



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

Tel: 01403 822678

E-mail clerk@rudgwickpc.co.uk

Date: 29th April 2022

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 9th May 2022 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/>)

- FC001-22/23 Election of Chairman for the municipal year 22/23**
To elect a Chairman.
- FC002-22/23 Election of Vice-Chairman for the municipal year 22/23**
To elect a Vice-Chairman
- FC003-22/23 Apologies for Absence**
To receive and approve.
- FC004-22/23 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.
- FC005-22/23 Minutes of Council Meeting of 11th April 2022**
(Minutes on Rudgwick Parish Website)

To receive for approval the Minutes as an accurate record of the Council Meeting held on 11th April 2022 and for the chairman to sign these.

FC006-22/23 **District and County Councillors Reports** (for noting only)
To receive and note reports.

FC007-22/23 **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.

FC008-22/23 **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 9 th May 2022				
Application No	Applicant	Reason for Application	Recommendation	Official Response Date
DC/22/0690 20.04.2022	The Water Tower, Guildford Road, Rudgwick	Erection of a single storey side extension		11.05.2022
DC/22/0790 26.04.2022	The Halloa, Bucks Green, Rudgwick	Erection of a single storey side/rear extension and replacement of garage roof with a raised pitched roof.		17.05.2022
DISC/22/0099 21.04.2022	Campsite Riverside Farm, Guildford Road, Rudgwick	Approval of details reserved by conditions 3 and 4 to approved application DC/21/0124		11.05.2022

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.
FC009-22/23	Correspondence Update (for noting only) Letter sent to HDC Planning - Ref: DC/19/1229, DISC/21/0304, DC/22/0085 - Proposed development at Boreham

FC010-22/23	Chairman's Report (for noting only) Graveyard Path O/S Work
FC011-22/23	Clerk's announcements/decisions (for noting only) To receive Clerk's Weekly Updates (from 11 TH April – 8 th May 2022) - RoSPA Play Safety Team – Notification of inspection in June Bucks Green Recreation Ground Churchman's Meadow Rudgwick Playing Fields Skateboard Area Water Inspection - Pegasus crossing identified as potential option for improving safety at A281 Downs Link - RYC exterior decoration update – - Rubbing down all paint work - Removal of wet brickwork where applicable on west facing wall - Sanding down of the metal railings to original steel - Anti-rust paint applied to railings - First coat of green (new colour) applied to railings - Doors facing east undercoated with white paint - Door to study had first coat of green applied Community Climate Fund - Horsham District Council – Next applications for grants opens 4 April 2022 - Closes 13 May 2022 – Application has been submitted however Cllr assistance is required for submission – HDC have advised: The panel always look for strong outcomes and outputs in an application and these are vigorously scored. Suggestion to include information on how much energy that you will save and should be able to compare previous energy bills and forecast future bills. Assistance request emailed to all Cllrs on 25th April. - Awarded £200 Platinum Jubilee Grant from HDC CPRE Sussex: your Horsham District Report - www.cpresussex.org.uk/news/horsham-district-update-april-2022/ Rudgwick Parish Council website http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/
FC012-22/23	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable.
FC013-22/23	Finance To consider for approval/ noting: - Payments made – (Due to financial year end procedures, unable to input data into accounts package until year end close) - Payments to be made.
FC014-22/23	Lloyds accounts/ NS&I account– to update signatory details/ remove access for Cllr/ add new Cllrs. To receive and resolve.
FC015-22/23	Consent under Local Government Act 1972 sch 12 para 10(2)(b)/Register of Member's Interest update

	To receive information.
FC016-22/23	Scheme of Delegation To consider and resolve.
FC017-22/23	Committees and Working Groups Appointment of Members for the 2022/23 municipal year To confirm committees/working groups membership
FC018-22/23	Appointment of Chairmen and Vice-Chairmen of Committees for the 2022/23 municipal year To appoint Chair/Vice-Chairmen
FC019-22/23	Standing Orders To receive and resolve.
FC020-22/23	Financial Regulations To receive and resolve.
FC021-22/23	Review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses. To consider and resolve.
FC022-22/23	Representatives on Outside Organisations (for noting only) To consider and resolve.
FC023-22/23	Asset Register 2022/23 To consider and resolve.
FC024-22/23	Insurance To consider and resolve.
FC025-22/23	Subscriptions To consider and resolve.
FC026-22/23	Complaints Procedure To receive and resolve.
FC027-22/23	Code of Conduct To receive and resolve.
FC028-22/23	Freedom of Information/Data Protection Policies To receive and resolve.
FC029-22/23	Press/ Media Policy To consider and resolve.
FC030-22/23	Employment Policies and Procedures To consider and resolve.
FC031-22/23	S137 Spending Review 2021/22 (for noting only) To consider and resolve.

