

UCKFIELD TOWN COUNCIL



Minutes of the Annual Statutory Meeting of **UCKFIELD TOWN COUNCIL** held in the Council Chamber, Civic Centre on Monday 24 May 2021 at 7.00 pm

PRESENT:

Cllr. K. Bedwell	Cllr. J. Love
Cllr. J. Beesley	Cllr. C. Macve
Cllr. D. Bennett	Cllr. S. Mayhew
Cllr. B. Cox	Cllr. A. Smith
Cllr. J. Edwards	Cllr. C. Snelgrove
Cllr. H. Firth	Cllr. P. Sparks
Cllr. D. French	(once co-opted – Becky Ikeson)
	(once co-opted – Emily McHale)

IN ATTENDANCE:

1 member of the public
3 members of the press

Sarah D'Alessio	Assistant Town Clerk and Responsible Financial Officer
Holly Goring	Town Clerk
Louise Slaughter	Hospitality Manager

Minutes taken by Holly Goring

Councillor Spike Mayhew welcomed everyone to the Annual Statutory meeting of the Council and the first meeting held in person since March 2020.

1.0 ELECTION OF TOWN MAYOR

Eight nominations were put forward for the role of Town Mayor prior to the meeting which selected four councillors as potential candidates. The four councillors nominated were Councillors D. Bennett, J. Love, C. Macve and A. Smith.

Councillors D. Bennett and A. Smith withdrew due to work and personal commitments.

FC.01.05.21 In response to the results of a signed ballot, it was **RESOLVED** that Councillor Jackie Love be appointed as Town Mayor.

2.0 TO RECEIVE THE TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE

Councillor J. Love thanked members for their support and settled into her new role as Chair of full Council.

Councillor J. Love then signed the declaration of acceptance of office in the presence of the Proper Officer (Town Clerk).

3.0 ELECTION OF DEPUTY TOWN MAYOR

The Town Clerk asked if any of the previously nominated councillors wished to stand for Deputy Town Mayor, of which Councillor C. Macve expressed an interest. Nominations were also invited from the table, to which Councillor D. French expressed an interest.

FC.02.05.21 Further to the results of a signed ballot, it was **RESOLVED** that Councillor D. French be appointed as Deputy Town Mayor.

4.0 TO CO-OPT TWO YOUTH MEMBERS TO UCKFIELD TOWN COUNCIL

As part of an initiative which began in 2017 with Uckfield College, the Town Council has been inviting students with an interest in politics to become involved in local decision-making by engaging with the Town Council.

The Town Mayor, Cllr. J. Love, welcomed two Year 12 students, Miss Becky Ikeson and Miss Emily McHale to introduce themselves. They were keen to develop their understanding of local democracy through this opportunity.

The Mayor asked for members to take a vote by show of hands on their co-option.

FC.03.05.21 With unanimous support, it was **RESOLVED** to co-opt Miss Becky Ikeson and Miss Emily McHale onto Uckfield Town Council as Youth Members for 2021-22 and to join the main table.

4.1 TO RECEIVE THE DECLARATION OF ACCEPTANCE OF OFFICE

Newly non-voting co-opted Youth Members Miss Becky Ikeson and Miss Emily McHale signed a declaration of acceptance of office in the presence of the Proper Officer (Town Clerk).

5.0 DECLARATIONS OF INTEREST

Members and officers were reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on the agenda. They were advised that notice should be given at this part of the meeting of any intended declaration and that the nature of the interest should then be declared later at the commencement of the item or when the interest became apparent. None received.

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

No statements were forthcoming.

7.0 APOLOGIES FOR ABSENCE

Apologies had been received from Town Councillors G. Johnson and D. Ward, and County Councillor Chris Dowling and County/District Councillor Claire Dowling.

8.0 TO APPOINT MEMBERS TO SERVE ON THE UNDER MENTIONED STANDING COMMITTEES

General Purposes - 9 members

FC.04.05.21 It was **RESOLVED** that the nine members of the General Purposes Committee be as follows:-

Councillors J. Edwards, H. Firth, G. Johnson, J. Love, C. Macve, A. Smith, C. Snelgrove, P. Sparks and D. Ward.

Environment and Leisure - 9 members

FC.05.05.21 It was **RESOLVED** that the nine members of the Environment and Leisure Committee be as follows:-

Councillors K. Bedwell, J. Beesley, D. Bennett, B. Cox, J. Edwards, H. Firth, D. French, S. Mayhew, and A. Smith.

Plans - 7 members

FC.06.05.21 It was **RESOLVED** that the seven members of the Plans Committee be as follows:-

Cllrs. K. Bedwell, J. Beesley, D. Bennett, B. Cox, J. Love, C. Macve and S. Mayhew.

