



The Queen's Hall
High Street
Cuckfield
West Sussex
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Minutes of the Meeting of the Full Council held at 7.30pm on 3rd September 2020

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

In Attendance: Mrs S Heynes (Parish Clerk)

- FC046 **To receive apologies for absence**
Apologies received from Mrs J Butler and Mr M Sheldon.
- FC047 **Declarations of Interest**
None
- FC048 **To approve the minutes of the Full Council Meeting held on 9th July 2020**
The minutes of the meeting held on 9th July 2020 were taken as read and confirmed as a true record.
- FC049 **To receive written reports from the District Councillor and County Councillor**
The report was reviewed and noted.
- FC050 **To receive a report from the Chairman**
The additional traffic through Cuckfield experienced due to the Hanlye Lane road closure was a sign of things to come, especially as the houses at the Northern Arc are built.
- FC051 **To note the Full Council action list**
Items noted.
- FC052 **To note and approve the updated Scheme of Delegation**
The Scheme of Delegation amendments were noted and approved.
- FC053 **To approve the bank reconciliation statements for July and August 2020**
The bank reconciliation statements were reviewed and approved.
- FC054 **To approve the increase in the Clerk's working hours from 25 to 28 hours per week**
Council resolved to approve the increase in hours.
- FC055 **To ratify the COVID-19 risk assessments for hirers returning to the halls and supplementary terms and conditions of hire, as well as the staff return to the Queen's Hall**
The Clerk was instructed to check the number of people allowed to attend a class as this had been calculated at 25 as opposed to 30 allowed for a wedding. Also, the Clerk would check what the maximum number of people was that were allowed to play sports inside a hall.

Further to this, Council approved all of the recommendations made and instructed the Clerk arrange implementation.
- FC056 **To discuss the Draft Site Allocations DPD (regulation 19) Consultation**
Council acknowledged this was their last opportunity to try and influence the DPD and noted that the development of Hanlye Lane was still in the proposal.
- FC057 **To ratify the appointment of Tony Fullwood to perform a review of the DPD**

Consultation documentation and prepare a response on behalf of Cuckfield Parish Council, estimated to take 22 hours at £90 per hour

Council approved the appointment and expenditure.

- FC058 **To receive an update on the temporary one-way system along London Lane**
Councillors felt the one-way system was working well, although some people were still flouting the one way. All feedback received would be reviewed and the Clerk would arrange a separate meeting for Council to discuss this in detail once the experiment had concluded. The Clerk was instructed to request Ansty & Staplefield would lend us their SID for one more week at the end of the experiment to increase the data available. It was suggested that SID was put back on London Lane to track the volume of traffic for the week after the one-way system is removed.
- The Clerk was instructed to find out when Hanlye Lane would be reopening.
- FC059 **To receive an update regarding the Angela Fox Nature garden and approve costs to relocate the container**
Council resolved to approve the costs to move the container and electricity supply. The working party were due to meet Bugs & Beauty and Golden Crown on site on 4th September to discuss the next steps regarding removal of hedges and levelling the side and would provide a further update after this.
- FC060 **To review the proposal from Dignity Funerals regarding renewal of the Chapel lease and agree next steps**
The Clerk was instructed to offer a 3 year lease to Dignity rather than 5 years.
- FC061 **To consider the report from Denma Cleaning outlining costs for additional cleaning at both Cuckfield Village Hall and the Queen's Hall due to COVID-19**
Council resolved to defer the decision regarding additional cleaning to the Community Buildings meeting, which was scheduled to take place after the halls had been reopened for 3 weeks.
- FC062 **To consider participation in the district-wide Public Art Scheme using S106 funds**
Council resolved to express an interest in the art scheme to see what MSDC had in mind, with the option to discontinue involvement should the proposal not suit the village.
- FC063 **To consider purchase of a second SID**
The Clerk was instructed to look into the Automated Number Plate Recognition (ANPR) SID to see how the technology had developed, and whether it would worth investing in this type of SID rather than a standard SID.
- FC064 **To consider a proposal to rename selected twittens/footpaths and agree next steps**
Council resolved to continue investigations into this proposal, and Cllr Burton would liaise with Jane Forester regarding publicising the proposal in Cuckfield Life.
- FC065 **To note NALC pay rise for staff, backdated to April 2020**
Noted.
- FC066 **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.**
Council discussed the Christmas Street Festival and reluctantly acknowledged it would not be possible to proceed this year due to COVID-19.

Meeting closed at 10.15pm

Signed _____