



UCKFIELD TOWN COUNCIL

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Town Clerk – Holly Goring

YOU ARE HEREBY SUMMONED TO A MEETING OF UCKFIELD TOWN COUNCIL

on

**Monday 30 October 2023 at 7.00pm
in the Council Chamber, Civic Centre, Uckfield**

AGENDA

Under The Openness of Local Government Bodies Regulations 2014, members of the public are able to film or record during a committee meeting.

1.0 DECLARATIONS OF INTEREST

Members and Officers are reminded to make any declarations of personal and/or prejudicial interests that they may have in relation to items on this Agenda. Should any Member consider that they require a dispensation in relation to any prejudicial interest that they may have, they are asked to make a written application to the Clerk well in advance of the meeting.

Notice should be given at this part of the meeting of any intended declaration. The nature of the interest should then be declared later at the commencement of the item or when the interest becomes apparent.

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

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

4.0 APOLOGIES FOR ABSENCE

5.0 MINUTES

5.1 To **RESOLVE** that the minutes of the meeting of Full Council on 18 September 2023 be taken as read, confirmed as a correct record and signed by the Town Mayor.

5.2 Action list – For information only

6.0 COMMITTEE MINUTES

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

- | | | |
|-----|-----------------------------------|---------------------------------------|
| (a) | Plans Committees | 25 September 2023 and 16 October 2023 |
| (b) | Environment and Leisure Committee | 9 October 2023 |
| (c) | General Purposes Committee | 23 October 2023 |

7.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

- (i) The Uckfield Town Centre Regeneration Joint Committee
- (ii) Neighbourhood Plan Steering Group
- (iii) Gatwick Airport Consultation Group

- 8.0 TO RECEIVE REPORTS FROM WORKING GROUPS**
- (i) Civic Centre Working Group
 - (ii) Uckfield – Events Working Group
 - (iii) Uckfield Dementia Forum
 - (iv) Infrastructure Working Group
- 9.0 TO RATIFY DOCUMENTATION CONSIDERED BY STANDING COMMITTEES:**
- General Purposes Committee
- (i) Town Council's list of Direct Debits and Standing Orders
 - (ii) Members Audit Policy – no. 63
- Environment & Leisure Committee
- None.
- 10.0 TO NOTE THE REPORT OF THE EXTERNAL AUDITOR FOR 2022/23**
- 11.0 QUARTERLY PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES FOR 2023/24 (Q2)**
- 12.0 TO CONSIDER A MOTION BY COUNCILLOR P. ULLMANN**
- 13.0 TO RECEIVE A RESPONSE FROM EAST SUSSEX COUNTY COUNCIL TO A PREVIOUS MOTION SUBMITTED REQUESTING THE INSTALLATION OF A PEDESTRIAN CROSSING**
- 14.0 TO PROVIDE INPUT INTO THE DISTRICT WIDE REVIEW OF POLLING DISTRICTS AND POLLING PLACES**
- 15.0 TO REVIEW THE 2024/25 PROPOSAL FROM EAST SUSSEX COUNTY COUNCIL ON THEIR GRASS VERGE CUTTING CONTRACT**
- 16.0 TO CONSIDER A PROPOSED STREET NAME FOR A NEW HOUSING DEVELOPMENT OFF LEWES ROAD, UCKFIELD**
- 17.0 TO CONSIDER THE DISPLAY OF A LARGE WOODEN PLAQUE IN THE CIVIC CENTRE HONOURING THE MEMORY OF THOSE WHO LOST THEIR LIVES IN WW1, WW2 AND ALL OTHER ACTIONS**
- 18.0 TO NOTE THE MAYOR'S ENGAGEMENTS**
- 19.0 SIGNING OF GRAVE CERTIFICATES AND TO NOTE TRANSFERS OF DEEDS OF GRANT**
- 20.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED**
- 21.0 TOWN CLERK'S ANNOUNCEMENTS**
- 22.0 CHAIRMAN'S ANNOUNCEMENTS**



Town Clerk
24 October 2023

UCKFIELD TOWN COUNCIL



Minutes of the meeting of **UCKFIELD TOWN COUNCIL** held
on Monday 18 September 2023 at 7.00pm
in the Council Chamber, Civic Centre, Uckfield

PRESENT:

Cllr. K. Bedwell	Cllr. B. Cox
Cllr. D. French (Deputy Mayor)	Cllr. V. Frost
Cllr. J. Love (Town Mayor)	Cllr. C. Macve
Cllr. D. Manvell	Cllr. S. Mayhew
Cllr. M. McClafferty	Cllr. B. Reed
Cllr. P. Selby	Cllr. A. Smith
Cllr. P. Ullmann	Cllr. D. Ward

IN ATTENDANCE:

County Councillor Chris Dowling

Holly Goring Town Clerk
Sarah D'Alessio Assistant Town Clerk & RFO
Minutes taken by Holly Goring

1.0 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. No interests were forthcoming.

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

FC.43.09.23 It was **RESOLVED** to suspend Standing Orders to enable updates to be provided by County and District Council representatives.

Councillor Chris Dowling provided an update on his ward area. Councillor Dowling referred to the build out in Lewes Road and recent traffic calming measures put in place. He had received some concerns from local residents on the placement of the build out near to the bend. He would go and undertake a site visit himself and monitor traffic movements in that location. He had been pleased to see the maintenance work completed in Lewes Road in August 2023.

Councillor K. Bedwell reported that within a week of the resurfacing being completed on New Town, the corner of the junction with Harcourt Road saw damage to the kerbstone from heavy vehicles. It had damaged the tactile paving and created a trip hazard. She asked if this could be reported to ES Highways.

Councillor C. Macve referred once again to the traffic calming in Ridgewood. He had seen two instances where two vehicles had met in the middle of the restriction and issues created with giving way. He had also witnessed a vehicle that clipped the island when coming off Little Horsted roundabout into Lewes Road. Councillor Mayhew had had to break suddenly to address poor driver behaviour around the new traffic calming measures. Councillor B. Reed had also experienced issues – witnessing a car mounting the pavement and poor driver behaviour around the new build out. Councillor B. Reed offered to meet with Councillor Dowling onsite.

Councillor V. Frost referred to road markings in Rocks Park Road. There was no evidence of any works taking place, but the markings had been there for some time. It was asked if Councillor Dowling could investigate the reason for these.

Councillor D. Manvell referred to a previous email exchange in relation to the need for dropped kerbs to improve accessibility on the Manor Park estate (in particular the highway adopted footpaths, not the unadopted areas). This was affecting accessibility for a family with disabilities and required improved access, and he had not received a response from East Sussex Highways.

Councillor D. Manvell then led the District Council updates by advising that the Overview & Scrutiny Committee at Wealden DC invited South East Water to attend a meeting. They prepared answers to the questions of the district council. They advised that the recent issues were not due to a failure in the infrastructure but that there was not enough infrastructure. They were applying for £5million to address climate change, and going forward they advised that they would be investing more in infrastructure.

Members received confirmation that the District Council had applied for grant funding for the swimming pools in the district, with £78k being applied for, for Uckfield Leisure Centre. An application would also be made in the second round towards upgrades to the facilities.

Councillors S. Mayhew and B. Reed provided further detail on the subject areas above, referenced the Local Plan working group and Planning Committee North and South. Motions had been put forward at full Council – one relating to potholes, and one relating to the Leisure Centre. Councillor B. Reed had a Ward Walk scheduled with senior officers of Wealden DC the following day.

Councillor B. Cox added to the above matters, expressing his concern with accessibility around the town.