FC032-22/23	Rudgwick Cricket Club To consider and resolve.
FC033-22/23	Climate Change Working Group To consider and resolve.
FC034-22/23	Bridge the Downslink To receive and resolve.
FC035-22/23	TCWG Update/Lynwick Street To receive and resolve.
FC036-22/23	Ash trees Furze Rd/Church Street To receive and resolve.
FC037-22/23	Jubilee celebrations To receive and resolve.
FC038-22/23	Date of Annual Parish Meeting To receive and resolve.
FC039-22/23	Dates for Full Council Meetings for 2022/23 To note dates.
FC040-22/23	Staffing To receive update/ consider for approval.
FC041-22/23	Date of next Meeting: 13th June 2022, 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 9th May 2022 at 7.00 pm

Clerk's Report

To be read in conjunction with the Agenda

FC001-22/23	Election of Chairman for the municipal year 22/23 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.
FC002-22/23	Election of Vice Chairman for the municipal year 22/23 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 - no other registrations of interest have been received.
FC003-22/23	Apologies for Absence Recommendation: To resolve to receive and approve apologies.
FC004-22/23	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>
FC005-22/23	<u>Minutes of Council Meeting of 11th April 2022</u> Recommendation: To receive and resolve the Minutes an accurate record of the Council Meeting held on 11th April 2022 and for the Chairman to sign these, in accordance with Standing Order 5.1.ii/iii.
FC006-22/23	District and County Councillors Reports (for noting only) Recommendation: To receive and note reports.
FC007-22/23	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.
FC008-22/23	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/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. None received.
FC009-22/23	Correspondence Update (for noting only) Recommendation: To resolve to note correspondence update. • Letter sent to HDC Planning - Ref: DC/19/1229, DISC/21/0304, DC/22/0085 - Proposed development at Boreham
FC010-22/23	Chairman's Report (for noting only) • Graveyard Path O/S Work
FC011-22/23	Clerk's announcements/decisions (for noting only) To receive Clerk's Weekly Updates (from 11 TH April – 8 th May 2022) • RoSPA Play Safety Team – Notification of inspection in June Bucks Green Recreation Ground Churchman's Meadow Rudgwick Playing Fields Skateboard Area Water Inspection • Pegasus crossing identified as potential option for improving safety at A281 Downs Link • RYC exterior decoration update – • Rubbing down all paint work • Removal of wet brickwork where applicable on west facing wall • Sanding down of the metal railings to original steel • Anti-rust paint applied to railings • First coat of green (new colour) applied to railings • Doors facing east undercoated with white paint • Door to study had first coat of green applied • Community Climate Fund - Horsham District Council – Next applications for grants opens 4 April 2022 - Closes 13 May 2022 – Application has been submitted however Cllr assistance is required for submission – HDC have advised: The panel always look for strong outcomes and outputs in an application and these are vigorously scored. Suggestion to include information on how much energy that

	you will save and should be able to compare previous energy bills and forecast you future bills. Assistance request emailed to all Cllrs on 25th April. • Awarded £200 Platinum Jubilee Grant from HDC • CPRE Sussex: your Horsham District Report - www.cpresussex.org.uk/news/horsham-district-update-april-2022/ Rudgwick Parish Council website http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/
FC012-22/23	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable.
FC013-22/23	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 – (Due to financial year end procedures, unable to input data into accounts package until year end close) • Payments to be made.
FC014-22/23	Lloyds accounts/ NS&I account– to update signatory details/ remove access for Cllr/ add new Cllrs. • to remove Cllr Wightman as signatory from Lloyds Banks Accounts; NS&I Account; • add Cllr P Thompson and Cllr R Burse as signatory to Lloyds Banks Accounts and NS&I Account; • to authorise Lloyds on-line banking for Cllr P Thompson and Cllr R Burse as new signatories;
FC015-22/23	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.
FC016-22/23	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.
FC017-22/23	Committees and Working Groups Appointment of Members for the 2022/2023 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 2022/23 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, two vacancies. Finance Policies and Human Resources Committee (four plus CM/VCM): Cllr Burse, Cllr Gormley, Cllr Buckley, Cllr P Kornysky, Cllr S Kornysky, Cllr Thompson. Halls, Recreation and Open Spaces Committee (seven members): Cllr Burse, Cllr Haynes, Cllr Buckley, Cllr P Kornysky (observer), Cllr S Kornysky, Cllr Maclachlan, two vacancies. Planning Committee (seven members) Cllr Buckley, Vacancy, Cllr Gormley, Cllr Haynes, Cllr S Kornysky, Cllr Maclachlan, Cllr Thompson Emergency Planning and Community Safety Group (four including two councillors): Cllr Alker, Cllr Burse, Cllr Gormley, one vacancy. S106 Working Group (max eight with four councillors): Cllr P Kornysky, Cllr S Kornysky, Cllr Maclachlan one vacancy. Traffic Calming Working Group: (No maximum, with min two councillors): Cllr Haynes, Cllr P Kornysky, Cllr S Kornysky Drainage Working Group: (No maximum, with min two councillors): S Alker, P Thompson, A Haynes Recommendation: To resolve to adopt the Committee and Working Group 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 and for these to be reviewed at the first meeting of each committee and working group.
FC018-22/23	Appointment of Chairmen and Vice Chairmen of Committees for the 2022/23 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 noted from Annual Council Meeting May 2021 FC017-21/22: Chairman/Vice Chairman for: Complaints Committee: Cllr Buckley (Chair) Finance, Policies and Human Resources Committee: Vacancy (Chair), Cllr Gormley (Vice) (FCM NOV 2021 - FC144-21/22 It was unanimously agreed for Cllr Gormley as Vice Chair of the Finance Policies and Human Resources Committee, to replace Cllr Ellis as Chairman of the committee ahead of the next meeting and budget setting.) Halls, Recreation and Open Spaces Committee: Cllr Haynes (Chair), vacancy (Vice)

