

PRESENT: – Cllr Richard Turner Chairman, Cllr Richard Booth, Cllr Mandy Brown, Cllr Margaret Crompton, Cllr Johnny Denis, Cllr Clare Herbert, Cllr Gavin May, Cllr John Kay, Cllr David Terry, and Cllr John Whitlock.

Also, in attendance: Karen Crowhurst – Clerk/RFO

Members of the Public: 3. 1 of whom wished to be considered as Co-opted Members to Ringmer Parish Council.

Prior to the commencement of the meeting a presentation was presented to Members of Ringmer Parish Council by Emma Kemp Planning Policy Officer for Lewes District Council about Community Infrastructure Levy, District pot how to apply and types of applications. Parish pot how it can be used.

1. **TO RECEIVE APOLOGIES FOR ABSENCE**

1.1 Apologies were received from Cllr Hill, Corinna Goward, Cllr David Terry, Emily O’Brien (LDC) and Cllr Philip Daniel (East Sussex County Council)

2. **DECLARATIONS OF MEMBERS’ INTERESTS AND DISPENSATION REQUESTS**

2.1 There were no declarations of Members interests nor any dispensation requests.

3. **TO ACCEPT THE MINUTES FROM THE PARISH COUNCIL MEETING HELD ON 10th OCTOBER 2019**

3.1 It was **resolved** to accept the minutes from the Parish Council meeting held on 19th October as a true and accurate record of the meeting. The minutes were then signed by the Council Chairman.

4. **CO-OPTION OF 2 COUNCIL MEMBERS** – To consider candidates wishing to be considered to fill the existing Parish Council vacancies

4.1 Members considered the applicant in accordance with the Co-option Procedure and **resolved** to proceed with the Co-option. Members voted in accordance with the procedure. It was then **resolved** that Mr David Harper be appointed as a Co-opted Member to Ringmer Parish Council. Mr Harper then signed the Declaration of Acceptance and joined the meeting. The Chairman welcomed Cllr Harper to Ringmer Parish Council.

5. **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.

5.1 At 7.35 pm the Chair invited the Meeting to suspend Standing Orders and asked for questions or comments from members of the public present.

5.1 Members of the public commented on;

- The relocation of the parish office;
- The Chairman of the Ringmer Village Hall Management Committee extended an invitation for the Trustees and the Parish Council to hold a meeting in January to

agree each other's aspirations and how they can be met. The request was duly accepted;

- The concept of an extension at the side of the Village Hall;
- One member of the public expressed dissatisfaction regarding the relocation of Ringmer Parish Council;
- The need for a bus shelter at Jubilee Gardens.

5.2 Orders were reinstated at 7.42pm

6. **REPORTS FROM DISTRICT AND COUNTY COUNCILLORS – Maximum 15 minutes**

6.1 a) To note any written reports received

6.2 No written reports were received.

6.3 b) To note any verbal reports received

6.4 Cllr Denis reported that the Council is now in a period of purdah, therefore no meetings have been held.

7. **ACTION POINTS**

7.1 a) Meeting with Wave Leisure establishing costings and viability

7.2 The Clerk informed Members that Duncan Kerr is waiting to hear from East Sussex County Council who are currently deciding what route they would like to take. If the route chosen is open procurement, financial information will be commercially sensitive and will not be made available. The Clerk informed Members that she and the Chairman will be following this up in the new year.

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

8.1 a) To consider any correspondence for noting or action received after this agenda has been published

8.2 Correspondence received from Sussex Association of Local Councils regarding the National Association of Local Councils proposal to Strengthen Police Powers to tackle unauthorised encampments proposed changes was considered. NALC have requested to have the view of Town and Parish Council's as part of a consultation process. It was agreed that Ringmer Parish Council should respond to the consultation via the Clerk and Cllr Denis. . **Action – The Clerk, Cllr Denis and any other Member who would like to contribute.**

8.3 **Contents of circulation envelope**

a) 2 x Planning Magazines

8.4 Members noted the content of the circulation envelope.

9. **TO ACCEPT WORKING GROUPS MEETING NOTES**

a) To accept the Forward Plan meeting notes and recommendations from the meeting held on 3rd October 2019

9.1 It was agreed to accept the Forward Plan meeting notes and the recommendations contained within them. (The Meeting Notes are appended at the end of these minutes).
Appendix 2.