FC.44.09.23 The Councillors were thanked for their input and update, and subsequently **RESOLVED** to reinstate Standing Orders.

4.0 APOLOGIES FOR ABSENCE

Apologies were received from Councillor D. Bennett and County Councillor C. Dowling.

5.0 MINUTES

5.1 To resolve that the minutes of the meeting of Full Council on 28 June 2023 be taken as read, confirmed as a correct record and signed by the Town Mayor.

FC.45.09.23 It was **RESOLVED** that the minutes of Full Council be taken as read, confirmed as a correct record and signed by the Mayor.

5.2 Action List

Members requested that the following two actions be removed:

FC27.05.23 - To consider the motion from Councillor Manvell (Leisure Centre)

FC37.06.23 – To consider a motion from Councillor Bennett (pedestrian crossing)

Members subsequently noted the action list.

6.0 COMMITTEE MINUTES

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

(a) Plans Committee of the 3, 24 July, 14 Aug and 5 Sept 2023

FC.46.09.23 It was **RESOLVED** to note the acts and proceedings of the Plans Committee of the 3, 24 July, 14 Aug and 5 Sept 2023.

(b) Environment & Leisure Committee of the 10 July and 29 August 2023

FC.47.09.23 It was **RESOLVED** to note the acts and proceedings of the Environment & Leisure Committees of the 10 July and 29 August 2023.

(c) General Purposes Committee of the 17 July and 11 September 2023

FC.48.09.23 It was **RESOLVED** to note the acts and proceedings of the General Purposes Committees of the 17 July and 11 September 2023.

7.0 TO RECEIVE REPORTS FROM REPRESENTATIVES TO OUTSIDE BODIES

(i) The Uckfield Town Centre Regeneration Joint Committee

Nothing to report at present.

(ii) Neighbourhood Plan Steering Group

Nothing to report at present.

(iii) Gatwick Airport Consultation Panel

Nothing to report at present.

8.0 TO RECEIVE REPORTS FROM FULL COUNCIL WORKING GROUPS

(i) Civic Centre Working Group

Nothing to report at present.

(ii) Uckfield – Events Working Group

Nothing to report at present.

(iii) Uckfield Dementia Forum

Nothing to report at present.

9.0 TO NOTE PROGRESS TOWARDS THE TOWN COUNCIL'S ANNUAL PRIORITIES AT THE END OF Q1 (APR – JUN 2023)

This report provided an overview of progress towards the Town Council's annual plan in the first quarter of 2023/24.

Members expressed their thanks and said well done to all staff for their hard work, and were happy to note the contents of the report.

10.0 TO REVIEW MEMBERSHIP OF THE TOWN COUNCIL'S COMMITTEES

Members received a report, which reminded them of the vacancies that still existed on two of the Town Council's standing committees. It was also understood that new councillors would require time to fully understand the remit of each of the committees and members were asked if they wished to make any changes.

Members discussed the remit of the Plans Committee and the difficulties experienced if attendance was low and a number of the committee members declared an interest. The committee were often just quorate.

It was clarified that appointments to the Town Council's committees were reviewed annually at the annual statutory meeting of the Council, but in the meantime, the Chair, Councillor J. Love asked members to consider their current position and availability.

11.0 TO REVIEW A SNAPSHOT OF THE TOWN COUNCIL'S BUDGET AND BALANCE SHEET POSITION FOR Q1 OF 2023/24

Members were provided with a high-level snapshot of the Town Council's budget areas which the Assistant Town Clerk and RFO explained. This was produced from the Town Council's finance system and displayed the total income and expenditure at the end of quarter one for each budget areas – General Purposes Committee, Environment & Leisure Committee and Luxfords Restaurant.

Members requested a further breakdown of the income for General Purposes Committee as the total income figure included the first precept instalment received from Wealden District Council.

Members also requested further clarity on the period and year to date but found the report very useful and welcomed this high-level update.

12.0 TO CONSIDER AN OPPORTUNITY TO REGISTER AN INTEREST IN THE RURAL ENGLAND PROSPERITY FUND

Wealden District Council were successful in obtaining funding from DEFRA which had been set up to address the needs of the rural communities.

Wealden District Council were seeking to run a two-year capital funding programme, with the first year focusing on EV charging points. Through the funding programme they would offer match funding to enable roll out across the district. The timescales of the project were tight however and they needed those interested to be in a position to have the EV charging points installed by the end of March 2024.

There were mixed views around the table. Although in the main members were

keen to support the installation of EV charging points in Uckfield, they raised their concerns with ensuring connections to mains power supply, the tight timescales of the grant funding programme and identifying the right locations. They were very interested but felt it was not the correct time.

FC.49.09.23

With eleven votes in favour, one abstaining and one against, it was **RESOLVED** to write to Wealden DC to explain that the Town Council were interested but not at this time.

13.0 TO REVIEW IN MORE DETAIL THE ESTABLISHMENT OF A LONG SERVICE AWARD FOR ELECTED MEMBERS IN RECOGNITION OF THEIR SERVICE

This item had been discussed previously at the June meeting of full Council but further consideration was needed.

This item also created a mix of views around the room. Some members felt that recognition should be given to those who had completed at least four terms, one member felt that a simple certificate would recognise their service, others felt that as public servants, there was no need for recognition. It was also acknowledged that some members deserved special recognition for additional work in the community.

It was suggested that it might be helpful to have a book of service, to keep a formal record of the years that members had served for the Town Council.

FC.50.09.23

With nine votes in favour, two abstaining and two against, it was **RESOLVED** to not introduce any recognition of service. Members should continue to work together for the benefit of the community.

14.0 TO SIGN AND SEAL LEASE AGREEMENT(S) RECEIVED IN TIME FOR THE MEETING

Members were updated on the lease agreement for the Source. The Town Clerk was asked by General Purposes Committee in July, to find out if risk of terrorism was incorporated within the buildings insurance. The Town Clerk advised that it was, and the agreement was now ready for signing and sealing.

FC.51.09.23

Members **RESOLVED** for two councillors to sign and execute the lease agreement between Uckfield Town Council and Uckfield Baptist Church for the Source, in the presence of the Town Clerk.

15.0 TO NOTE THE MAYOR'S ENGAGEMENTS

Members noted the report.

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

Two deed of grants had been received:

Tracy Szekely

William Foster

FC.52.09.23

It was **RESOLVED** for three councillors to sign the above deeds of grant.

17.0 QUESTIONS BY MEMBERS PREVIOUSLY NOTIFIED

None received.

18.0 TOWN CLERK'S ANNOUNCEMENTS

The Town Clerk had a few updates:

Purchase of the Dene

The transfer document had been received for the purchase of the Dene, from Buxted Parish Council. Councillor Macve noted that the address for Buxted Parish Council was incorrect within the transfer documentation, which the Town Clerk would check with the solicitors.

Members were pleased with the grass cutting and wished to thank the Grounds staff for their work on this.

FC.53.09.23 Subject to the typo, members **RESOLVED** for two Councillors to sign the Land Registry transfer document for the purchase of the Dene.

The Town Clerk asked members for a round of applause for the Assistant Town Clerk & RFO on the news that the annual governance and accountability return had been signed off by the External Auditor and all was sound.

Key meetings coming up included the Allotment Conference, Plans Committee, Uckfield Cluster Community Safety Action Group, Strategic Business Planning Workshop, and the Local Plan Cluster Group for Uckfield area. Members were reminded of the maintenance works in the Civic Centre during half term which consisted of a full redecoration of the Weald Hall, new flooring and redecoration of the restaurant kitchen plus installation of a new cooker.

Members were also reminded of the dates of the planning appeals for Land at Bird in Eye Farm and Downlands Farm.

