



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

Tel: 01403 822678

E-mail clerk@rudgwickpc.co.uk

Date: 28th April 2021

To: All Members of Rudgwick Parish Council

You are duly summoned to the virtual annual meeting (in adherence to The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392) of Rudgwick Parish Council on **Wednesday 5th May 2021** at 7 pm.

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, but are requested to contact the clerk by email (clerk@rudgwickpc.co.uk) by Wednesday 5th May (noon) at the very latest to ensure they can receive an electronic invitation to the meeting.

AGENDA

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

- FC001-21/22 **Election of Chairman for the municipal year 21/22**
To elect a Chairman.
- FC002-21/22 **Election of Vice-Chairman for the municipal year 21/22**
To elect a Vice-Chairman
- FC003-21/22 **Apologies for Absence**
To receive and approve.
- FC004-21/22 **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.
- FC005-21/22 **Minutes of Council Meeting of 12th April 2021**
(Minutes on Rudgwick Parish Website)

To receive for approval the Minutes as an accurate record of the Council Meeting held on 12th April 2021 and for the chairman to sign these.

FC006-21/22 **District and County Councillors Reports** (for noting only)
To receive and note reports.

FC007-21/22 **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.

FC008-21/22 **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 5 th May 2021				
Application No	Applicant	Reason for Application	Recommendation	Official Response Date
DC/21/0298 15.04.2021	Windmill Cottage, Horsham Road, Rowhook	Creation of a new vehicular access to paddock with associated works		06.05.2021
DC/21/0497 15.04.2021	Chestnuts, Hornshill Farm, Guildford Road, Rudgwick	Use of existing outbuilding for purposes ancillary to the main dwelling (Chestnuts) (Certificate of Lawfulness - Proposed).		06.05.2021
DC/21/0538 15.04.2021	New Barn, Guildford Road, Rudgwick	Stationing of a mobile home for use as an annexe (Certificate of Lawful Development - Proposed).		06.05.2021
DC/21/0891 24.03.2021	Riverside Farm, Guildford Road, Rudgwick	Prior approval for the change of use from an agricultural building to residential (C3) to form 1 no. dwelling house		12.05.2021

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.
FC009-21/22	Correspondence Update (for noting only) - Response letter from RPC to HDC – Response from RPC - Restriction of public speaking rights HDC Meetings; - Response letter from RPC to HDC- Development Management (planning) service. - Ewhurst and Ellens Green NP Reg 14 Consultation NP 2021 - EWHURST AND ELLENS GREEN (ewhurstellensgreen-pc.gov.uk)
FC010-21/22	Chairman's Report (for noting only) Church Graveyard
FC011-21/22	Clerk's announcements/decisions (for noting only) To receive Clerk's Weekly Updates (from 12 TH April – 2 nd May 2021) - RoSPA Play Safety Team – Notification of inspection in June Bucks Green Recreation Ground Churchman's Meadow Rudgwick Playing Fields Skateboard Area Water Inspection - Government Funding to help our economy Rudgwick Parish Council website http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/
FC012-21/22	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable. - Rudgwick Youth Centre Management Committee Meeting 26th April 2021; - Virtual HALC AGM 29th April 2021;
FC013-21/22	Finance To consider for approval/ noting: - Payments made. - Payments to be made. (Due to financial year end procedures, unable to input data into accounts package until year end close)
FC014-21/22	Consent under Local Government Act 1972 sch 12 para 10(2)(b)/Register of Member's Interest update To receive information.
FC015-21/22	Scheme of Delegation To consider and resolve.
FC016-21/22	Committees and Working Groups Appointment of Members for the 2021/22 municipal year To confirm committees/working groups membership
FC017-21/22	Appointment of Chairmen and Vice-Chairmen of Committees for the 2021/22 municipal year To appoint Chair/Vice-Chairmen

