



RUDGWICK PARISH COUNCIL
Parish Office
Rudgwick Hall
Bucks Green
Rudgwick
West Sussex
RH12 3JJ

Tel: 01403 822678
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Date: 5th July 2023

To: All Members of Rudgwick Parish Council

You are duly summoned to the Annual Meeting of the Parish Council that will take place on Monday 10th July 2023 at the Rudgwick Hall, Bucks Green at 7p.m.

Anna Clayton

Mrs Anna Clayton
Clerk to Rudgwick Parish Council

Members of the public have a right and are welcome to attend the meeting as observers.

AGENDA

To be read in conjunction with Clerk's Report for further background information.
(can be found on <http://www.rudgwick-pc.org.uk/>)

FC068-23/24 **Apologies for Absence**
To receive and approve.

FC069-23/24 **Declarations of Interest**
To receive any declarations of interest by councillors on any matters to be considered at the meeting and notifications of changes to members' Register of Interests. Any clarification on whether a Member has an interest should be sought before attending the meeting.

FC070-23/24 **Minutes of Council Meeting of 12th June 2023**
(Minutes on Rudgwick Parish Website)
To receive for approval the Minutes as an accurate record of the Council Meeting held on 12th June 2023 and for the chairman to sign these.

FC071-23/24 District and County Councillors Reports (for noting only)

To receive and note reports.

FC072-23/24 Public Speaking Session (for noting only)

The meeting will be adjourned for up to 10 minutes to allow members of the public to make a statement or give a view on any item on the agenda. Each speaker is limited to two minutes.

FC073-23/24 Planning

To report on:

- i) Current Planning Applications to be considered for comment to Horsham District Council (HDC).

Applications for consideration at Rudgwick Parish Council Meeting 10 th July 2023				
Application No	Applicant	Reason for Application	Recommendation	Official Response Date
DC/23/1160 20.06.2023	Morgans Green Cottage, The Haven	Proposed replacement of 1960 lean-to with an extension to existing listed cottage (Householder Application)		14.07.2023
DC/23/1161 23.06.2023	Morgans Green Cottage, The Haven	Proposed replacement of 1960 lean-to with an extension to existing listed cottage (Listed Building Consent)		14.07.2023
DC/23/1214 20.06.2023	Wagonford, Haven Road, Rudgwick	Non material amendment to previously approved application DC/21/1526 (Erection of a two storey front extension and single storey rear and side extensions. Removal of existing stable building and erection of a single storey annexe building with covered link to dwelling. Extension and remodelling works to existing detached garage.) Alterations to window and doors to the east elevation.		Not available

The above applications can be viewed through the Horsham District Council public access web page <https://public-access.horsham.gov.uk/public-access/>

- ii) Planning Applications comments made under delegated powers (for noting only);

iii)	Schedule of Planning Decisions made by Horsham District Council on previous applications (for noting only);
iv)	To report/consider for comment on any appeal notices and decisions;
v)	To report on alleged enforcements (for noting only).
vi)	To report on planning applications being considered at Planning Committee North.
FC074-23/24	Correspondence Update (for noting only)
FC075-23/24	Chairman's Report (for noting only) • Little Street Lease • Sussex Topiary
FC076-23/24	Clerk's announcements/decisions (for noting only) To receive Clerk's Weekly Updates (from 12 th June – 9 th July 2023) • Enforcement with new cabinet member – Clerk wrote to Jane Eaton for clarification (planning/Place) and progress on enforcement, noting Raven's Wood, is still ongoing, nearly 4 years on. – Awaiting response • Update on the Downslink crossing – Response from WSCC Mitchell, from Ian Myhill: An initial desktop site assessment has been carried out, a site audit will likely be done once a decision has been made on any potential change to the road section or layout. An RSA is used as a tool to audit a change in road user behaviour so would be completed once changes had been proposed. As we don't know what they are, this would have to be done once a decision has been made. The site assessment carried out has included some improvements that could be made to site along the lines of traffic signs, surface condition, road markings and also the speed limit of the road. These improvements are being factored into the overall decision on the site. (correspondence circulated to Cllrs) • Bus Stops in Rudgwick – WSCC Mitchell advised that Steve Doole's position remains the same: Colleagues in WSCC who arrange School Transport confirm that the school bus that calls near the junction of Orchard Hill on Church St only stops on the northbound side on school days twice. (The operator of the school bus writes 'We stop Northbound only approx 3 meters past the bench in the screenshot'.) As the pupils from the bus do not cross any roads, the location of the school bus stopping point is not relevant for some pedestrian aspects of the safety assessment, but may be relevant for traffic movements at the junctions. (Correspondence circulated to Cllrs) • Rudgwick Parish Council website http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/
FC077-23/24	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable. • 16.6.23 Gatwick Meeting with J Quinn MP – Meeting requested due to RPC & neighbouring Parishes having concerns about Gatwick's expansion plans and FASI-S. MP for Horsham noted interest on the issue and wanted to meet with a collection of Parish Councils to hear