Prior to adjourning to consider the appointment of Chairmen and Vice-chairmen for the various committees, Members were reminded of the Council's Standing Orders relating to voting on appointments which stated:-

"15.3 - Nor should any Member of the Council be Chairman of more than one committee or sub-committee at any one time."

and

"15.4 - "Neither shall the Mayor or Deputy Mayor be Chairman of a full committee."

GP.01.05.21 In considering the appointment of Chairman of the General Purposes Committee, it was **RESOLVED** that Councillor P. Sparks be appointed as Chairman.

GP.02.05.21 In considering the appointment of Vice-chairman of the General Purposes Committee, it was **RESOLVED** that Councillor J. Edwards be appointed as Vice-Chairman.

EL.01.05.21 In considering the appointment of Chairman of the Environment and Leisure Committee, it was **RESOLVED** that Councillor S. Mayhew be appointed as Chairman.

EL.02.05.21 In considering the appointment of Vice-chairman of the Environment and Leisure Committee, it was **RESOLVED** that Councillor A. Smith be appointed as Vice-Chairman.

P.01.05.21 In considering the appointment of Chairman of the Plans Committee, it was **RESOLVED** that Councillor K. Bedwell be appointed as Chairman.

P.02.05.21 In considering the appointment of Vice-Chairman of the Plans Committee, it was **RESOLVED** that Councillor. D. Bennett be appointed as Vice-Chairman.

9.0 TO APPOINT MEMBERS TO SERVE ON THE UNDER MENTIONED SUB-COMMITTEES AND THE VOICE EDITORIAL PANEL

In considering the appointment of members to the sub-committees, the Clerk reminded Members of Standing Order No. 19.1.8 which stated that the Chairman of the General Purposes Committee or in their absence the Vice-chairman of the committee shall be members of every sub-committee appointed by it, unless they signified that they did not wish to serve.

The new Chairman of General Purposes Committee, Councillor P. Sparks, had already expressed an interest in Personnel Sub-Committee.

Personnel - 5 members

(Reporting to the General Purposes Committee)

FC.07.05.21 It was **RESOLVED** that the members of the Personnel Sub-committee be as follows:-

Councillors. K. Bedwell, H. Firth, A. Smith, P. Sparks and D. Ward.

The new Chairman of the General Purposes Committee had already expressed an interest in Finance Sub-Committee.

Finance – 5 members

(Reporting to the General Purposes Committee)

FC.08.05.21 It was **RESOLVED** that the members of the Finance Sub-committee be as follows:-

Councillors B. Cox, J. Edwards, C. Macve, P. Sparks and D. Ward.

The meeting then adjourned to allow the sub-committees to meet and elect a Chairman and Vice-chairman.

PS.01.05.21 In considering the appointment of Chairman of the Personnel Sub-committee it was **RESOLVED** that Councillor D. Ward be appointed as Chairman.

PS.02.05.21 In considering the appointment of Vice-Chairman of the Personnel Sub-committee it was **RESOLVED** that Councillor A. Smith be appointed as Vice-Chairman.

FS.01.05.21 In considering the appointment of Chairman of the Finance Sub-committee it was **RESOLVED** that Councillor B. Cox be appointed as Chairman.

FS.02.05.21 In considering the appointment of Vice-chairman of the Finance Sub-committee it was **RESOLVED** that Councillor C. Macve be appointed as Vice-Chairman.

The Voice Editorial Panel - 3 members

The Clerk advised that five Members had expressed an interest in the Editorial Panel. One member withdrew. It was felt that the remaining four members with an interest could all continue and assist with contributing to the content for each edition.

FC.09.05.21 It was subsequently **RESOLVED** that the members of the Voice Editorial Panel be as follows:-

Councillors. J. Edwards, D. French, C. Macve and C. Snelgrove.

10.0 TO APPOINT MEMBERS TO OUTSIDE BODIES

FC.10.05.21 It was **RESOLVED** that the following Members be appointed as the Council's representatives to the following outside bodies:-

FULL COUNCIL

Organisation	No. Required	
Uckfield Town Centre Regeneration Joint Committee	2	Cllr Jackie Love Cllr Diane Ward
Uckfield Town Centre Regeneration Joint Committee – Substitute Members	2	Cllr Donna French Cllr Angie Smith
Neighbourhood Plan Steering Group	2	Cllr Karen Bedwell Cllr Angie Smith
Gatwick Airport Consultation Group	(2) 1 member and 1 substitute	Cllr Gary Johnson Cllr Chris Macve

