

Minutes of the Parish Council Virtual Meeting

Held on Thursday 10th September 7.00pm by Zoom 2020 in Ringmer Village Hall

PRESENT: – Cllr Richard Turner - Chairman, Cllr Richard Booth, Cllr Margaret Crompton, Cllr David Harper, 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
Corinna Goward – Assistant Clerk

Members of the Public: Approximately 12

Item No	Minutes
	The Chairman suggested that item 11 be discussed as the last item of the meeting so that the public and staff can leave the meeting without the need to re-join.
1.	Members were in full agreement.
1.1	TO RECEIVE APOLOGIES FOR ABSENCE Apologies were received from Cllr Herbert.
2.	DECLARATIONS OF MEMBERS' INTERESTS AND DISPENSATION REQUESTS
2.1	No declarations of interests or dispensation requests were received.
3.	TO ACCEPT THE MINUTES FROM THE PARISH COUNCIL MEETING HELD ON 13TH AUGUST 2020
3.1	It was resolved to accept the minutes from the Parish Council meeting held on 13 th August as true and accurate record of the meeting.
4.	PUBLIC QUESTIONS OR COMMENTS 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 7.01 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">- The legality of the Village Green status- Advice from ROSPA regarding wheeled sports- How far away a skate ramp can be erected from dwellings- High water tables- The requirement for lighting at a skate park- Concerns regarding planning application LW/200485 as previously sent to all Councillors

5. **CO-OPTION OF COUNCILLOR** – To consider 1 candidate who has expressed an interest and provided a statement
- 5.1 Members of Ringmer Parish Council **resolved** to proceed with the co-option.
- 5.2 Mr Wilkins was asked about his time availability which he duly answered,
- 5.3 As the appointment would usually be carried out by signed ballot, in accordance with the co-option procedure, each and every member privately messaged the Clerk with their vote. The outcome of which was unanimous to elect Mr Stephen Wilkins as a co-opted Member to Ringmer Parish Council. As the meeting was held virtually Mr Sims was unable to sign the acceptance of office. Mr Wilkins and the Clerk will meet shortly in order for Mr Wilkins to sign the document and then be able to act as a Parish Councillor.
6. **REPORTS FROM DISTRICT AND COUNTY COUNCILLORS – Maximum 15 minutes**
- 6.1 a) To note any written reports previously received
- 6.2 No reports were received.
7. **CORRESPONDENCE – FOR NOTING OR ACTION**
- 7.1 a) To consider any correspondence for noting or action received after this agenda has been published
- 7.2 There was no correspondence for consideration.
8. **APPOINTMENTS OF COUNCILLORS**
- 8.1 a) Internal Control – Non cheque Signatory
- 8.2 After receiving a proposal which was then seconded and voted on, it was agreed to appoint Cllr Herbert, Cllr Phillips, and Cllr Sims to the Internal Control Panel.
- 8.3 b) Office and Finance Committee in accordance with the Terms of Reference for the Committee contained within the Councils Standing Orders
- 8.4 Members noted that the Office and Finance Committee now has full Membership. Members also noted that Cllr Booth is now a Member in his capacity of Vice Chairman.
- 8.5 **Membership**
- *The Chair and Vice Chair of the Parish Council*
 - *The Chair of Greens and Amenities Committee*
 - *The Vice Chair of Greens and Amenities Committee*
 - *3 appointed Members of the Parish Council*
- c) Jubilee Cottages Housing Management Trust – 1 Member
- 8.6 A nomination was received for Cllr May to be appointed. A self-nomination was made by Cllr Phillips. As there were two nominations the meeting moved to a vote. 2 Members voted for Cllr May. 8 Members were for Cllr Phillips. Therefore, it was **resolved** to appoint Cllr Phillips to the Jubilee Cottages Housing Management Trust.
9. **OFFICE & FINANCE:**
- 9.1 a) Payments and receipts

