



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

Tel: 01403 822678
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Date: 12th April 2023

To: All Members of Rudgwick Parish Council

You are duly summoned to a meeting of the Parish Council that will take place on Tuesday 18th April 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/>)

FC292-22/23 **Apologies for Absence**
To receive and approve.

FC293-22/23 **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.

FC294-22/23 **Minutes of Council Meeting 13th March 2023**
(Minutes on Rudgwick Parish Website)
To receive for approval the Minutes as an accurate record of the Council Meeting held on 13th March 2023 and for the chairman to sign these.

FC295-22/23 **District and County Councillors Reports** (for noting only)
To receive and note reports.

FC296-22/23 **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.

FC297-22/23 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 18th April 2023				
Application No	Applicant	Reason for Application	Recommendation	Official Response Date
<u>DC/23/0581</u> 30.03.2023 (Tree Warden 31.03.2023)	The Old Stable House, Church Street, Rudgwick	Surgery to 1x Yew (Works to Trees in a Conservation Area)		20.04.2023
<u>DC/23/0386</u> 06.04.2023	Ruskins, Lynwick Street, Rudgwick	Erection of single storey front and rear extension		27.04.2023

	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.
FC298-22/23	Correspondence Update (for noting only)
FC299-22/23	Chairman's Report (for noting only) T&F
FC300-22/23	Clerk's announcements/decisions (for noting only) To receive Clerk's Weekly Updates (from 13th March 2023 – 17th April 2023) - KGV Road Maintenance – Wilbar Associates will be working on the road and the drainage issues on 2nd June. The road will not need to be shut during this time but will make Little Street aware. They will also remove the hippo bags in situ and waste from the previous course. Works left to complete after this will be the pothole outside the children's play park. - Church Street/Kilnfield Road – Update received from WSCC Mitchell from Highways advising: We have raised exploratory investigatory excavation works to look into the natural spring issue on Church Street at the junction of

	Kilnfield Road. I am also in the process of raising larger scale patching works, these include Church Street Roundabout and areas of Kilnfield Road. Once I have a further update, I will let you know. • http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/
FC301-22/23	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable. • HDC Climate Action Planning Group - 15th March. • Rudgwick Youth Centre management committee meeting (27th March) 1. Attendance at RYC sessions remains consistent. After the May half term, the Year 6 from the primary school will be able to attend the Monday after school Drop-in session, in preparation for their transition to secondary school in September. 2. The Green Canopy bin store project is underway. 3. The RYC internal building works (using S106 funds) are planned to resume during the Easter holidays, when updating the Boys toilets will be the next item to be tackled. 4. Rudgwick Junior Football club have donated some goalposts to RYC. They are storing them on the edge of the field near the Green Canopy/Store. 5. Drainage problem - the remedial works were started on 28th March (latest update to be provided at the RPC meeting). 6. Next RYC management committee meeting is 15th May - same evening as May FCM for the new parish council.
FC302-22/23	Finance To consider for approval/ noting: • Payments made/received March; • Detailed Receipts & Payments by budget heading March; • Bank Reconciliations for March: Business, Savings, KGV, Deed and NS&I Accounts; • Monthly Bank Reconciliation; • Payments to be made
FC303-22/23	S137 Grant Application To receive and resolve.
FC304-22/23	Climate and Environment Group Update To receive update.
FC305-22/23	TCWG Update To receive update.
FC306-22/23	Defibrillators To receive and resolve.
FC307-22/23	Rudgwick Tennis Club – patio Refurbishment To receive and resolve.
FC308-22/23	Online Booking To receive and resolve.

FC309-22/23	KGV Field/Rudgwick Juniors To receive and resolve
FC310-22/23	KGV Roof Leak/Building Surveyor Update To receive and resolve.
FC311-22/23	Memorial Bench To receive and resolve
FC312-22/23	Projector Screen To receive and resolve
FC313-22/23	Arrangements and Publicity for the Annual Parish Meeting To receive and resolve.
FC314-22/23	Resolution to exclude the public and press from the business about to be transacted. Exclusion due to the confidential nature/exempt information to be discussed.
FC315-22/23	Staffing To receive and resolve.
FC316-22/23	Date of next Council Meeting – 15th May 2023, at 7.00 pm Annual Parish Meeting: 2nd May 2023, at 7.30 pm
FC317-22/23	Closing Remarks To receive and note.