	Planning Committee: Cllr Kornysky (Chair), Cllr Buckley (Vice) Emergency and Planning and Community Safety Group: vacancy (Chair); Cllr Gormley (Vice) S106 Working Group: Cllr Kornysky (Chair), vacancy (Vice) Traffic Calming Working Group: Rudgwick resident (Chair) Drainage Working Group: Cllr Thompson (Chair)
FC019-22/23	Standing Orders Recommendation: To resolve in accordance with Standing Order 5.j.ix the approval of Standing Orders without amendment. (Last amendment – 14th June 2021 FC046-21/22)
FC020-22/23	Financial Regulations Recommendation: To resolve in accordance with Standing Order 5.j.ix the Financial Regulations with amendment to 11. Contracts 11.1 h) where the value is below £3,000 and above £2,000 the Clerk/RFO shall strive to obtain 3 estimates.
FC021-22/23	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.
FC022-22/23	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 2022/23 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 S Kornysky • Communities Against Gatwick Noise Emission PC Forum (CAGNE): vacancy • HALC Voting Members: Cllr Thompson and Cllr Haynes • WSALC Voting Members: Cllr Thompson and Cllr Buckley
FC023-22/23	Asset Register 2022/23 Recommendation: To receive and agree to recommend to the Full Council to resolve to note the Asset Register 2022/23. Review according to Standing Order 5.j.xiii
FC024-22/23	Insurance Recommendation: To resolve to note the arrangements for insurance cover on a three-Year agreement with Came & Co (Hiscox) until 31st September 2024 in accordance with Standing Order 5.j.xiv. (Approved FCM September 2021 FC106-21/22)
FC025-22/23	Subscriptions Recommendation: To resolve Council's subscriptions in accordance with Standing

	Order 5.j.xv. • WSALC/NALC (£972.67) • HALC (£15) • Society of Local Council clerks (£223) • AiRS (£144) • Fields in Trust (£65) • Information Commissioner's Office for Data Protection (£40) • CPRE (£36) • 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
FC026-22/23	Complaints Procedures Policy Recommendation: To review and resolve the Council's Complaints Procedures Policy without amendments in accordance with Standing Order 5.j.xvi.
FC027-22/23	Code of Conduct Recommendation: To review and resolve the Code of Conduct without amendments. (Approved FCM July 2021 FC081-21/22)
FC028-22/23	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
FC029-22/23	Press/ Media Policy Recommendation: To review and resolve the Press/Media Policy without amendments in accordance with Standing Order 5.j.xviii.
FC030-22/23	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)
FC031-22/23	S137 Spending Review 2021/22 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 2022-23 is £8.82 per elector. (Rudgwick Parish electoral role 2,320, i.e. £20,462.40 – Council's budget for 2021/22 is £1,500)
FC032-22/23	Rudgwick Cricket Club Recommendation: To resolve to discuss cricket club facilities. See report
FC033-22/23	Climate Change Working Group Recommendation: To resolve to approve the volunteers for a working group, to undertake further actions required. (Deferred from the April FCM)
FC034-22/23	Bridge the Downlink Update Recommendation: To receive update and response to WSCC Downs Link report. This item was deferred from the April FCM.
FC035-22/23	TCWG Update/Lynwick Street Recommendation: To receive update. Lynwick Street – To discuss resident concerns surrounding commercial vehicles using the road, damaging verges, speed of vehicles, road surface damage and to consider additional signage erected at each end of the street saying HGV access only, to help cut down on the through traffic. (Deferred from the April FCM)
FC036-22/23	Ash trees Furze Rd/Church Street Recommendation: To resolve to discuss and approve the planting of new trees See report
FC037-22/23	Jubilee celebrations Recommendation: To resolve to approve finalising the Jubilee Celebrations/bench.
FC038-22/23	Date of Annual Parish Meeting Recommendation: To resolve to discuss the date of the Annual Parish Meeting.
FC039-22/23	Dates for Full Council Meetings for 2022/23 Recommendation: To resolve to note dates for full council meetings for the municipal year 22/23, every second Monday of the month as follows: 13 June; 11 July; 12 September; 10 October; 14 November; 12 December 2021; 09 January; 13 February; 13 March (Annual Parish Meeting) and 10 April 2023. Determination of time and place of ordinary Council meetings including the next

	annual meeting of the Council according to Standing Order 5.j.xxi.
FC040-22/23	Staffing Recommendation: To receive update/consider for approval (Confidential report circulated to councillors)
FC041-22/23	Date of next Meeting: 13th June 2022, at 7.00 pm Recommendation: To resolve to note the date of the next meeting as 13th June 2022, at 7.00 pm.