

CUCKFIELD PARISH COUNCIL

Queen's Hall, High Street, Cuckfield, RH17 5EL



Minutes of the Meeting of the Full Council held at 8.15pm on 23rd April 2020

Present: Mr A Burton (Chairman), Mrs J Butler, Mr J Dickie, Mrs C Jermyn, Mrs A King, Mrs F Laing, Mr S Oversby-Powell, Mr A Podmore, Mr M Sheldon and Mr A Symonds

In Attendance: Mrs S Heynes (Parish Clerk)

FC173 Apologies

None.

FC174 Declarations of Interest

Mrs A King and Mr A Symonds declared their interest in item FC185 Museum Lease.

FC175 Public Question Time

None.

FC176 To approve the minutes of the Full Council meeting held on 20th February 2020.

The minutes of the meeting held on 20th February 2020 were taken as read and confirmed as a true record.

FC177 To note any matters arising from the minutes not included elsewhere on the agenda

There were no matters arising.

FC178 To note the Full Council action list

Actions were noted.

FC179 To receive reports from the County and District Councillors

Councillor Bradbury, West Sussex County Council reported:

- Due to COVID-19, WSCC were largely working virtually where possible, although serious challenges around adult and children's social care were being experienced.
- Significant reduction in cash income experienced e.g. car parking charges, business rates, council tax not being paid. The Fire service was functioning as normal with greater use of PPE when entering people's homes. Online library services were being provided.

- Mims Davis MP and Cllr Bradbury had approached Redrow to request the Penland Farm roundabout work commenced earlier to reduce the impact of the road closure. Discussions were ongoing regarding this matter. Some utilities work was required before the roundabout work could commence, which was also hampering the opportunity to start work earlier.

Councillor Salisbury, Mid Sussex District Council reported:

- Financially the budget was set in March 2020, already MSDC are down £1.5m due to COVID-19.
- Suspension of the green bin collections had caused a lot complaints, however Serco had prioritised collections of clinical waste and this together with social distancing had led to a reduction of services being provided through necessity.
- Dog bins would continue to be collected however only one vehicle was available for this at this time. We were reminded to report full bins to wastematters@midsussex.gov.uk.
- No bonfires should be lit at this time to protect all members of the public, especially anyone suffering from COVID-19.
- Government grants were available, more applications would be welcome from small businesses. £12m had been spent to date, £16m was still available.
- DPD Consultation had been due to take place; this had been deferred due to COVID-19. No new date had been set at this time.
- Cuckfield Golf Centre had put in a formal application to retain the track, although the High Weald AONB were strongly against this. Whilst work was being undertaken additional storage facilities had been created which was acceptable for the duration of the works, however this would have to be removed once development had completed. MSDC Planning were keeping a close watch on the development and the owner had been advised by MSDC that they would be scrutinising the works.
- Ongoing issues with the Denning Place development were with the legal team at MSDC to ensure enforcement action took place, however the owner's agent had written to clarify points which the legal team were reviewing. MSDC still intended to issue the enforcement notice. MSDC had until 2022 to resolve the matter.
- Taylor Wimpey had written to MSDC legal team to advise they were doing the reparatory works, no further update available.
- Haywards Heath Golf Course – there was a 5 year housing supply, and the site was not in the District Plan, however until the application was before the planning committee it was not possible to comment further.
- MSDC were lobbying government requesting that the housing supply numbers were frozen as no developers were building houses due to COVID-19. Lobbying had also been done to encourage mechanisms be implemented to get the housing market moving again after the lockdown was lifted. One recommendation put into the Treasury was to zero rate stamp duty until the end of 2020.
- Noted that works on Burgess Hill relief road were due to start the following week.

FC180 To receive a report from the Chairman

Discussions held with Haywards Heath Town Council showed they were putting a lot of effort into setting up their own foodbank in conjunction with Age UK and Covid Mutual as the existing foodbank could not cope. We had opened the Queen's Hall to accept Foodbank donations, however the Parish Council should consider whether to make

grants available to support the foodbank. It would be helpful to identify those who were at risk within the village, Cllr Salisbury offered to see what he could discover within MSDC. It was recommended to contact the local GP Surgery to see if they could help.

The Chairman agreed to move agenda item 11 so Cllrs Bradbury and Salisbury could remain.