GENERAL PURPOSES COMMITTEE

Wealden Citizens Advice	1	Cllr Angie Smith
(East) Sussex Association of Local Councils (Attendance at AGM only)	1	Cllr Diane Ward
Emergency Planning Co-ordinators	2	Cllr Duncan Bennett Cllr Donna French
Ridgewood Village Hall Management Committee	(2) 1 member and 1 substitute	Cllr Jez Beesley Cllr James Edwards
Uckfield & District Housing Association Ltd. Management Committee	(2) 1 member and 1 substitute	Cllr Helen Firth Cllr Angie Smith
Uckfield & District Preservation Society - Bridge Cottage Committee (AGM only)	(2) 1 member and 1 substitute	Cllr Donna French

Uckfield Volunteer Centre	1	Cllr Karen Bedwell
Wealden Works	(2) 1 member and 1 substitute	Cllr Jackie Love Cllr Paul Sparks
Wealden District Association of Local Councils Management Committee	1	Cllr Diane Ward
Wealden District Association of Local Councils Planning Panel	1	Cllr Karen Bedwell

ENVIRONMENT AND LEISURE COMMITTEE

Active Uckfield	2	Cllr Jez Beesley Cllr James Edwards
Age Concern (AGM only)	(2) (1 member and 1 substitute)	Cllr Karen Bedwell Cllr Chris Macve
All Weather Pitch Operational Group	(2) (1 member and 1 substitute)	Cllr Karen Bedwell Cllr Colin Snelgrove
Conservators of Ashdown Forest	1	Cllr Ben Cox
Hempstead Meadows L. N. R.	(2) (1 member and 1 substitute)	<i>To be appointed at first E&L Committee after Annual Stat meeting</i>
West Park L. N. R.	(2) (1 member and 1 substitute)	<i>To be appointed at first E&L Committee after Annual Stat meeting</i>
Luxford Centre Management Committee	1	Cllr Chris Macve
Uckfield & District Twinning Association (AGM and events only)	1	Cllr Spike Mayhew
Uckfield Festival Association	1	Cllr Spike Mayhew
Uckfield Parkrun Board	1	Cllr Colin Snelgrove
Uckfield Railway Line Parishes Committee	1	Cllr Chris Macve
Uckfield Youth Club Board	1	Cllr Ben Cox
Wealden Bus Alliance/Weald Link	1	Cllr Angie Smith

11.0 TO APPOINT MEMBERS TO THE CIVIC CENTRE WORKING GROUP

Members considered a report previously circulated which provided background to the working group and advised that a minimum of three members and maximum of five would need to be appointed to the working group for 2021/22.

The following councillors expressed an interest:

Councillors K. Bedwell, D. French, D. Bennett, H. Firth, S. Mayhew.

However in the absence of Councillor D. Ward who had previously been heavily involved with the work of the group, it was felt best to defer this item until the next meeting of Full Council on 21 June 2021.

12.0 TO CONFIRM EXISTING APPOINTMENTS TO:

- Uckfield Events Working Group

- Infrastructure Working Group

Members considered a report which set out that normally members would be appointed to the working groups at the Annual Statutory meeting of the Council in May each year for those working groups which fell under the remit of Full Council. However the Infrastructure Working Group was a new group and had only just begun its research. The Events Working Group had also just set itself up again after the national lockdown, to start looking to the year ahead.

FC.11.05.21 Members subsequently **RESOLVED** to approve that those members already appointed to the Events Working Group and Infrastructure Working Group should remain in place to ensure continuity.

13.0 SIGNING OF GRAVE CERTIFICATES AND TO NOTE TRANSFERS OF DEED OF GRANT

Eight grave certificates had been received.

FC.12.05.21 It was subsequently **RESOLVED** to sign the grave certificates for the individuals below:

Mr Eric Crawley

Vanessa Reeve

Arthur George Firth, Helen Firth, David Firth & Raymond Firth

Arthur George Firth, Helen Firth, David Firth & Raymond Firth

Mr Richard Kevin Green

Mr Robert AJR Hedger and Lilian D Hedger

Andrew Elvin and Elizabeth Crown

Mrs Sally Hogan

14.0 MINUTES

14.1 To resolve that the minutes of the Full Council meeting of the 12 April 2021 be taken as read, confirmed as a correct record and signed by the Town Mayor.

FC.13.05.21 It was **RESOLVED** that the minutes of the meeting of the Full Council on the 12 April 2021 be taken as read, confirmed as a correct record and signed by the Town Mayor.

14.2 Action List

Members considered the detail and agreed for the following actions to be removed, before noting the contents of the action list:

FC89.01.20 – Conservators of Ashdown Forest
FC86.04.21 – Covid Memorial

15.0 COMMITTEE MINUTES

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

(a) Environment & Leisure Committee of the 4 May 2021

FC.14.05.21 It was **RESOLVED** to note the acts and proceedings of the Environment & Leisure Committee of the 4 May 2021.

(b) Plans Committee of the 26 April and 17 May 2021

FC.15.05.21 It was **RESOLVED** to note the acts and proceedings of the Plans Committee of the 26 April and 17 May 2021.

