

# CUCKFIELD PARISH COUNCIL

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



## Minutes of the Thirty-Fourth Meeting of the Annual Meeting of the Parish Council held at 7.30pm on 16<sup>th</sup> May 2019

**Present:** Mr A Burton, Mrs J Butler, Mr J Dickie, Mrs A King, Mr P Mantripp, Mr C Mercer, Mr S Oversby-Powell, Mr A Podmore, Mrs H Schan-Martyn, Mr M Sheldon, Mr A Symonds

**In Attendance:** Cllr Pete Bradbury, Cllr Robert Salisbury, Mrs S Heynes (Clerk)

### **FC001. To elect a Chairman and Vice Chairman**

Mr Mantripp presided for this item. Nominations for the office of Chairman of Council were called. Cllr Oversby-Powell proposed and Cllr Symonds seconded that Cllr Burton be nominated as Chairman. There being no further nominations, Cllr Andrew Burton was elected as Chairman to the Parish Council for the Council year 2019/20. Cllr Burton expressed his thanks to Mr Mantripp for his past year as Chairman, and further expressed his thanks to all retiring Councillors. Nominations for the office of Vice Chairman were called. Cllr Oversby-Powell proposed and Cllr Burton seconded that Cllr Andrea King be nominated as Vice Chairman. There were no further nominations and Cllr King was duly elected as Vice Chairman to the Parish Council for the Council year 2019/20.

Mr Mantripp left the meeting.

### **FC002. 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 acknowledged by the Chairman Cllr Burton and Vice Chairman Cllr King and were duly signed in the presence of the Proper Officer. Cllr Burton then took the chair for the meeting and welcomed members to the thirty-fourth Annual General 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**

It was agreed to sign all Declarations of Acceptance of Office at the end of the meeting.

### **FC004. To receive Apologies for Absence**

None

**FC005. To receive Councillor Register of Interests and note requirements of the Code of Conduct**

Requirements of the Code of Conduct were duly noted. All incomplete forms to be returned to the Clerk as a matter of urgency.

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

None received.

**FC007. Public Question Time**

No-one present.

**FC008. To receive reports from the District and County Councillors**

Cllr Bradbury expressed congratulations to the new Chairman and Councillors. Mid Sussex District Council had remained a Conservative majority, and it was likely that Jonathan Ash-Edwards would be nominated by the Conservatives to take over as Leader.

Cllr Bradbury expressed his congratulations to Cllr Mercer for his excellent work progressing the traffic calming scheme for London Lane. A new crossing between Bolnore Village and Cuckfield would enable students attending Warden Park to have a safer journey to school.

Cllr Bradbury and Cllr Salisbury had been in touch with the Police Insp Dommett and PCC Katy Bourne regarding the lack of a permanent PCSO and believed this had contributed to the recent anti-social behavior within the village. They had been advised that a new PCSO would be assigned to Cuckfield amongst other areas.

Cllr Salisbury referred to the large number of concerns received over the work progressing at the Golf Course. The proposals would go in front of a committee rather than being subject to a delegated decision. However, the planning committee would only be able to judge the plans based on the application as presented and no assumptions could be made as to other aspects and future plans for the KPS commercial enterprise. Enforcement action would be taken if work completed was outside the planning application.

Taylor Wimpey had been very quiet since 2018, there had been no update in recent months regarding the site at Buttinghill. Cllr Salisbury would follow up at MSDC to establish what was outstanding.

Cllr Bradbury reminded Council that the County Local Committee was due to meet on 12<sup>th</sup> June, and that almost no applications had been made for the Community Initiative Fund. Grants cannot be awarded to Parish Councils, however crowdfunding can be used for initiatives which the CLC could contribute towards.

Cllr Salisbury thanked Cllr Bradbury for his work to delay the closure of Balcombe Road to Summer 2020 during the school holidays.

**FC009. To approve the minutes of the Full Council meeting held on 24<sup>th</sup> January 2019 and the EGM held on 25<sup>th</sup> April 2019**

The minutes of the meetings held on 24<sup>th</sup> January and 25<sup>th</sup> April 2019 were taken as read and confirmed as a true record.

**FC010. To receive a report regarding any matters arising from the minutes not included elsewhere on the agenda**

There were no matters arising.

**FC011. To note the Full Council action list**

Outstanding actions were noted.