- 9.2 It was agreed to accept the payments and receipts presented (**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.
- 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 is the last year of the 3 year long term arrangement. Members noted this and the payment for the amount of £2,580.
- 9.15 h) Bank account signatories – Progress
9.16 This item is still on going.
- 9.17 i) Appropriation of £10,000 with regard to Full Council Minutes 13th August 2020
9.18 After receiving a proposal which was then seconded and voted on 7 in favour, 2 against and one abstention. It was **resolved** to place £10,000 of General Reserves and place it as an earmarked reserve with the creation of a new budget heading.
- 9.19 10. 17 A proposal was received that £10,000 be allocated from reserves or elsewhere to assist with the increased workload of Members and Staff , to take specialist advice and consultation. The amount would be called off by Council. Council would be aware of any expenditure pertaining to this.
- 9.20 10.18 This was discussed in depth, the discussion points included.
- A decision being made without a supporting paper
 - Allocation of rate payer’s money
 - The Clerk being able to spend the amount of £500
 - The procedure should an emergency expenditure being required which has to be agreed by the Committee Chairman/Chairman of the Council
 - The need for the £10,000 to be called off by Council
- 9.21 j) Appropriation of £5,000 with regard to Full Council Minutes 13th August 2020
9.22 After receiving a proposal which was then seconded and voted on 7 in favour, 2 against and one abstention. It was **resolved** to place £10,000 of General Reserves and place it as an earmarked reserve with the creation of a new budget heading.
- 9.23 10.20 A proposal was also received requesting the amount of £5,000 be made available to support the two Working Groups for delivery of a Skate Ramp and Play Area renewals

under the control of Full Council. The funds would be mainly used for specialist advice, support, and delivery.

- 9.24 10.21 The meeting moved to a vote. The result of the vote was 7 for the proposal and 0 against, 1 abstention, therefore, the motion was carried, and the proposal accepted to be implemented.
- 9.25 During this item, a discussion was held as to how the original proposal was derived at £10,000. This was explained and Members were reminded that this has previously agreed in the August Parish Council meeting and 10.17, 10.18, 10.19 and 10.20 were extracts of the August meeting minutes.
10. **PLANNING APPLICATIONS**
- 10.1 **LW/20/0490 Goldcliff Nurseries The Holdings Old Uckfield Road Ringmer BN8 5RY**
Increase the plant sales area up to 4,150m, erection of horticultural polytunnels and replacement of the existing office with a new facility
- 10.2 **Comments and observations**
Ringmer Parish Council strongly supports this application.
- 10.3 **LW/20/0435 Wellingham Farm Wellingham Lane Ringmer BN8 5SW**
Erection of a temporary farm worker's dwelling, two calf rearing sheds and a landscape earth screen
- 10.4 **Comments and observations**
Ringmer Parish Council supports this application. Ringmer Parish Council would like consideration to be given when the decision is made regarding this application for the amount of lorry movement to be included in the Traffic Management Plan. Ringmer Parish Council would also seek that consideration be given to the large amount of bunding which will generate a lot of lorry movements.
- 10.5 **LW/20/0439 38 Christie Avenue Ringmer BN8 5JT**
Replacement of the existing conservatory frames and roof with new frames and a solid tiled roof
- 10.6 **Comments and observations**
Ringmer Parish Council supports this application.
- 10.7 **LW/20/0430 Downsview Farm Laughton Road Ringmer BN8 5UT**
Section 73A retrospective application for temporary consent for an agricultural worker's dwelling (caravan) for a minimum of three years
- 10.8 **Comments and observations**
Ringmer Parish Council supports this application.
- 10.9 **TW/20/0063/TPO 11 Yeomans Ringmer BN8 8EL**
(TPO No. 11) T1, T2 & T3 all oak – Reduce the length of limbs overhanging the garden by 1.5m and remove epicormic growth