FC018-21/22	Standing Orders To receive and resolve.
FC019-21/22	Financial Regulations To receive and resolve.
FC020-21/22	Review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses. To consider and resolve.
FC021-21/22	Representatives on Outside Organisations (for noting only) To consider and resolve.
FC022-21/22	Asset Register 2020/21 To consider and resolve.
FC023-21/22	Insurance To consider and resolve.
FC024-21/22	Subscriptions To consider and resolve.
FC025-21/22	Complaints Procedure To receive and resolve.
FC026-21/22	Freedom of Information/Data Protection Policies To receive and resolve.
FC027-21/22	Press/ Media Policy To consider and resolve.
FC028-21/22	Employment Policies and Procedures To consider and resolve.
FC029-21/22	S137 Spending Review 2021/22 (for noting only) To consider and resolve.
FC030-21/22	The Government's Night Flight Consultation To consider and resolve.
FC031-21/22	Churchmans Meadow – Felling of trees and tree stump removal To consider and resolve the appointment of a contractor.
FC032-21/22	Dates for Full Council Meetings for 2021/22 To note dates.
FC033-21/22	Date of next Meeting: 22nd June 2021, 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 5th May 2021 at 7.00 pm

Clerk's Report

To be read in conjunction with the Agenda

FC001-21/22	Election of Chairman for the municipal year 21/22 To elect a Chairman. Recommendation: 1. To elect a Chairman in accordance with Standing Order 5.e.; 2. The Chairman to sign the Declaration of Acceptance of Office. Information: Councillor David Buckley has indicated that he is willing to continue to be the chair – no other registrations of interest have been received.
FC002-21/22	Election of Vice Chairman for the municipal year 21/22 To elect a Vice Chairman Recommendation: 1. To elect Vice Chairman in accordance with Standing Order 5.e. Information: Councillor Paul Thompson has indicated that he is willing to continue to be the Vice Chairman. Alternatively, if another councillor is willing to stand, Cllr Thompson is more than willing to step aside. However, no other registrations of interest have been received.
FC003-21/22	Apologies for Absence Recommendation: To resolve to receive and approve apologies. At time of calendar preparations: Apologies have been received from West Sussex County Councillor Christian Mitchell.
FC004-21/22	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>
FC005-21/22	Minutes of Council Meeting of 12th April 2021 Recommendation: To receive and resolve the Minutes an accurate record of the Council Meeting held on 12th April 2021 and for the Chairman to sign these, in accordance with Standing Order 5.1.ii/iii.
FC006-21/22	District and County Councillors Reports (for noting only) Recommendation: To receive and note reports. (See WS County councillor report)
FC007-21/22	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.
FC008-21/22	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); None
iii)	To report on 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; None received.
v)	To report on alleged enforcements (for noting only).
vi)	To report on planning applications being considered at Planning Committee North. None received.
FC009-21/22	Correspondence Update (for noting only) Recommendation: To resolve to note correspondence update. • Response letter from RPC to HDC – Response from RPC - Restriction of public speaking rights HDC Meetings; • Response letter from RPC to HDC- Development Management (planning) service. • Ewhurst and Ellens Green NP Reg 14 Consultation NP 2021 - EWHURST AND ELLENS GREEN (ewhurstellensgreen-pc.gov.uk)
FC010-21/22	Chairman's Report (for noting only) • Church Graveyard
FC011-21/22	Clerk's announcements/decisions (for noting only) To receive Clerk's Weekly Updates (from 12 TH April – 2 nd May 2021) • RoSPA Play Safety Team – Notification of inspection in June Bucks Green Recreation Ground

