



RUDGWICK PARISH COUNCIL

Parish Office
Rudgwick Hall
Bucks Green
Rudgwick
West Sussex
RH12 3JJ

Tel: 01403 822678

E-mail clerk@rudgwickpc.co.uk

Date: 7th July 2021

To: All Members of Rudgwick Parish Council

You are duly summoned to a meeting of the Parish Council that will take place on **Monday 12th July 2021** at the **Rudgwick Hall, Bucks Green at 7p.m.**

Anna Clayton

Mrs A 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.

- | | |
|-------------|---|
| FC064-21/22 | Apologies for Absence
To receive for approval. |
| FC065-21/22 | 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. |
| FC066-21/22 | Minutes of Council Meeting of 14th June 2021 (Minutes on Rudgwick Parish Website)
To receive for approval. |
| FC067-21/22 | Co-option of new Councillor |
| FC068-21/22 | District and County Councillors Reports (for noting only) |
| FC069-21/22 | Public Speaking Session (for noting only) |
| FC070-21/22 | 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 12 th July 2021				
Application No	Applicant	Reason for Application	Recommendation	Official Response Date
DC/21/0770 24.06.2021	New Barn, Guildford Road, Rudgwick	Retention of replacement 2.4m high wooden fencing & gates.		15.07.2021
DC/21/1392 24.06.2021	23 The Marts, Rudgwick	Erection of a two-storey side extension and single storey side extension, enlargement of the front porch and change of external material to render.		15.07.2021

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 made under delegated powers (for noting only);
- iii) Any 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 enforcements (for noting only).
- vi) To report on planning applications being considered at Planning Committee North.

FC071-21/22 Correspondence Update (for noting only)

- Squires Planning thank you [letter](#) in relation to the NHP support given to RPC;
- Horsham NHP thank you [letter](#) in relation to the NHP support given to RPC;

FC072-21/22 Chairman's announcements (for noting only)

FC073-21/22 Clerk's announcements/decisions (for noting only)

To receive Clerk's Weekly Updates (from 14th June – 11th July 2021)

- Councillors & Chairmanship Training Programme – suitable for both new and existing councillors (As your council is a member of WSALC who have appointed Mulberry and Co as their service provider, the fee per delegate for each module / training session is charged at the reduced members rate of £35 + VAT (*non-member rate £50 + VAT* www.mulberryandco.co.uk/council-training-programmes/).
- RYC Youth Lease – The case will go to FIT Trustees in July (estimated fee will be £300 plus VAT).
- TCWG Newsletter now live on the RPC website <http://www.rudgwick-pc.org.uk/media/24458/tcwg-june-newsletter-web-v2-280621.pdf>
- Horsham Discretionary Scheme – Restart 2 Top Up Grant application approved and £2000.00 awarded.

Rudgwick Parish Council website

<http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/>

- FC074-21/22 **Parish Council representatives on outside Organisations** (for noting only)
To receive reports on meetings attended – if applicable.
- [RYC Meeting 16th June 2021](#)
 - [Gatwick's Northern Runway project. roundtable meeting 17th June 2021 \(Gatwick Airport Northern Runway DCO Update\)](#)
- FC075-21/22 **Finance**
To consider for approval/ noting:
- 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.
- FC076-21/22 **Graveyard Path**
To receive and approve.
- FC077-21/22 **Platinum Jubilee Trees**
To receive and resolve.
- FC078-21/22 **Wildflower Meadow**
To receive and resolve.
- FC079-21/22 **CPRE Quiet Lanes support for application to WSCC Highways**
To receive and resolve.
- FC080-21/22 **Downslink Path (for noting only)**
To receive and note update.
- FC081-21/22 **LGA - Model Councillor Code of Conduct**
To receive and approve.
- FC082-21/22 **Winter Plan 2021/22**
To receive update for discussion.
- FC083-21/22 **Tennis Club Footpath Repair**
To receive and approve.
- FC084-21/22 **Churchmans Meadow replacement gate**
To receive and approve.
- FC085-21/22 **Village Audit and Councillor Building Inspections**
To receive and resolve.
- FC086-21/22 **RosPA reports 2021**
To receive update and recommendations for approval.
- FC087-21/22 **CAGNE Gatwick**
To consider and resolve.

FC088-21/22	Field Hire Costs To receive and consider.
FC089-21/22	Rialtas Licence To receive and approve
FC090-21/22	Councillor Finance Training To receive and consider.
FC091-21/22	Staffing To receive and resolve.
FC092-21/22	Date of next meeting: Monday 13th September 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 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

Full Council Meeting on Monday 12th July 2021
at 7.00 pm Rudgwick Hall, Bucks Green, RH12 3JJ

Clerk's Report

To be read in conjunction with the Agenda

FC064-21/22	Apologies for Absence Recommendation: To receive apologies for approval.
FC065-21/22	Declarations of Interest 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> Recommendation: To receive any Declarations of Interest from Members of the Council and for these to be noted.
FC066-21/22	Minutes of Council Meeting of 14th June 2021 Recommendation: To receive for approval the minutes as an accurate record of the Council Meeting held on 14th June 2021 and for the Chairman to sign these.
FC067-21/22	Co-option of new Councillor Recommendation: To resolve to co-opt Mr Steven Alker as Councillor and for the Councillor to sign the Declaration of Acceptance of Office. (Application circulated to councillors – in confidence)
FC068-21/22	District and County Councillors Reports (for noting only) Recommendation: To receive and note reports. (See WS County councillor report)
FC069-21/22	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.
FC070-21/22	Planning To report on:
i)	Recommendation: To resolve to consider Current Planning Applications for comment to Horsham District Council (HDC).
ii)	Recommendation: To resolve to note Planning Applications made under Delegated Powers;
iii)	Recommendation: To resolve to note the schedule of Planning Decisions made by Horsham District Council on previous applications;