RUDGWICK PARISH COUNCIL

Annual Council Meeting on Tuesday 18th April 2023 at 7.00 pm

Clerk's Report

To be read in conjunction with the Agenda

FC292-22/23	Apologies for Absence Recommendation: To resolve to receive and approve apologies.
FC293-22/23	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>
FC294-22/23	Minutes of Council Meeting 13th March 2023 Recommendation: To receive for approval the Minutes as an accurate record of the Council Meeting held on 13th March 2023 and for the chairman to sign these.
FC295-22/23	District and County Councillors Reports (for noting only) Recommendation: To receive and note reports.
FC296-22/23	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.
FC297-22/23	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 report on the new applications being considered/determined by the Planning Inspectorate .
v)	To report on schedule of new planning compliance issues are being considered by HDC.

vi)	To note no planning applications are being considered at Planning Committee North.
FC298-22/23	Correspondence Update (for noting only) Recommendation: To resolve to note correspondence update.
FC299-22/23	Chairman's Report (for noting only) T&F
FC300-22/23	Clerk's announcements/decisions (for noting only) Recommendation: To receive Clerk's Weekly Updates (from 13 th March 2023 – 17 th April 2023) - KGV Road Maintenance – Wilbar Associates will be working on the road and the drainage issues on 2nd June. The road will not need to be shut during this time but will make Little Street aware. They will also remove the hippo bags in situ and waste from the previous course. Works left to complete after this will be the pothole outside the children's play park. - Church Street/Kilnfield Road – Update received from WSCC Mitchell from Highways advising: We have raised exploratory investigatory excavation works to look into the natural spring issue on Church Street at the junction of Kilnfield Road. I am also in the process of raising larger scale patching works, these include Church Street Roundabout and areas of Kilnfield Road. Once I have a further update, I will let you know. http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/
FC301-22/23	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable. - HDC Climate Action Planning Group - 15th March. - Rudgwick Youth Centre management committee meeting (27th March) - Attendance at RYC sessions remains consistent. After the May half term, the Year 6 from the primary school will be able to attend the Monday after school Drop-in session, in preparation for their transition to secondary school in September. - The Green Canopy bin store project is underway. - The RYC internal building works (using S106 funds) are planned to resume during the Easter holidays, when updating the Boys toilets will be the next item to be tackled. - Rudgwick Junior Football club have donated some goalposts to RYC. They are storing them on the edge of the field near the Green Canopy/Store. - Drainage problem - the remedial works were started on 28th March (latest update to be provided at the RPC meeting). - Next RYC management committee meeting is 15th May - same evening as May FCM for the new parish council.
FC302-22/23	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 March; • Detailed Receipts & Payments by budget heading March; • Bank Reconciliations for March: Business, Savings, Deed and NS&I Accounts; • Monthly Bank Reconciliation; • Payments to be made
FC303-22/23	S137 Grant Application Recommendation: To resolve to approve the following grant application: • Games Hub - £300 (application, additional information, accounts) Previous grant application £300.00 March 2022 (year 2021/22) Constitutions are confirmed by Clerk.
FC304-22/23	Climate and Environment Group Update Recommendation: To receive update from Cllr Burse and discuss and approve actions to be undertaken.
FC305-22/23	TCWG Update Recommendation: To receive update and discuss and approve actions to be undertaken. • Report from Traffic Calming Working Group meeting 20th March 2023 for noting (attached). • Update RPC re Communication with Ian Myhill (Principal Transport Improvements Project Officer at WSCC) in respect of: 1) 2021 RPC LTIP application for Watts Corner. 2) update on Downs Link crossing including movement of speed limit signs • RPC to decide future action in light of above.
FC306-22/23	Defibrillators Recommendation: To receive and discuss: • Training for Cllrs and residents. • Up-to-date costings for additional units, plus maintenance costs for (say) 5 years. • Priority sites for additional units. See reports provided by our Facilities Officer Defib Management information Defib quotation
FC307-22/23	Rudgwick Tennis Club – patio Refurbishment Recommendation: To receive and discuss detailed quotation received as requested, from the tennis club in relation to the patio area and approve actions to be undertaken. MARCH FCM ACTION - It was unanimously resolved to agree for the Clerk to contact the tennis club to request clarification on quotation 3 and to identify if this was for repair or replacement. RPC was in favour of option 3 however felt they couldn't make an informed decision due to lack of description. Further information required/details/guarantee of work. Once this

