



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 8.30pm on 24<sup>th</sup> November 2022

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

**In Attendance:** Mrs S Heynes (Parish Clerk)

**Public Question Time:** None

**FC106 To receive apologies for absence**

Cllr Podmore offered his apologies which were noted.

**FC107 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.

**FC108 To approve the minutes of the Full Council meeting held on 13<sup>th</sup> October 2022**

The minutes of the meetings held on 13<sup>th</sup> October 2022 were approved and signed.

**FC109 To receive reports from the District Councillor and County Councillor**

Both Councillors offered their apologies, no updates were provided.

**FC110 To receive a verbal report from the Chairman**

SCAG were continuing to plan their ongoing opposition to the proposed Cuckstye development site, even though it had been removed from the draft District Plan at this time.

The oak tree on Cuckfield Rec would be felled by MSDC due to its dangerous condition on 6<sup>th</sup> December 2022. MSDC had asked for feedback from the community to create something from the felled trunk, the Parish Council accepted that there were no viable options to keep the tree in place.

**FC111 To note the Full Council Action List**

The action listed was reviewed and noted.

**FC112 To approve Bank Reconciliation Statements for Unity Trust, NS&I and CCLA accounts for October 2022**

The bank reconciliation statements were reviewed and approved.

**FC113 To review and approve the current year to date budget and expenditure for 2022-23**

The budget was reviewed, the deficit of £27k was noted and was due to the expense allocated to supported SCAG as well as the building work at both the Village Hall and Queen's Hall. The budget would continue to be monitored and savings made where possible.

- FC114 To consider the proposed forecast for the 2023-24 precept**  
Council reviewed the proposed budget and made a couple of suggestions. The Clerk was instructed to update the budgets further and circulate for review prior to the F&GP meeting in January 2023. It was accepted it would be necessary to make a slightly larger increase to the budget than had been done in recent years due to rising costs, however this would be kept as low as possible.
- FC115 To consider the proposal to proceed with an application for Cuckfield to become a Fairtrade Town**  
Council discussed this and suggested the Clerk talk to neighbouring Burgess Hill about becoming a Fairtrade Town. Council voted in favour of proceeding with this by 4 votes to 3, and the Clerk would arrange to include the public consultation for this at next year's Annual Parish Meeting.
- FC116 To consider the appointment of an internal auditor for 2023-24.**  
Council resolved to proceed with Mulberry & Co for one year, and advise Mr Sturgeon of the decision. This was in no way any reflection on Mr Sturgeon's excellent and supporting role as Internal Auditor, but rather it was felt to be good practice to invite an alternative to complete the audit to see if any new items were noted.
- FC117 To consider the options to continue with the premises license for the Queen's Hall.**  
Council considered the options available and resolved to proceed with disapplying the premises licence and nominating the Community Buildings Committee to have responsibility for ensuring the licence conditions were met for events with a paid bar. This option would only be offered to known and trusted hirers, allowing more TENs to be made available for private, one off events.
- FC118 To consider the quotation to proceed with the architectural design for the proposed redevelopment of Cuckfield Village Hall.**  
Council resolved to defer this decision until a 3<sup>rd</sup> quote had been obtained.
- FC119 To consider the proposal to create a Communications and Engagement Strategy by Breakthrough Communications.**  
Council reviewed the proposal and resolved to engage Breakthrough Communications to proceed with producing a communications and engagement strategy.
- FC120 To consider MSDC's District Plan Consultation Draft Reg 18 and whether to engage professional support in preparing the response on behalf of Cuckfield Parish Council.**  
Council resolved to approve the quote from Tony Fullwood to write the response to MDSC's draft District Plan.
- FC121 To review progress made against the Business Plan for 2022.**  
This will be reviewed at the next meeting in January 2023.

- FC122 To receive a progress update on the Angela Fox Nature Garden and consider the proposals for the next stage of garden development**  
Council resolved to hold a working party meeting to review the proposal in detail and bring recommendations to the January 2023 meeting.
- FC123 To receive an update regarding the Christmas Hampers scheme for 2022**  
The food order would be placed on Monday 28<sup>th</sup> November, with packing and delivery to take place on 12<sup>th</sup> and 13<sup>th</sup> December; volunteers would be required to assist with this.
- FC124 To receive an update regarding the Sustainability Event which took place at the Village Hall on 17<sup>th</sup> November 2022**  
The event was focused on more global activities rather than local initiatives. It was noted that the presentation offering suggestions for reducing food waste was useful and would be useful to invite to the APM.
- FC125 To receive an update regarding the Christmas Street Festival**  
The Ariel choir was booked to take part this year, but sadly it had not been possible to arrange for a stage this year due to the short notice provided. The shop window posters had been delivered, and the Mayor would judge the shop window competition.  
  
The event plan had been shared, and the letters reminding all residents of the road closure would be delivered next week. It was requested that publicity emphasised that the High Street shops were open as well as the stalls to encourage visitors into the shops. Volunteers for the clear up at the end of the event were required.
- FC126 To consider closing the Parish Council Office on 23<sup>rd</sup> December 2022 and awarding all staff the day off work**  
Council resolved to grant the additional day off for all staff.
- FC127 To note the approved NALC pay agreement of £1,925 per annum (pro rata where applicable) applied to all staff effective from 1<sup>st</sup> April 2022, and the additional 1 day holiday to be awarded to all staff from 1<sup>st</sup> April 2023**  
Council noted the allocated pay increase and additional day's holiday.
- FC128 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**  
An email had been received expressing dismay that Cuckfield Museum had not been featured more prominently on the new Visit Cuckfield website. This would be addressed to provide more publicity for the museum on the website.

Meeting closed at 10.10pm

Signed \_\_\_\_\_

**Future Meeting:** 19<sup>th</sup> January 2023