

CUCKFIELD PARISH COUNCIL

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



Minutes of the Thirty-Third Meeting of the Annual Meeting of the Parish Council held at 7.30pm on 3rd May 2018

Present: Mr A Burton, Mrs M Dormer, Mrs A King, Mrs F Laing, Mr P Mantripp, Mr S Oversby-Powell, Mr M Sambrook

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

FC001. Election of Acting Chairman

As the outgoing Chairman of the Full Council had resigned in March 2018, the first order of business was to appoint an acting Chair for the meeting. It was proposed, seconded and resolved that Mr Mantripp act as Chairman of the meeting.

FC002. To elect a Chairman and Vice Chairman

Mr Mantripp presided for this item. Nominations for the office of Chairman of Council were called. Mr Oversby-Powell proposed and Mrs Dormer seconded that Mr Mantripp be nominated as Chairman. There being no further nominations, Mr Paul Mantripp was elected as Chairman to the Parish Council for the Council year 2018/19. Nominations for the office of Vice Chairman were called. Mrs King proposed and Mrs Dormer seconded that Mrs Fran Laing be nominated as Vice Chairman. There were no further nominations and Mrs Fran Laing was duly elected as Vice Chairman to the Parish Council for the Council year 2018/19.

FC003. To receive Declarations of Acceptance of Office of Chairman and Vice Chairman

Declarations of Acceptance of Office and to observe the Code of Conduct were read out by the Chairman Mr Mantripp and Vice Chairman Mrs Laing and were duly signed in the presence of the Proper Officer. Mr Mantripp then took the chair for the meeting and welcomed Members to the thirty-third Annual General Meeting of Cuckfield Parish Council.

FC004. To receive Apologies for Absence

Apologies received from Mr C Mercer.

FC005. To report any changes to Councillor Register of Interests and note requirements of the Code of Conduct

Mrs A King advised of changes to her Register of Interests, which had been provided. The Clerk would update the website.

Requirements of the Code of Conduct were duly noted.

FC006. To receive Declarations of Interest from Members in respect of any matter on the agenda

None received.

FC007. To receive any resignation(s) of Councillor(s) and consider arrangements to fill vacancy/ies arising

None received.

FC008. Public Question Time

Mr William Faas attended in order to present his application for the vacant role of Councillor.

FC009. To receive and consider applications for Co-option

Mr Faas spoke to Council regarding his application for the vacant role of Councillor, and provided further information regarding his background and his interest in representing Cuckfield. After answering some questions regarding his application, Council voted to co-opt Mr Faas to the Council.

FC010. To receive the declaration of the newly appointed Councillor

The Declaration of Acceptance of Office was duly signed by Mr Faas in the presence of the Proper Officer.

FC011. To receive written reports from the District and County Councillors

Cllr Pete Bradbury presented apologies due to local elections, as did Cllr Robert Salisbury. Cllr Salisbury provided the following written report:

The District Plan had been found “sound” by the inspector and adopted by the Council. Whilst this gave the Council much more planning control, it still required MSDC to have due regard to both NPPF and other material considerations. Any numbers that were contained within the plan were, in accordance with government requirements, a minimum. As the “latest” plan, where there was conflict with Neighbourhood Plans, the District Plan was the up to date guidance.

The enforcement team had prepared papers for prosecution of Taylor Wimpey regarding Buttinghill Drive and they were with MSDC lawyers for processing. The meeting to agree them for member approval was 4th May 2018. As with all legal processes, there was another consideration to take into account and that was the fact that Taylor Wimpey were submitting a new planning application. As it had not yet been received, MSDC were taking QC advice on the prosecution and what would happen if MSDC pursued it after TW had their latest plan validated. In effect, it was necessary to get the MSDC papers to TW as a priority.

A further issue being experienced with Taylor Wimpey was that numbers 23 and 25 Buttinghill Drive had significant problems with their foul drains. It had taken since October 2017 for TW to meet MSDC on site but a site meeting took

place on 24th April 2018. Now subcontractors would be returning to deal with the issue, which was complicated for the householders as the drains ran under concrete floors.

Cllr Salisbury advised he had opposed the planning application at Monkton Cottage on Ardingly Road, which was for a large two storey house. The planning officer was revisiting the site on 3rd May 2018 and would provide an update w/c 7th May 2018.

Unfortunately, the Conservation Officer that MSDC had offered a contract to – following an extensive search to find the right person – decided to join her local Council instead to avoid commuting, so there was still only one part-time officer for the foreseeable future. Arrangements were being made to provide additional support as MSDC continued with the recruitment process.