10. **TO AGREE TO WORK WITH THE VILLAGE HALL MANAGEMENT COMMITTEE AND OTHER PARTNERS TO ASSIST THE VILLAGE HALL WITH PROVIDING MORE FACILITIES FOR THE COMMUNITY INCLUDING JOINT FUNDING BIDS TO LEWES DISTRICT COUNCIL ELEMENT OF COMMUNITY INFRASTRUCTURE FUNDS AND POSSIBILITY OF APPLYING TO THE PUBLIC WORKS LOAN BOARD**
- 10.1 After a short discussion it was **resolved** that, Ringmer Parish Council work with the Village Hall Management Committee and other partners to Assist the Village Hall with providing more facilities for the community including joint funding bids to the Lewes District Council element of Community Infrastructure funds and possibly apply to the Public Works Loans Board.
- 10.1 A vote was taken by a show of hands all were in favour.
11. **PARISH COUNCIL RELOCATION** – To receive an update and agree any further actions/decisions pertaining to the relocation
- 11.2 The Clerk informed Members that East Sussex County Council has approved the Occupational Licence previously circulated, after some discussion which included that this was the only option at present to **resolve** that the Occupational Licence for a period of 7 years be signed and the rent amount of £15,000pa be accepted.
- 11.2 A vote was taken by a show of hands. All were in favour.
12. **WITHDRAWAL OF SECTION 25 NOTICE SERVED BY LEWES DISTRICT COUNCIL REGARDING THE LAND TRANSFER AT ANCHOR FIELD** – To decide whether the withdrawal notice should be signed in order to retain the leased land at Anchor Field
- 12.1 Members discussed this matter and after careful consideration It was **resolved** for the Clerk to sign the withdrawal of section 25 notice. . **Action – The Clerk.**
- 12.2 A vote was taken by a show of hands, the outcome of which was all were in favour.
13. **TO DECIDE WHETHER THE PARISH COUNCIL CAN ASSIST WITH THE RETENTION OF THE CHILDREN’S CENTRE** – (Papers previously circulated)
- 13.1 Members considered this and weighed up the pros and cons and agreed that there needs to be a more robust process in order to consider this matter as with any other request for support as there are financial implications. It was agreed that there needed to be a clearer understanding for the Parish Council to consider this matter further. It was requested that the Clerk contact the Children’s Centre Co-ordinator to explain this and Jess Haynes of Lewes District Council to establish Lewes District Council’s involvement. **Action – The Clerk.**
14. **TO RATIFY THE EXTENSION OF MEMBERSHIP OF MRS ANGELA GLAYSHER AND MRS JENNY HILL TO HENRIETTA HAY CHARITABLE TRUST AS AGREED AT THE TRUSTS MEETING HELD ON 19TH OCTOBER 2019**
- 14.1 It was **resolved** to ratify the extension of Membership as above.
15. **OFFICE & FINANCE:**
- a) Payments and receipts 30th September – 31st October 2019 (Previously circulated)
- 15.1 Members viewed the payments and receipts presented and **resolved** to accept and approve the payments and receipts lists for the period of 30th September – 31st October

2019. The Chairman then signed both lists. ***Payments are appended at the end of these minutes- Appendix 1.***

15.2

- b) Bank reconciliation(s) Current account to 30th September 2019 (Previously circulated)

15.3

It was **resolved** to accept the bank reconciliation presented. The Chair signed the bank statements and reconciliation document.

15.4

- c) Quotation(s)

15.5

There were no quotations for consideration.

15.6

- d) Grant application(s)/Donations – Ringmer Area Community Land Trust

15.7

Members considered the application and upon the recommendation of the Office and Finance Working Group, **resolved** to award Ringmer Area Community Land Trust a grant of £500. Cllr Kay refrained from comment or taking part in the decision making process.

15.8

- e) Office and Finance Budget 2020-2021 (Previously circulated)

15.9

It was **resolved** to accept the Office and Finance Budget proposed by the Office and Finance Working group as follows: Office and General expenditure including grants and other administration for the amount of £88,250.20 and staff costs £57,063.33. This is in addition to the recently approved Greens and Amenities budget for the amount of £43,288.

15.10

- f) Any other financial matters that cannot be held over to the next meeting.

15.11

There were no other financial matters for consideration.

16.