Members noted the update provided.

19.0 CHAIRMAN'S ANNOUNCEMENTS

The Town Mayor, Councillor J. Love wished to thank everyone involved in organising the Weald on the Field event in August. It was a great success and the help from councillors and staff was very much appreciated.

The Town Mayor referred to the fundraising exercise that one of the caretakers was undertaking – an 85 mile charity walk from the Emirates Stadium to Hastings, via Eastbourne to raise money for two charities.

Further information was also provided on the Bird in Eye Planning Inquiry.

20.0 CONFIDENTIAL BUSINESS

FC.54.09.23

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.

20.1 To receive an update on the review of the Town Centre CCTV Contract for renewal in 2024-25

The Town Clerk provided a presentation to members on the current position.

The meeting closed at 8.56pm.

UCKFIELD TOWN COUNCIL

ACTION LIST – FOR INFORMATION ONLY

FULL COUNCIL

Resolution No.	Details	Date Raised	Action By	Date Complete
<p><u>FC.105.02.17</u></p> <p><u>FC.95.01.20</u></p>	<p><u>14.0 To sign and seal the byelaws for Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve</u> Members RESOLVED to sign and seal the byelaws for Hempstead Meadows and West Park Local Nature Reserves.</p> <p><u>18.0 To sign and seal the Town Council’s byelaws for Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve</u> Members RESOLVED to:</p> <p>(i) authorise the affixing of the common seal to the byelaws for both Hempstead Meadows Local Nature Reserve and West Park Local Nature Reserve and signing by two named councillors, and; (ii) authorise the Town Clerk for Uckfield Town Council to carry out the necessary procedures and apply to the Secretary of State for confirmation.</p>	<p>20.02.17</p> <p>20.01.20</p>	<p>HG</p>	<p>The Council will be advertising its intention to apply for confirmation once covid restrictions have eased. The byelaws must then be held for at least one month at the offices for inspection by the public, before any representations are reported back as part of the package of information, to DEFRA.</p>
<p><u>FC115.04.19</u></p>	<p><u>9.0 To consider a motion submitted by Councillor Donna French</u> It was RESOLVED to support the motion put forward, and; “reinvestigate the possibility of part funding a traffic warden; entering into a discussion with Hailsham, Crowborough and Polegate, with a view to joint funding a shared traffic warden, employed via Sussex Police.”</p>	<p>08.04.19</p>	<p>HG</p>	<p>This matter has been raised with the Wealden Inspector of Sussex Police. It is understood that Sussex Police and Wealden DC were due to hold discussions once again. UTC will await the outcome of these.</p>

<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>
<u>FC.30.09.20</u>	<p><u>12.0 To review a report by Councillor A. Smith on the need for affordable homes in Uckfield</u> After a detailed discussion, it was RESOLVED to request that the Town Clerk write to the Housing Minister Rt Hon Robert Jenrick with a copy of this report and advise Wealden DC's planning department of these discussions along with neighbouring parish councils.</p>	14.09.20	HG	The data is being updated ready for compiling into a letter to the new Minister for Housing.
<u>FC.55.10.21</u>	<p>Members RESOLVED to approve the motion put forward by Councillor D. French and for staff to make contact with the County Council: <i>"Uckfield Town Council supports the increase in the provision of Changing Place Toilets across the country, and will approach East Sussex County Council to understand if they:</i> <i>(i) have submitted an expression of interest to central government to draw down funding to the county of East Sussex, and:</i> <i>(ii) if ESCC have expressed an interest, that Uckfield Town Council lobby for such facilities to be introduced in Uckfield."</i></p>	25.10.21	HG	Having understood the requirements from the recent funding round we now have time to prepare for the next funding round and have the necessary evidence and associated costs available.
<u>FC.94.02.22</u>	<p><u>11.0 To consider a further motion by Councillor B. Cox, relating to food poverty</u> Members unanimously RESOLVED to approve the motion put forward by Councillor B. Cox to:</p> <p><i>What the council still needs to do</i></p> <ul style="list-style-type: none"> • Report on the results of the schools' questionnaire and review the recommendations; • Be open to any new ways to offer 'out of term' food for young people and where needed, push the higher tiers of local government to back schemes; • Review and offer a final report on food poverty in March 2023 before the end of the term of this Town Council; <p><i>Summary.</i> Food poverty in Uckfield is an issue that is growing still. However, Uckfield Town Council have done a number of things to help ease the issue. The next year will see some very challenging times and it is important that the Council keep up the work in highlighting and where possible, easing food poverty. A review is needed in 2023 and a final report offered to the Town Council. The attached report within appendix A contains statistics for Uckfield in terms of earnings and age by ward should be offered to our local authorities (District and County) to highlight some local needs.</p>	28.02.22	All	In progress.

<u>Resolution No.</u>	<u>Details</u>	<u>Date Raised</u>	<u>Action By</u>	<u>Date Complete</u>
<u>FC.82.01.23</u>	<p><u>9.0 To consider a response from Buxted Parish Council regarding the purchase of the Dene, Uckfield</u> Members RESOLVED to support the inclusion of an overage clause in the purchase of the land, the Dene, Brown's Lane, Uckfield but requested that the Town Clerk return to Buxted Parish Council to request whether they could contribute towards the legal fees.</p>	23.01.23	HG	<p>The purchase has now gone through. We are awaiting of copy of the official land registry deed but the sale has been completed. NFA.</p>

AGEING WELL INFORMATION DAY

Tuesday 7th November 2023
10am - 2 pm
Uckfield Civic Centre, Weald Hall

Join Us For Informative Talks:

- ★ **Rix & Kay Solicitors
(Wills & Power Of Attorney)
10:30am to 11:15am**
- ★ **Dementia Awareness
11:45am to 12:30pm**
- ★ **Later Life Financial Planning
1pm to 1:45pm**

**Free Tea, Coffee & Biscuits for talk
attendees**



**Scan to book online/ use link:
[https://form.jotform.com/
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**Or you can sign up for talks
on the day or call
01825760176 to book.**

**Lots of stands from local
organisations supporting
you as you grow older**

**Home Instead, U3A, Uckfield
Volunteer Centre, Sussex
Support Service, Lydfords Care
Home, Rix & Kay, Solicitors
SOLLA Financial Adviser, Sussex
Audiology Centre and many
more....**



**Come & Join Us
For resources, info & talks**

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For resources, info & talks

Meeting of the Full Council

Monday 30 October 2023

Agenda Item No 9.0(i)

TO RATIFY THE TOWN COUNCIL'S LIST OF DIRECT DEBITS AND STANDING ORDERS FOR 2023-24.

1.0 Summary

1.1 The following report was presented to General Purposes Committee on 23 October 2023. It is now being presented to full Council for ratification.

2.0 Details

2.1 Since the table was presented to Full Council on 28 June 2023, one further supplier has been set up as Direct Debit:

Elite Fine Foods Ltd

The following table shows the current list of companies we have set up to be paid by direct debit and a description of supply.

