



The Queen's Hall
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Cuckfield
West Sussex
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Parish Clerk: Sam Heynes
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Minutes of the Meeting of the Full Council held at 7.30pm on 30th September 2021

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

In Attendance: Cllr P Bradbury, Mrs S Heynes (Parish Clerk), Cllr R Salisbury

Public Question Time: None present.

FC111 To receive apologies for absence

Cllr Sheldon submitted his apologies which were accepted.

FC112 Declarations of Interest

None

FC113 To approve the minutes of the Full Council meeting held on 29th July 2021

The minutes of the meeting held on 29th July 2021 were taken as read and confirmed as a true record.

FC114 To receive a report from the District Councillor and County Councillor

Cllr Salisbury provided an update regarding Denning Place. The gates had been removed and the pillars would have to be reduced to below 1 metre. However, the second pair of gates would remain but be reduced to 2 metres or below as per permitted development rules. This was queried as the gates were to the front of the property rather than the side, meaning permitted development rules may not apply. Cllr Salisbury would follow up on this point.

Cllr Salisbury would also check whether Taylor Wimpey had fulfilled the planning conditions of the work outstanding on the Buttinghill Site before plans to handover the site to the Parish Council commended.

The Site Allocations plan was still with the Inspector; MSDC had not received any communication from him to date. The District Plan refresher had been started, to be completed in 2022.

An application by Gatwick Airport to bring the second emergency runway into use was imminent; the economy for this area was dependent upon the airport, however the impact of the additional passengers, infrastructure needs, housing and environment would be significant. A review of the flight paths was suggested to look to reduce the noise imposed on residents.

Adult Social Care would be the next area of focus for West Sussex County Council. Introduction of a lane rental scheme so utility companies would have to pay a daily rate for roadworks was being pursued, with the aim to encourage more efficient timings for future roadworks and a reduced impact on road uses.

Cllr Bradbury would follow up regarding the current situation with Courtmeadow School, whether the site had been sold.

Cllrs Bradbury and Salisbury left the meeting.

- FC115 **To receive a verbal report from the Chairman**
Cllr Burton acknowledged the skate park event and how well it was received.
- FC116 **To note the Full Council action list**
The action list could not be found, so was not reviewed. The Clerk would recreate the action list for review at the next meeting.
- FC117 **To approve the bank reconciliation statements for July and August 2021**
The bank reconciliation statements were reviewed and approved.
- FC118 **To review and approve the current year to date budget and expenditure for 2021-22**
Council reviewed and approved the budgets and year to date expenditure. A more detailed review would occur at the next meeting as part of 2022-23 precept planning.
- FC119 **To review progress made against the Business Plan for 2021**
Over halfway through the council term, good progress had been made against many items, whereas others such as the cemetery expansion had unfortunately stalled. Formation of a community strategy to focus the Council's remaining time was agreed to be a priority.
- FC120 **To discuss the upcoming Christmas Street Festival:**
Council expressed their disappointment that the Christmas Tree Festival in Holy Trinity Church had been cancelled for 2021.

Council discussed whether to proceed with the Christmas Street Festival this year in light this and resolved to go ahead on the basis that the craft market in the Old School would take place. Cllrs Laing and Podmore would form a working party with support from Will Faas.

Council resolved to investigate adding a laser light show to the street festival using the welcome back grant funds on offer from MSDC. The Clerk would follow up with further questions about how the show could be arranged to take place on the High Street, and whether additional lighting of the street for the festival could be achieved.

This year the focus would be on having local charities running fundraising stalls in partnership with the High Street retailers. Cuckfield Local would be invited to attend, and it was suggested to contact local vineyards to see if they would be interested in coming along.

Council also resolved to proceed with the Christmas Scarecrow competition, with the judging taking place on the 5th December and the winners announced at the Street Festival. The Clerk would plot the judging route for the entries and share to enable people to visit the entries for themselves.

- FC121 **To receive a progress update on the Angela Fox Nature Garden**
Basic maintenance was now taking place to keep the garden tidy over the winter. A gardener would be identified to take care of the site. Phase 2 plans had been requested for review and then submission to MSDC for grant funding.
- FC122 **To review and approve the following additions to the holiday and sickness policy sections of the Staff Handbook**
Council resolved to accept the changes to the staff handbook outlined below. The Clerk would update the handbook and reissue to all staff.

b. Holiday year

No more than 10 days annual leave may be taken over the summer months (June to September inclusive). The Clerk will consider requests for extended periods of

annual leave during this period at their discretion; impact on operational requirements will be a key factor when making a decision.

h. Sickness during annual leave

An employee who becomes sick whilst on annual leave is considered as being on sick leave from the date of a doctor's medical certificate; self-certification alone will not be acceptable.

- FC123 **To consider the proposal for the Queen's Hall wedding package costs**
The Council resolved to accept the recommendation to keep the wedding package costs the same at this time.
- FC124 **To receive an update from the new Community Working Group and approve the Terms of Reference**
The Terms of Reference was still outstanding. A questionnaire had been developed to share with residents to try and obtain a greater understanding of what people want to see happening within the village and the High Street.

The Government's Welcome Back Funding could be used to fund the questionnaire; it would be interesting to understand what other businesses were running within the village other than the obvious ones on the High Street.
- FC125 **To note the proposal to proceed with the Christmas Hamper initiative in 2021**
Council noted the resolution to proceed with Christmas Hampers for those in need of extra support. Planning would commence in October.
- FC126 **To receive an update on progress regarding Cuckfield traffic management strategy**
The scope and objectives for the traffic management plan had been drafted, further work would be done after the meeting with the consultant on 7th October. Once a completed draft document was available this would be shared within the community.
- FC127 **To note community engagement regarding recent events at the Queen's Hall, and the Community Buildings Committee response**
A policy had been implemented for the use of the Queen's Hall in the interim whilst the licence for using the extended garden space was put into place.
- FC128 **To receive feedback on the skatepark skate jam event held on 30th September 2021**
Council noted the success of the event and resolved to hold the event again. The Clerk was instructed to enquire about availability to hold another event in the spring.
- FC129 **To review plans for the Parish Council's estates management (cemetery and Horsefield Green), responding to recent community comments**
A plan had been adopted to bring the maintenance of the cemetery back up to expected standards. A contractor would be instructed to cut back all the hedges.

It was observed that the use of Horsefield Green had dropped as the grass had grown. Council resolved to work with Horsefield Green residents to review the landscape plans and obtain input as to how to proceed in future, as the current plan was clearly not working. An offer to get involved with planting the orchard trees when they arrive later this year would be made, together with exploring how to get more flower bulbs planted across the site. Cllrs Burton and Ceccherini were happy to be involved in this initiative. The Clerk was instructed to ensure the orchard area was strimmed in preparation for the planting.
- FC130 **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.**

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Cllr Symonds would open conversations with the owner of the pond at the corner of Ardingly Road to see if there was any interest in passing the site over to the Parish Council.

South East Water had still not repaired the water leak on Mytten Close, the Clerk would write to express the Council's disappointment.

Meeting closed at 9.50pm

Signed _____

Future Meeting:
25th November 2021