

UCKFIELD TOWN COUNCIL



Minutes of the meeting of **UCKFIELD TOWN COUNCIL** held in the Council Chamber,
Civic Centre on Monday 19th June 2017 at 7.00pm

PRESENT:

Cllr. L. Eastwood (Town Mayor)	Cllr. S. Mayhew
Cllr. D. Bennett	Cllr. P. Meakin
Cllr. M. Dean	Cllr. I. Smith
Cllr. K. Everett	Cllr. P. Sparks
Cllr. H. Firth	Cllr. D. Ward
Cllr. D. French	Mr D. Manvell (Youth Member)

IN ATTENDANCE:

2 members of the Press
2 members of the Public

Holly Goring – Town Clerk

Minutes taken by Holly Goring

1.0 DECLARATIONS OF INTEREST

Members and officers were reminded to make any declarations of personal and/or prejudicial interest that they may have in relation to items on the agenda.

None were received.

2.0 STATEMENTS FROM MEMBERS OF THE PUBLIC ON MATTERS ON THE AGENDA AT THE MAYOR'S DISCRETION

None received.

3.0 TO RECEIVE REPORTS FROM EAST SUSSEX COUNTY COUNCIL AND WEALDEN DISTRICT COUNCIL

None received.

4.0 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors J. Anderson, J. Beckford and C. Macve.

Apologies were also received from District and County Councillors Cllr. Claire Dowling and Cllr. Chris Dowling.

5.0 MINUTES

- 5.1 To resolve that the minutes of the Annual Statutory meeting of Full Council on the 8th May 2017 be taken as read, confirmed as a correct record and signed by the Town Mayor

FC.17.06.17 It was **RESOLVED** that the minutes of the Annual Statutory of Full Council of the 8th May 2017 be taken as read, confirmed as a correct record and signed by the Town Mayor.

5.2 Action list

Members considered the action list and noted the actions still underway.

6.0 COMMITTEE MINUTES

- 6.1 To note the acts and proceedings of the following committee meetings:-

- (a) Plans Committees – 22nd May and 12th June 2017

FC.18.06.17 It was **RESOLVED** to note the acts and proceedings of the Plans Committees of the 22nd May and 12th June 2017.

- (b) Environment and Leisure Committee – 30th May 2017

FC.19.06.17 It was **RESOLVED** to note the acts and proceedings of the Environment and Leisure Committee of the 30th May 2017.

- (c) General Purposes Committee – 5th June 2017

FC.20.06.17 It was **RESOLVED** to note the acts and proceedings of the General Purposes Committee of 5th June 2017.

7.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

- (i) The Uckfield Town Centre Regeneration Joint Committee
Nothing to report at this time.

- (ii) Neighbourhood Plan Steering Group

Members reviewed the contents of the report and recommendation of the steering group to seek external support to develop a Neighbourhood Plan for Uckfield.

Members sought clarification that no further funding would be required from the Town Council, to which the Town Clerk and a representative of the steering group, confirmed that they had sufficient funds to cover the associated costs of the work. Any further funding sought for the latter stages of the project (referendum etc.) would be sought from external grant funding providers such as Locality.

FC.21.06.17 Members subsequently **RESOLVED** to approve the decision of the Neighbourhood Plan Steering Group, to commission Action in Rural Sussex to support the group over the next 12 months and produce a robust Neighbourhood Plan for Uckfield.

- (iii) Gatwick Airport Consultation Group
Nothing to report at this time.

8.0 TO RECEIVE REPORTS FROM WORKING GROUPS

- (i) Civic Centre Working Group
The report would be reviewed under confidential business.
- (ii) Dementia Friendly Working Group
Members noted the report.
- (iii) Uckfield Events Working Group
Members noted the report.

9.0 TO CONSIDER THE ANNUAL GOVERNANCE STATEMENT FOR THE YEAR ENDING 31ST MARCH 2017

The Town Clerk advised members of the procedures for approving the Annual Return and importance of reviewing and approving the Annual Governance Statement prior to reviewing the draft financial accounts, to confirm the council's procedures for internal control.

The Town Clerk referred members back to the previous year (2015/16) and report of the External Auditors. Uckfield Town Council had received one correction known as an 'except for.' This advised the Town Council that the Annual Governance Statement should be approved by Full Council after year end, not by General Purposes Committee and the signing of Section 2 of the Annual Return by the Responsible Financial Officer should have been completed prior to Full Council approval.

This procedure had been rectified for the year ending 31st March 2017, and the Annual Governance Statement was presented at this meeting of Full Council.

FC.22.06.17 Members **RESOLVED** to approve the process undertaken by the Town Clerk and Assistant Town Clerk to rectify the procedure for approving the Annual Governance Statement and draft Annual Return, in line with previous External Audit advice.

FC.23.06.17 Members reviewed the content of this report and **RESOLVED** to approve the Annual Governance Statement for 2016/17, and authorise the Mayor and Town Clerk to sign and date this statement on behalf of the Council.

10.0 TO CONSIDER THE TOWN COUNCIL'S DRAFT ANNUAL RETURN AND FINANCIAL STATEMENTS FOR THE YEAR ENDING 31ST MARCH 2017

Members reviewed the Town Council's financial statements for the year ending 31st March 2017, and summary of financial accounts as detailed in the draft Annual Return.

FC.24.06.17 Members **RESOLVED** to approve the draft annual return and financial statements for the year ending 31st March 2017, and authorise for the Mayor to sign and date this return on behalf of the Council.

11.0 TO CONSIDER THE INTERNAL AUDIT REPORT FOR THE YEAR ENDING 31ST MARCH 2017

Members reviewed the content of the report and wished to congratulate Town

Council staff on ensuring that the procedures and financial processes of the Town Council remained sound. Members wished to record their gratitude and thanks to the staff for this achievement.