FC181 To receive an update on the proposal for a temporary one-way system along London Lane during Balcombe Road, Borde Hill and Hanlye Lane road closures in June 2020

Feedback had been received from WSCC regarding our application for a trial one-way system. Although we had consulted with Highways Manager and submitted a proposal based on the advice received, the follow up feedback was contrary to what had been proposed. Cllr Bradbury would contact the Clerk to organise a meeting to discuss further.

FC182 To review progress made against the Business Plan

- Work on Communications strategy to start in upcoming months.
- One Drive was set up and being used by staff working at home but still needed to be tested with Councillors to ensure it was working to share documentation.
- Post Office opening delayed due to COVID-19 lockdown. No opening date available at this time.
- Progress ongoing with the land adjacent to the Queen's Hall garden.
- The Clerk to follow up with the bus signs.
- Court Meadow site had not yet been sold so no update available. Cllr Bradbury offered to obtain an update regarding this matter.
- The Clerk was instructed to contact a Consultant to find out whether he would be interested in the next generation of traffic calming within the village and what the charge rates for this project work would be.
- Plans to implement a trial one-way system on London Lane had been submitted to WSCC, a follow up meeting to be arranged to discuss the options further.
- Ongoing conversations regarding the cemetery were occurring.

FC183 To receive a report on the year to date finances and current reserves and approve the bank reconciliation statements for February and March 2020 (both NS&I and Unity Trust bank accounts)

Bank statements were approved and would be signed when social distancing restrictions were listed.

FC184 To receive an update regarding the land adjacent to the Queen's Hall garden:

- i) Ratify approval of the 25 year lease of the land
Council ratified the lease, which would be signed and returned as a matter of urgency.
- ii) Ratify approval of the installation of fencing to secure the site at a cost of £1,995+VAT
Approved, the double gates at the rear of the garden were still to be installed as soon as they were available.

The survey of the site would take place w/c 4th May, and Bugs and Beauty would stake out the site to indicate the levels so we could arrange levelling work to commence.

- FC185 To review and approve Cuckfield Museum’s new premises lease for the Queen’s Hall**
Council resolved to approve the new lease.
- FC186 To consider offering grants to groups assisting with the COVID-19 response (foodbanks, local charities or voluntary groups) under the General Power of Competence**
The Clerk was instructed to contact Haywards Heath Town Council to establish what support they required for the foodbank provision within the village. Would an additional leaflet drop be helpful at this time? Can we obtain the list of vulnerable people in the community from the medical centre?
- FC187 To ratify the recommendations received from P&S Gallagher regarding management of the Cemetery during the COVID-19 lockdown period**
Council resolved to ratify these recommendations. Furthermore, Council resolved to reopen the Cemetery to members of the public. Notices would be put up to state Cemetery was open but members of the public must respect social distancing measures and not approach members of staff. This decision would be reviewed at the next meeting to ensure no risk to staff had been experienced.
- FC188 To review a report on refurbishing the churchyard paths in brick, appoint a contractor and approve proceeding with the application for a Faculty from the Diocese**
Council reviewed the report and resolved to proceed with Contractor 3. The Assistant Clerk was instructed to instruct the contractor and to commence work on the Faculty process.
- FC189 To consider the proposed revised Committee structure and schedule for 2020-21**
Council resolved to revert to separate the Assets, Community and Environment (ACE) and Community Buildings Committees, and to maintain the separate Roads and Traffic Committee meeting. The committee meeting dates were accepted with a Planning Committee meeting included in August. The Clerk would insert 2 Roads & Traffic Committee meetings into the schedule, circulate to Councillors and add to the website.
- FC189 To consider the proposal for a ‘Slow Down’ poster competition for display around the village**
Council resolved to support the competition and would offer support in putting up posters and laminating the posters.
- FC190 To consider the proposal for a new supplier of Christmas Lights for Cuckfield for Christmas 2020**
Council resolved to proceed with the Christmas Lighting proposal, the cross street lighting would be without the garlands. The Clerk would contact the owner of the cedar tree to ask whether they would grant permission for the uplighting to be installed.
- FC191 To consider implementation of the weekly £6 work from home allowance payment for Parish Council Staff for the duration of lockdown (Parish Clerk, Assistant Clerk, Admin Assistant)**
Council resolved to approve this payment for the duration of lockdown.

FC192 Confidential Business

Council resolved to exclude the press, broadcast media and public (pursuant to the Public Bodies (Admission to Meetings) Act 1960) during consideration of the following confidential business to be conducted.

None.

FC193 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

None.

Meeting closed 11pm.

Signed _____