



The Queen's Hall  
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Cuckfield  
West Sussex  
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Sam Heynes: Parish Clerk  
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## To members of **Cuckfield Parish Council**

You are hereby summoned to attend the meeting of the Parish Council at **7.30pm** in the **Queen's Hall** on **Thursday 23<sup>rd</sup> November 2023** to transact the following business:

### **Public Question Time:**

Members of the public are invited to put questions or to draw relevant matters regarding items on the agenda to the Council's attention for ten minutes prior to the commencement of business.

**Cuckfield Parish Council adopted the General Power of Competence on 18<sup>th</sup> May 2023, all decisions made during this meeting are done so under this power.**

## AGENDA

- FC076** To receive apologies for absence.
- FC077** 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.
- FC078** To approve the minutes of the Full Council meeting held on 21<sup>st</sup> September 2023 (previously circulated).
- FC079** To receive reports from the District Councillor and County Councillor.
- FC080** To receive a verbal report from the Chairman.
- FC081** To note the Full Council Action List (circulated).
- FC082** To approve Bank Reconciliation Statements for Unity Trust and CCLA accounts for September and October 2023 (attached).
- FC083** To review and approve the current year to date budget and expenditure for 2023-24 (to 17<sup>th</sup> November 2023) (attached).
- FC084** To note the result of the external audit for 2022/2023 (attached).
- FC085** To receive an update regarding the Angela Fox Nature Garden.
- FC086** To ratify the instruction of Steve Tilbury, Planning Consultant, to provide a detailed response to planning application DM/23/2610 Land South of Hanlye Lane, at an estimated cost of £750.
- FC087** To receive any update for the proposal to engage with MSDC regarding the potential purchase of the playmeadow with a view to converting this to a new allotment site, and converting the existing allotments to burial ground.
- FC088** To receive an update regarding the proposed transfer of S106 monies from CPC to Mid Sussex District Council to expand the parking at Cuckfield Recreation Ground and consider whether to proceed with the deed of variation.
- FC089** To receive an update for the traffic calming measure to introduce 20mph zones within

Cuckfield and establish the process required to implement this.

- FC090** To receive an update regarding the handover of the Buttinghill site to Cuckfield Parish Council and to consider the future responsibility for surface water drainage from the residential area, which passes along the access path to the headwall of the pond. Taylor Wimpey believe the best option would be for the Management Company to retain these lengths within their responsibility and for the Parish Council to maintain the drainage from the headwall downstream. Alternatively the other option would be to have a cut-off point on the boundary of the Residential Area/Public Open Space.
- FC091** To consider the Christmas closure period of the Parish Council office.
- FC092** To consider opening a savings account with Unity Trust Bank so money can be transferred quickly and easily between this and our current account, earning additional interest when possible (attached).
- FC093** To consider the costs to progress the proposed rebuild of Cuckfield Village Hall to full planning permission (attached).
- FC094** To consider quotes to install sensor lighting throughout the common areas of the Queen's Hall to help reduce electricity costs and prevent lights being left on by hirers overnight (to follow).
- FC095** To receive an update regarding the Clerk's Community Governance Level 5 results, and consider whether to proceed with completing Level 6 at a cost of £6,500 spread over 2 years (2024-2025).
- FC096** To consider the renewed contact from UKPN regarding the installation of a new sub-station on Courtmead Road.
- FC097** To consider the proposed questionnaire for a local survey to be completed during attendance at the Cuckfield Local market: <https://www.surveymonkey.co.uk/r/QQKL5Q5>
- FC098 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 conducted:
- a. Cuckfield Cemetery Plot Ownership & Interment Matters
  - b. Staff Matters
- FC099** 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.

*S Heynes*

**Parish Clerk, 23 November 2023**

**Future Meeting:**  
18<sup>th</sup> January 2024