	this has been provided a decision will be made in the April meeting. See report
FC308-22/23	Online Booking Recommendation: To receive and discuss an online booking system for Rudgwick Hall, Bucks Green Room and Jubilee Hall. This would enable hall availability and pricing via the website. The current booking process is very time intensive and manual. Many Parish Councils use Hallmaster and the clerk has sought advice from other Parish Councils on the best system to use. Our website provider has also been approached and advised Hallmaster is compatible. For 1 venue £199 plus VAT per annum for the licence, which includes booking and invoices. No set up fee. Hallmaster offer a 90-day trial which the Clerk has enquired about. Hallmaster information Lemon Booking Rialtas Hallmaster confirmed - adding the iframe code to your website does not give Hallmaster access to control your website, and is self-contained within the iframe. All data is sent to our server via HTTPS. MARCH FCM ACTION: It was unanimously resolved to approve in principle an online booking system for Rudgwick Hall, Bucks Green Room and Jubilee Hall. Clerk to investigate options available through Rialtas to accounting can potentially be linked. Cllr Thompson was concerned over RPC website compromised security, Clerk to follow up with Hallmaster to check. Suggestion to include Field Users was mentioned. To be discussed further at the April FCM. Example http://www.ferringvillagehall.org.uk/rates-bookings-availability/
FC309-22/23	KGV Field/Rudgwick Juniors Recommendation: To receive and discuss request email from Rudgwick Juniors and approve actions to be undertaken. I had a meeting with the Rudgwick Football Club chair and manager Ian Matthews last week. I am aware that they have taken over the maintenance of their adult size pitch this season and he mentioned that they have had to apply for the rights to maintain this. I am emailing to ask if the Juniors would be able to come to a similar arrangement as our current maintenance with Grasstex does not seem to benefit the drainage or maintenance of the pitches, with some of our junior pitches having mushrooms growing on them back in December and January. If this is a possibility, I will speak with the company that the adult team have been using to try and arrange a fee to maintain the grass area and also involve the cricket club, as I believe that this would assist and benefit their outfield during the summer. I also have a question in relation to my meeting with Ian Matthews who tells me that he has applied to have work carried out to remove the footpath along the side of the tennis courts. This is something he mentioned to me some time ago so that one of our pitches could be moved so that there is no overlap with the adults pitch. Sadly, he did not

	communicate this with me any further but I would support this as an idea if he has raised this and had it approved.
FC310-22/23	KGV Roof Leak/Building Surveyor Update Recommendation: To receive and discuss update from Surveyors report and approve actions to be undertaken. Email update circulated to all Cllrs
FC311-22/23	Memorial Bench Recommendation: To receive request information and discuss and approve actions to be undertaken. The Clerk has been in communication with the family after the March meeting. See report
FC312-22/23	Projector Screen Recommendation: To receive and approve the Parish Councils continued use of TSAR projector screen/projector, with the request that the screen can be used at council events. “RPC understands that the terms of your material damage insurance preclude 'hiring out', so in the unlikely occurrence of there being damage to the screen if RPC were using it, it would apparently not be operative. RPC would, of course, take great care of the screen, and only plans to use it very occasionally after confirmation with yourselves. Notwithstanding that, RPC would naturally expect to ensure repair/reinstatement of any damage arising directly from its incorrect usage or negligent care of said screen, so TAsR can be assured on that point. RPC would then (separately) decide how to meet this obligation, given the extremely low risk. It could carry the risk itself, add the screen to its own property insurance schedule (as an occasional 'hired in' item), or it could rely on its public liability cover that is already in place. To enable it to make that decision, could you kindly supply us with the make/model/spec of the installed screen (not of all the other equipment, projector etc.) as well as the original purchase cost and (ideally) the latest equivalent replacement cost.” Rudgwick Arts Society Projector & Screen
FC313-22/23	Arrangement and Publicity for the Annual Parish Meeting Recommendation: To receive and discuss and approve actions to be undertaken. Advertising ideas
FC314-22/23	Resolution to exclude the public and press from the business about to be transacted. Exclusion due to the confidential nature/exempt information to be discussed.
FC315-22/23	Staffing Recommendation: To receive update/consider for approval staff overtime, Bonus payment and office hours. Confidential report circulated to Cllrs
FC316-22/23	Date of next Meeting: 15th May 2023, at 7.00 pm Recommendation: To resolve to note the date of the next meeting as 15th May 2023, at 7.00 pm.

	Annual Parish Meeting: 2nd May 2023, at 7.30 pm.
FC317-22/23	Closing Remarks Recommendation: To receive Closing Remarks