Supplier Name	Description
Acuity Professional Partnership LLP	Accountants
British Telecom	Utilities – Broadband
Scottish Water/Business Stream	Utilities – Water
CF Corporate Finance Ltd	Lease rental – Photocopier
Elite Fine Foods	Luxfords food supplier
Focus Group	Utilities – Telephone
Harvey's Brewery	Luxfords Supplier
Investec Asset Finance PLC	Telephone Lease Rental
Long Man Brewery	Luxfords Supplier
NatWest Bank	Credit Card Payments
Public Work Loan Board	Loan Repayments
SAGE Software Ltd	Software Subscription
Shell Fuelcard Services	Grounds Maintenance Vehicles
SSE PLC	Utilities – Electric & Gas
Wealden District Council	Rates
WorldPay	Credit Card
WPA Health	NHS Top-up Scheme

2.2 When setting up payment by direct debit, two councillors act as signatories on the direct debit mandate.

3.0 Recommendation

3.1 Members are asked to confirm the list of direct debit accounts currently set up to pay the Town Council's suppliers.

Contact Officer: Sarah D'Alessio

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT POLICY

Policy Number 63		
Issue No.	Date completed	Details of amendments
1	24.05.10	GP 24.05.10
2	29.07.13	GP 15.07.13
3	13.04.15	GP 70.04.15 General Review of policy
4	01.06.21	GP07.06.21 – General review in line with move to BACS payments
5	23.10.23	Review of policy at GP Committee
6	30.10.23	Full Council ratification

1.0 Introduction

- 1.1. In accordance with its Annual Governance Statement, Uckfield Town Council is required to review its system of internal control. This is generally by the continuing review of existing policies and implementation of new policies, compliance with such policies, procedures, laws and regulations in order to improve governance. The Members Audit is part of this process.

2.0 Procedures

- 2.1. On a monthly basis one member of the Council will carry out a Members' Audit by completing the form at Appendix A using the following format.
- 2.2. At each Annual Statutory Meeting, the Clerk will provide a schedule of Members who will be required to undertake the Members' Audit for a particular month. Such Audit will be required to be completed within the first two weeks of the following month and individual Members will be required to make an appropriate appointment with the Responsible Financial Officer accordingly.
- 2.3. Should any Member not be able to make the date set out for them in the schedule, it will be their responsibility to make alternative arrangements with another Member to fulfil their obligations for that month.

3.0 SAGE AUDIT TRAIL (DETAILED)

- 3.1. The purpose of this exercise is to follow a paper trail of random documents. These will include supplier invoices, customer invoices and payroll timesheets.
- 3.2. **Supplier Invoices:**
The Member will choose random invoices from the suppliers paid files. They will check:
- a) That the invoices have been stamped with the authorisation stamp.
 - b) That the correct nominal code has been used and is signed off by an authorised member of staff.
 - c) That a purchase order is attached and corresponds with the invoice.
 - d) That the payment method is present on the invoice and a review of the report from Bankline to confirm BACS payment has been made.(BACs payment report). .
 - e) That the two Members that authorised payment have also signed the invoice.
- 3.3. **Customer Invoices:**
The Member will choose random invoices from the 'customer paid' files from the month that they are auditing. They will check:
- a) That the invoice details correspond with the customer booking form attached to the invoice.
 - b) That the prices charged are in accordance with the current fees and charges.
 - c) That the date the invoice was paid is on the invoice.

- d) That a cross-check is made with the customer's method of payment to check that the funds have been received (either bank statement or paying in book if cash/cheque).

3.4. Timesheets:

The Member will choose random timesheets from the file, preferably one from Uckfield Town Council and one from Luxfords Restaurant.

They will check:

- a) That the time sheets add up correctly.
- b) That the pay detail on the payslip for that person corresponds with the time sheet;
- c) That payment was made into their account correctly by checking the payslip amount against the BACs records for payment.

4.0. BANK RECONCILIATION AND VERIFICATION TO NOMINAL CODE

4.1. The purpose of this exercise is to monitor movement between accounts and account balances.

4.2. The Member will carry out the following checks:

- a) The bank statements correspond with the bank reconciliation.
- b) The bank statements and reconciliations are signed by the Responsible Financial Officer.
- c) Any discrepancies (bank errors) are fully detailed.
- d) The nominal codes are correct in SAGE.

4.3 As outlined in the Town Council's Financial Regulations, at least once a quarter and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. To streamline procedures, it has been agreed to carry this out as part of the routine monthly member audit procedures. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and be noted by the Council.

5.0. PETTY CASH

5.1. The Town Council hold two petty cash floats, one for the Town Council and one for Luxfords restaurant. These are 'topped up' by cash withdrawn from the Clerk's bank account. The only two officers that can withdraw cash from the Clerk's bank account to top up the petty cash floats are the Town Clerk and the Responsible Financial Officer.

5.2 The Member will carry out the following:

- a) Check that the previous month's reconciliation is correct, signed and dated.
- b) Select random vouchers against this reconciliation.
- c) Count the money, at the time of their visit, in both petty cash tins to ensure the balance matches the SAGE balance.
- e) Check that vouchers are authorised by a member of staff and details entered in the petty cash books.
- d) Check that, where applicable, reimbursements of funds are signed for in the petty cash books.

6.0. IRREGULARITIES

In cases of suspected serious breaches of the Council's Financial Regulations, Standing Orders and Policies, the matter will be referred to the Urgent Consultation Panel immediately.

7.0. REVIEW

This Policy will be reviewed annually to ensure it fully covers the Council's Governance requirements.

Appendix A

UCKFIELD TOWN COUNCIL



MEMBERS AUDIT FORM

MONTH:

Checklist:

Documents will be chosen at random by Members carrying out the Audit.

SAGE AUDIT TRAIL (DETAILED)

Check source documents including nominal code and authorisation.

- Supplier Invoices
- Customer Invoices
- Timesheets

BANK RECONCILIATION AND VERIFICATION TO NOMINAL CODE:

Check bank reconciliation to SAGE print outs, bank statement and nominal codes.

- Clerks Account
- General Account
- Business Reserve

BANK RECONCILIATIONS QUARTERLY VERIFICATION

- Clerks Account
- General Account
- Business Reserve

PETTY CASH

Check cash balance and vouchers

- Town Council Petty Cash
- Luxfords Petty Cash

Signed

Print Name

Dated

Members comments:-

Supplier Invoice Checked

Supplier Name	Invoice No. and Date	P. Order No	Confirmed Stamped, signed, correct nominal code	Confirmed payment method. entered and signed by two Cllrs

Customer Invoices Checked

Customer Name	Invoice No.	Are charges correct?	Payment date on invoice	Bank Statement Page No.

Timesheets checked

Staff Name	Are hours correct?	Is payment correct?	Payslip date	Ref code on BACS Payment record

Bank Reconciliation Checked

Bank Account	Statement No.	RFO has signed both records	Amount Reconciled and if not reasons noted	Nominal Code

Quarterly bank reconciliation verification: Quarter _____

Bank Account	Statement No/Date	RFO has signed both records	Member signs both records	Notes
Clerks Account				
General Account				
Business Reserve				

Petty Cash Checked

Account Name	Is reconciliation correct? Month	Selected Voucher Name and findings	At time of visit, are petty cash floats aligned to SAGE balance
Town Council			
Luxfords			

UCKFIELD TOWN COUNCIL



Notice of conclusion of audit

**Annual Governance & Accountability Return for the year ended
31 March 2023**

Section 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

1. The audit of accounts for **Uckfield Town Council** for the year ended 31 March 2023 has been completed and the accounts have been published.
2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of **Uckfield Town Council** on application to:

Holly Goring
Town Clerk
Uckfield Town Council
Council Offices
Civic Centre
Uckfield
TN22 1AE

Between the hours of 9am to 4pm Mondays to Fridays
(excluding public holidays), when any local government elector
may make copies of the Annual Return.

3. Copies will be provided to any person on payment of £1.00 for each copy of the Annual Governance & Accountability Return.

