



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 28th July 2022

Present: Mr A Burton (Chairman), Mr J Dickie, Mr S Oversby-Powell, Mrs C Potts, Mr M Sheldon, Mr A Symonds, and Mrs J White

In Attendance: Mrs S Heynes (Parish Clerk) and Mrs N Ripert-Forrest (Communications & Admin Officer)

Public Question Time: None

- FC050 To receive apologies for absence**
Cllrs Ceccherini and King offered their apologies, which were noted.
- FC051 To receive declarations of interest from Members in respect of any matter on the agenda. The disclosure must include the nature of the interest. If you become aware, during the meeting, of an interest that has not been disclosed under this item you must immediately disclose it**
None.
- FC052 To approve the minutes of the Full Council meeting held on 16th June 2022**
The minutes of the meetings held on 16th June 2022 were approved and signed.
- FC053 To receive reports from the District Councillor and County Councillor**
No reports had been shared.
- FC054 To receive a verbal report from the Chairman**
The positive feedback received from the community for the Platinum Jubilee Street Party was welcomed, and the profit would be used to purchase an additional commemorative bench, ideally to be located at the Whitemans Green end of the village.
- FC055 To note the Full Council Action List**
All actions were noted. The Landscape Assessment for the proposed new settlement at Ansty had been completed and would be shared shortly.
- FC056 To approve Bank Reconciliation Statements for Unity Trust and NS&I for June 2022, and for the CCLA accounts for April, May and June 2022**
The bank reconciliation statements were reviewed, approved and signed for Unity Trust, NS&I and CCLA bank accounts.
- FC057 To review and approve the current year to date budget and expenditure for 2022-23**
The budget and expenditure for the year to date was reviewed and noted.

- FC058 To review the Terms of Reference for the HR Committee and resolve to increase the membership by 1 person to 4 people in total, as per the agreed membership at the Full Council meeting held on 5.5.2022**
The Terms of Reference was reviewed and adopted.
- FC059 To review the following grant applications and resolve whether to award funds:**
- a. Application on behalf of Family Support Work towards the costs of their Building Stronger Families project in Cuckfield.
The Clerk was instructed to contact this organisation to see if it would be possible to liaise with them to identify ways to work together to support members of the Cuckfield community, for example via including identified families in the Christmas Hamper scheme.
 - b. application on behalf of 4Sight Vision Support towards their specialist support to help people in Cuckfield Parish to continue leading independent lives, whilst living with sight loss.
Council resolved to offer £150 as a grant to 4Sight Vision Support.
- FC060 To consider signing the Civility & Respect Pledge**
The Civility & Respect Pledge was reviewed and Council resolved to sign the pledge in support of the efforts to ensure all Councillors behave with civility and respect as part of their duties.
- FC061 To review progress made against the Business Plan for 2022**
The Business Plan was reviewed and on the whole Council was pleased with the progress that had been made over the past 3 years.
- The areas of focus for 2022-23 were identified as producing an Environment & Sustainability Policy as well as a Communications Strategy. The Clerk was instructed to investigate what was required to become a Fairtrade Town.
- The Clerk was also instructed to contract MSDC regarding the potential to create a BMX track through the woods at Whitemans Green.
- The proposal to convert the zebra crossings to puffin crossings would be added to the Traffic Calming strategy discussions later in the month. Finally, the Clerk was instructed to establish the costs for a living roof bus shelter.
- FC062 To receive a progress update on the Angela Fox Nature Garden**
A set of plans had been submitted for the few weeks, and a follow up meeting would be scheduled for 6 weeks' time. Preparation of the flower beds for new planting would be completed, and the willow sculptures would be prepared for installation. A watering system would be proposed, and designs and budget for the sensory garden section would be prepared.
- FC063 To review the Village Centre Action Plan and agree which recommendations to adopt, and which committee would take ownership. Suggestions include creation of a new village map to include historical facts, design of a Cuckfield Flag and launch of the Visit Cuckfield website**
Due to the number of suggestions contained within the report a separate meeting would be scheduled to discuss this in more detail, however initial suggestions of replacement bins on the High Street and a new village map including historical data were proposed and accepted.

A Working Group would be created including Cllrs Burton, Potts, Podmore, Sheldon,

Symmonds & White, and the Clerk would arrange an initial meeting to discuss proposals. A Cuckfield flag would be created using the Cuckfield Parish Council logo, including 'Cuckfield' on the design.

The Visit Cuckfield website was progressing; a logo and branding would be selected to ensure this was seen as a separate entity to the Parish Council.

- FC064 To consider adoption of the draft Policy 52 – Use Your Own Device**
Council resolved to adopt Policy 52 – Use Your Own Device.
- FC065 To consider nominations for the Mid Sussex Applauds Awards**
Cllrs Symmonds & White would prepare an application for Lindy Elphick in recognition of her hard work and drive to organise the Platinum Jubilee Street Party.
- FC066 To consider holding further skate jam events at the skate park and if agreed, to determine how many per year and when**
Council resolved to arrange two events per year, one in September and one in Spring 2023 and also resolved to make this a regular ongoing activity. The Clerk was instructed to create two banners to advertise this event, as well as the usual activities of posting details on social media and using Cuckfield Life.
- FC067 To consider the offer by MSDC to take out a licence for the use of the flagpole in the Broad Street car park**
Council were keen to ensure we could use the flagpole, but were not expecting to have to pay for the licence.
- FC068 To consider the impact of the continuing to allow holders of deeds purchased prior to 2017 to have the pre-2017 interment rates honoured, or whether to revert to charging the current full rates from 2023**
Council resolved to revert to charging the full rates for all deed holders from 2023. The Clerk would also check the Burial Registrar was advising all deed holders that there was also an interment fee to be paid when burial took place.
- FC069 To consider the communication from CPRE proposing Parish Councils write to their MP regarding the potential consequences of the Government's Levelling Up & Regeneration Bill**
Council resolved to write to Mims Davies MP regarding this matter due to their grave concerns relating to Levelling Up & Regeneration Bill. The Clerk would draft a letter for the Chairman to sign.
- FC070 Confidential Business**
To consider whether to resolve to exclude the press, broadcast media and public (pursuant to the Public Bodies (Admission to Meetings) Act 1960) during consideration of the following confidential business to be transacted:
- a. To consider the tender for the construction of the three parking bays at the Village Hall.
Council resolved to proceed with the quote received, the Clerk would instruct Hobart to schedule the works for August 2022.
 - b. To consider the next actions to take with respect to the land encroachment at the Observer Field.
Council resolved to send a follow up letter following the Solicitor's advice. The Clerk would draft a letter and circulate for review prior to sending recorded delivery.

FC071 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

Greener Cuckfield were keen to arrange a Sustainability Event at the Queen's Hall for November, which Council were happy to be involved with.

Meeting closed at 9.36pm

Signed _____

Future Meeting: 29th September 2022