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Parish Clerk: Sam Heynes
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Minutes of the 38th Annual Meeting of the Parish Council held at 7.30pm on 18th May 2023

Present: Mr A Burton (Chairman), Mr P Ceccherini, Mrs M Dormer, Mr R Gill, Mrs A King, Mr S Oversby-Powell, Mr A Podmore, Mr M Sheldon, Mr A Symonds and Mrs J White

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

Public Question Time: None

FC001 To elect a Chairman and Vice Chairman

Cllr Burton presided for this item. Nominations for the office of Chairman of the Council were called.

Cllr White proposed and Cllr King seconded that Cllr Andrew Burton be nominated as Chairman. There being no further nominations, Cllr Burton was elected as Chairman to the Parish Council for the Council year 2023-24.

Nominations for the office of Vice Chairman were called. Cllr Dormer proposed and Cllr Symonds seconded that Cllr Martin Sheldon be nominated as Vice Chairman. There were no further nominations and Cllr Sheldon was duly elected as Vice Chairman to the Parish Council for the Council year 2023-24.

FC002 To receive Declarations of Acceptance of Office of Chairman and Vice Chairman or, if permitted by Council, before or at a later date fixed by the Council

Declarations of Acceptance of Office were signed in the presence of the Proper Officer at the meeting.

Cllr Burton then took the chair for the meeting and welcomed members to the thirty-eighth annual meeting of Cuckfield Parish Council.

FC003 To receive Declarations of Acceptance of Office of newly elected Councillors or, if not received, to decide when they shall be received

All Declarations of Acceptance of Office were duly signed in the presence of the Proper Officer at the meeting.

FC004 To receive apologies for absence

None.

FC005 To receive Councillors Register of Interests

All incomplete forms to be returned to the Clerk as a matter of priority.

- FC006** To note the requirements of and resolve to adopt the Code of Conduct
Requirements of the Code of Conduct were duly noted and adopted.
- FC007** 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.
- FC008** To approve the minutes of the Full Council meeting held on 30th March 2023
The minutes of the meeting held on 30th March 2023 were taken as read and confirmed as a true record

1943 Cllr Oversby-Powell joined the meeting.

- FC009** To receive a verbal report from the Chairman
Cllr Burton opened by welcoming all Councillors to Cuckfield Parish Council for the next 4 years. The first major item to cover would be the creation of a new business plan, and all were asked to consider items they would like to see be achieved within the village.

It was noted that the political agenda had changed at Mid Sussex District Council as a result of the May elections and the impact of this was currently unknown. It was hoped that these changes may lead to better engagement with the Parish Council.

- FC010** To note the Full Council Action list
The action items were noted.
- FC011** To approve Bank Reconciliation Statements for March and April 2023 for Unity Trust and CCLA, and for January – March 2023 for NS&I
The bank reconciliation statements were reviewed, approved and signed.
- FC012** To review and (re)adopt Standing Orders and Financial Regulations
Council resolved to re-adopt the Standing Orders and Financial Regulations.
- FC013** To consider a review of the standing committee for the year 2023-24, appoint and review their terms of reference and delegation of functions, receive nominations for membership of committees and consider the appointment of the Chair and Vice-Chair of the committee:
- a) **Assets, Community & Environment**
Cllr Symonds was nominated by Cllr Dormer and seconded by Cllr Ceccherini as Chairman.
Cllr Gill was nominated by Cllr Symonds and seconded by Cllr White as Vice Chairman.
Cllrs Ceccherini, Dormer, Podmore and White were additional members
 - b) **Community Buildings**
Cllr King was nominated by Cllr Symonds and seconded by Cllr White as Chairman.
Cllr Symonds was nominated by Cllr White and seconded by Cllr King as Vice Chairman.
Cllrs Oversby-Powell and White were additional members.

c) Planning

Cllr Oversby-Powell was nominated by Cllr Dormer and seconded by Cllr Burton as Chairman.

Cllr Dormer was nominated by Cllr Oversby-Powell and seconded by Cllr Sheldon as Vice Chairman.

Cllrs Gill, King, Podmore and White were additional members.

d) Roads & Traffic

Cllr White was nominated by Cllr King seconded by Cllr Ceccherini as Chairman.

Cllr Ceccherini was nominated by Cllr Burton and seconded by Cllr Sheldon as Vice Chairman.

Cllrs King and Oversby-Powell were additional members.

e) Human Resources

Cllr Burton was nominated by Cllr Sheldon and seconded by Cllr King as Chairman.

Cllr Sheldon was nominated by Cllr Burton and seconded by Cllr King as Vice Chairman.

Cllrs King and Oversby-Powell were additional members.

f) Finance & General Purposes

Cllr Sheldon was nominated by Cllr King and seconded by Cllr Oversby-Powell as Chairman.

Cllr Symonds was nominated by Cllr King and seconded by Cllr Burton as Vice Chairman.

Cllrs King, Oversby-Powell and White were additional members.

The Chairman and Vice-Chairman were ex-officio members of all committees.

The Clerk would prepare and circulate a Committees list and the terms of reference to all Members.

The Clerk was instructed to remove tracking of the Business Plan from the F&GP committee as this would remain a regular update on the Full Council agenda.