FC012. To approve the minutes of the EGM held on 25th January 2018 and the Full Council meeting held on 22nd February 2018

The minutes of the meetings held on 25th January and 22nd February 2018 were taken as read and confirmed as a true record.

FC013. To receive a report regarding any matters arising from the minutes not included elsewhere on the agenda

There were no matters arising.

FC014. To review and (re)adopt Standing Orders and Financial Regulations

The Clerk advised that a new standard set of Standing Orders had been issued by NALC, which required comparison with the existing Standing Orders. The Clerk was instructed to provide an updated version of the Standing Orders at the next F&GP meeting.

FC015. To consider a review of the Standing Committees for the Year 2018-19, appoint and review their terms of reference, delegation of functions, receive nominations for membership of committees and consider the appointment of the Chairman for each committee:

FC15.i Review of Standing Committees

No Changes were made to the Standing Committees.

FC15.ii Committee Terms of Reference - the Terms of Reference (TOR) for the six Committees were reviewed and the following minor amendments were made:

- Community Buildings Committee: Running and co-ordination of any Cuckfield Parish Council Events.
- Estates Committee: Make the best use of combined budgets and resources by working with the Environment & Wellbeing Committee.
- Environment & Wellbeing Committee: Make the best use of combined budgets and resources by working with the Estates Committee.
- Environment & Wellbeing Committee: To run and co-ordinate the

Christmas Street Festival and other events.

- Planning Committee: To include monitoring against the District Plan.
- Roads & Traffic Committee: To oversee the local Speed Watch Group for Cuckfield.

FC15.iii Committee Membership and Nominated Chairman

FC15iii i. Membership of the following Committees was **resolved** as follows:

Community Buildings: Cllrs. Dormer, King, Laing, Mantripp and Sambrook

Environment & Wellbeing: Cllrs. Dormer, Faas, King, Laing, Mantripp and Sambrook

Estates: Cllrs. Burton, Dormer, Laing, Mantripp, Oversby-Powell and Sambrook

Finance & General Purposes: *consists of the Chairman from each Committee*

Planning: Cllrs. Burton, Faas, King, Laing, Mantripp, Mercer, Oversby-Powell and Sambrook

Roads & Traffic: Cllrs. Burton, Laing, Mantripp, Mercer, Oversby-Powell and Sambrook

The remaining members of the Finance Committee were therefore noted as Cllrs. Burton, Dormer, King, Laing, Mantripp, Mercer and Sambrook.

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

FC016. Representatives to Outside Bodies

It was **resolved** the following representatives were appointed to outside bodies and would report back via email or at the next appropriate meeting:

- West Sussex Association of Local Councils: Cllr Dormer
- Cuckfield Museum Trust: Mrs Burgess
- Blunts Wood Steering Committee: Cllr Burton
- Emergency Planning Liaison Group: Cllr Laing
- County Local Committee: Cllr Mercer
- Mid Sussex Association of Local Councils: Cllr Mantripp
- Town & Parish Strategic Liaison Group (two representatives): Cllr Laing & Clerk

FC017. Authorised Signatories: The authorised signatories of the Unity Trust Bank Account would be Cllrs. King, Laing, Mantripp, Mercer and Sambrook, as well as the Clerk.

FC018. Arrangements with other Local Authorities

A review of the arrangements with other Local Authorities took place and it was **agreed** there would be no change with the current appointments:

- WSCC: Payroll, Street Lighting, Wedding Licence;
- MSDC: Civic Amenity Collection, Dog Bin clearance, Licences (incl. Mantell/Premises);
- Burgess Hill Town Council Partnership Agreement;

- Kent County Council (Laser Energy Company) utility supplies.

FC019. Review of Arrangements

FC19.i The inventory of Land and Assets, including Buildings and Office Equipment, had been reviewed and updated in April as part of the Insurance Policy renewal. The Clerk was instructed to ascertain why the skate park was not listed on the Fixed Assets list, and whether this was because the Parish Council did not own the Skate Park due to it being located on MSDC land.

FC19.ii It was noted the insurance arrangements for all insured risks had been reviewed and accepted at the previous meeting.

FC020. To consider the recruitment of a company to provide GDPR advice and to act as the DPO on behalf of Cuckfield Parish Council

By majority vote Council resolved to instruct GDPR Info to complete a GDPR review of the Council's data, and to act at GPO for 2018-19.

FC021. To consider Cuckfield Parish Council's response to the following consultations (previously circulated):

- i) Fire Brigade – no response to be made.
- ii) Bus Strategy – Cllr Dormer, with input from Cllr Faas, to respond on behalf of the Parish Council.
- iii) Police & Crime – no response to be made.
- iv) National Planning Policy Framework – Cllr Burton to respond on behalf of the Parish Council.

