

CUCKFIELD PARISH COUNCIL

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



Minutes of the Thirty-Fifth Meeting of the Annual Meeting of the Parish Council held at 8.15pm on 14th May 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)

FC001 To elect a Chairman and Vice Chairman

Cllr Burton presided for this item. Nominations for the office of Chairman of Council were called.

Cllr Symonds proposed and Cllr Butler seconded that Cllr Burton be nominated as Chairman. There being no further nominations, Cllr Andrew Burton was elected as Chairman to the Parish Council for the Council year 2020/21. Cllr Burton thanked Council for their vote of confidence. Nominations for the office of Vice Chairman were called. Cllr Sheldon proposed and Cllr Burton seconded that Cllr Andrea King be nominated as Vice Chairman. There were no further nominations and Cllr King was duly elected as Vice Chairman to the Parish Council for the Council year 2020/21.

FC002 To receive Declarations of Acceptance of Office of Chairman and Vice Chairman

Declarations of Acceptance of Office and to observe the Code of Conduct were acknowledged by the Chairman Cllr Burton and Vice Chairman Cllr King and were duly signed in the presence of the Proper Officer. Cllr Burton then took the chair for the meeting and welcomed members to the thirty-fifth Annual General Meeting of Cuckfield Parish Council.

FC003 To receive Apologies for Absence None

FC004 To receive Declaration of Interest

Cllrs King and Symonds declared their interest in item FC027 Museum Lease, Cllr Burton declared his interest in item FC028 New England Wood.

FC005 To approve the minutes of the Full Council meeting held on 23rd April 2020

The minutes of the meeting held on 23rd April 2020 were taken as read and confirmed as a true record.

FC006 To receive Councillor Register of Interests and note requirements of the Code of Conduct

Requirements of the Code of Conduct were duly noted. Cllr Symonds had updated his and returned to the office, Cllr Oversby-Powell would also update his and return.

FC007 To receive written reports from the District and County Councillors

Thanks were expressed to Cllrs Bradbury and Salisbury for their report, which would be uploaded to the Parish Council website. The report was noted, especially how much funding had been lost by the Coronavirus crisis.

FC008 To receive a report from the Chairman

Cllr Burton noted the second leaflet drop regarding foodbank donations during the Coronavirus lockdown had been postponed last weekend, this matter would be discussed in later item FC027. Cllr Burton also expressed how successful he felt the Zoom meetings had been.

FC009 To note the Full Council action list

Items noted.

FC010 To review and re-adopt the Standing Orders and Financial Regulations

Council resolved to re-adopt the Standing Orders and Financial Regulations.

FC011 To consider a review of the Standing Committees for the Year 2020/2021, appoint and review their terms of reference (attached), delegation of functions, receive nominations for membership of committees:

FC11i Review of Standing Committees

As resolved in the Full Council meeting on 23.4.20, the ACE committee would have responsibility for the Queen's Hall and Cuckfield Village Hall removed, and the Community Buildings committee would be reinstated.

FC11.ii Committee Terms of Reference - the Terms of Reference (TOR) for the six Committees were reviewed and the following minor amendments were made:

- Assets, Community and Environment Committee: ToR updated to show removal of responsibility for the Queen's Hall and Village Hall.
- Community Buildings: ToR reinstated to show responsibility for the Queen's Hall, Village Hall and the new nature garden.
- Planning Committee: No change.
- Roads & Traffic Committee: No change.
- Human Resources Committee: No change.
- Finance & General Purposes Committee: No change.

FC11.iii Committee Membership and Nominated Chairman

Membership of the following Committees was **resolved** as follows:

Assets, Community & Environment: Cllrs Burton, Butler, Dickie, Jermyn, King, Laing, Podmore, Sheldon, Symonds

Community Buildings: Cllrs Burton, Butler, Jermyn, King, Laing, Oversby-Powell, Podmore, Sheldon, Symonds

Planning Committee: Cllrs Burton, Butler, King, Oversby-Powell, Podmore, Sheldon

Roads & Traffic Committee: Cllrs Burton, Butler, Dickie, King, Oversby-Powell

Human Resources Committee: Cllrs Burton, King, Oversby-Powell

Finance & General Purposes: consists of the Chairman from each Committee, Cllr Laing

The remaining members of the Finance Committee were therefore noted as Cllrs. Burton, Dickie, King, Laing Oversby-Powell and Symonds.

The Chairman and Vice-Chairman were ex-officio members of all committees.

The Clerk would prepare and circulate a Committees list and the terms of reference to all Members.

FC012 General Power of Competence

- i) Cuckfield Parish Council ratified their eligibility for the General Power of Competence with eight elected members and a Clerk with the appropriate qualification.
- ii) Council resolved to continue to adopt the General Power of Competence.

