint the Internal Auditor to carry out 3 financial audits at a cost of £40 per hour as the audits should only take about an hour. This would be as well as the annual audit. The additional audits would assist with minimising risk as the auditor will provide quarterly reports for Members of the Parish Council which will be published.

8.15 h) To launch the Special Projects scheme and agree process

8.16 Members expressed their views and came to the conclusion that due to the Special Projects grant pot being mid-scale as well as timescale concerns to appoint the whole Council to a Working Group in order to make a recommendation to Council to launch, implement and promote the scheme as Members felt this was a worth while scheme which requires a bit more tweaking. It was also agreed as part of the scheme of delegation that the Clerk should attend the Working Group meeting.

8.17 i) Any other financial matters that cannot be held over to the next meeting.

8.18 There were no other financial matters for consideration.

9. **APPOINTMENT OF MEMBER TO JUBILEE COTTAGES HOUSING TRUST MANAGEMENT COMMITTEE**

9.1 A nomination to appoint Cllr John Whitlock was received which was seconded. A vote was taken by a show of hands, all were in favour, it was therefore, **resolved** to appoint Cllr Whitlock to the Jubilee Cottages Housing Trust Management Committee.

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

It was motioned that the application for Caburn Field be considered first as the District and County Councillor's remained in attendance. The motion was carried.

LW/20/0019 1 Sadlers Way Ringmer East Sussex BN8 5HG

Conversion of a 3 bed to a 4 bed property with a single storey extension to the rear, a new enlarged porch to the front and 2 storey side extension incorporating a rebuilt garage

Comments and observations

Ringmer Parish Council has concerns that the proposed increase of a bedroom will lead to the application not being in conformity with Ringmer Neighbourhood Plan Policy 8.3. Therefore, Ringmer Parish Council recommends this application not be approved until the resident can demonstrate there is adequate parking for a 4 bedroom property, which is 3 spaces.

***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.

LW/20/0036/CD Caburn Field Anchor Field Ringmer East Sussex

Discharge of conditions 20(Surface water), 21(Drainage Systems), 22(Investigation of Sewer), 23(Design surface water flow), 24(Maintenance Management) 27 (Construction of Roads)and 32 (Surface water Drainage) relating to planning approval LW/18/0808

Comments and observations

Ringmer Parish Council would like to highlight the issues of Caburn Field being a very wet area which is prone to high levels of surface water. Ringmer Parish Council request that the East Sussex County Council Officer and the Specialist Drainage Engineer look very thoroughly into this matter to prevent any clogging and of the drains in relation to 37 Mill Mead as there will be a significant impact on an already regularly flooded property.

Ringmer Parish Council recommends that the conditions contained in this application not be signed off without bearing in mind the Specialist Drainage Engineers views and comments, as well as any recommendations to address the surface water and drainage.

11. REPORTS BY LEAVE (NOT DECISION OR DISCUSSION)

11.1 Reports were received regarding.

- A recent meeting with Bovis Developments and the intention to improve Earwig Corner which is expected when 30 houses have been completed as part of the development at Bishops Lane.
- The Chairman and Clerks attendance at a local policing forum which was useful.

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

12.1 To request and additional bus service heading east to link up with Hailsham.

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

13.1 There were no urgent items.

There being no further business, the meeting closed at 8.40pm.

THE PUBLIC AND THE PRESS ARE CORDIALLY INVITED TO ATTEND
Date of Next Full Council Meeting: Thursday 12th March 2020
St Mary's Room, Ringmer Village Hall

Appendix 1

VN	Date	Bank	Chq No	Description	Supplier	Total
316	06/01/2020	Barclays Current	107140	Replacement slide	Cosmo Construction (UK) Ltd	1,434.00
317	07/01/2020	Barclays Current	107141	Software Licence	Starboard Systems Ltd (SCRIBE)	693.00
318	07/01/2020	Barclays Current	107142	Hall Hire	Ringmer Hall Management Committee	27.00
314	07/01/2020	Barclays Current	107138	Litter Bin Emptying	Lewes District Council	116.92
315	07/01/2020	Barclays Current	107139	Lighting columns	EDF Energy	248.35
313	07/01/2020	Petty Cash		Stationary/sundries	Amazon	30.48
319	13/01/2020	Barclays Current	107143	Litter Bin Emptying	Lewes District Council	116.92
320	13/01/2020	Barclays Current	107144	Annual subscription	Ringmer Parish Magazine	5.00
321	13/01/2020	Barclays Current	107145	Repairs to Xmas lights	Ultralite Ltd	168.00
322	14/01/2020	Barclays Current	107146	Grass Cutting Various	Ringmer Property Maintenance	280.00
323	14/01/2020	Barclays Current	107147	Skate Park Repairs	Ringmer Property Maintenance	125.00
324	14/01/2020	Barclays Current	107147	Village Green swing repairs	Ringmer Property Maintenance	48.00
325	20/01/2020	Barclays Current	107148	IT Maintenance	Ian Edwards	50.00
328	20/01/2020	Barclays Current	107149			
329	20/01/2020	Barclays Current	107149			
330	20/01/2020	Barclays Current	107149			
331	20/01/2020	Barclays Current	107149			
332	20/01/2020	Barclays Current	107149			
333	20/01/2020	Barclays Current	107150			
334	20/01/2020	Barclays Current	107150			
335	20/01/2020	Barclays Current	107150			
336	20/01/2020	Barclays Current	107150			
337	20/01/2020	Barclays Current	107151		istrict Council	312.00
326	21/01/2020	Barclays Current		Play Area Inspections - Monthly		
327	21/01/2020	Barclays Current				
338	27/01/2020	Barclays Current	107152		es & Gardens	45.00
339	27/01/2020	Barclays Current	107153	Tree tidying v green	RJS Trees & Gardens	820.00
340	27/01/2020	Barclays Current		Churchyard maintenance other	Staples	114.00
341	27/01/2020	Barclays Current		Stamps	Staples	55.07
342	29/01/2020	Barclays Current	107154	Stationary/sundries	Ian Edwards	70.00
				IT Maintenance		
						10,475.03