FC022. To note the letter received regarding a personal injury claim against the Parish Council for the period 1971-1976 (previously circulated).

The claim was noted. The Clerk had responded to advise that the Parish Council had not been in existence during the dates referred to, and so could not be the subject of the claim.

FC023. Arrangements for setting dates, times and place of Ordinary Meetings of the Council

The meeting dates scheduled for 2018/19 were reviewed and accepted. It was noted that any additional meetings deemed necessary could be arranged in between dates where meetings were already scheduled.

FC024. Appointment of Internal Auditor for 2018/19

It was resolved Andrew Sturgeon be appointed as Internal Auditor to the Council for 2018/19.

FC025. Provisional End of Year Financial Statement and Schedule of Payments

The provisional statement and schedule of payments were reviewed and accepted.

FC026. To note actions of the following committees:

- a. **Community Buildings Committee**
No update.
- b. **Environment & Wellbeing Committee**

The commemorative bench had been commissioned.

- c. **Finance Committee**
The precept for 2018-19 had been submitted.
- d. **Planning Committee**
No update.
- e. **Estates Committee**
No update.
- f. **Roads and Traffic Committee**
London Lane: Highways had advised it was not necessary to formally advertise the proposed traffic calming scheme as there was no TRO element, although an informal consultation was an option.
Speed Watch: The team had reduced by 2 to 17 members. To date 61 vehicles had been reported speeding, of which 51 had been written to. The top speed reported had been 49mph, and the highest number of letters had been generated from Whitemans Green, with 32 letters being issued from 400 vehicles. One driver reported had been previously reported in Crawley in January.

FC027. Year to Date Finances and Budget Review

Due to the end of year processes for 2017/18 not yet being completed, this review was not possible. It was scheduled to take place at the next Finance meeting in June.

FC028. Cuckfield Parish Business Plan

A review of what had been achieved over the past year took place. Regular contact had been made with local village stores. Cllr Laing would take a look at the communications plan to see if it required a refresh.

FC029. To review the recent South East water crisis

The Clerk was instructed to share correspondence received regarding the water crisis with

FC030. To agree budget for ongoing website support from Buffalo

Council resolved to allocate £1,000 per annum to provide support for website changes.

FC031. To review the damage to Buttinghill gates and twitten fences and appropriate action

The Clerk advised that WSCC had been emailed regarding reinstatement of the gates at Buttinghill, as well as the damaged fence along the twitten. The Clerk was instructed to understand what works were being done to the twittens by Taylor Wimpey which required them to be closed for a period of time.

FC032. To review the quotes for moving the speed limit signs on the B2036 and installation of the flower basket in the High Street

The quotes were reviewed and accepted, the Clerk was instructed to allow work to proceed.

FC033. Confidential Business: Staff Matters

It was proposed, seconded and **agreed** that in accordance with the Public Bodies (Admission to Meetings) Act 1960 and Parish Council's Standing Order 11 to exclude the Press and Public from the following part of the meeting on the grounds that it may involve the likely disclosure of confidential or exempt information.

FC33.i Part Time Grounds Person and Weekend Caretaker Roles

Council resolved to accept the recommendation of the Clerk, to proceed with the recruitment of the Part Time Grounds Person and to use the third party agency to support weekend caretaking at the Queen's Hall.

FC33.ii NALC Recommended Payrises for Parish Council Staff

Council resolved to accept the NALC recommended pay rises for Parish Council staff, the Clerk was instructed to complete the paperwork.

FC034. Matters Arising

Cllr Laing and the Clerk agreed to attend the upcoming District Plan meeting at MSDC, and to provide feedback.

Meeting closed at 9.55pm.

Signed _____

The Community Buildings Committee

Minutes of a meeting held on Thursday, 3rd May 2018

Present: Mrs A King (Chair), Mrs F Laing (Vice Chair), Mrs M Dormer, Mr P Mantripp, Mr M Sambrook

In Attendance: Mr A Burton, Mr W Faas, Ms C Hansen (Assistant Clerk), Mrs S Heynes (Clerk), Mr S Oversby-Powell

CB1. Election of Chairman of the Community Buildings Committee

It was proposed, seconded and unanimously **agreed** that Mrs King be elected as Chairman of the Community Buildings Committee.

CB2. Election of Vice Chairman of the Community Buildings Committee

It was proposed, seconded and unanimously **agreed** that Mrs Laing be elected as Vice Chairman of the Community Buildings Committee.