	their concerns. Cllr Alker attended.
FC078-23/24	Finance • Payments made/received June; • Detailed Receipts & Payments by budget heading June; • Bank Reconciliations for June: Lloyds: Business, Savings, KGV, Deed and NS&I Accounts; • Monthly Bank Reconciliation; • Payments to be made
FC079-23/24	Actions from Finance, Policies and Human Resources Committee meeting 5th July 2023. To approve to resolve the recommended actions.
FC080-23/24	Annual Fire Requirements To receive and resolve.
FC081-23/24	Graveyard extension at Holy Trinity church To receive and resolve.
FC082-23/24	Rudgwick Cricket Club New Net Location To receive and resolve.
FC083-23/24	CCTV/Flood lighting to RH/ Oil Tank Security To receive and resolve.
FC084-23/24	Defibrillator Finder To receive and resolve.
FC085-23/24	Downslink To receive and resolve.
FC086-23/24	Assistant Clerk Mobile Phone To receive and resolve.
FC087-23/24	Traffic Calming Working Group Update and Recommendations for approval To receive and resolve.
FC088-23/24	Emergency Planning, Resilience and Community Safety Group update and Recommendations for approval To receive and resolve.
FC089-23/24	Date of next Meeting: 11th September 2023, at 7.00 pm

Filming of Parish Council Meetings and use of social media

During this meeting the public are allowed to film the Council or to use social media, providing it does not disrupt the meeting. You are encouraged to let the Clerk know in advance if you wish to film. Mobile devices/ Amazon Alexa devices should be switched to silent/ off for the duration of the meeting. The Parish Council will be recording the meeting, members of the public should be aware that being present at a meeting of the Council or one of its Committees or Sub-Committees will be deemed as a person having given consent to being recorded (photographed, film or audio recording), at the meeting by any person present.

RUDGWICK PARISH COUNCIL

Annual Council Meeting on Wednesday 10th July 2023 at 7.00 pm

Clerk's Report

To be read in conjunction with the Agenda

FC068-23/24	Apologies for Absence Recommendation: To resolve to receive and approve apologies.
FC069-23/24	Declarations of Interest Recommendation: To receive any Declarations of Interest from Members of the Council and resolve for these to be <i>noted</i>. Members are advised to consider the agenda for the meeting and determine in advance if they have a Personal, Prejudicial or a Disclosable Pecuniary Interest in any of the agenda items. (Please refer to flow chart provided prior to the meeting). If a Member has a declarable interest, they are reminded that this must be declared at the start of the meeting. Details of the interest will be minuted. Where a Member has a Prejudicial Interest (which is not a Disclosable Pecuniary Interest), they are reminded that they must withdraw from the meeting room after making representations/ asking questions. If the interest is a Disclosable Pecuniary Interest, Members are reminded that they must not take part in the discussions of the item at all, participate in any voting and unless the Chairman has given a dispensation, withdraw from the meeting room. Any clarification on whether <i>a Member has an interest should be sought before attending the meeting.</i>
FC070-23/24	Minutes of Council Meeting of 12th June 2023 Recommendation: To receive for approval the minutes as an accurate record of the Council Meeting held on 12th June 2023 and for the Chairman to sign these.
FC071-23/24	District and County Councillors Reports (for noting only) Recommendation: To receive and note reports.
FC072-23/24	Public Speaking Session (for noting only) The meeting will be adjourned for up to 10 minutes to allow members of the public to make a statement or give a view on any item on the agenda. Each speaker is limited to two minutes.
FC073-23/24	Planning To report on:
i)	Current Planning Applications to be considered for comment to Horsham District Council (HDC).
ii)	To report on Planning Applications comments made under delegated powers (for noting only);
iii)	To report on Schedule of Planning Decisions made by Horsham District Council on previous applications (for noting only);
iv)	To note there are no new applications being considered/determined by the Planning Inspectorate (for noting only).
v)	To report on the schedule of new Planning Compliance issues being considered by HDC