FC.25.06.17

Members **RESOLVED** to approve the internal audit report for the year ending 31st March 2017, and recognise the good work of the Town Council's staff in ensuring the Town Council's finances and procedures remained sound.

12.0 TO APPOINT A REPRESENTATIVE TO THE 'WEALDEN WORKS' EXECUTIVE COMMITTEE

Members were reminded of the funding contribution that Uckfield Town Council had put forward for 'Wealden Works' to support the continuation of the project and enable young people who were not in employment, education or training to become work ready and enter the workplace. Members had been invited to select a representative to sit upon the Executive Committee.

Councillor P. Sparks expressed an interest in the role, but noted that a substitute would be required to cover should he be unable to attend each meeting.

Councillor H. Firth expressed an interest in acting as a substitute representative on behalf of Uckfield Town Council.

FC.26.06.17

Members **RESOLVED** to appoint Councillor P. Sparks as the Town Council's representative on the Wealden Works Executive Committee, and for Councillor H. Firth to be appointed as a substitute, in his absence.

13.0 TO CONSIDER SIGNING UP TO THE EAST SUSSEX AGAINST SCAMS PARTNERSHIP (ESASP) CHARTER

Members gave their unanimous support for this initiative and suggested that any literature be provided to members in for Uckfield Festival's Big Day Out on Saturday 8th July 2017, to enable members to circulate information to residents.

FC.27.06.17

Members **RESOLVED** to sign up to the East Sussex Against Scams Partnership Charter, and support this initiative using various methods of communication.

14.0 TO CONSIDER A REQUEST FOR FINANCIAL SUPPORT FROM UCKFIELD COMMUNITY TECHNOLOGY COLLEGE'S YOUNG PEOPLE'S COUNSELLING SERVICE

Members discussed the request which had been submitted by Uckfield Community Technology College. Members noted that the service was important for young people but unfortunately the request had been received between grant meetings and after the Town Council had set its budget for 2017/18.

After much discussion and consideration, a proposal was put forward which recommended that members decline the request on this occasion and advise the College that any applications for grant funding would need to be processed through the annual community grants programme. Six members voted in favour of this proposal, three members voted against, and three abstained.

FC.28.06.17

Members **RESOLVED** to decline the request for funding on this occasion, and for the College to be advised that any applications for grant funding would need to be processed through the annual community grants programme.

15.0 TO PROVIDE INPUT INTO WEALDEN DISTRICT COUNCIL'S REVIEW OF PARKING ISSUES IN UCKFIELD TOWN

The Town Clerk presented a list of parking issues which had already been raised by elected members or members of the public in recent months.

In addition to the list circulated, members wished to add:

- parking on double yellow lines in Regency Close;
- parking on double yellow lines outside Lloyds Bank;
- parking along all of one side of Snatts Road, which was creating difficulties for passing traffic;
- Downsview Crescent – particular concerns were raised with regards to safety in this area as a result of inconsiderate and illegal parking;
- parking on double yellow lines, pavements and restricting access for wheelchair users in Newtown;

The Town Clerk summarised the discussion by highlighting that the issues were common across the town, and in fact it wasn't a matter of hotspots but more general issues which were occurring from street to street (e.g. parking on pavements/double yellow lines, and near to junctions, commuters parking; people parking over the allotted time restriction in parking bays and people parking in disabled bays without blue badges.

A proposal was put forward to accept the recommendation and agree to provide this information to the District Council to input into their review.

FC.29.06.17

Members **RESOLVED** to accept the invitation to provide information to Wealden District Council as part of their parking review, and for the Town Clerk to send a letter to Uckfield District Councillors to request that they proactively contribute residents' views from their local areas.

16.0 TO NOTE THE MAYOR'S ENGAGEMENTS

Members noted the Mayor's engagements.

17.0 SIGNING OF GRAVE CERTIFICATES AND TO NOTE TRANSFERS OF DEEDS OF GRANT

Two grave certificates had been received.

FC.30.06.17

It was **RESOLVED** to sign the grave certificates for the following:

Eileen Stevens

Julie Martin and Rosemarie Heasman

18.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED

None received.

19.0 TOWN CLERK'S ANNOUNCEMENTS

The Town Clerk reminded attendees that the Town Council would be holding its annual road safety day on Wednesday 21st June and pupils from eleven primary schools would be in attendance. It was a fantastic event and had great support from local volunteers.

20.0 CHAIRMAN'S (TOWN MAYOR'S) ANNOUNCEMENTS

The Mayor referred to the recent news that Holy Cross Primary School had received a good Ofsted Report. They had worked really hard, and the Mayor had seen the excitement of both teaching staff and pupils from this result. This was brilliant news and she wished to congratulate them on this achievement.

The Mayor also informed members about the work of Sussex Oakleaf. They supported people with mental health and the Mayor had recently been able to arrange for a mental health nurse to offer them support. She wished to say a big thank you for the support they provided.

The Mayor referred to the work of the Phab club. They were currently looking for volunteers and were asking people to go along, on the second Saturday of the month.

Kwik Fit had recently undergone a refurbishment which had been well received locally. The organisation were also looking to provide support within the community by offering apprenticeships to young people and enable them to develop skills in the workplace.

21.0 CONFIDENTIAL BUSINESS

FC.31.06.17

It was **RESOLVED** that pursuant to Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, because of the confidential nature of the business to be transacted it was advisable in the public interest that the public be temporarily excluded and they were instructed to withdraw.

17.1 Update from Civic Centre Working Group

Members noted the update provided.

The meeting finished at 8.06pm.