**FC012. To review and (re)adopt Standing Orders and Financial Regulations**

The amended Standing Orders were adopted. The Financial regulations were adopted without change at this time, pending the release of an updated version from NALC.

**FC013. To consider a review of the Standing Committees for the Year 2019-20, 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:**

**FC13.i** Review of Standing Committees

No Changes were made to the Standing Committees.

**FC13.ii** Committee Terms of Reference - the Terms of Reference (TOR) for the six Committees were reviewed and the following minor amendments were made:

- Environment, Community and Assets Committee: New combined ToR created to reflect the responsibilities of the new committee. Responsibility for street lighting was removed and added to Roads & Traffic.
- Planning Committee: Delegated authority granted to allow the Clerk to submit planning responses due before the next scheduled Planning Meeting, in liaison with the Chairman of the committee.
- Roads & Traffic Committee: Responsibility for Street Lights was added back to this committee.
- Human Resources Committee: New ToR created to reflect HR responsibility for the Clerk.
- Finance & General Purposes Committee: HR items removed from here and added to the HR Committee.

**FC13.iii** Committee Membership and Nominated Chairman

Membership of the following Committees was **resolved** as follows:

Environment, Community & Assets Buildings: Cllrs. Butler, Dickie,

Podmore, Schan-Martyn, Sheldon, Symonds  
Planning Committee: Cllrs. Butler, Oversby-Powell, Mercer, Podmore, Sheldon  
Roads & Traffic Committee: Cllrs. Butler, Dickie, Mercer, Oversby-Powell  
Human Resources Committee: Cllrs. Burton, King, Oversby-Powell  
Finance & General Purposes: *consists of the Chairman from each Committee*

The remaining members of the Finance Committee were therefore noted as Cllrs. Burton, King, Mercer and Oversby-Powell.

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.

**FC014. General Power of Competence**

- i) Cuckfield Parish Council now had ten elected members and a Clerk with the appropriate qualification, so therefore met the criteria to be eligible to adopt the General Power of Competence.
- ii) Council resolved to adopt the General Power of Competence.

**FC015. 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: Cllrs Burton and Schan-Martyn
- Cuckfield Museum Trust: Mrs S Burgess and Mr P Mantripp would continue to represent the Parish Council.
- Blunts Wood Steering Committee: Cllr Podmore
- Emergency Planning Liaison Group: Cllr Symonds
- County Local Committee: Cllr Mercer
- Neighbourhood Watch: Cllr Butler
- Mid Sussex Association of Local Councils: Cllr Schan-Martyn
- Town & Parish Strategic Liaison Group (two representatives): Cllr Sheldon & Clerk

**FC016. Authorised Signatories:** The authorised signatories of the Unity Trust Bank Account would be Cllrs. Burton, King, Mercer, Podmore and Sheldon.

**FC017. To determine the time and place of ordinary meetings of the Full Council up to and including the next Annual Meeting of Full Council**

The meeting schedule was agreed, and the Clerk was instructed to advise Village Voice that the APM meeting location had changed.

**FC018. To consider the Internal Auditor for the year 2019/20**

It was resolved Andrew Sturgeon be appointed as Internal Auditor to the Council for 2019/20.

- FC019. To note the actions of the following committees:**
- FC019.i Community Buildings Committee**  
The newly discovered problems with the Queen's Hall roof were noted.
  - FC019.ii Environment & Wellbeing Committee**  
The plaque to describe the Feather Bench in the Churchyard would be commissioned this week and take approx. 12 weeks to create and install. The opening ceremony planning would commence and publication of the date would be made on social media, the website and in the newsletter.
  - FC019.iii Finance Committee**  
No update.
  - FC019.iv Planning Committee**  
A relatively quiet year, no major items had been raised.
  - FC019.v Roads & Traffic Committee**  
London Lane traffic calming work due to start on 22<sup>nd</sup> July 2019 and would be completed by 30<sup>th</sup> August 2019, with a full road closure for the duration of the works. SGN would also be there for 3 weeks to complete gas works. Cllr Butler recommended residents of Hatchlands were advised of any potential tree removal.
  - FC019.vi Estates Committee**  
No update.
- FC020. To review the Chairman's report for the Annual Parish Meeting**  
Item deferred as report not yet available.
- FC021. To consider the request to hold a central list of defibrillators within the village together with contact details to co-ordinate resolution of issues**  
Council resolved to hold the list of local defibrillators and contact persons, but not to co-ordinate repairs or maintenance etc. The Clerk would check annually that all information held was up to date. The Clerk was instructed to clarify what else would be required, and to advise that whilst we would be happy to hold a central list we would not take overall responsibility for the defibrillators.
- FC022. 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.
- FC22.i Ratify the finalised new Operations Officer Job Description & Salary**  
Council resolved to approve the job description and salary.
  - FC22.ii Ratify the new NJC Pay Scales effective 1<sup>st</sup> April 2019 for all 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**

The Clerk was instructed to share the PC reorganisation recommendation report with the new Council.