	Churchman's Meadow Rudgwick Playing Fields Skateboard Area Water Inspection • Government Funding to help our economy – Email from HDC Rudgwick Parish Council website http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/
FC012-21/22	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable. • Rudgwick Youth Centre Management Committee Meeting 26th April 2021; See report • Virtual HALC AGM 29th April 2021;
FC013-21/22	Finance Recommendation: To resolve to <i>note</i> 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. • Payments to be made. (Due to financial year end procedures, unable to input data into accounts package until year end close)
FC014-21/22	Consent under Local Government Act 1972 sch 12 para 10(2)(b)/Register of Member's Interest update Recommendation: To resolve to note the requirement for councillors to ensure Consent under Local Government Act 1972 sch 12 para 10(2)(b) and Register of Member's Interest is completed/ up to date and submitted to the Clerk. Information: Please complete, sign (electronically will be fine) and submit form to the Clerk if not already done so. Please visit website and review Register of Interest and if there are changes to your circumstances (membership of organisations/ property/interest)/ no changes, please complete, sign and submit form (hard copy) to the Clerk, Parish Office.
FC015-21/22	Scheme of Delegation Recommendation: To resolve to adopt in accordance with Standing Order 5.j.v delegation arrangements for Committees and Parish Staff at the Council meeting, the updated Scheme of Delegation.
FC016-21/22	Committees and Working Groups Appointment of Members for the 2021/2022 municipal year To resolve appointments Recommendation: To resolve that members are to be appointed to the Complaints; Finance, Policies and Human Resources; Halls, Recreation and Open Spaces, Planning Committees and Emergency Planning and Community Safety, S106, Traffic Calming Working Group and Drainage Working Groups for the 2021/22 municipal year in accordance with Standing Orders 5.j.vii and 4d Information

	Councillors have registered interest as follows: Complaints Committee (four members): Cllr Buckley, Cllr Maclachlan, Cllr Manson, Cllr Wightman Finance Policies and Human Resources Committee (four plus CM/VCM): Cllr Ellis, Cllr Gormley, Cllr Buckley, Cllr Kornicky, Cllr Thompson one vacancy. Halls, Recreation and Open Spaces Committee (seven members): Cllr Haynes, Cllr Wightman, Cllr Buckley, Cllr Ellis, Cllr Kornicky, Cllr Maclachlan, Cllr Manson Planning Committee (seven members) Cllr Buckley, Cllr Ellis, Cllr Gormley, Cllr Haynes, Cllr Kornicky, Cllr Maclachlan, Cllr Thompson Emergency Planning and Community Safety Group (four including two councillors): Cllr Manson, Cllr Gormley S106 Working Group (max eight with four councillors): Cllr Kornicky, Cllr Ellis, Cllr Manson, Cllr Maclachlan Traffic Calming Working Group: (No maximum, with min two councillors): Cllr Haynes, Cllr Kornicky, Cllr Manson, Cllr Wightman Drainage Working Group: (No maximum, with min two councillors): P Thompson, M Ellis, A Haynes and S Kornicky, W Manson Information Scheme of Delegation. (as in FC015-21/22) Committee and Working Groups Terms of Reference for the Complaints; Finance, Policies and Human Resources; Halls, Recreation and Open Spaces; Planning Committees and Emergency Planning and Community Safety, S106, Traffic Calming Working Group and Drainage Working Groups (as resolved in accordance with Standing Order 5.j.vi at the Council Meeting of 8th June 2020 - FC035-20/21; FPHR Committee meeting of 27th May – FPHR 010-20/21). Drainage Working Group (as resolved in accordance with Standing Order 5.j.vi at the Council Meeting of 8th February 2021 - FC243-20/21;
FC017-21/22	Appointment of Chairmen and Vice Chairmen of Committees for the 2021/22 municipal year Recommendation: To resolve in accordance with Terms of Reference for Committees and Working Groups that Chairmen and Vice Chairmen are to be appointed for Complaints; Finance, Policies and Human Resources; Halls, Recreation and Open Spaces, Planning Committees: Information: Chairman/Vice Chairman for: Complaints Committee Finance, Policies and Human Resources Committee Halls, Recreation and Open Spaces Committee Planning Committee
FC018-21/22	Standing Orders Recommendation: To resolve in accordance with Standing Order 5.j.ix the approval of Standing Orders without amendment. (Last amendment - 11th May 2020 - FC012-20/21)

