

# CUCKFIELD PARISH COUNCIL

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



## Minutes of the Meeting of the Full Council held at 8.30pm on 18<sup>th</sup> October 2018

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

**In Attendance:** Mrs S Heynes (Clerk)

### **FC071. Apologies**

Apologies were received from Mr C Mercer.

### **FC072. Declarations of Interest**

None.

### **FC073. Public Question Time**

None

### **FC074. To approve the minutes of the Full Council meeting held on 4<sup>th</sup> July 2018 and the EGM on 6<sup>th</sup> September 2018.**

The minutes of the meeting held on 4<sup>th</sup> July 2018 and the EGM on 6<sup>th</sup> September 2018 were taken as read and confirmed as a true record.

### **FC075. To receive a report regarding any matters arising from the minutes not included elsewhere on the agenda**

There were no matters arising.

### **FC076. To note the Full Council Action List**

Items noted.

### **FC077. To receive the report from the District Councillor and County Councillor**

Cllr Bradbury provided his update, after expressing congratulations to Mr Mantripp for his position as Chair of the Council. The Real Time bus signage had been approved for installation using S106 funds, this was a positive outcome for Cuckfield as it provided the biggest incentive to increase bus users through the interactive live updates. This would be delivered a year earlier than originally advised, during 2019-2020.

The road resurfacing in Cuckfield would be done the following week and was expected to take 5 days. The safety improvements planned for London Lane would

not take place until summer 2019 at the earliest. There may be an opportunity to do the work during the school holidays, possibly by closing London Lane for the duration for the work.

Court Meadow School site – there was no news, Cllr Bradbury confirmed he had provided support for the application to make the site an asset of community value. 6<sup>th</sup> Form College – Both the District and County Council had been involved in trying to find a solution. The government was going to publish a prospectus to invite people to bid to run the facility, although it was unlikely to be a school for children aged 4-18. The earliest it was likely to open was September 2020, however until the government prospectus had been published it was still unknown.

The Northern Arc was likely to create 20,000 extra people movements a day. Cllr Bradbury had concerns about the approach to the Northern Arc as the master plan referred to creating a sense of place within the new development, however there was no reference to maintaining a sense of place within the existing surrounding villages. Cuckfield would be impacted severely if the road scheme was not done correctly.

Cllr Salisbury shared the news that the Post Office in Haywards Heath was to reopen soon. The New NPPF issued on 12<sup>th</sup> July was significantly different with major changes announced to Neighbourhood Plans and how MSDC have to deal with these. NPPG gave guidance to the NPPF but was not yet fully published. There will be more information to share from MSDC in future.

A reminder was made to report all issues with potholes, trees, pathways etc via the Love West Sussex website. The Clerk advised she would add to the next newsletter, the Facebook page and the website.

Cllr Burton enquired why the 500 houses approved at appeal 10 days before District Plan was made were not included in the housing numbers allocated for MSDC? No answer was available.

**FC078. To receive a report from the Chairman**

Cllr Mantripp advised he had been in discussion with the Chair of Ansty & Staplefield, and reiterated how important it was to connect with surrounding parishes regarding the proposals for the Northern Arc.

**FC079. To note actions of the following committees:**

- a. **Community Buildings Committee**  
The first Cuckfield Village Hall Working Party meeting had taken place.
- b. **Environment & Wellbeing Committee**  
Lych Gates – assessment of the death watch beetle situation. The trees in the cemetery were being assessed for treatment.
- c. **Finance Committee**  
Audit returned satisfactorily.

- d. **Planning Committee**  
No update.
- e. **Roads and Traffic Committee**  
No update.
- f. **Estates Committee**  
No update.

**FC080. To receive a report on year to date finances and budget review**

A review of the year to date spend showed it was necessary to continue to invest in the projects identified for 2018-2019.

**FC081. To note and approve the Bank Reconciliations to 30<sup>th</sup> September 2018**

Approved.

**FC082. To note the latest Reserves position**

Noted.