FC014 To consider the Working Groups required for 2023-24 and confirm membership:

- **Cuckfield Village Hall Redevelopment**
Cllrs King, Podmore, Sheldon, Symonds and Sarah Moss or nominated alternative from Cuckfield Preschool (representing the Cuckfield Preschool)
- **Christmas Street Festival**
Cllrs Gill and Podmore
- **Angela Fox Nature Garden**
Cllrs Burton, Dormer, Gill, King, Podmore and Symonds

FC015 To appoint representatives to and agree arrangements for reporting back from:

- **West Sussex Association of Local Councils (2 representatives)**
Cllrs Burton & Sheldon
- **Cuckfield Museum Trust (2 representatives)**
Cllrs King and Symonds
- **Blunts Wood Steering Committee (1 representative)**
Cllr Podmore
- **Emergency Planning Liaison Group (1 representative)**
Cllr Symonds
- **Neighbourhood Watch (1 representative)**
Cllr White

- **Mid Sussex Association of Local Councils (1 representative)**
Cllr Sheldon
- **Town & Parish Strategic Liaison Group (2 representatives)**
Cllr Dormer and Parish Clerk
- **Speedwatch (1 representative)**
Cllr White
- **PCC (1 representative)**
Cllr Sheldon

- FC016 To review and agree authorised signatories on the Council’s bank accounts (currently Cllrs Burton, King, Podmore, Sheldon and Symonds)**
Council resolved to retain existing signatories, and Cllr Symonds would cease to be a signatory and Cllr White would replace him.
- FC017 To reconfirm eligibility and approve the continued use of the General Power of Competence (GPC). The Criteria for the GPC as defined in S8 of the Localism Act 2011 (having an appropriately qualified Clerk and at least two thirds of the Council being elected) is met by the Council**
The Clerk confirmed that the Council still met the criteria for the GPC as defined in S8 of the Localism Act 2011 (having an appropriately qualified Clerk and at least two thirds of the Council being elected), and Council resolved to continue to adopt the General Power of Competence.
- FC018 To approve the continuation of the following arrangements:**
- a. current delegation to committees, staff and other local authorities in line with legislation, Standing Orders, Financial Regulations and Terms of Reference**
 - b. ongoing partnership (including legal arrangements) with other local authorities, not for profit bodies and businesses**
 - c. ongoing direct debits and annual continual contracts and agreements**
- Council noted existing arrangements had not changed and resolved they should continue. Council resolved that the emergency expenditure level for the Clerk should be increased from £5,000 to £10,000. The Clerk would update the scheme of delegation to reflect this.
- FC019 To consider the appointment of the Internal Auditor for 2023-24**
Council resolved to defer this decision until after the Internal audit had been completed, the Clerk would add this to the full council meeting after June.
- FC020 To review and confirm arrangements for the following items (copies available in the Parish Office):**
- a) Inventory of land and assets including buildings and office equipment**
 - b) Insurance arrangements in respect of all insured risks**
- Council reviewed and resolved to accept all arrangements in place for the above items. The Clerk advised that new purchases had been added to the fixed assets list, and old items decommissioned.
- FC021 To note and approve the effectiveness of the Audit Plan and the Council’s Internal Audit and Internal Control Procedures**
Council noted and approved the effectiveness of the Audit Plan and the Council’s Internal Audit and Internal Control Procedures.

- FC022 To consider the Architect quotes received regarding the next phase of Cuckfield Village Hall redevelopment and whether to proceed, only 2 quotes are available although 3 additional architects were contacted and asked to provide a quote**
Council discussed the proposals received and the rationale for proceeding with development of the plans. The existing hall was certainly nearing it's end date with more maintenance being required on a regular basis. Council resolved to instruct Peter Liddell to proceed with the work, a brainstorming meeting with the working party to be arranged with him to revisit the proposals.
- FC023 To approve the draft licence for the use of the flagpole located in Broad Street car park**
Council resolved to approve the draft contract for the flagpole at the Broad Street Car Park. The Clerk was instructed to invite Cuckfield Life to write an article about the flag and ask the Mayor of Cuckfield to perform the inaugural raising of the flag.
- FC024 To receive an update regarding the draft Communications Plan**
Breakthrough Communications were finalising the draft communications plan and would provide this to the Clerk w/c 22nd May 2023. They had offered 1 year's free access to their Hive functionality to support implementation of the communications plan, and also free Social Media training to all Councillors, which was accepted. Breakthrough Communications would attend the June meeting to present their findings in person.
- FC025 To review the quotes to complete a carbon footprint review of both Village Halls and resolve how to proceed**
Council reviewed the recommendations report and resolved to expand the review to include all major assets including the cemetery, Horsefield Green and the Allotments as well as the garden at the Queen's Hall. Council resolved to proceed with 5D Net Zero subject to satisfactory references being received. The cost would be annual, and the Council approved spend up to £2,000 ex VAT.
- FC026 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 discussed how to commemorate the coronation of King Charles III and felt that planting a tree at Barrowfields to replace one of the previously fallen trees would be appropriate. The Clerk would contact WSCC for permission.

Meeting closed at 9.45pm

Signed _____

Future Meeting: 29th June 2023