

# CUCKFIELD PARISH COUNCIL

Queen's Hall, High Street, Cuckfield, RH17 5EL



## Minutes of the Meeting of the Full Council held at 8.40pm on 4<sup>th</sup> July 2018

**Present:** Mrs F Laing (Chair), Mr A Burton, Mrs M Dormer, Mrs A King, Mr C Mercer, Mr S Oversby-Powell, Mr M Sambrook

**In Attendance:** Ms C Hansen (Assistant Clerk) and Mrs S Heynes (Clerk)

### **FC040. Apologies**

Apologies were received from Mr W Faas and Mr P Mantripp.

### **FC041. Declarations of Interest**

None.

### **FC042. Public Question Time**

A member of the public attended to present proposed plans for the development of the Court Meadow School Site, Cuckfield, and to request Parish Council input and support.

### **FC043. To approve the minutes of the Full Council meeting held on 3<sup>rd</sup> May 2018 and the EGM on 21<sup>st</sup> June 2018.**

The minutes of the meeting held on 3<sup>rd</sup> May 2018 and the EGM on 21<sup>st</sup> June 2018 were taken as read and confirmed as a true record.

### **FC044. To receive a report regarding any matters arising from the minutes not included elsewhere on the agenda**

There were no matters arising.

### **FC045. To receive the report from the County Councillor**

Cllr Pete Bradbury provided apologies and the following update:

Work continued on the Burgess Hill Northern Arc and potential traffic disruptions that would be inevitable both through construction traffic and the ensuing car movements as homes were occupied. When completed there will be 20,000 additional movements per day and work to ensure the design minimises the amount of traffic flowing through Ansty, Cuckfield, Staplefield, Brook Street and the other villages was being pursued. To that end, a recent informal meeting with the Cabinet Member for Highways had taken place which was believed to have successfully re-opened the prospect of the main east-west arterial road being a bypass along the northern edge

of the development, funnelling north-travelling traffic onto the A23 via the new dualled A2300.

A Parish Councils pressure group was being planned, which Cuckfield were encouraged to support.

The new crossing on the A272 at the top of Bolnore Village was in the work programme for the current financial year.

Finally, support for future plans for Court Meadow School was offered.

**FC046. To receive a report from the Chairman.**

Mr Mantripp had sent apologies so no report was provided.

**FC047. To note actions of the following committees:**

- a. **Community Buildings Committee**  
There was nothing new to report since the last meeting, other than the annual contract for hire of the Village Hall had been signed.
- b. **Environment & Wellbeing Committee**  
The commemorative installation had been formally commissioned, and the work scheduled to commence later this year.
- c. **Finance Committee**  
No update.
- d. **Planning Committee**  
An ACV in respect of Court Meadow School had been submitted to MSDC.
- e. **Roads and Traffic Committee**  
Waiting for the costing for the London Lane Traffic Calming Scheme, however work was scheduled for the current financial year. The bollards along the pavement would not be included at this time.  
The judicial review of the Highways contract was ongoing, with Balfour Beatty's contract extended to October 2018.  
Highways were looking at new dates for the High Street resurfacing work, which would be done in daylight hours and was estimated to take 3 days to complete.  
The 20mph speed limit sign on London Lane was not legally enforceable. It would require a TRO to be changed, but traffic speed evidence did not support this.
- f. **Estates Committee**  
No update.

**FC048. To note and approve the Internal Auditors Report**

Approved.

**FC049. To note and approve the effectiveness of the Audit Plan and the Council's Internal Audit and Internal Control Procedures**

Approved.

- FC050. To ratify the recommendation made at F&GP Committee to approve the Annual Return for the year ended 31<sup>st</sup> March 2018, Section 1 – Annual Governance Statements 2017/18**  
The Annual Governance Statements were ratified and signed.
- FC051. To ratify the recommendation made at F&GP Committee to approve the Annual Return for the year ended 31<sup>st</sup> March 2018, Section 2 – Accounting Statements 2017/18**  
The Accounting Statements were ratified and signed.
- FC052. To discuss and agree whether to implement an Emergency Consultation Panel, and the financial decision limit, to enable critical decisions to be made when there is no time to call an EGM**  
Council resolved to implement an Emergency Consultation Panel. The financial limit for emergency decisions was set at £10,000. The panel members were the Chairman of the Council, the Vice Chairman, and the Chair of each Committee.
- FC053. To review and approve the updated Standing Orders, which incorporate changes relating to GDPR and an Emergency Consultation Panel**  
Approved.
- FC054. To review and approve the updated Financial Regulations, which incorporate a minor change relating to the Emergency Consultation Panel**  
Approved.
- FC055. To review the Media Policy and Code of Conduct**  
Council members were reminded to adhere to the Media Policy and Code of Conduct at all times, especially for comments made on social media. All official communications must be made from the Parish Office. Any Councillor who commented on social media must make it clear it was their personal opinion only, and not that of the Council.
- FC056. To review and approve the Retention Policy**  
This item was deferred to a future meeting.
- FC057. To review and agree the location of the container at Horsefield Green, due to issues with delivery caused by the overhead power cables**  
Council resolved to locate the container on the left hand area of open space, unless an alternative supplier could be found who would be able to deliver to the right hand side of the space whilst avoiding the power cables. Council instructed the Clerk to write to all residents of Horsefield Green to advise them of the preferred location of the container, and its purpose, and to contact the office with any concerns. The cost of installing a concrete base for the container was approved up to £1,500.
- FC058. To discuss the sale of Court Meadow School site, and submission of the Asset of Community Value**  
The Clerk was instructed to contact Cllrs Bradbury and Salisbury to request their support for the ACV nomination. Council further discussed their preferred development aims for the site, with more social and affordable units being built in preference to large, multi-bedroomed properties or a care home. The design should

be complementary to the surrounding properties and the AONB. Council would also prefer to retain an educational unit on site, and believed that maintaining a connection to the central village was critical.

Council resolved to form a working party regarding the site and the ACV, which consisted of Mr A Burton, Mrs M Dormer, Mrs F Laing, Mr S Oversby-Powell and Mr M Sambrook.

**FC059. To consider exploring the ownership of internal green spaces within the village e.g. Barrowfield Green, Lime Trees at Whitemans**

Council felt that these areas were owned by MSDC/WSCC and there was no benefit in pursuing ownership.

**FC060. To consider the proposal to arrange a Litter Pick during the Summer Holidays**

Council approved the proposal to arrange a Litter Pick. Mrs Dormer would proceed with making arrangements with MSDC and report back with dates and timings.

**FC061. To consider the quote to install CCTV at the Queen's Hall**

The Clerk was instructed to obtain 2 additional quotes for comparison.

**FC062. To consider the quotes to complete the pond maintenance required at Horsefield Green**

Council advised that a full de-silt of the pond was now overdue and so this was required to be completed in full. One quote received to date had scheduled the de-silt in 2 stages, the Clerk was instructed to revert and request a requote. Further quotes were outstanding, the Clerk would chase these and clarify that a full de-silt would be required. Council approved work to commence up to a budget of £15,000.

**FC063. To review and consider the quotations to purchase a new A3 printer for the officer, and replacement PCs for the Clerk and Admin Assistant as both are nearly 6 years old**

Council approved the purchase of all equipment, with the spare, decommissioned PC being moved to the Research Room.

**FC064. To consider a proposal for alternative management of Council business**

This item was discussed briefly but deferred to a future meeting as Mr Mantripp was not present to share his proposals.

**FC065. Matters Arising**

Staff appraisals would be scheduled as a matter of urgency.

Meeting closed at 10.05pm.

Signed \_\_\_\_\_