FC013 Representatives to Outside Bodies

It was **resolved** the following representatives were appointed to outside bodies and would report back via email or at the next appropriate meeting:

- West Sussex Association of Local Councils: Cllrs Burton and Sheldon
- Cuckfield Museum Trust: Mrs S Burgess and Mr P Mantripp would continue to represent the Parish Council. The Clerk would write to them formally to notify.
- Blunts Wood Steering Committee: Cllr Podmore
- Emergency Planning Liaison Group: Cllr Symonds
- County Local Committee: Cllr Dickie
- Neighbourhood Watch: Cllr Butler
- Mid Sussex Association of Local Councils: Cllr Podmore
- Town & Parish Strategic Liaison Group (two representatives): Cllr Sheldon & Clerk

FC014 Authorised Signatories: The authorised signatories of the Unity Trust Bank Account would be Cllrs. Burton, King, Podmore and Sheldon.

FC015 To review arrangements including any charters and agency agreements with other local authorities

Council noted the arrangements and were happy for them to continue.

FC016 To review and confirm arrangements for the following items:

- a) Inventory of land and assets including buildings and office equipment
The land adjacent to the Queen's Hall would be added to the Fixed Assets list.
- b) Insurance arrangements in respect of all insured risks
The land adjacent to the Queen's Hall would be added to the insurance schedule.
Clerk to provide a comparison of insurance costs since the 3 insurance claims, over the past 3 years.

FC017 To ratify the time and place of ordinary meetings of the Full Council up to and including the next Annual Meeting of Full Council

The meeting schedule was agreed, and noted that meetings would be taking place virtually using Zoom until such time guidance changed to allow meetings to resume at the Queen's Hall.

FC018 To note the actions of the following committees:

- a) Assets, Community and Environment Committee
- b) Finance & General Purposes Committee
- c) Full Council Committee
- d) Planning Committee
- e) Roads and Traffic Committee

Actions were noted, no updates were given as no change since recent meeting 3 weeks ago.

FC019 To review progress made against the Business Plan

- Digital file sharing had been implemented for all staff and Councillors.
- The lease for the land adjacent to the Queen's Hall was now in place and the survey had been completed.
- Work on the Communications Strategy would commence in upcoming months.

FC020 To receive a report on the year to date finances and current reserves and approve the bank reconciliation statements for April 2020 (both NS&I and Unity Trust bank accounts)

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

FC021 To consider the provisional end of year 2019/20 financial statement and approve the schedule of payments

The statement was reviewed although it was clear the information displayed was not very helpful. The Clerk would look into this and identify a better report to use. The schedule of regular payments were reviewed with no queries.

FC022 To consider the Internal Auditor for the year 2020/21

It was resolved Andrew Sturgeon be appointed as Internal Auditor to the Council for 2020/21.

FC023 To review and approve the amended Museum Lease

Council resolved to accept the lease amendments however item 5.4 should remain as follows:

The Landlord shall not be liable or responsible for any loss or injuries sustained by the Tenant or any invitee or licensee of the Tenant (either personally or to their property including the Property)

FC024 To receive an update on the proposal for a temporary one-way system along London Lane during the Balcombe Road, Borde Hill and Hanlye Lane road closures in June 2020

WSSC had discussed our proposal further and advised that we should amend the application to start no more than one week before the Hanlye Lane road closure, and would end on the same end date. The Clerk was instructed to follow up with WSSC again as no response had been received and the matter was becoming urgent.

FC025 To receive an update regarding the land adjacent to the Queen's Hall garden

The survey had been completed and shared with Bugs and Beauty, further detailed plans were to be drawn up to level off the site to allow space for a marquee, with the aim to plant grass seed by September to enable growth over the winter. A large Ash tree had die-back disease and should be considered for removal, as well as a

scrappy looking evergreen tree. Removal of the existing hedges would be done at the end of the nesting season.

FC026 To consider the grant request received from 4 Sight Vision Support

Council resolved not to provide the grant at this time, due to the ongoing national emergency and desire to support the local foodbank. This decision would be reviewed later in the year.

FC027 To consider approval to support Haywards Heath Emergency Food Hub for Cuckfield residents at £40 per family, per week, should this be required

Council resolved to allocate £5,000 from reserves to this initiative, and to advise all grant applicants that we were directing all our funds towards the emergency food hub.

FC028 To consider approval to allow New England Wood Trust to use the Queen's Hall as their address

Council resolved not to allow this Queen's Hall address to be used by New England Wood Trust.

FC029 To receive a report on costs to replace the gas fire at the Queen's Hall and approve a supplier

Council approved a budget of £3,000 for the replacement gas fire, however the Clerk was instructed to challenge the need to replace the flue.

FC030 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

Cllr Dickie mentioned the traffic scarecrows through Ardingly and would obtain more details to share with Council.

Meeting closed 10.40pm.

Signed _____

CUCKFIELD PARISH COUNCIL

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The Assets, Community and Environment Committee

Minutes of a meeting held on Thursday 14th May 2020

Present: Mr A Symonds (Chairman), Mrs A King (Vice Chairman), Mr A Burton, Mrs J Butler, Mr J Dickie, Mrs C Jermyn, Mrs F Laing, Mr A Podmore, , Mr M Sheldon

In Attendance: Mrs S Heynes (Clerk), Mr S Oversby-Powell

ACE01 Election of Chairman of the Assets, Community and Environment Committee

It was proposed by Cllr King, seconded by Cllr Dickie and unanimously **agreed** that Cllr Symonds be elected as Chairman of the Assets, Community and Environment Committee.

