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## Minutes of the Meeting of the Full Council held at 8.15pm on 5<sup>th</sup> November 2020

**Present:** Mr A Burton (Chairman), Mrs J Butler, Mr J Dickie, 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)

- FC067 **To receive apologies for absence**  
None.
- FC068 **Declarations of Interest**  
None
- FC069 **To approve the minutes of the Full Council Meeting held on 3<sup>rd</sup> September 2020**  
The minutes of the meeting held on 3<sup>rd</sup> September 2020 were taken as read and confirmed as a true record.
- FC070 **To receive written reports from the District Councillor and County Councillor**  
Council expressed thanks for the report received. Council were disappointed to note the closure of Clair Hall in Haywards Heath and hoped progress would be made with regards to the poor water supply experienced in recent years from SE Water.
- FC071 **To receive a report from the Chairman**  
As we headed back into lockdown, Cllr Burton reflected that the disruption caused by COVID-19 was ongoing, but remained optimistic that a vaccination would be available sooner than later to reduce the ongoing wellbeing and financial issues being experienced.  
It was also noted that the village had heavier traffic than usual due to a road closure in the Balcombe area, more consideration needed to be given to existing settlements when building new developments.
- FC072 **To note the Full Council action list**  
Items noted.
- FC073 **To approve the bank reconciliation statements for September and October 2020**  
The bank reconciliation statements were reviewed and approved. The Clerk was instructed to investigate whether it was possible to reclaim the VAT payments made on behalf of our insurers.
- FC074 **To consider the year to date (20<sup>th</sup> October 2020) 2020-21 budget:**
- a. Review the latest budget position (to 20<sup>th</sup> October 2020), incorporating the loss of revenue caused by COVID19, and resolve further budget reductions for the remainder of the year to 31<sup>st</sup> March 2020 to balance the forecast overspend

Council were comfortable with the revised forecast, and agreed to review again in January 2021. Ongoing assessment of expenditure would continue in light of the

uncertain future created by COVID19.

- b. To consider the budget forecast for 2021-2022 and make proposals in preparation for the Precept approval at the Finance & General Purposes committee meeting on 7<sup>th</sup> January 2021

Council noted the need to consider future spend in preparation for planning next year's precept, and would do this whilst bearing in mind the additional burden caused by COVID19.

**FC075 To review the Business Plan and resolve what changes to make to the priority of existing items, and whether to include additional initiatives considering the income loss caused by COVID19**

Council resolved to continue with the projects that had already started, but would not commence any further major projects until an exit strategy from COVID was clearer. In light of the pandemic, supporting local businesses within the village was flagged as being more important than ever, and prioritising the creation of an action plan to promote the village economy and encourage tourism to the village was proposed.

**FC076 To consider the Value for Money analysis commissioned by WSALC:**

- a. To resolve a response to the letter received from Tony Steer, Chairman of Bolney Parish Council and Chairman of Mid Sussex Association of Local Councils (MSALC)  
The Parish Council resolved to support this motion.
- b. To resolve a response to the communication received from WSALC Board members in explanation of their decision to commission the Value for Money analysis  
Without further information to enable understanding of why this had been proposed, the Parish Council were unable to support the Value for Money exercise; it was felt the rationale was unclear.
- c. To resolve how to respond to the questionnaire issued by WSALC as part of their Value for Money analysis  
The Clerk was instructed to complete the questionnaire, however it was noted that many questions were inappropriate and so would not be answered.

**FC077 To resolve whether to proceed with the purchase of an additional Speed Indicator Device or an Automatic Number Plate Recognition camera (ANPR)**

Council resolved not to proceed with the purchase of an ANPR camera. Council resolved to proceed with the purchase of a portable smiley face speed camera. Cllrs Butler and Dickie would put together a schedule of roads to install the portable SID.

