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## Minutes of the Meeting of the Full Council held at 7.30pm on 23<sup>rd</sup> November 2023

**Present:** Mr A Burton (Chairman), Mrs M Dormer, Mr R Gill, Mrs A King, Mr S Oversby-Powell, Mr A Podmore, Mr M Sheldon and Mrs J White

**In attendance:** Mr M Avery and Mrs S Heynes (Parish Clerk)

**Public Question Time:** One member of the public arrived after the meeting had commenced, the Chairman suspended the meeting to enable them to speak.

**FC076 To receive apologies for absence**

Cllrs P Ceccherini and A Symonds offered their apologies, which were noted.

**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.**

None

**FC078 To approve the minutes of the Full Council meeting held on 21<sup>st</sup> September 2023**

The minutes of the meeting held on 21<sup>st</sup> September were taken as read and confirmed as a true record.

**FC079 To receive reports from the District Councillor and County Councillor**

Cllr Avery presented his report from MSDC, including confirmation that the scrutiny committee had signed off the District Plan, and Cuckstye had not been re-entered into the scope. Full Council would review and hopefully approve the plan on 13<sup>th</sup> December, then the 6 week consultation period would commence in January 2024. Final plan signoff should be achieved in Autumn 2024.

Meetings were to be arranged between MSDC and Cuckfield Parish Council to discuss the Broad Street car park and the playmeadow site on Courtmead Road. Cllr Avery would follow up on matter of the S106 funds to expand the car park at Cuckfield Recreation ground as feedback from MSDC had advised this would not proceed. A meeting regarding the new Hanlye Lane development was scheduled for 5<sup>th</sup> December 2023. Cllr Avery would review our feedback and take that to the meeting and also find out whether it would be possible for Cuckfield Parish Council Councillors to attend, even just as observers. Our feedback regarding the design of the site had been submitted to the Planning Officer at MSDC for review.

Cllr Avery left the meeting.

**FC080 To receive a verbal report from the Chairman**

Hanlye Lane had taken the recent focus of attention from the Parish Council; the alternative Planning Consultant instructed to represent our views had done so with an excellent report. The scrutiny committee report of the District Plan provided a good summary of the current position and was worth reading. Remembrance Sunday went well although the Chairman

requested a large [poppy](#) wreath for next year.

**FC081 To note the Full Council Action List**

The action items were noted.

8.24pm The Chairman suspended the meeting to allow a late arriving member of public to speak regarding the matter of plot ownership and ashes interments at Cuckfield Cemetery. The comments made were noted and would be considered during deliberation of item FC098a.

8.51pm The meeting was reconvened and the member of public left the meeting.

**FC082 To approve Bank Reconciliation Statements for Unity Trust and CCLA accounts for September and October 2023**

The bank reconciliation statements were reviewed and approved.

**FC083 To review and approve the current year to date budget and expenditure for 2023-24 (to 21<sup>st</sup> November 2023)**

Council reviewed the budget and forecast for 2024-25. Council recommended a forecast precept increase of between 5-6% was prepared for consideration at the F&GP meeting in January.

**FC084 To note the result of the external audit for 2022/2023**

Council noted the result of the external audit for 2022/2023.

**FC085 To receive an update regarding the Angela Fox Nature Garden**

The steps, retaining walls and handrails had been installed. A quote to proceed with pathways, benches and raised beds was reviewed and approved, with a different style fountain requested for installation. The Clerk would instruct this work to be completed in 2023, and follow up regarding the costs for the willow tree style water fountain.

**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**

Council ratified the emergency instruction of Steve Tilbury, and approved the planning response submitted to MSDC.

**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**

MSDC had written to advise they were reviewing our proposal and would be in contact shortly.

**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**

MSDC had advised they did not have the funding to expand the car park at the recreation ground. The Clerk had responded to ask for details of the quote they had received and why they had changed their mind about proceeding with this; no response had been received to date.

**FC089 To receive an update for the traffic calming measure to introduce 20mph zones within Cuckfield and establish the process required to implement this**

The Clerk had offered potential dates to the Highways Manager at WSCC to meet and was awaiting a response.

**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**

Council resolved to recommend the Management Company retain responsibility for the ownership and therefore maintenance of the pipe and an easement be included in the land transfer to allow for this.

**FC091 To consider the Christmas closure period of the Parish Council office**

Council resolved to allow staff an additional day's holiday on Tuesday 2<sup>nd</sup> January and re-open the Parish Office on Wednesday 3<sup>rd</sup> January 2024. This would be updated on our website.

**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**

Council resolved to proceed with opening an instant access savings account which would earn 2.75% interest with no minimum deposit and quick access.

**FC093 To consider the costs to progress the proposed rebuild of Cuckfield Village Hall to full planning permission**

Council resolved to have a wider debate regarding this matter and the Clerk was instructed to schedule a meeting to discuss this in further detail, ideally a Tuesday evening before the end of the year.

9.30pm Council resolved to allow the meeting to continue beyond the 2 hours set out in the Standing Orders.

**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**

Council considered the quotes and resolved to go with Company 3 at a cost of £717.70 ex VAT.

**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)**

Council offered their congratulations to the Clerk for her results in passing Community Governance Level 5 at distinction. Council resolved to allow the Clerk to proceed with Community Governance Level 6.

**FC096 To consider the renewed contact from UKPN regarding the installation of a new sub-station on Courtmead Road**

Council considered the renewed contact from UKPN regarding this. The Chairman advised the Clerk to contact UKPN to explain a brick fascia GRP was being requested to enclose the sub-station, and that reconsideration of the fees offered be requested as per inflation over the past 2 years. The Clerk would circulate the original proposed fees for review. This item would be added to the next Full Council meeting for final consideration.

**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>

Council considered the draft survey and discussed whether to publish the survey to residents to help inform future council decisions. Further revision of the survey would be required to at least include obtaining feedback on the Business Plan.

**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**

Council considered this matter and resolved to accept the explanation for the

ownership of the deed, and to allow one interment fee to be charged at a resident's rate and one at the non-resident rate, together with a charge to transfer deed ownership.

**b. Staff Matters**

Council noted all pay rises as reported.

**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.**

Cllr Sheldon requested that guest speakers be asked to provide their updates in a shorter time to enable future meetings to be completed within the 2 hour timeframe set out in Standing Orders.

Meeting closed at 10.16pm

Signed \_\_\_\_\_

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