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

16.1

LW/19/0766 Barnfield Farm Laughton Road Ringmer East Sussex BN8 5NJ
Ground floor side extension

16.2

Comments and observations
Ringmer Parish Council supports this application.

16.3

LW/19/0821 Lower Lodge Farm Laughton Road Ringmer East Sussex
Modification of Section 106 Agreement for amendments to the mortgagee Clause

16.4

LW/19/0821 Lower Lodge Farm Laughton Road Ringmer East Sussex
Modification of Section 106 Agreement for amendments to the mortgagee Clause

16.5

Comments and observations
Ringmer Parish Council would like to reiterate the previous responses regarding applications at this site.

16.6

LW/18/0880 Lower Lodge Farm Laughton Road Ringmer
Development of Land at Lower Lodge Farm to create a village care centre and key worker housing, including a new access from The Broyle/B2192

16.7

Comments and observations

Ringmer Parish Council has no objections to this application on the understanding that the housing units proposed are specifically for key workers as defined by the National Planning Policy Framework

- 16.8 **LW/19/0574/CD Lower Lodge Farm Laughton Road Ringmer East Sussex**
Discharge of conditions 2 , 4 , 12 , 13 - (LW/15/0542)
- 16.9 **Comments and observations**
Ringmer Parish Council noted the discharge of the above conditions
- 16.10 Ringmer Parish Council supports the modification of the Section 106 Agreement in principle and request that any parking be at the front of the scheme.
- 16.11 **LW/19/0770 Wish Farm Moor Lane Ringmer East Sussex BN8 5UP**
Conversion of existing barn to one three-bedroom dwelling
- 16.12 **Comments and observations**
Ringmer Parish Council supports this application
- 16.13 **THE TOWN AND COUNTRY PLANNING ACT 1990 APPEAL UNDER S174**
Planning Inspectorate Ref: App/P1425/19/3239039
Downsview Farm – Council to agree whether to make representation by 19th December 2019
- 16.14 It was agreed that Ringmer Parish Council will not make representation.
17. **REPORTS BY LEAVE (NOT DECISION OR DISCUSSION)**
- 17.1 Reports were received regarding;
- A drainage situation on the Village Green;
 - The recent Parish Meeting and the need for the Parish Council to have a de-brief;
 - A recent spate of car key thefts,
 - Attendance at a recent LDC Planning Applications Committee and the decisions arising from the meeting;
 - The mast at the Bovis site being approved, but will be painted green;
 - Newick defending their Neighbourhood Plan and being successful;
 - Rats at Christie Avenue;
 - The bus shelter on the A26;
 - Mud on the Laughton Road near Lower Lodge;
 - Burglaries in Sadlers Way;
18. **ITEMS FOR REFERRAL TO NEXT AGENDA OR APPROPRIATE COMMITTEE**
- 18.1
- 1) Creating a separate bank account to hold CIL funds Full Council in December
 - 2) Communications Strategy to Full Council in January.
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 closed at 9.20pm. Date of Next Full Council Meeting: Thursday 12th December 2019 St Mary's Room, Ringmer Village Hall