Announcement made by: Holly Goring, Town Clerk

Date of announcement: 19 September 2023

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Uckfield Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		Yes means that this authority.
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

28/06/2023

and recorded as minute reference:

FC.35.06.23

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman



Clerk



www.uckfieldtc.gov.uk

Section 2 – Accounting Statements 2022/23 for

Uckfield Town Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	1,232,125	1,280,471	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	955,945	983,076	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	448,347	490,071	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	608,662	674,686	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	56,552	46,428	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	690,732	741,374	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	1,280,471	1,291,130	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	1,258,228	1,249,562	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	6,621,504	6,621,504	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	486,000	460,800	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		<input checked="" type="checkbox"/>		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			<input checked="" type="checkbox"/>	<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

S. Kessell

Date

27/06/2023

I confirm that these Accounting Statements were approved by this authority on this date:

28/06/2023

as recorded in minute reference:

FC.36.06.23

Signed by Chairman of the meeting where the Accounting Statements were approved

Allyson

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of **Uckfield Town Council – ES0100**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2022/23

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

Date

18/09/2023

Meeting of the Full Council

Monday 30 October 2023

Agenda item 11.0

QUARTERLY PROGRESS UPDATE ON UCKFIELD TOWN COUNCIL'S ANNUAL PRIORITIES FOR 2023/24 (Q2: JUL – SEPT)

1.0 Summary

- 1.1 This report provides a quarterly update on the Town Council's priorities for 2023/24 and the progress made by the end of each quarter. This report provides a summary of progress to the end of September (end of quarter two).
- 1.2 The priorities identified for delivery in 2023/24 consist of initiatives which are often additional to the day to day responsibilities of the Town Council, but demonstrate by working together with colleagues and partner agencies, we can achieve a great deal for the town and its residents.
- 1.3 Organisations often spend time producing plans or lists of priorities, but do not review progress until the end of the year. With this paper, the Town Clerk provides an update to members to explain the progress being made to deliver these priorities.

2.0 End of Quarter two 2023/24: Progress Update





- 2.1 Of the 12 priorities, five are complete, four are making good progress and on schedule, and three have seen some progress but been delayed due to focus being placed on other priorities during the first six months of the year. This report highlights the hard work of staff and councillors.

3.0 Recommendations

- 3.1 Members are asked to review this progress report, and note the work undertaken to date.




Appendices: Appendix A: Q2 2023/24 Progress Report
Contact Officer: Holly Goring




Key:




 = Progress behind schedule	 = Some progress has been made
 = On schedule for completion	 = Completed

APPENDIX A: End of Q2 - 2023/24 Progress Update

Priority	Status	Notes	Lead Committee	Lead Officer
COMMUNITY GRANTS We will award up to £54,566 of community grant funding to local groups and charitable organisations for the period 2023/24 (£27,566 to community groups, and £27,000 through service level agreements)	✓	All payments have now been made (first instalments in May and second instalments in October 2023).	General Purposes Committee	Assistant Town Clerk & RFO
PUBLIC EVENTS AND ANNIVERSARIES IN THE TOWN We will work alongside the local business community and local community groups to deliver two free public events within the town; King's Coronation and Weald on the Field	✓	With heavy downpours forecast for the King's Coronation, we moved the event inside at short notice to the Weald Hall of the Civic Centre. It was a great atmosphere and the event saw in the region of 30 guests from Arques-la-Bataille join a packed hall of local residents for a picnic and street food, entertained by live music and dance performances. It was such a lovely event. The Weald on the Field event was a great success on Saturday 12 August 2023, and was very well attended from early on. The range of street food and drink stands, and live music performances were very well received.	Full Council	Town Clerk
TECHNOLOGICAL IMPROVEMENTS We will look to upgrade our server and office IT to ensure our software and infrastructure remains secure. We will upgrade our Wi-Fi within the Civic Centre and seek to undertake further improvements to meet hirer needs.	✓	The server upgrade was undertaken on 30 June 2023. The computers that required upgrading were upgraded towards the end of August 2023. The Wi-Fi infrastructure was upgraded in August 2023.	General Purposes Committee	Estates & Facilities Manager

Priority	Status	Notes	Lead Committee	Lead Officer
ELECTIONS We will support elected councillors with their role in the community and provide them with opportunities to engage with residents and learn about the Town Council's day to day work, and projects.		New Councillors have been attending 'New Councillor training' with East Sussex Association of Local Councils. A strategic planning workshop is booked in for 3 October 2023, to enable councillors to better understand the council's budget areas and expenditure. Further work will be undertaken with councillors over the next six months to develop their joint understanding of the town council's business planning, and through this, the day to day work of the council.	Full Council	Town Clerk
POLICY REVIEW We will be undertaking a full review of the Town Council's policies in respect of personnel (staffing matters), GDPR and respect in the workplace.		The Internal Audit end of year review provided some recommendations of how to improve our policy framework, which will be followed up on. We have also booked a light-touch organisational review with an external organisation for November 2023, which will seek to highlight areas to focus on and support us with the review of these policies.	General Purposes	Town Clerk/ Assistant Town Clerk
UPGRADING GROUNDS EQUIPMENT AND FACILITIES We will upgrade equipment to ensure the Grounds team have safe functioning apparatus to undertake open space grass cutting and maintenance for sports and leisure. Work will also be carried out to clean and refurbish the rainwater harvester.		Contractors have visited site to carry out a thorough deep clean and full service to the rainwater harvester. They have recently returned to undertake their annual check. The new Major Contoura rotary mower attachment has been used for this grass cutting season and new purchases and sales have been undertaken of grounds equipment to provide a better suite of equipment for their needs. With the funds received from the sale of the Ransomes Mower, a new small mulching mower has been purchased and a small rotary mower.	Environment and Leisure Committee	Estates & Facilities Manager

Priority	Status	Notes	Lead Committee	Lead Officer
<p>WOODLAND MANAGEMENT PLAN We continue our work to deliver our 10-year woodland management plan to ensure ongoing maintenance and tackle diseased trees affected by ash dieback.</p>		<p>Works have been undertaken in Boothland Wood and works commence in Nightingale Woods, between 6th and 8th November 2023. Letters have been delivered to adjacent properties and messages will be communicated via a press release and social media on 30 October 2023.</p>	<p>Environment & Leisure Committee</p>	<p>Estates & Facilities Manager</p>
<p>GRASS VERGE CUTTING We will continue to contribute to the costs of East Sussex County Council's grass verge cutting contract to retain a good standard of service and ensure visibility is maintained on pavements and highways.</p>		<p>Payment has been made to East Sussex County Council for 2023/24 to maintain existing service standards and frequency of cuts to the town's grass verges. <i>(Urban verges used to receive 5-6 cuts per annum but East Sussex County Council can now only afford to fund two. Rural verges receive two cuts per annum).</i></p>	<p>Environment and Leisure Committee</p>	<p>Town Clerk</p>
<p>TOWN COUNCIL'S BUILDINGS We will focus our attention on the Civic Centre, Foresters Hall, Victoria Pavilion and West Park Pavilion and ensure we are compliant with the latest safety regulations. We will upgrade flooring, redecorate the Weald Hall and explore initiatives for upgrading older heating and plumbing systems.</p>		<p>Great work and progress has been made to improve our facilities and ensure they not only look up to standard for our hirers but also meet compliance regulations.</p> <p>The Ashdown Room has been redecorated and a new floor laid.</p> <p>Despite very tight timescales between Monday 23 October and Friday 27 October, the Weald Hall has been redecorated. The kitchen floor of Luxfords Restaurant has been replaced, a new cooker has been installed and the walls redecorated.</p> <p>A unused doorway has been blocked up to reduce water ingress in Foresters Hall. PAT testing has been carried out in all buildings. Fire door improvements have been undertaken in the Civic Centre. Emergency lighting has been upgraded in all buildings.</p> <p>Further works are being programmed in, in accordance with our Building Maintenance Programme and quotes are being obtained for heating and plumbing systems in both the Foresters Hall and Victoria Pavilion.</p>	<p>General Purposes Committee</p>	<p>Estates & Facilities Manager</p>