**FC078 To consider the request from the Parochial Church Council (PCC) to modify the level of the new north path pavers adjacent to the vestry steps, review the options identified and associated estimated costs and resolve how to proceed**

The Clerk was instructed to write to the PCC to advise we were looking at options available to adjust the pathway whilst considering the paperwork required. The Clerk was also instructed to revert to the contractor as they had installed a non-compliant pathway. Cllr Symonds together with the Clerk and/or Assistant Clerk would meet with Hobarts to discuss options, and this item would be discussed again at the ACE meeting in November.

**FC079 To note the counter proposal received from Dignity Funerals to reduce the rent offered from £750 per annum to £500 per annum if the lease renewal is for 3 years instead of 5 years**

Council previously resolved £750 for 3 years and would not consider changes to the

contract.

- FC080 **To consider Courtmead Road Residents Association's request to transfer ownership of the unregistered lane and verges which run from Courtmead Road to Broad Street**  
Council resolved to advise the Resident's Association that they politely declined their offer to take over the unregistered lane.
- FC081 **To receive a verbal update regarding Angela Fox Nature Garden**  
Hedges had been removed, Golden Crown were waiting for the soil to dry out before continuing with the levelling. Grass seed would then be planted over the entire site, however there were concerns that this would be too late as the weather had turned too cold. The container had been moved although the electricity was yet to be reconnected. The large diseased Ash tree had been cut down, and a wood carver had been consulted to create some garden art from the remains before the unwanted wood was given away to anyone in need.
- FC082 **To ratify the RoSPA recommendations not carried out on the Skatepark**  
Council resolved to accept the recommendation not to undertake the repairs identified in the ROSPA report at this time but would review this next year.
- FC083 **To consider the architect quotations received to prepare plans to install an external toilet at the Queen's Hall, and resolve how to proceed; options are to install a toilet beneath the decking, or to convert the cleaning cupboard back to a toilet with external access provided**  
Council resolved to proceed with Quote B to convert the cleaning cupboard back to a toilet with external access.
- FC084 **To consider initiatives Cuckfield Parish Council can organise or co-ordinate to provide additional support for the local community as a result of the COVID19 pandemic**  
As discussed in item FC075, this matter would be added to the Assets, Community and Environment meeting for further discussion.
- FC085 **To receive an update on Whitemans Green Allotment proposal**  
Council resolved to support the proposal, and to form a working party to work with the allotment group to formalise plans, including liability and insurance requirements. Cllrs Podmore, Sheldon and Symonds would form the Parish Council members of the working party and would be required to report progress back to the ACE committee. The Clerk was instructed to follow up with other Clerks to establish how they had progressed similar initiatives.
- FC086 **To review and approve Clause 2.3 of the Allotment Rules and Guidelines**  
Approved.
- FC087 **To ratify the Christmas Scarecrow competition and resolve the value of the prizes**  
Council ratified the scarecrow competition and resolved to award 3 prizes to a value of £100, £50 and £25, all to be organised with local businesses within the village.
- FC088 **To review the cost to install timers on 8 lamp posts to connect to the Christmas street lights and resolve how to proceed**  
Council resolved to proceed with the installation.
- FC089 **To approve and adopt the following new policies:**
- a. Staff Handbook
  - b. 43 – Acceptable Use of Computer, Internet and Email Facilities Policy
  - c. 44 – Maternity, Paternity & Adoption Leave Policy

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- d. 45 – Parental Leave Policy
- e. 46 – Training & Development Policy
- f. 47 – Flexible Working Policy
- g. 48 – Appraisal Policy

Council resolved to approve all policies but asked that a list of all relevant policies were included at the end of the Staff Handbook.

FC090 **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 reviewed the content required for the newsletter in December sharing an update on London Lane and requesting feedback.

Meeting closed at 10.35pm

Signed \_\_\_\_\_

**Future Meetings:**

07<sup>th</sup> January 2021 Finance & General Purposes

28<sup>th</sup> January 2021 Full Council