



The Queen's Hall
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Parish Clerk: Sam Heynes
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Minutes of the Meeting of the Full Council held at 8.15pm on 28th January 2021

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

In Attendance: Mrs S Heynes (Parish Clerk)

Public Question Time: None raised.

- FC095 **To receive apologies for absence**
Mrs Laing submitted her apologies which were accepted.
- FC096 **Declarations of Interest**
None
- FC097 **To approve the minutes of the Full Council Meeting held on 5th November 2020**
The minutes of the meeting held on 5th November 2020 were taken as read and confirmed as a true record.
- FC098 **To receive written reports from the District Councillor and County Councillor**
Council expressed thanks for the report received and noted the comments and expressed their interest in seeing the rapid resolution of some of the longer-term outstanding issues.
- FC099 **To receive a report from the Chairman**
It was noted it was very quiet in the village at the current time, and that the COVID rates were dropping albeit slowly. The Clerk was instructed to try and establish what the vaccination rate was within the village.
- FC100 **To note the Full Council action list**
Items noted.
- FC101 **To approve the bank reconciliation statements for November and December 2020**
The bank reconciliation statements were reviewed and approved.
- FC102 **To review and approve the current year to date budget and expenditure for 2020-21**
Council reviewed and approved the budgets and year to date expenditure.
- FC103 **To review and ratify the proposed budget and precept for the forthcoming financial year 2021-22**
Council resolved to increase the precept by 3.05% which equated to an additional £0.06 per week for a Band D property. The total Precept would be £234,434 for 2021-22.
- FC104 **To review the applications received and resolve the co-option of a new Councillor**
Two applicants attended the meeting and presented their applications for the role of

Councillor.

After questions and a vote by Councillors, Paul Ceccherini received a majority vote and so would be duly co-opted onto Cuckfield Parish Council.

FC105 To review the progress made against the Business Plan and agree priorities for 2021

The Business Plan was reviewed and despite living in lockdown for most of the previous year it was felt good progress had been made. The following actions were identified:

- Cllr Podmore would liaise with Lindfield Parish Council regarding Climate Change.
- The Clerk was instructed to identify what communications strategies other Parish Councils follow and share with Council for review. It was noted that consideration needs to be given to how much time office staff should spend on communications,
- The Clerk was instructed to share details of the local Terracycling group with Council, and to investigate the creation of a recycling policy.
- Council would consider forming a Working Party to identify ways to encourage the economy within the village.
- The Clerk reported that progress on forming a new partnership working group with neighbouring councils had been a casualty of COVID.
- Cllr Podmore would investigate applying for Village Green status for both Horsefield Green and Buttinghill sites.
- Installation of benches within the village would be deferred to 2022-23 due to budgetary constraints.
- A presentation of Parish Online functionality would be added to the agenda for the next Full Council meeting.
- The Clerk was instructed to enquire of MSDC whether there was any S106 funding available to install children's play equipment at Whitemans Green.
- Council resolved to continue with plans regarding Traffic Calming within the village, ideally incorporating traffic light management.

FC106 To consider the quote to complete the Churchyard brick path realignment report and agree next steps

Council considered the proposal and resolved to accept the quote of £722+VAT and to proceed with the pathway realignment subject to there being no objections made by Holy Trinity Church. The Assistant Clerk was instructed to share the proposal with the Holy Trinity PCC.

FC107 To receive a verbal update regarding Angela Fox Nature Garden

The instruction to cut back the rear hedge was outstanding, the Clerk was instructed to follow up to get this completed. Council resolved to install a boundary fence between the Nature Garden and the Queen's Hall garden if the site had not been leveled and grass planted in time for the first wedding of 2021, up to a budget of £2,000. The original garden designer had withdrawn so the Clerk was investigating a replacement designer to proceed with the design.

FC108 To approve a contribution to the purchase of a Speed Watch speed gun with Ansty & Staplefield Parish Council at a cost of £135.50. The speed gun will remain the property of Ansty & Staplefield Parish Council

The use of the speed gun would be shared with Cuckfield Speed Watch team

although no formal agreement had been set out and would be required as a condition of the donation. Council resolved to proceed on this basis, and Cllr Butler would draw up a formal agreement for sharing use of the new speed gun.

FC109 To consider the following items in relation to Cuckfield Village Hall:

- a. Creation of a working group to create a proposal to rebuild Cuckfield Village Hall including production of high-level plans
Council resolved to create a working group to progress plans, comprising of Cllrs King, Podmore, Sheldon and Symonds, Mrs J Kells, Jane Forester, and offer Preschool the option to provide input. The Clerk would contact all members with a copy of the working group protocol and advise a terms of reference was required.
- b. Approve the proposal to approach neighbours to discuss the purchase of additional land surrounding the site
Council resolved to progress negotiations with the immediate neighbour to the hall and instructed the Clerk to contact Cllr Bradbury to establish whether WSCC would be prepared to sell a portion of land to the rear of the hall.

FC110 To consider the report to provide support to local residents in need during the COVID-19 pandemic and beyond

Council resolved to proceed with the initiative to provide food parcels to the community, and to commence with the Christmas Hampers project. No budgets were set, further details would be gathered to present to Council for approval via an EGM if required.

FC111 To approve and adopt the following new policies:

- a. 42 – Customer Service Policy (new)
- b. 49 – Working Groups Protocol (new)
- c. 50 – Unmanned Aerial Vehicle Policy (new)
Council resolved to include an additional sentence reflecting the difference between toy and professional UAVs.
- d. 27 – Councillors Code of Conduct (updated)
- e. Standing Orders (updated)

Council resolved to approve all policies, subject to the amendment to (c) above.

FC112 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 expressed their sadness at the news of the recent passing of Stephen Blanch, a Councillor of many years, and condolences were expressed to his family. A suggestion was made to install a bench in his memory which would be considered in the future. The Clerk was instructed to add this to the next Council agenda.

Meeting closed at 10.20pm

Signed _____

Future Meetings:

TBA