Appendix 1

VN	Date	Bank	Chq No	Description	Supplier	Total
228	30/09/2019	Barclays Current		Stamps	Staples	176.00
229	30/09/2019	Barclays Current		Stationary/sundries	Staples	67.61
231	02/10/2019	Barclays Current	107095	Advertising in Journals	Ringmer Village News	30.00
232	08/10/2019	Barclays Current	107096	Hedge cutting	David Freeman	335.00
245	09/10/2019	Barclays Current	107099	Hall Hire	Ringmer Village Hall Management	10.62
246	09/10/2019	Barclays Current		Software anti-virus internet security	Committee	69.99
244	09/10/2019	Petty Cash		Leaving gift	Karen Crowhurst	49.50
233	21/10/2019	Barclays Current			R Wilcox	
234	21/10/2019	Barclays Current				
235	21/10/2019	Barclays Current	107097			
236	21/10/2019	Barclays Current	107097			
237	21/10/2019	Barclays Current	107097			
238	21/10/2019	Barclays Current	107097			
239	21/10/2019	Barclays Current	107097			
240	21/10/2019	Barclays Current	107098			
241	21/10/2019	Barclays Current	107098			
242	21/10/2019	Barclays Current	107098			
243	21/10/2019	Barclays Current	107098			
254	22/10/2019	Barclays Current				
247	23/10/2019	Barclays Current	107101	Mobile Phone	tesco Mobile	18.49
248	23/10/2019	Barclays Current	10701	Bus Shelter Repair	Ringmer Property Maintenance	350.48
249	23/10/2019	Barclays Current	107101	Play Equipment Maintenance	Ringmer Property Maintenance	15.00
250	23/10/2019	Barclays Current	107101	Post Maintenance Jubilee Gardens	Ringmer Property Maintenance	10.00
251	23/10/2019	Barclays Current	107100	Metal Fence Maintenance	Ringmer Property Maintenance	25.00
252	23/10/2019	Barclays Current	107102	Play Area Inspections	Lewes District Council	312.00
255	24/10/2019	Barclays Current	107105	Professional charges	Surrey Hills Solicitors LLP	150.00
256	24/10/2019	Barclays Current	107104	Tree tidying v green	RJS Trees & Gardens	476.00
258	24/10/2019	Barclays Current	107103	Tamper proof caps	Glasdon UK Ltd	21.64
259	24/10/2019	Barclays Current	107103	Professional charges	Surrey Hills Solicitors LLP	303.60
260	24/10/2019	Barclays Current	107103	Professional charges	Surrey Hills Solicitors LLP	597.60
261	24/10/2019	Barclays Current	107103	Professional charges	Surrey Hills Solicitors LLP	510.00
262	24/10/2019	Barclays Current	107103	Disbursements	Surrey Hills Solicitors LLP	156.00
263	24/10/2019	Barclays Current	107103	Professional charges	Surrey Hills Solicitors LLP	240.00
257	29/10/2019	Petty Cash		Professional charges	Surrey Hills Solicitors LLP	480.00
				Poppy chaplet	Ringmer Royal British Legion	25.00
						10,331.59

Appendix 2

**Minutes of
RINGMER PARISH COUNCIL
Forward Plan Working Group
held on
Thursday 3rd October 2019 7.00pm
in
St Mary's Room – Ringmer Village Hall**

Attended by; Cllr Mandy Brown, Cllr Richard Booth, Cllr Johnny Denis, Cllr Clare Herbert, Cllr Jenny Hill, Cllr John Kay, Cllr Gavin May, Cllr David Terry and Cllr Richard Turner.

Also, in attendance; Karen Crowhurst – Clerk/RFO
Corinna Goward – Assistant Clerk

Item No	Minutes
1.	TO APPOINT A CHAIRMAN FOR THE MEETING
1.	Cllr Turner was appointed to chair the meeting.
2.	APOLOGIES – To receive apologies for absence
2.1	Apologies were received from Cllr Crompton and Cllr Whitlock.
3.	TO CONSIDER BUDGET AND PRECEPT FOR THE 2020-2021 FINANCIAL YEAR – To make recommendations to Council for inclusion in the budget
3.1	After considering the budget documents previously circulated and other matters, it was agreed to recommend to Council for 1) £20,000 be added as Special Community projects and 2) for the budget heading Publicity be changed to Communications and increased to £3,000 in order to commission a professional to advise and work with the Council to increase and enhance communication per se. Action – Recommend to Full Council in November.
4.	TO AGREE ITEMS, PROJECTS AND ASPIRATIONS TO BE INCLUDED IN THE FORWARD PLAN
4.1	Various projects were raised including; <ul style="list-style-type: none">- Supporting community groups and organisation seeking support from the Parish Council CIL pot, LDC CIL pot and Public Works Loan Board loans; and the need for applicants to have a business plan in order for Council to acquire a loan;- The process for applying for loans;- The aim of the Council to own its own office;- Provision of youth facilities. Play area facilities and a community Centre;- Re- writing the Neighbourhood Plan possibly with consultancy help;- The advantages of having a Neighbourhood Plan;- The delivery of CIL projects identified in the existing Neighbourhood Plan- A communications strategy;- Increasing the precept in order for more provision to the Community;- Location of a new Skate Ramp;- To work alongside Community groups and the CLT in the future;

5. **TO AGREE AGENDA ITEMS FOR NEXT AND FUTURE MEETINGS**

5.1 Due to the need of delivering a skate ramp as part of development at Anchor Field it was agreed that the delivery of the skate ramp takes priority on the next agenda.

6. **CLOSE OF MEETING**

6.1 There being no further business, the meeting closed at 8.55pm.