FC019-21/22	Financial Regulations Recommendation: To resolve in accordance with Standing Order 5.j.ix the Financial Regulations without amendment.
FC020-21/22	Review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses. Recommendation: To resolve that there are currently no arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses in accordance with Standing Order 5.j.x.
FC021-21/22	Representatives on Outside Organisations Recommendation: To consider to resolve the arrangements for reporting back be an item on Council meetings; and to approve council representatives on outside organisations for the municipal year 2021/22 in accordance with Standing Order 5.j.xi. The following councillors have registered an interest: • Horsham Association of Local Councils: Cllr Haynes, Cllr Thompson (and reserve Cllr Maclachlan) • Rudgwick Youth Centre Management Steering Group: Cllr Kornicky • Rudgwick Brickwork Liaison Group: Cllr Maclachlan • Communities Against Gatwick Noise Emission: Cllr Wightman • HALC Voting Members (2 members required) • WSALC Voting Members (2 members required)
FC022-21/22	Asset Register 2021/22 Recommendation: To receive and agree to recommend to the Full Council to resolve to note the Asset Register 2021/22. Review according to Standing Order 5.j.xiii
FC023-21/22	Insurance Recommendation: To resolve the review of the arrangements for insurance cover on a three-Year agreement with Came & Co until 1 October 2022 in accordance with Standing Order 5.j.xiv.
FC024-21/22	Subscriptions Recommendation: To resolve Council's subscriptions in accordance with Standing Order 5.j.xv. • WSALC/NALC/HALC (£851.11) • Society of Local Council clerks (£208) • AiRS (£144) • Fields in Trust (£65) • Information Commissioner's Office for Data Protection (£40) • LCR magazine (£34) • Office 365/antivirus protection (£850) • CPRE (£35) • CAGNE Aviation Town and Parish Council Forum (£4) • Satswana Data Ltd – Data Protection Officer (£180) Information: Amounts are based on recent payments/last year's payments

FC025-21/22	Complaints Procedures Policy Recommendation: To review and resolve the Council's Complaints Procedures Policy without amendments in accordance with Standing Order 5.j.xvi.
FC026-21/22	Freedom of Information/Data Protection Policies Recommendation: To review and resolve the amended Council's procedures for handling request made under the Freedom of Information Act 2000 and the General Data Protection Regulations without amendments in accordance with Standing Order 5.j.xvii. • Freedom of Information Policy • Freedom of Information Publication Scheme • Information and Data Protection Policy
FC027-21/22	Press/ Media Policy Recommendation: To review and resolve the Press/Media Policy without amendments in accordance with Standing Order 5.j.xviii.
FC028-21/22	Employment Policies and Procedures Recommendation: To review and resolve the Employment Policies and Procedures without amendments in accordance with Standing Order 5.j.xix. • Adverse Weather Policy • Disciplinary Policy • Equal Opportunity Policy • Grievance Policy • Health and Safety Policy • Lone Working Policy • Pay Policy • Sickness and Absence Policy • Staff Appraisal Policy • Staff Expenses Policy • Training and Development Policy • Pension Discretion Policy (Local Government Pension Scheme)
FC029-21/22	S137 Spending Review 2020/21 Recommendation: To resolve to note the Council's S.137 budget of £1,500 as prescribed in S. 137 of the Local Government Act 1972 in accordance with Standing Order 5.j.xx. Information: The Ministry of Housing, Communities and Local Government (MHCLG) has notified the National Association of Local Councils (NALC) that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for parish and town councils in England for 2021-22 is £8.41 per elector. (Rudgwick Parish electoral role 2,243, i.e. £18,863.63 – Council's budget for 2020/21 is £1,500)
FC030-21/22	The Government's Night Flight Consultation Recommendation: To resolve to approve the response from RPC to the Government's night flight consultation. The deadline for the second part of the consultation (on longer-term policy reform) closes on 31 May 2021.

FC031-21/22	Churchmans Meadow – Felling of trees and tree stump removal Recommendation: To resolve to approve the appointment of a tree contractor. See report
FC032-21/22	Dates for Full Council Meetings for 2021/22 Recommendation: To resolve to note dates for full council meetings for the municipal year 21/22, every second Monday of the month as follows: 22 June (amended date due to the lifting of COVID restrictions/end of virtual meetings) 12 July; 9 August; 13 September; 11 October; 8 November; 13 December 2021; 10 January; 14 February; 14 March (Annual Parish Meeting) and 11 April 2022. Determination of time and place of ordinary Council meetings including the next annual meeting of the Council according to Standing Order 5.j.xxi.
FC03-21/22	Date of next Meeting: 22nd June 2021, at 7.00 pm Recommendation: To resolve to note the date of the next meeting as 22nd June 2021, at 7.00 pm.