iv)	Recommendation: To resolve to note that there were no Appeal Notices or Decisions;
v)	Recommendation: To resolve to note the schedule of Enforcement Numbers;
vi)	Recommendation: To resolve to note that no Planning Applications were sent for consideration at Planning Committee (North).
FC071-21/22	Correspondence Update (for noting only) - Squires Planning thank you letter in relation to the NHP support given to RPC; - Horsham NHP thank you letter in relation to the NHP support given to RPC;
FC072-21/22	Chairman's Announcements (for noting only)
FC073-21/22	Clerk's announcements/decisions (for noting only) To receive Clerk's Weekly Updates (from 14 th June – 11 th July 2021) - Councillors & Chairmanship Training Programme – suitable for both new and existing councillors (As your council is a member of WSALC who have appointed Mulberry and Co as their service provider, the fee per delegate for each module / training session is charged at the reduced members rate of £35 + VAT (<i>non-member rate £50 + VAT</i> www.mulberryandco.co.uk/council-training-programmes/); - RYC Youth Lease – The case will go to FIT Trustees in July (estimated fee will be £300 plus VAT). - TCWG Newsletter now live on the RPC website http://www.rudgwick-pc.org.uk/media/24458/tcwg-june-newsletter-web-v2-280621.pdf - Horsham Discretionary Scheme – Restart 2 Top Up Grant application approved and £2000.00 awarded; Rudgwick Parish Council website http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/
FC074-21/22	Parish Council representatives on outside Organisations (for noting only) Recommendation: To receive and resolve to note information. RYC Meeting 16th June 2021 Gatwick's Northern Runway project roundtable meeting 17th June 2021 (Gatwick Airport Northern Runway DCO Update)
FC075-21/22	Finance Recommendation: To note payments made/received/ Detailed Receipts & Payments by budget heading/Bank Reconciliation Lloyds Accounts/Monthly Bank Reconciliation. To resolve payments to be made. Payments made/received June; Detailed Receipts & Payments by budget heading June; - Bank Reconciliations for June: Lloyds: Business, Savings, Deed and NS&I Accounts; Monthly Bank Reconciliation; Payments to be made.
FC076-21/22	Graveyard Path Recommendation: To resolve to agree to appoint a contractor and to spend ear marked reserves with sum to be agreed. Cllr Buckley (Chairman) to provide three quotes and present at the meeting.

FC077-21/22	Platinum Jubilee Trees Recommendation: To receive information and consider to resolve actions if appropriate. See Report
FC078-21/22	Wildflower Meadow Recommendation: To resolve to approve a proposal to Local Highways Operations, Highways, Transport and Planning to allow a Wildflower Meadow to flourish at the QE Greensward. See Report
FC079-21/22	CPRE Quiet Lanes support for application to WSCC Highways Recommendation: To resolve and approve RPC supporting the proposed application to WSCC Highways to designate the lanes in the area naturally bounded between the A29/A272/Haven Road and the Arun River as “Quiet lanes”. See Report
FC080-21/22	Downslink Path (for noting only) Recommendation: To receive information and consider to resolve actions if appropriate. See Report
FC081-21/22	LGA – Model Councillor Code of Conduct Recommendation: To resolve to agree to adopt the Councillor Code of Conduct .
FC082-21/22	Winter Plan 2021/22 Recommendation: To discuss and agree an action plan for the 2021/22 http://www.rudgwick-pc.org.uk/media/20811/191113-rudgwick-parish-community-winter-resilience-plan-2019_20.pdf
FC083-21/22	Tennis Club Footpath Repair Recommendation: To resolve to approve spending for the repair of the tennis club footpath. See Report
FC084-21/22	Churchmans Meadow replacement gate Recommendation: To resolve to approve spending of £390.41 to supply and erect a new gate at the entrance to Churchmans Meadow.
FC085-21/22	Village Audit and Councillor Building Inspections Recommendation: To resolve and arrange building inspections for RH/JH/KGV by councillors; Report to clerk for action.
FC086-21/22	RosPA reports 2021 Recommendation: To resolve to undertake actions where possible at a maximum cost of £500; funds to be taken from General Reserves. There are a number of items on the reports that are rated low and some medium risk and above. The Facilities Officer is in the process of investigating addressing repair of many of these items, where costs are relatively low and the Open Spaces Warden will be working some additional hours to assist. http://www.rudgwick-pc.org.uk/transparency/rosa-inspection-reports/
FC087-21/22	CAGNE Gatwick Recommendation: To receive information (letter sent to Member of Parliament) and consider to resolve actions if appropriate.

FC088-21/22	Field Hire Costs Recommendation: To resolve and consider the field hire costs for outside exercise classes. Currently invoicing £5 per week but for consideration for an annual fee for field use of £318 in line with other parish councils.
FC089-21/22	Rialtas Licence Recommendation: To resolve and approve for the Rialtas licence to be set up for remote use using a VPN connection for the parish clerks' laptop when working from home. Costs for consideration are either a one off fee for a new router, onsite set up and internet provider fee of up to £275.00 or to consider a monthly cost of LogMeIn.com of £25.00 per month (£299.99 a year).
FC090-21/22	Councillor Finance Training Recommendation: To resolve and consider Councillor Training from Mulberry & Co at Rudgwick Hall at a cost of £300 + VAT. Date would be arranged for August/September 2021.
FC091-21/22	Staffing Recommendation: To receive update/consider for approval. See Report
FC092-21/22	Date of next meeting: Monday 13 th September 2021, at 7.00 pm Recommendation: To note the date of the next meeting.