	(for noting only).
vi)	To note no planning applications are being considered at Planning Committee North (for noting only).
FC074-23/24	Correspondence Update (for noting only) Recommendation: To resolve to note correspondence update. •
FC075-23/24	Chairman's Report (for noting only) • Little Street Lease • Sussex Topiary
FC076-23/24	Clerk's announcements/decisions (for noting only) To receive Clerk's Weekly Updates (from 12 th June – 9 th July 2023) • Enforcement with new cabinet member – Clerk wrote to Jane Eaton for clarification (planning/Place) and progress on enforcement, noting Raven's Wood, is still ongoing, nearly 4 years on. – Awaiting response • Update on the Downslink crossing – Response from WSCC Mitchell, from Ian Myhill: An initial desktop site assessment has been carried out, a site audit will likely be done once a decision has been made on any potential change to the road section or layout. An RSA is used as a tool to audit a change in road user behaviour so would be completed once changes had been proposed. As we don't know what they are, this would have to be done once a decision has been made. The site assessment carried out has included some improvements that could be made to site along the lines of traffic signs, surface condition, road markings and also the speed limit of the road. These improvements are being factored into the overall decision on the site. (correspondence circulated to Cllrs) • Bus Stops in Rudgwick – WSCC Mitchell advised that Steve Doole's position remains the same: Colleagues in WSCC who arrange School Transport confirm that the school bus that calls near the junction of Orchard Hill on Church St only stops on the northbound side on school days twice. (The operator of the school bus writes 'We stop Northbound only approx 3 meters past the bench in the screenshot'.) As the pupils from the bus do not cross any roads, the location of the school bus stopping point is not relevant for some pedestrian aspects of the safety assessment, but may be relevant for traffic movements at the junctions. (correspondence circulated to Cllrs) Rudgwick Parish Council website http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/
FC077-23/24	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable. 16.6.23 Gatwick Meeting with J Quinn MP – Meeting requested due to RPC & neighbouring Parishes having concerns about Gatwick's expansion plans and FASI-S. MP for Horsham noted interest on the issue and wanted to meet with a collection of Parish Councils to hear their concerns. Cllr Alker attended.
FC078-23/24	Finance Recommendation: To resolve to note payments/transfer made/received/ Detailed Receipts & Payments by budget heading/Bank Reconciliation Lloyds Accounts/Monthly Bank Reconciliation and to resolve to approve transfer/ payments to be made. • Payments made/received June, June (additional payments)

	- Detailed Receipts & Payments by budget heading June; - Bank Reconciliations for June: Lloyds: Business, Savings, Deed and NS&I Accounts; - Monthly Bank Reconciliation; June Payments to be made;
FC079-23/24	Actions from Finance, Policies and Human Resources Committee meeting 5th July 2023. Recommendation: to approve to resolve and discuss the recommended actions as recommended from the FPHR Meeting 5th July 2023.
FC080-23/24	Annual Fire Requirements Recommendation: To resolve to note the fire evacuation process and ensure all Councillors have signed the required documentation. (Documentation to be circulated at the meeting)
FC081-23/24	Graveyard extension at Holy Trinity church Recommendation: To receive, consider and approve expenditure up to £340 ex vat to instruct TGMS to redraw the plan following the installation of the fences and path. Email received from Holy Trinity Church: TGMS, who did the original plans for the graveyard have quoted to redraw the plan following the installation of the fences and path. Quote in 2 parts - one to update the drawing for the purposes of burials, and an additional one for the memorial garden. We have a new architect who will assist us in designing new walls or some alternative. They have quoted £220 + for the first part and the request is for RPC to approve this, we need it to be able to start burials once the covenant is lifted. Are you also happy that we ask TGMS to invoice the Parish Council rather than the church. For your future reference the additional cost for including the memorial garden would be £120 +VAT, at today's prices.
FC082-23/24	Rudgwick Cricket Club New Net Location Recommendation: To resolve to discuss the proposal from Rudgwick Cricket Club to upgrade the nets and determine a location. See report This proposal will be discussed in more detail at the HROS Meeting 12.7.23 however approval in principle is required to enable the club to progress with funding/grant requests.
FC083-23/24	CCTV/Flood lighting to RH/ Oil Tank Security Recommendation: To receive, discuss and approve the quotations received for the installation of CCTV/Flood lighting to RH/ Oil Tank Security at Rudgwick Hall. See report
FC084-23/24	Defibrillator Finder Recommendation: To resolve to discuss if RPC defibrillators should be added to https://www.defibfinder.uk/ Currently RPC's 6 x defibrillators are linked to the ambulance service and maintained monthly.
FC085-23/24	Downslink Recommendation: To receive update from Cllr Ryan and discuss and approve actions to be undertaken.

FC086-23/24	Assistant Clerk Mobile Phone Recommendation: To resolve to approve expenditure on a Mobile Phone Contract for the Assistant Clerk of up to £27 per month Ex VAT. See report
FC087-23/24	Traffic Calming Working Group Update and Recommendations for approval Recommendation: To receive update and discuss and approve actions to be undertaken.
FC088-23/24	Emergency Planning, Resilience and Community Safety Group update and Recommendations for approval Recommendation: To receive update and discuss and approve actions to be undertaken. Resilience and Emergency Plan • A message is published in the Parish Magazine to explain the task that we will be undertaking. As part of this we could set out that over a period few months we will be providing guidance on the different 'emergency' issues. • Any documents providing guidance or information could be added to the website. • We could separately look for assistance by individuals or businesses should an emergency occur.
FC089-23/24	Date of next Meeting: 11th September 2023, at 7.00 pm Recommendation: To resolve to note the date of the next meeting as 11th September 2023, at 7.00 pm.