(c) General Purposes Committee of the 19 April 2021

FC.16.05.21 It was **RESOLVED** to note the acts and proceedings of the General Purposes Committee of the 19 April 2021.

16.0 TO NOTE THE APPOINTMENT OF MEMBERS TO COMPLETE AUDITS UNTIL THE ANNUAL STATUTORY MEETING IN MAY 2022

Members were presented with a report which confirmed that all audits had been completed for 2020-21, which was great in the circumstances of Covid-19. A new schedule had been drawn up for 2021-22 which members were asked to approve.

FC.17.05.21 Members **RESOLVED** to:

- (i) note the report, and;
- (ii) approve the proposed schedule for member audits in 2021/22 and to make appropriate arrangements with the Assistant Town Clerk & Responsible Financial Officer, to carry these out.

17.0 TO RECEIVE UPDATES FROM REPRESENTATIVES TO OUTSIDE BODIES

(i) The Uckfield Town Centre Regeneration Joint Committee

Nothing to report at present.

(ii) Neighbourhood Plan Steering Group

Members noted the report.

(iii) Gatwick Airport Consultation Panel

Nothing to report at present.

18.0 TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS

(i) Uckfield – Events Working Group

Members noted the report.

(ii) Uckfield Dementia Forum

Nothing to report at present.

(iii) Civic Centre Working Group

Nothing to report at present.

(iv) Infrastructure Working Group

Members noted the report.

19.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED

No questions were received by the deadline.

20.0 TO NOTE THE END OF YEAR STATEMENT FOR COMMUNITY INFRASTRUCTURE LEVY FUNDING FOR 2020/21

Members were provided with a report which detailed the funds received through community infrastructure levy funding in the financial year 2020/21, as well as the funds spent. As the report identified, all funds had been utilised for streetlighting repairs or replacements within the past financial year.

It was noted that in theory, more funding was required of this nature to keep up with the necessary upgrades of existing infrastructure within the town. Members subsequently noted the total amount of CIL funding received in 2020/21 and the way in which these funds had been utilised.

21.0 TO REVIEW OPTIONS FOR INSTALLATING A COVID MEMORIAL BENCH

Members were presented with an update report on the potential benches which could be created and installed in line with members' wishes. The Estates & Facilities Manager had been liaising with other towns to explore what options were available and had also liaised with CPJ Field who were keen to contribute to the costs of purchasing a Covid memorial bench.

Councillor J. Edwards started by congratulating the newly elected Town Mayor and Deputy Mayor on their appointments, and the new Youth Members. Councillor Edwards quite liked the third design although there was the possible risk of vandalism/graffiti to that design.

Councillor B. Cox thought all designs had advantages, and questioned whether the third design could have the white background removed.

Councillor S. Mayhew thought that the third design was more about emergency vehicles than people themselves and felt the bench should be more people orientated. Councillor Mayhew preferred the first design used by East Grinstead Town Council.

Councillor C. Macve preferred the first design (East Grinstead) but had concerns about the intricate nature of the back of the bench and if this would make it prone to vandalism.

Councillor D. Bennett also thought that the first design (East Grinstead) was more relevant to the community where people had lost family members and thought that a strut may be able to be placed to support the back.

Councillor J. Edwards agreed that the first design (East Grinstead) was probably more suitable but questioned if there was any scope to change the style of the bench from the rectangular design to the more rounded design of the third style.

FC18.05.21 Members **RESOLVED to:**

- (i) note the report, and;
- (ii) agreed to proceed with the first design but request that the Estates & Facilities Manager enquire as to whether the first design (East Grinstead) could be purchased but with a more rounded style of bench for comfort.

22.0 TOWN MAYORS ANNOUNCEMENTS

The newly elected Town Mayor, Councillor J. Love wished to thank all members for their support and looked forward to her new role, stating that she would do everything she could for the town. Councillor J. Love highlighted the amazing community of Uckfield, and how we were still standing through the difficult times of the pandemic and how strong the town was. Councillor J. Love was looking forward to working with the town's residents and organisations over the next year.

23.0 TOWN CLERKS ANNOUNCEMENTS

The Town Clerk wished to reassure members as well as the press and public that no decision had yet been made with regard to the oak tree in Snatts Road Cemetery. The Town Clerk was aware that concerns had been raised by the recent letter and notice placed on the tree. The condition of the tree was of concern and options were currently being explored. Relatives of those ashes laid to rest at the base of the tree were being traced, and the Town Clerk advised that often changes occurred when those who arranged the ashes interments had passed away themselves or moved away or moved abroad. Members had not yet been presented with any information and once full investigations had been carried out further information would be shared.

The meeting closed at 8.20pm.