Signed _____

The Environment & Wellbeing Committee

Minutes of a meeting held on Thursday, 3rd May 2018

Present: Mrs M Dormer (Chair), Mrs F Laing (Vice Chair), Mr W Faas, Mrs A King, Mr P Mantripp, Mr M Sambrook

In Attendance: Mr A Burton, Ms C Hansen (Assistant Clerk), Mrs S Heynes (Clerk), Mr S Oversby-Powell

EW1. Election of Chairman of the Environment & Wellbeing Committee

It was proposed, seconded and unanimously **agreed** that Mrs Dormer be elected as Chairman of the Community Buildings Committee.

EW2. Election of Vice Chairman of the Environment & Wellbeing Committee

It was proposed, seconded and unanimously **agreed** that Mrs Laing be elected as Vice Chairman of the Community Buildings Committee.

Signed _____

The Estates Committee

Minutes of a meeting held on Thursday, 3rd May 2018

Present: Mr M Sambrook (Chair), Mr S Oversby-Powell (Vice Chair), Mr A Burton, Mrs M Dormer, Mrs F Laing, Mr P Mantripp

In Attendance: Mrs A King, Mr W Faas, Ms C Hansen (Assistant Clerk), Mrs S Heynes (Clerk)

ES1. Election of the Chairman of the Estates Committee

It was proposed, seconded and unanimously **agreed** that Mr Sambrook be elected as Chairman of the Estates Committee.

ES2. Election of the Vice Chairman of the Estates Committee

It was proposed, seconded and unanimously **agreed** that Mr Oversby-Powell be elected as Vice Chairman of the Estates Committee.

Signed _____

The Roads and Traffic Committee

Minutes of a meeting held on Thursday, 3rd May 2018

Present: Mr P Mantripp (Acting Chair), Mr A Burton (Vice Chairman), Mrs F Laing, Mr S Oversby-Powell, Mr M Sambrook

In Attendance: Mrs M Dormer, Mr W Faas, Mrs A King, Ms C Hansen (Assistant Clerk), Mrs S Heynes (Assistant Clerk)

Apologies: Mr C Mercer (Chair)

RT1. Election of Acting Chairman

As the outgoing Chairman of the Roads and Traffic Committee was absent, the first order of business was to appoint an acting Chair for the meeting. It was proposed, seconded and resolved that Mr Mantripp act as Chairman of the meeting.

RT2. Election of the Chairman of the Roads and Traffic Committee

It was proposed, seconded and unanimously **agreed** that Mr Mercer be elected as Chairman of the Roads and Traffic Committee.

RT3. Election of Vice-Chairman of the Roads and Traffic Committee

It was proposed, seconded and unanimously **agreed** that Mr Burton be elected as Vice Chairman of the Roads and Traffic Committee.

Signed _____

The Planning Committee

Minutes of a meeting held on Thursday, 3rd May 2018

Present: Mr A Burton (Chair), Mr M Sambrook (Vice Chair), Mr W Faas, Mrs A King, Mrs F Laing, Mr P Mantripp, Mr S Oversby-Powell

In Attendance: Mrs M Dormer, Mrs C Hansen (Assistant Clerk), Mrs S Heynes (Clerk)

Apologies: Mr C Mercer

PL1. Election of Chairman of the Planning Committee

It was proposed, seconded and unanimously **agreed** that Mr Burton be elected as Chairman of the Planning Committee.

PL2. Election of Vice Chairman of the Planning Committee

It was proposed, seconded and unanimously **agreed** that Mr Sambrook be elected as Vice Chairman of the Planning Committee.

Signed _____

The Finance & General Purposes Committee

Minutes of a meeting held on Thursday, 3rd May 2018

Present: Mrs F Laing (Chair), Mr A Burton (Vice Chair), Mrs M Dormer, Mrs A King, Mr P Mantripp, Mr M Sambrook

In Attendance: Mr W Faas, Mr S Oversby-Powell, Ms C Hansen (Assistant Clerk), Mrs S Heynes (Clerk)

Apologies: Mr C Mercer

FGP1. Election of Acting Chairman

As the outgoing Chairman of the Finance & General Purposes Committee was absent, the first order of business was to appoint an acting Chair for the meeting. It was proposed, seconded and resolved that Mr Mantripp act as Chairman of the meeting.

FGP2. Election of Chair of the Finance & General Purposes Committee

It was proposed, seconded and unanimously **agreed** that Mrs Laing be elected as Chairman of the Finance Committee.

FGP3. Election of Vice-Chairman of the Finance & General Purposes Committee

It was proposed, seconded and unanimously **agreed** that Mr Burton be elected as Vice Chairman of the Finance Committee.

Signed _____