**FC083. To review the Media Policy and Code of Conduct and consider the use of Social Media for Council business**

Recent activity on Facebook by individual Councillors had misled the public and created false expectations as to what it was possible for the Parish Council to achieve. Therefore, Council resolved that the Clerk would be responsible for all Parish Council communication via social media, and that no individual Councillor should speak on behalf of the Council unless specifically authorised to in a Council meeting.

**FC084. To review and approve the Retention Policy**

The Clerk was instructed to remove the non-applicable items, otherwise the policy was approved.

**FC085. To review and approve the Internal Dispute Resolution Procedure (IDRP)**

Approved.

**FC086. To consider the quotes received to clean the War Memorial**

Council resolved to defer this decision until after the WW1 commemorative activities. The Clerk was instructed to enquire how many brass plaques would be required to replace the engraved names on the war memorial, and to request that the company who had not been on site do so as their quote appeared to underestimate the work involved.

**FC087. To receive an update regarding the Post Office in Cuckfield**

Cllr Laing to draft a letter to Nicholas Soames MP to request assistance to contact the Post Office as there had been no response at all from our requests for information.

**FC088. To receive an update regarding the Christmas Street Festival**

The number of stalled booked had reached 20, with Warden Park returning this

year; lots of interest in stalled had been generated via the Facebook event created on the Parish Council Facebook page. The street closure notice had been submitted, once this had been approved letters would be issued to residents impacted.

Santa's Grotto – CuckSoc did not have the manpower to run the grotto but were happy to provide the presents. Cllr Laing would talk to Holy Trinity and Preschool to see if they were interested in running the grotto.

**FC089. To consider the capital items for budget 2019-20 preparation**

Items suggested included cleaning the War Memorial, repairs to the Lych Gates, further repairs to the Cemetery pathways, decorating the Village Hall, investigation into outline costs and options for rebuilding the Village Hall. An additional SID for use around the village, and special cameras to be added to traffic lights which turn the lights red if a speeding car was approaching.

**FC090. To note the final participants letter for the 1918 Commemorative Event**

Noted.

**FC091. To consider the suggestion that Cuckfield Parish Council submit a complaint regarding the delayed return of final audits from PKF Littlejohn, under the SAAA instruction**

Council discussed the timing of the arrival of the final audit letter from Moore Stephens. The letter arrived on Monday 1<sup>st</sup> October, although the deadline for returning the audit was 30<sup>th</sup> September 2018. Council voted 5 vs 3 to write to the auditors to enquire why the letter had been received after the deadline of 30<sup>th</sup> September. The Clerk advised that this discussion and vote did not relate to the agenda item raised and was therefore illegal, and furthermore to take this action would not be a good use of office resource. Council resolved to take no action relating to the late return of PKF Littlejohn audits for East Sussex.

**FC092. To review and agree the Winter Management Plan for submission to WSCC**

Council resolved to accept the Winter Management Plan, with an amendment made to the delivery location for the salt bag provided to the junction of Church Platt and South Street; the bag was to be delivered to the grass verge and not left on the pavement.

**FC093. To receive an update of the meeting at Ansty & Staplefield Parish Council regarding the Northern Arc, and the proposal to contribute funds towards an independent survey of the proposed road plans**

Council resolved to pay up to 50% of the costs to retain an independent traffic consultant to review the road plans for the Northern Arc, depending on the number of Councils involved to engage the consultant. The Clerk was instructed to advise Ansty & Staplefield's Clerk.

**FC094. To consider the latest communication regarding Glebe Road allotments and agree a response**

The Clerk was instructed to ask MSDC how often they reviewed their land policy and how we can find out when the allotments would next be reviewed?

**FC095. Confidential Business**

None.

**FC096. Matters Arising**

The pathway running from the cricket club towards Ansty was flagged as being overgrown, and a request made that the Village Orderly cut this back. The Clerk advised this was not possible, and that all reports of this nature should be made via the Love West Sussex website.

<https://love.westsussex.gov.uk/reports/home>

Meeting closed at 10.20pm.

Signed \_\_\_\_\_