



The Queen's Hall  
High Street  
Cuckfield  
West Sussex  
RH17 5EL  
01444 451610  
01444 454276

Sam Heynes: Parish Clerk  
clerk@cuckfield.gov.uk

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## To members of the **Cuckfield Parish Council**

You are hereby summoned to attend the **Thirty-Seventh Annual Meeting** of the **Parish Council** in the **Queen's Hall** at **7.30pm** on **Thursday 5<sup>th</sup> May 2022** to transact the following business:

**To join this meeting please use the following Zoom link:**

<https://us02web.zoom.us/j/4992702675>

**Meeting ID: 499 270 2675 Password: 542187**

Members of the public are invited to put questions or to draw relevant matters regarding items on the agenda to the Council's attention for ten minutes prior to the commencement of business.

### **AGENDA**

- FC001** To elect a Chairman and Vice Chairman
- FC002** To receive Declarations of Acceptance of Office of Chairman and Vice Chairman or, if permitted by Council, before or at a later date fixed by the Council
- FC003** To receive apologies for absence
- FC004** To receive declarations of interest from Members in respect of any matter on the agenda. The disclosure must include the nature of the interest. If you become aware, during the meeting, of an interest that has not been disclosed under this item you must immediately disclose it
- FC005** To report any changes to Councillor Register of Interests
- FC006** To review minor changes to the Code of Conduct and resolve to adopt the updated version for the forthcoming year (attached)
- FC007** To approve the minutes of the of the Full Council meeting held on 31<sup>st</sup> March and 14<sup>th</sup> April 2022, and the minutes of the Annual Parish Meeting held on 7<sup>th</sup> April 2022 (previously circulated)
- FC008** To receive reports from the District Councillor and County Councillor (to follow)
- FC009** To receive a verbal report from the Chairman
- FC010** To note the Full Council Action List
- FC011** To approve Bank Reconciliation Statements for March and April 2022 (attached).
- FC012** To review and (re)adopt Standing Orders and Financial Regulations (attached)
- FC013** To appoint members to serve on the following Committees for the Council year 2022-23, and to elect Chairmen and Vice Chairman of those Committees, and review their terms of reference (attached):
  - a. Assets, Community & Environment
  - b. Community Buildings
  - c. Planning
  - d. Roads & Traffic

- e. Human Resources
- f. Finance & General Purposes

**FC014** To confirm membership of the following Working Groups for 2022-23:

- a. Cuckfield Village Hall Redevelopment
- b. Christmas Street Festival
- c. Angela Fox Nature Garden

**FC015** To appoint representatives to and agree arrangements for reporting back from:

- a. West Sussex Association of Local Councils (2 representatives)
- b. Cuckfield Museum Trust (2 representatives)
- c. Blunts Wood Steering Committee (1 representative)
- d. Emergency Planning Liaison Group (1 representative)
- e. County Local Committee (1 representative)
- f. Neighbourhood Watch (1 representative)
- g. Mid Sussex Association of Local Councils (1 representative)
- h. Town & Parish Strategic Liaison Group (2 representatives)
- i. Speedwatch (1 representative)

**FC016** To review and agree authorised signatories on the Council's bank accounts (Cllrs Burton, King, Podmore, Sheldon and Symonds (whose access has never worked))

**FC017** To reconfirm eligibility and approve the continued use of the General Power of Competence (GPC). The Criteria for the GPC as defined in S8 of the Localism Act 2011 (having an appropriately qualified Clerk and at least two thirds of the Council being elected) is met by the Council

**FC018** To approve the continuation of the following arrangements:

- a. current delegation to committees, staff and other local authorities in line with legislation, Standing Orders, Financial Regulations and Terms of Reference (attached)
- b. ongoing partnership (including legal arrangements) with other local authorities, not for profit bodies and businesses (attached)

**FC019** To consider the appointment of the Internal Auditor for 2022-23

**FC020** To review and confirm arrangements the following items (copies available in the Parish Office):

- a. Inventory of land and assets including buildings and office equipment
- b. Insurance arrangements in respect of all insured risks

**FC021** To note and approve the effectiveness of the Audit Plan and the Council's Internal Audit and Internal Control Procedures (attached)

**FC022** To receive a Neighbourhood Watch Update from Cllr White

**FC023** To review the matter of land encroachment at the Observer Field and consider next steps to seek resolution and reclaim the area of land

**FC024** To consider the construction of a new footway on the B2114 Staplefield Road between D163 Deaks Lane and Public Rights of Way path (number 49CR) outside 'North Lodge' (attached)

**FC025** To note items arising after the preparation of this Agenda which the Chairman agrees to take as urgent. Such matters will be for noting only or deferral to a future meeting only

*S Heynes*

**Parish Clerk, 27<sup>th</sup> April 2022**

**Future Meeting:**  
16<sup>th</sup> June 2022