Priority	Status	Notes	Lead Committee	Lead Officer
<p>INFRASTRUCTURE PLANNING We will work with local partner agencies, residents and local businesses to understand the infrastructure requirements for Uckfield, in regards to sport, leisure and recreation and community facilities and the future impact on the Town Council's provision of allotment and cemetery space.</p>		<p>Much of the focus has been placed on responding to major planning applications, and preparing presentations to appeals scheduled in by the Planning Inspector, in these first few months of 2023/24.</p> <p>Work will be picked up on this as we move into the New Year.</p>	Full Council	Town Clerk
<p>NEIGHBOURHOOD PLAN We will support the Neighbourhood Plan Steering Group to prepare a draft Uckfield Neighbourhood Plan ready for submission to the local Planning authority.</p>		As above.	Full Council	Town Clerk
<p>CLIMATE CHANGE We will host an educational activity with primary schools, consider alternative fuel supplies in our wider building portfolio, consider adding insulation within our buildings, review the equipment we purchase, and manage our land for nature, with a continued focus on conservation and tree planting.</p>		This work has had to be placed on hold due to other priorities but continues to be considered in our decision-making.	Environment and Leisure Committee	Town Clerk

Meeting of the Full Council

Monday 30 October 2023

Agenda Item No. 12.0

TO CONSIDER A MOTION FROM COUNCILLOR PETER ULLMANN

1.0 Summary

1.1 This report sets out a motion submitted by Councillor Ullmann in accordance with the Town Council's Standing Orders. Councillor Ullmann gave written notice of the following motion which was received on 3 October 2023 and before the required deadline:-

1.2 Local banking services

A motion has been submitted resolving that Uckfield Town Council write to the CEO of Lloyds Bank plc with the following letter:

"Dear Sir,

We are writing to you to express our disappointment and concern in relation to your recent announcement of the closure of both the Lloyds Bank and Halifax Building Society branches in our town. We note that there was no advance warning to the Town Council, nor are we aware of any attempt to consult with local stakeholders. These closures come in the wake of similar decisions by HSBC and NatWest, leaving Santander as the only physical banking presence on our High Street.

Your decision raises the following, serious, issues for our town and community:

A) The significant cohort of older and digitally inexperienced people living in Uckfield will in effect be disenfranchised from the banking system. Your announcement made no mention of how long your community banker will remain in place, nor does it propose a definite location;

B) the offices of both branches will now presumably be vacant, thus threatening to deplete the attractiveness and vibrancy of our town centre;

C) the decision appears to have been taken on the basis of a statistic that is completely meaningless: those clients that do visit both branches clearly need to be serviced in a face to face manner.

Your announcement also made no mention of the possibility of a creation of a banking hub in concert with your competitors, which would go some way to mitigating some of the concerns raised above. We understand that this approach has been used elsewhere.

We would point out that the population of the Town is growing quickly, with new housing developments leading to an influx of people from outside the area. In that light, your decision would seem to be ill-advised from a commercial point of view.

We would urge you to respond to these concerns.

Yours"

2.0 Banking Hubs

2.1 It has been advised that some areas are making enquiries into the set-up of banking hubs. Hailsham TC already run a post office in the centre of Hailsham, so can provide basic banking services already.

2.2 The Estates & Facilities Manager undertook some research and found that banking hubs were run by the Post Office and LINK. On the LINK website they advise the following:

"How do you decide which communities need a banking hub or cash services?"

Whenever a participating bank or building society makes a change to its network (such as a branch closure or reduced opening hours) it notifies LINK in advance. LINK will then assess the location's needs, looking at what other services are available locally, the size of the location (people and number of shops) and determine whether the community needs a new hub.

In addition, a community can also request a review itself. LINK will then independently assess the needs of that community using the same criteria. Any community can request a review, but if a bank has announced a branch closure within 12 months in the community, LINK will have already assessed the community and a further assessment will not be completed unless the community circumstances have significantly changed.

To make a request, please complete the form on LINK's website"

<https://www.link.co.uk/consumers/request-access-to-cash/>

3.0 Recommendations

3.1 Members are asked to consider the motion and advise the Clerk accordingly.

Contact Officer: Holly Goring

Meeting of the Full Council

Monday 30 October 2023

Agenda Item No. 13.0

TO RECEIVE A RESPONSE FROM EAST SUSSEX COUNTY COUNCIL TO A PREVIOUS MOTION SUBMITTED REQUESTING THE INSTALLATION OF A PEDESTRIAN CROSSING

1.0 Background

- 1.1 A motion was put forward to the Town Council at the June meeting of full Council, whereby it was asked if East Sussex County Council's Road Safety Team could be approached to consider the installation of a formal crossing point in the vicinity of Upper High Street/London Road, Uckfield (between North Row and the bottom of Tower Ride).
- 1.2 A letter was sent to East Sussex County Council incorporating the words approved by members, and a response has now been received which can be viewed in appendix A of this report.
- 1.3 Sadly the Road Safety Team have advised that this location does not currently meet the necessary criteria.

2.0 Recommendation

- 2.1 Members are asked to read the response and advise of any further action, that they may wish the Clerk to undertake.

Appendices: Appendix A: Letter received from ESCC

Contact Officer: Holly Goring

Communities, Economy & Transport

Rupert Clubb
BEng (Hons) CEng FICE
Director

County Hall
St Anne's Crescent
Lewes
East Sussex
BN7 1UE

Tel: 0345 60 80 190
www.eastsussex.gov.uk



Ms Holly Goring
Uckfield Town Council
By email

13 October 2023

Dear Ms Goring

Your recent enquiry 15672661

Thank you for your email of 20 September 2023 addressed to Councillor Claire Dowling. Councillor Dowling has requested I respond on her behalf, as Assistant Director Communities with responsibility for road safety. I am sorry to hear of the incident in June involving a student from Uckfield College.

We are committed to taking forward as many viable road safety schemes as possible. However, we have finite resources available for road safety and we need to ensure that we target our resources to those schemes which will be of greatest benefit to our local communities.

To help us prioritise the numerous requests for improvements, we have developed a process to determine which schemes should be funded. This includes assessment of crash and casualty data, location as well as other benefits to the local community including reduction of traffic congestion and improvement of air quality. The Police Crash Record for the most recent three-year period has been checked and I can advise that there have been 6 slight personal injury crashes at this location.

Your request for a pedestrian crossing has been assessed under the initial stage of the scheme prioritisation process. I am sorry to say that the proposal did not achieve the benchmark score to enable it to be taken forward at the present time.

Each year we identify sites that have the most crashes that result in injury and put in place a programme of works to reduce the number of casualties on these roads.

We use our crash data analysis system to identify where crashes are happening. Our system holds all personal injury crashes recorded by Sussex Police. In East Sussex, a crash site is where there have been four or more crashes in a three-year period. We identify sites in urban areas, within a 25 metre radius. For rural areas we

use a 50 metre radius. This is because crashes in rural locations are often spread out over a longer section of road.

We give priority to improving the sites which have the most crashes. We also give priority to sites that have the most fatal or serious casualties.

In 2023 we looked at crashes between January 2020 and December 2022. We identified 49 sites across East Sussex. Every year, we publish a list of the sites, together with their rank and the crash and casualty record. The number of sites this year is less than in previous years. This is because the assessment period includes years affected by the COVID 19 pandemic when fewer motor vehicles were on the roads.