- 10.10 **Comments and observations**
Ringmer Parish Council support the tree works proposed, provided the Tree Officer is agreeable to this.
- 10.11 **LW/20/0485 Upper Lodge Farm The Broyle Ringmer BN8 5AP**
Replacement of existing farmyard manure store with an upgraded facility, repair and upgrade of existing slurry lagoon and installation of new water sludge lagoon and associated earth engineering works
- 10.12 **Comments and observations**
Ringmer Parish Council opposes and objects to this application as it is un-neighbourly. Ringmer Parish Council has significant concerns regarding the shared access which may become damaged due to an increase in lorry movement. Ringmer Parish Council is genuinely concerned that the proposal is compromising use of the near public footpath.
- 10.13 It is hoped that Highways at East Sussex County Council will be consulted, given that the access is on a remarkably busy road this will have an impact by the continued use of large lorries.
- 10.14 **LW/20/0520 Moor House Moor Lane Ringmer**
Planning Application - proposed remodelling of existing outbuildings to provide holiday let accommodation
- 10.15 **Comments and observations**
Ringmer Parish Council supports this application.
- 10.16 **LW/20/0369 Fairfield Laughton Road Ringmer East Sussex BN8 5NH**
Alterations to existing detached single storey garage including relocation in line with main dwelling and creation of covered passageway
- 10.17 **Comments and observations**
Ringmer Parish Council supports this application.
11. **STAFFING MATTERS *Exclusion of the press and members of the public in accordance with the Admission to meetings Act 1960***
- 11.1 This item was taken after item 14. It was **resolved** that staff and members of the public leave the meeting, which they did.
- 11.2 a) Annual increments recommendation from Personnel Sub Committee and Office and Finance Committee
- 11.3 After discussion it was agreed to accept the recommendation from the Personnel Sub Committee and Office & Finance Committee to implement the inflationary and incremental increases to the pay rates for staff as set out in the Local Government Pay Agreement (August 2020) with effect from their implementation dates.
- 11.4 b) Approval of staff time to work on Jubilee Cottages Housing Trust administration and legal matters arising from a legacy being left to the Housing Trust Please note staff currently support the Management Trust not the main Trust. **(Extract of Deed of Declaration for the Trust – Previously circulated to all Council Members)**
- 11.5

After discussion no further action was required at this time. This matter is the responsibility of the trustees of Jubilee Cottages Housing Trust who will be meeting shortly to determine further action associated with this legacy.

12. REPORTS BY LEAVE – NOT FOR DISCUSSION OR DECISION

12.1 It was reported that Jennifer Baxter the District Councils Enforcement Officer will be leaving the District 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 A request from the Fairground Operator to remain on the Village Green for an extra week if the next Parish they are moving to are not ready was considered. It was agreed to allow the Fairground to remain. It was delegated to Cllr Terry to inform the operator of this decision.

There being no further business, the meeting closed at 9.50pm.

VN	Date	Bank	Chq No	Description	Supplier	Total
171	11/08/2020	Barclays Current		Internal audit	K Robertson	292.00
173	11/08/2020	Barclays Current		Grass Cutting Various	Ringmer Property Maintenance	140.00
174	11/08/2020	Barclays Current		Grass Cutting Various	Ringmer Property Maintenance	75.83
175	11/08/2020	Barclays Current		Grass Cutting Allotments	Ringmer Property Maintenance	160.00
176	11/08/2020	Barclays Current		IT Maintenance	Ian Edwards	40.00
178	11/08/2020	Barclays Current		Jubilee Garden Maintenance	Ringmer Property Maintenance	116.67
172	11/08/2020	Barclays Current		Play Equipment Maintenance	Cosmo Construction (UK) Ltd	144.00
177	11/08/2020	Barclays Current		Litter Bin Emptying	Lewes District Council	116.92
179	17/08/2020	Barclays Current		Office equipment	Range	22.98
181	17/08/2020	Barclays Current		IT Maintenance	Ian Edwards	70.00
180	17/08/2020	Barclays Current		Play Area Inspections - Monthly	Lewes District Council	312.00
182	17/08/2020	Barclays Current		Office furniture	Online Reality	606.42
183	17/08/2020	Barclays Current		Office equipment	Viking	168.63
186	18/08/2020	Barclays Current		Postal box	Black Country Metal	67.49
187	18/08/2020	Barclays Current		Post re-direction	Royal Mail	216.00
184	19/08/2020	Barclays Current		Play area tidying/maintenance	Ringmer Property Maintenance	115.00
185	19/08/2020	Barclays Current		Desk installation	Ringmer Property Maintenance	174.07
188	19/08/2020	Barclays Current				
189	19/08/2020	Barclays Current				
190	19/08/2020	Barclays Current				
191	19/08/2020	Barclays Current				
192	19/08/2020	Barclays Current				
193	19/08/2020	Barclays Current				
199	24/08/2020	Barclays Current			isco Mobile	18.49

200	24/08/2020	Barclays Current		Mobile Phone	Zen internet	77.80
201	25/08/2020	Barclays Current		Broadband services	BT	196.90
194	31/08/2020	Barclays Current	107202	Phone Services		
195	31/08/2020	Barclays Current	107202			
196	31/08/2020	Barclays Current	107202			
197	31/08/2020	Barclays Current	107202			
198	31/08/2020	Barclays Current	107202			
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