

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:

Item No	Minutes
1.	TO RECEIVE APOLOGIES FOR ABSENCE
1.1	Apologies were received from; Cllr Denis, Cllr Hill, Cllr Herbert and Corinna Goward – Assistant Clerk.
2.	DECLARATIONS OF MEMBERS’ INTERESTS AND DISPENSATION REQUESTS
2.1	There were no declarations of Members’ interests.
3.	TO ACCEPT THE MINUTES FROM THE PARISH COUNCIL MEETING HELD ON 28th NOVEMBER 2019
3.1	It was resolved to accept the minutes from the Parish Council meeting held on 28 th November 2019 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	Members of the public commented on;
5.	REPORTS FROM DISTRICT AND COUNTY COUNCILLORS – Maximum 15 minutes
5.1	a) To note any written reports received
5.2	b) To note any verbal reports received
5.3	No reports were received.
6.	ACTION POINTS & CLERKS REPORT
	a) Meeting with Wave Leisure establishing costings and viability
6.1	This action is ongoing.
6.2	The Clerk reported that as part of the Complaints Procedure, the Clerk should report to Council about any formal complaints at a Parish Council Meeting. The Clerk informed Members that she had received a complaint regarding the relocation of office and financial administration and in accordance with the procedure determined that the Clerk could not resolve the complaint and advised the complainant of this and also advised that the next

step would be to take the complaint to the Complaints Panel for determination. The complaint did not proceed any further therefore, the complaint is now closed.

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.

7.3 **Contents of circulation envelope**

- a) CPRE – Countryside Voice Magazine
- b) CPRE – Fieldwork Magazine

7.4 Members noted the content of the circulation envelope.

8. **OFFICE & FINANCE:**

8.1 a) Payments and receipts 31st October – 30th November 2019 (Previously circulated)

8.2 Members viewed the payments and receipts presented and **resolved** to accept and approve the payments and receipts lists for the period of 31st October 2019 – 30th November. The Chairman then signed both lists. **Payments are appended at the end of these minutes- Appendix 1.**

8.3 b) Bank reconciliation(s) Current Account 31st October (Previously circulated)

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

8.5 c) Quotation(s)

8.6 There were no quotations for consideration.

8.7 d) Grant application(s)/Donations

8.8 There were no grant applications or donations for consideration.

8.9 e) To consider opening a separate bank account to hold Community Infrastructure Levy funds and agree signatories if needed

8.10 Members considered this and the recommendation from the Office and Finance Working Group. It was then **resolved** to open a separate bank account to administer Community Infrastructure receipts and payments. A vote was taken by a show of hands, all were in favour.

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

8.12 There were no other financial matters for consideration.

9. **TO DISCUSS AND AGREE HOW THE PARISH COUNCIL CAN HAVE A PRESENCE IN RINGMER VILLAGE HALL ONCE RELOCATED TO KINGS ACADEMY RINGMER**

9.1 Members considered this and each expressed their preference. This included the Clerk using the office during its original opening times to members of the public, after careful consideration It was agreed not to continue with using the existing office to once the move has taken place. It was agreed that the Annual Parish meeting should continue in the Village Hall. A vote was taken by a show of hands, the majority was in favour.

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

10.1 **LW/19/0820 Parris Lawn 39 Harvard Road Ringmer East Sussex BN8 5HH**
Proposed free standing, non illuminated advertisement

10.2 **Comments and observations**
Ringmer Parish Council supports this application.

10.3 **LW/19/0776 Old Ship Uckfield Road Ringmer East Sussex BN8 5RP**
Change of use of part of ground floor from A4 Commercial to C3 residential to create annexe accommodation

10.4 **Comments and observations**
Ringmer Parish Council has no objections to this application.

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

11.1 Reports were received regarding;

- Van thefts in the village;
- The mast at the Bovis site being given planning permission;
- The RIBA journal;
- Attendance at a recent CPRE event;
- Attendance at a recent Patients Participation Group meeting held at the Doctors Surgery, where it has been reported that there is a significant strain on the care system and surgeries;
- Deterioration of the footpath network.

11.2 A separate report was received following on from a de-brief meeting about the recent Parish meeting. Members were informed that there have been some improvements regarding communication to residents. These have been;

- Announcements for the publication of Agenda's and Minutes are being placed on Facebook;
- Email addresses have been now placed on the Parish Council website;
- The possibility of more electronic communication via various sources which can be done with a company called "Breakthrough Communications";
- Statements being submitted to Facebook should things get tense in the future; this can be done via the Clerk with members comments for inclusion;
- Members getting together to assist with forward thinking of various matters arising within the Parish Council
- The Parish meeting being helpful in expediting future communication;
- The learning points from the meeting and how to be more effective in the future;
- The aim to go above the minimum legal requirement for notices etc.

11.3 During this item Members thanked the Clerk for her work addressing some of the above.

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

12.1 There were no items for referral.

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 9.20pm. Date of the next meeting, Thursday 16th January 2020 St Mary's Room, Ringmer Village Hall.

Appendix 1

VN	Date	Bank	Chq No	Description	Supplier	Total
253	04/11/2019	Barclays Current	107106	Professional charges	Surrey Hills Solicitors LLP	540.00
264	11/11/2019	Barclays Current	107107	Contribution	Ringmer Village Hall Management	50.00
265	11/11/2019	Barclays Current	107108	Staff training	Committee	132.00
266	11/11/2019	Barclays Current	107109	Staff training	SSALC	144.00
267	11/11/2019	Barclays Current	107110	Photocopier usage	SSALC	130.46
268	11/11/2019	Barclays Current	107111	Litter Bin Emptying	Richoh	116.92
269	11/11/2019	Barclays Current	107112	Litter Bin Emptying	Lewes District Council	146.15
270	13/11/2019	Barclays Current	107113	Litter Bin Emptying	Lewes District Council	29.23
271	13/11/2019	Barclays Current	107115	Photocopier usage	Lewes District Council	143.16
272	20/11/2019	Barclays Current	107121		Richoh	
273	20/11/2019	Barclays Current	107122			
274	20/11/2019	Barclays Current	107116			
275	20/11/2019	Barclays Current	107116			
276	20/11/2019	Barclays Current	107116			
277	20/11/2019	Barclays Current	107116			
278	20/11/2019	Barclays Current	107116			
279	20/11/2019	Barclays Current	107117			
280	20/11/2019	Barclays Current	107117			
281	20/11/2019	Barclays Current	107117			
282	20/11/2019	Barclays Current	107117			
283	20/11/2019	Barclays Current	107120			
284	25/11/2019	Barclays Current		Play Area Inspections - Monthly	Lewes District Council	272.09
285	27/11/2019	Barclays Current	107123	Phone Services	BT	14.34
286	27/11/2019	Barclays Current		Annual Alarm Maintenance	AM Fire & Security Group	70.00
287	27/11/2019	Barclays Current		Stamps	Staples	30.20
288	27/11/2019	Barclays Current	107125	Stationary/sundries	Staples	5.31
				Room Hire	Ringmer Village Hall Management	
					Committee	
						7,851.87