[Crash sites in East Sussex | East Sussex County Council](#)

We do acknowledge that many residents wish to see preventative rather than reactive measures put in place, however, we have to prioritise sites where people have been killed or seriously injured. These decisions are based upon national guidelines provided by the Department for Transport.

While I expect you will be disappointed with my response, I would like to thank you for contacting us about these concerns and trust the information provided above will be of use to you.

Thank you once again for contacting us.

Yours sincerely



Nick Skelton

Assistant Director Communities
Communities, Economy & Transport
01273 482994
Nick.skelton@eastsussex.gov.uk

Meeting of the Full Council

Monday 30 October 2023

Agenda Item No. 14.0

TO PROVIDE INPUT INTO THE DISTRICT WIDE REVIEW OF POLLING DISTRICTS AND POLLING PLACES

1.0 Background

- 1.1 In line with The Representation of the People Act 1983 and the Review of Polling Districts and Polling Places (Parliamentary Elections) Regulations 2006, Wealden District Council is currently undertaking a review of the polling districts, polling places and polling stations.
- 1.2 They are interested in reviewing access and suitability of polling stations for all electors, and they are particularly keen to ensure they can meet specific access needs and different types of disability.
- 1.3 The full details of the review can be read online at:
<https://www.wealden.gov.uk/voting-and-elections/boundary-and-electoral-reviews/review-of-polling-districts-and-polling-places/review-of-polling-places-polling-districts-2023/>
- 1.4 Electors and councillors can provide feedback on an individual basis, with the consultation period running until 30 November 2023. Comments can be made via the online consultation and engagement tool: <https://letstalk.wealden.gov.uk/> or via email to PDR@wealden.gov.uk
- 1.5 A checklist of points the Elections team consider when looking at whether a venue is suitable to use as a polling place/polling station can be found in appendix A of this report.

2.0 Recommendation

- 2.1 Members are asked to consider if they have any feedback on the polling districts and places in the Uckfield area and if the Town Council as a whole wishes to submit a response to the consultation.

Appendices: Appendix A: Polling District/Place Review Checklist

Contact Officer: Holly Goring

Wealden - Polling District/Place Review 2023 Checklist

Polling district/polling place location:		
Polling place assessment	(√)	Comments
Location		
• Public transport links nearby?		
• Safe approach to building from public footpath – eg dropped kerb?		
• Any known issues or complaints?		
Parking facilities		
• Adequate spaces for public parking?		
• Reserved/signed for disabled voters?		
• Conveniently located for voters?		
Pathways & external areas		
• Level ground?		
• Non-slip path surfaces?		
• Well-maintained (no obstructions)?		
• Well-lit?		
Entrance		
• Level or securely ramped with handrail?		
• Clear signage for disabled access?		
• Adequate door width or alternative entrance for powered wheelchairs?		
Inside the building		
• Level throughout?		
• All doors, except fires doors, propped open?		
• Non-slip floor?		
• Adequate corridor access?		
• Adequate lighting?		
• Obstructions or hazards?		
• Mobile phone signal/telephone facilities?		
• Accessible toilet facilities?		
• Suitable for motorised wheelchairs?		
• Hearing Loop?		

Any Other Comments		
Please provide any further information you think might be relevant:		

Name:

Date:

Meeting of the Full Council

Monday 30 October 2023

Agenda item 15.0

TO REVIEW THE 2024/25 PROPOSAL FROM EAST SUSSEX COUNTY COUNCIL ON THEIR GRASS VERGE CUTTING CONTRACT

1.0 Summary

- 1.1 The Town Council first received contact from East Sussex County Council in February 2018, to advise that reductions would start to be made to the highway grass verge cutting contract. There are two types of grass verges – urban and rural. The majority of Uckfield is classified as urban, except for the outlying lanes and roads such as Snatts Road, the southern end of Lewes Road, part of New Road and Eastbourne Road etc.
- 1.2 East Sussex County Council considered their draft budget for 2018/19 in February 2018. At that meeting, the County Council explained they would have to reduce the number of cuts paid for by ESCC per annum. At the time, they recognised this was disappointing news but they needed to provide a number of services within very challenging financial constraints whilst at the same time managing demand for important services including schools and social care.
- 1.3 They proposed to reduce the number of urban verge grass cuts from the current six per season, to two per season from 1 April 2018. This meant that their existing policy would need to change. In reducing the urban grass cutting service from six to two cuts per season they would be managing urban grass for safety reasons only. We were advised at the time that rural grass verge cutting would remain as two 1metre swathes plus visibility splay cuts per season.
- 1.4 In 2018, members resolved to pay the £6,009 to maintain service levels for 2019/20. For 2020/21 and 2021/22 the cost remained the same at £4,271. In 2022/23 we paid £4,356 and in 2023/24 we paid £4,442.

2.0 2024/25 Proposals for Urban Grass Verge Cuts

- 2.1 East Sussex County Council have been in contact to set out the options for the next financial year 2024/25:

I am writing in relation to the urban grass cutting service for 2024. East Sussex County Council (ESCC) is continuing to offer the same options as last year and would be grateful if you could let us know which option your Council would like to choose for the 2024 season.

Important Cost Changes

As with many services, there has been a significant increase in costs of providing highway services over the past few years. In addition, many services, including grass cutting, were provided at a fixed price under the previous contract with no inflationary increases applied for the 7 years of the contract (the new contract includes provision for inflation to be provided each year). However, the rates and prices of the new contract reflect these increased costs and therefore new rates for grass cutting services need to be applied to reflect the increased cost of the service to the County

Council. However, rather than implementing this increase in one go we will be gradually increasing the cost over the next 5 years to enable you to plan your budgets accordingly.

If you would like further details on future costs please get in contact.

Options

Option 1 - Standard: Two cuts over the course of a year to be carried out by ESCC at no cost to the Town Council. Urban grass will be managed for safety purposes only.

Option 2 – Extra cuts: Town Councils may fund an additional four cuts to be carried out by ESCC, totalling six cuts (two standard and four extra) over the course of the year. This would cost the Town Council a total of £5,686 for the year.

Option 3 – Self delivery: Town Councils take on responsibility to deliver all urban grass cutting in their area. This must include a minimum of two cuts over the course of the year. ESCC will not carry out any urban grass cutting in the area. ESCC would pay the Town Council the sum of £2,843 to do this.

It should be noted that any contractor employed must be suitably competent and qualified to work safely on the highway. We also request an agreement to be signed between ESCC and the Town Council if you opt to self-deliver. Further details are available in the attached document.

*I would be grateful if you could indicate which option your Council would like to choose by **10th December**. Please be aware that if we have not heard back by this date, we will default to Option 1 – two standard cuts.*

Grass Cutting Maps

You can now access the [grass cutting maps online here](#).

3.0 Recommendation

3.1 Members are asked to advise the Town Clerk of their decision in regards to the ESCC urban grass verge cutting contract for 2024/25.

Appendices: Appendix A: Guidance for self-delivery

Contact Officer: Holly Goring

Agreement and Evidence Documents

We request all who decide to self-deliver the Urban Grass Cut to sign an agreement.

The agreement outlines both East Sussex County Councils responsibilities and your own.

You will be asked to sign two copies and send the physical copies back to us. We then Seal both and send one copy back to you for your records.

The Agreement must be signed and sent back to us before the contractor commences work on the highway.

Notes on employing a contractor

As noted below, we also request certain documentation to be provided from your contractor. We request this every year as certain documents should be updated each year, such as Risk Assessments and Methods Statements.