ACE01 Election of Vice Chairman of the Assets, Community and Environment Committee

It was proposed by Cllr Symonds, seconded by Cllr Dickie and unanimously **agreed** that Cllr King be elected as Vice Chairman of the Assets, Community and Environment Committee.

Signed _____

CUCKFIELD PARISH COUNCIL

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The Community Buildings Committee

Minutes of a meeting held on Thursday 14th May 2020

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

In Attendance: Mr J Dickie, Mrs S Heynes (Clerk)

CB01 Election of Chairman of the Community Buildings Committee

It was proposed by Cllr Burton, seconded by Cllr Sheldon and unanimously **agreed** that Cllr King be elected as Chairman of the Community Buildings Committee.

CB01 Election of Vice Chairman of the Community Buildings Committee

It was proposed by Cllr King, seconded by Cllr Symonds and unanimously **agreed** that Cllr Laing be elected as Vice Chairman of the Community Buildings Committee.

Signed _____

CUCKFIELD PARISH COUNCIL

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The Planning Committee

Minutes of a meeting held on Thursday 14th May 2020

Present: Mr S Oversby-Powell (Chairman), Mr M Sheldon (Vice Chairman), Mr A Burton, Mrs J Butler, Mrs A King, Mr A Podmore

In Attendance: Mr J Dickie, Mrs S Heynes (Clerk), Mrs C Jermyn, Mrs F Laing, Mr A Symonds

PL001 Election of Chairman of the Planning Committee

It was proposed by Cllr Burton, seconded by Cllr Butler and unanimously **agreed** that Cllr Oversby-Powell be elected as Chairman of the Planning Committee.

PL002 Election of Vice Chairman of the Planning Committee

It was proposed by Cllr King, seconded by Cllr Burton and unanimously **agreed** that Cllr Sheldon be elected as Vice Chairman of the Planning Committee.

Signed _____

CUCKFIELD PARISH COUNCIL

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The Roads and Traffic Committee

Minutes of a meeting held on Thursday 14th May 2020

Present: Mr J Dickie (Chairman), Mrs J Butler, Mr A Burton, Mrs A King, Mr S Oversby-Powell

In Attendance: Mrs S Heynes (Clerk), Mrs C Jermyn, Mrs F Laing, Mr A Podmore, Mr M Sheldon, Mr A Symonds

RT001 Election of the Chairman of the Roads and Traffic Committee

It was proposed by Cllr Butler, seconded by Cllr Burton and unanimously **agreed** that Cllr be elected as Chairman of the Roads and Traffic Committee.

RT002 Election of Vice-Chairman of the Roads and Traffic Committee

It was proposed by Cllr Dickie, seconded by Cllr Oversby-Powell and unanimously **agreed** that Cllr Butler be elected as Chairman of the Roads and Traffic Committee.

Signed _____

CUCKFIELD PARISH COUNCIL

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The Human Resources Committee

Minutes of a meeting held on Thursday 14th May 2020

Present: Mr A Burton (Chairman), Mrs A King (Vice Chairman), Mr S Oversby-Powell (Vice Chairman)

In Attendance: Mrs J Butler, Mr J Dickie, Mrs S Heynes (Clerk), Mrs C Jermyn, Mrs F Laing, Mr A Podmore, Mr M Sheldon, Mr A Symonds

HR001 Election of the Chairman of the HR Committee

It was proposed by Cllr Oversby-Powell, seconded by Cllr King and unanimously **agreed** that Cllr Burton be elected as Chairman of the HR Committee.

HR002 Election of the Vice Chairman of the HR Committee

It was proposed by Cllr Burton, seconded by Cllr Oversby-Powell and unanimously **agreed** that Cllr King be elected as Vice Chairman of the HR Committee.

Signed _____

CUCKFIELD PARISH COUNCIL

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The Finance & General Purposes Committee

Minutes of a meeting held on Thursday 14th May 2020

Present: Mrs F Laing (Chairman), Mr A Symonds (Vice Chairman), Mr A Burton, Mr J Dickie, Mrs A King, Mr S Oversby-Powell

In Attendance: Mrs J Butler, Mrs S Heynes (Clerk), Mrs C Jermyn, Mr A Podmore, Mr M Sheldon

FGP01 Election of Chair of the Finance & General Purposes Committee

It was proposed by Cllr Burton, seconded by Cllr Symonds and unanimously **agreed** that Cllr Laing be elected as Chairman of the Finance Committee.

FGP02 Election of Vice-Chairman of the Finance & General Purposes Committee

It was proposed by Cllr King, seconded by Cllr Dickie and unanimously **agreed** that Cllr Symonds be elected as Vice Chairman of the Finance Committee.

Signed _____