Meeting closed at 9.25pm.

Signed \_\_\_\_\_

## **The Environment, Community and Assets Committee**

Minutes of a meeting held on Thursday, 16<sup>th</sup> May 2019

**Present:** Mrs A King (Chairman), Mr A Symonds (Vice Chairman), Mr A Burton, Mrs J Butler, Mr J Dickie, Mr A Podmore, Mrs H Schan-Martyn, Mr M Sheldon

**In Attendance:** Mrs S Heynes (Clerk), Mr C Mercer, Mr S Oversby-Powell

### **ECA01. Election of Chairman of the Environment, Community and Assets Committee**

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

### **ECA02. Election of Vice Chairman of the Environment, Community and Assets Committee**

It was proposed, seconded and unanimously **agreed** that Cllr Symonds be elected as Vice Chairman of the Environment, Community and Assets Committee.

Signed \_\_\_\_\_

## **The Planning Committee**

Minutes of a meeting held on Thursday, 16<sup>th</sup> May 2019

**Present:** Mr S Oversby-Powell (Chairman), Mr M Sheldon (Vice Chairman), Mr A Burton, Mrs J Butler, Mrs A King, Mr C Mercer, Mr A Podmore

**In Attendance:** Mr J Dickie, Mrs S Heynes (Clerk), Mrs H Schan-Martyn, Mr A Symonds

### **P001. Election of Chairman of the Planning Committee**

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

### **P002. Election of Vice Chairman of the Planning Committee**

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

Signed \_\_\_\_\_

## **The Roads and Traffic Committee**

Minutes of a meeting held on Thursday, 16<sup>th</sup> May 2019

**Present:** Mr C Mercer (Chairman), Mr J Dickie (Vice Chairman), Mr A Burton, Mrs J Butler, Mrs A King, Mr S Oversby-Powell

**In Attendance:** Mrs S Heynes (Clerk), Mr A Podmore, Mrs H Schan-Martyn, Mr M Sheldon, Mr A Symonds

### **RT001. Election of the Chairman of the Roads and Traffic Committee**

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

### **RT002. Election of Vice-Chairman of the Roads and Traffic Committee**

Cllr Butler and Cllr Dickie were both proposed as Vice Chairman of the Roads & Traffic Committee. After a vote, it was unanimously **agreed** that Cllr Dickie be elected as Vice Chairman of the Roads and Traffic Committee.

Signed \_\_\_\_\_

## **The Human Resources Committee**

Minutes of a meeting held on Thursday, 16<sup>th</sup> May 2019

**Present:** Mr A Burton (Chairman), Mr S Oversby-Powell (Vice Chairman), Mrs A King

**In Attendance:** Mrs J Butler, Mr J Dickie, Mrs S Heynes (Clerk), Mr C Mercer, Mr A Podmore, Mrs H Schan-Martyn, Mr M Sheldon, Mr A Symonds

### **HR001. Election of the Chairman of the Estates Committee**

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

### **HR002. Election of the Vice Chairman of the Estates Committee**

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

Signed \_\_\_\_\_



**The Finance & General Purposes Committee**

Minutes of a meeting held on Thursday, 16<sup>th</sup> May 2019

**Present:** Mrs A King (Chairman), Mr A Burton (Vice Chair), Mr C Mercer, Mr S Oversby-Powell

**In Attendance:** Mrs J Butler, Mr J Dickie, Mrs S Heynes (Clerk), Mr A Podmore, Mrs H Schan-Martyn, Mr M Sheldon, Mr A Symonds

**FGP01. Election of Chair of the Finance & General Purposes Committee**

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

**FGP02. Election of Vice-Chairman of the Finance & General Purposes Committee**

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

Signed \_\_\_\_\_