When employing a contractor to carry out verge cutting on the highway you must satisfy yourselves of their competence.

Any individual carrying out works on the highway (including grass verges) must comply with all relevant legislation including, but not limited to, the [Highways Act, 1980](#) and the [New Roads and Streetworks Act \(NRSWA\), 1991](#).

They must also be trained and competent as required by the [Safety at Streetworks and Roadworks Code of Practice, 2013](#). This includes training in traffic management as well as the use of machinery.

Further information on [Street Works qualifications](#).

In addition they must be able to provide copies of:

- Staff training and qualifications in traffic management including signing and guarding
- Staff training and qualifications in the safe use of machinery
- A formal contract with your Council
- Insurance certificates including a minimum of £10 million public liability insurance
- A health and safety policy
- Risk assessments for carrying out verge cutting on the highway
- Method Statements for carrying out verge cutting on the highway

Copies of evidence **must** be sent to contracts.managementgroup@eastsussex.gov.uk **before** the contractor commences work on the highway.

Meeting of the Full Council

Monday 30 October 2023

Agenda item 16.0

TO CONSIDER A PROPOSED STREET NAME FOR A NEW HOUSING DEVELOPMENT OFF LEWES ROAD, UCKFIELD

1.0 Summary

- 1.1 Planning permission was granted for the development of nine homes at the site known as Siggs Yard, off Lewes Road, Uckfield. This report advises members of the proposed street name for this new development and asks members to consider whether they wish to accept this proposal, or put forward alternative suggestions.

2.0 Siggs & Sons Yard

- 2.1 The site known as Siggs & Sons Yard, 20 Lewes Road, Ridgewood was granted planning permission on 28 July 2022 for the demolition of Existing Workshop and Barns, Construction of 9 No. Residential Units Comprising of 1 No. 5 Bed House, 6 No. 3 Bedroom Houses and 2 No. 4 Bedroom House. The planning application numbers relating to this site include WD/2021/2398/F and WD/2023/1169/CD <https://planning.wealden.gov.uk/searchresults.aspx?SearchType=15&Address=siggs>
- 2.2 A copy of the plan for this site is available in appendix A.

3.0 Proposed street name

- 3.1 The NLPG Officer at Wealden DC has received a plan of the above development which will require one new street name, for which the Developer has proposed:

Wilderness – (Wealden DC will supply an appropriate suffix)

In line with their Street Naming and Numbering Policy Wealden DC are contacting Uckfield TC as a courtesy and would be pleased to receive our comments within 21 days of receiving their email. This means the deadline for responding falls on 31 October 2023.

4.0 Recommendation

- 4.1 Members are asked to:
- (i) consider the proposed street name put forward for the site, and;
 - (ii) if not satisfied, provide alternative suggestions for consideration.

Appendices: Appendix A: Postal plan

Contact Officer: Holly Goring



- KEY**
- A **UNIT TYPE - A**
 - A. 4 Bed (2 storey) 114m² + carport
 - B **UNIT TYPE - B**
 - B. 3 Bed (2 storey) 90 m²
 - C **UNIT TYPE - C**
 - C. 3 Bed (2 storey) 95 m²
 - D **UNIT TYPE - D**
 - D. 5 Bed (2 storey) 148m² + garage

P- TOTAL of 22 Car park Spaces (includes 4 unallocated visitor spaces)
 Note: carports including in the total

CS - Cycle storage suitable for 2no. bikes.
 Note : plots 9, 6 & 5 have garage space for bike storage

B - Bin storage suitable for 2no. wheelie bins

EV Electric vehicle charging point

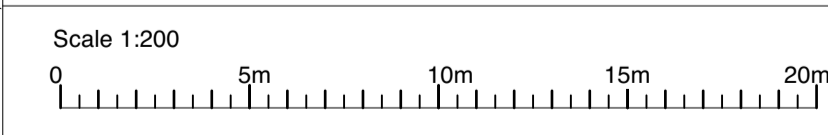
— Site boundary

- - - - Vehicle tracking based on the dimensions below :

DO NOT SCALE

Phoenix 2 Duo - Elite 6x4 chassis - 12m	
Overall Length	12.000m
Overall Width	2.500m
Overall Height	3.750m
Min Body Height	0.304m
Track Width	2.500m
Lock to lock time	4.00s
Kerb to Kerb Turning Radius	9.500m

N
 North direction



HAPA ARCHITECTS

Job Name SIGGS AND SONS, 20 Lewes rd, Ridgeway, Uckfield, TN22 5SN	
Scale PLANNING	Drawing Title PROPOSED SITE PLAN
Date AUGUST '21	Job Ref 208
Scale 1:200 @ A1	Drawing Number AL-200F

Meeting of the Full Council

Monday 30 October 2023

Agenda item 17.0

TO CONSIDER THE DISPLAY OF A LARGE WOODEN PLAQUE IN THE CIVIC CENTRE HONOURING THE MEMORY OF THOSE WHO LOST THEIR LIVES IN WW1, WW2 AND ALL OTHER ACTIONS

1.0 Background

- 1.1 The Uckfield branch of the Royal British Legion have been in touch with the Town Clerk to ask if there is a suitable place for this important wooden plaque to be placed somewhere within the Civic Centre. The plaque honours the memory of those who lost their lives.
- 1.2 We felt it was prudent to liaise with Town Councillors to consider whether the Civic Centre had somewhere fitting for such a tribute.
- 1.3 The Uckfield branch of the Royal British Legion consider it to be one of their most treasured and significant memorials that they have the honour of owning and for the town to have the opportunity of displaying.

2.0 Size of the plaque

- 2.1 We have been advised that the plaque is solid oak, and will require a strong wall and robust fixings. If a wall is not suitable in the Civic Centre, the alternative would be to place the plaque on a base or easel.
- 2.2 The dimensions of the plaque are as follows:
 - Height: 840mm
 - Width: 1050mm
 - Depth: 35mm



3.0 Potential locations

3.1 The foyer downstairs and much of the foyer upstairs are already presenting plaques or notices of importance relating to the town or Civic Centre.

3.2 Walls with adequate space to hold such a plaque would include:



Wall within Council Chamber



Wall within Council Chamber near to the Mayoral boards



Ground floor corridor, Civic Centre



Ground floor corridor, Civic Centre

3.3 None of these are completely suitable locations for a plaque of such importance.

4.0 Recommendation

4.1 Members are asked to consider the request and advise the Clerk accordingly.

Contact Officer: Holly Goring

Meeting of the Full Council

Monday 30 October 2023

Agenda Item 18.0

TO NOTE THE MAYOR'S ENGAGEMENTS

1.0 Summary

- 1.1 The report sets out the engagements of the Town Mayor and Deputy Mayor between 18 September and 30 October 2023.
- 1.2 Please note that the Mayor, Councillor J. Love and Deputy Mayor, Councillor D. French were re-elected on 15 May 2023 for their third consecutive year.

TO NOTE THE MAYOR'S ENGAGEMENTS

- 18.10.23 RVH Community Lunch Club 2nd Birthday Celebration
- 20.10.23 Lydfords Care Home, East Hoathly 2nd Birthday
- 22.10.23 38th Uckfield Model Railway Exhibition

TO NOTE THE DEPUTY MAYOR'S ENGAGEMENTS

- 8.10.23 Attendance at pre-viewing of Art Exhibition. Victoria Pavilion, Uckfield.
- 18.10.23 Ridgewood Village Hall Committee Luncheon Club 2nd Birthday Celebration
- 22.10.23 38th Uckfield Model Railway Exhibition