



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

Tel: 01403 822678
E-mail clerk@rudgwickpc.co.uk

Date: 5th December 2022

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 December 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/>)

- FC193-22/23 **Apologies for Absence**
To receive and approve.
- FC194-22/23 **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.
- FC195-22/23 **Minutes of Council Meeting 14th November 2022**
(Minutes on Rudgwick Parish Website)
To receive for approval the Minutes as an accurate record of the Council Meeting held on 14th November 2022 and for the chairman to sign these.
- FC196-22/23 **To receive Minutes of Finance, Policy and Human Resources Committee Meeting of 11th July 2022 for adoption.**

FC197-22/23 **District and County Councillors Reports** (for noting only)
To receive and note reports.

FC198-22/23 **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.

FC199-22/23 **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 12th December 2022				
Application No	Applicant	Reason for Application	Recommendation	Official Response Date
<u>DC/22/2037</u> 17.11.2022	Honeywood House, Horsham Road, Rudgwick	Demolition of tractor shed and cottage. Erection of 1no replacement two-storey dwelling, conversion and restoration of clock tower and stable building to form 1no two-storey dwelling with associated car parking and landscaping.		08.12.22
<u>DC/22/1664</u> 29.11.2022	Mill Hill House, Guildford Road, Rudgwick	Conversion, extensions and alterations to existing outbuilding to form a four-bedroom detached dwelling (Listed Building Consent).		20.12.22
<u>DC/22/1663</u> 29.11.2022	Mill Hill House, Guildford Road, Rudgwick	Conversion, extensions and alterations to existing outbuilding to form a four-bedroom detached dwelling (Householder application).		20.12.22
<u>DC/22/2142</u> 15.11.2022	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) to allow for the demolition of existing garage and erection of a		Not available determination date 13.12.22

		replacement garage/car port set further to the south.		
--	--	---	--	--

	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.
FC200-22/23	Correspondence Update (for noting only) Sussex Topiary Campsite – Naldretts Lane RH12 3BU – The Clerk has emailed Penny Marsh, Principal Environmental Health Officer HDC expressing an urgent response
FC201-22/23	Chairman's Report (for noting only) - Coronation Planning - Warm Spaces - RH
FC202-22/23	Clerk's announcements/decisions (for noting only) To receive Clerk's Weekly Updates (from 14 th November – 11 th December 2022) - Electric Car Park Spaces – FIT have responded I refer to Rudgwick Parish Council's application for consent to grant a lease to Connected Kerb for the installation of 3 dual charging points in the rear car park. The FIT Policy and Planning Committee considered the proposal and approved the same in principle on the following conditions: - The Council will obtain a valuation for the area in the rear car park to be leased from a RICS surveyor as required by Charities Act 2011 and - The Council will pay Fields in Trust's costs of £300 plus VAT in connection with this matter. - CCTV Policy – To note the Clerk is preparing a CCTV policy to be adopted. - Sussex Topiary Campsite – Naldretts Lane RH12 3BU – Assistant Clerk has chased Penny Marsh for an update - HDC Cost of Living Support Fund – Clerk will be applying for any funding available - Skatepark – RoSPA completed - The National Joint Council (NJC) has agreed that from 1 April 2023, all employees covered by this National Agreement, regardless of their current leave entitlement or length of service, will receive a permanent increase of one day (pro rata for those who work part-time) to their annual leave entitlement. West Sussex Pension Fund Valuation Results - Small Scheduled Body Pool - The rate the actuary will certify for you is the pooled rate. We pool to maintain

	stability of contribution rates as far as possible. We have also shared your individual schedule for information as it gives an indication of your underlying funding position. The Pool agreement has been updated to reflect changes in regulations between valuations and a letter of variation will be sent out shortly. These rates will be effective from 1 April 2023 unless agreed otherwise – and we would therefore invite you to discuss any issues, clarifications or concerns with us as soon as possible. Our intention is to have rates confirmed by 31 December 2022 if possible. http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/
FC203-22/23	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable. • WSALC AGM & Conference – 25 November 2022 • HDC and the Centre for Sustainable Energy Meeting – November Cllr Burse Attended • Discover Gatwick Invitation - 6 December 2022 (New CAGNE representative required)
FC204-22/23	Finance To consider for approval/ noting: • Payments made/received November; • Detailed Receipts & Payments by budget heading November; • Bank Reconciliations for November Lloyds: Business, Savings, KGV, Deed and NS&I Accounts; • Monthly Bank Reconciliation; Payments to be made
FC205-22/23	Parish Council Budget and Precept for the financial year 1st April 2023 to 31st March 2024 To receive and resolve
FC206-22/23	Actions from Finance, Policies and Human Resources Committee meeting 21st November 2022. To approve to resolve the recommended actions as stated in the draft minutes.
FC207-22/23	Internal Audit recommendations To receive and resolve.
FC208-22/23	Committee and Working Group Appointment for New Councillors To receive and consider.
FC209-22/23	Horsham District 'New' Local Plan To consider and resolve.
FC210-22/23	RH Kitchen Project Update To receive update.
FC211-22/23	Pennthorpe MUGA – Community Use Agreement To receive update.
FC212-22/23	Climate and Environment Group Update To receive update.
FC213-22/23	Wilding Network To receive and resolve.

FC214-22/23	RYC Update To receive and resolve.
FC215-22/23	KGV Water Compliance/cleaning To consider and resolve.
FC216-22/23	Little Street Sublet/Jack and Jill Preschool To receive and resolve.
FC217-22/23	Staffing To receive update/ consider for approval.
FC218-22/23	Date of next Meeting: 16th January 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 Monday 12th December 2022 at 7.00 pm

Clerk's Report

To be read in conjunction with the Agenda

FC193-22/23	Apologies for Absence Recommendation: To resolve to receive and approve apologies.
FC194-22/23	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>

FC195-22/23	<u>Minutes of Council Meeting of 14th November 2022</u> Recommendation: To receive for approval the Minutes as an accurate record of the Council Meeting held on 14 th November 2022 and for the chairman to sign these.
FC196-22/23	To receive Minutes of <u>Finance, Policy and Human Resources Committee Meeting of 11th July 2022</u> for adoption.
FC197-22/23	District and County Councillors Reports (for noting only) Recommendation: To receive and note reports.
FC198-22/23	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.
FC199-22/23	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 <u>delegated powers</u> (for noting only);
iii)	To report on Schedule of <u>Planning Decisions</u> made by Horsham District Council on previous applications (for noting only);
iv)	To report/consider for comment on any <u>appeal notices</u> and decisions;
v)	To note the alleged planning <u>compliance issues</u> being considered by HDC.
vi)	To note there are no planning applications being considered at Planning Committee North.
FC200-22/23	Correspondence Update (for noting only) Recommendation: To resolve to note correspondence update. Sussex Topiary Campsite – Naldretts Lane RH12 3BU – The Clerk has emailed Penny Marsh, Principal Environmental Health Officer HDC expressing an urgent response
FC201-22/23	Chairman's Report (for noting only) - Coronation Planning - Warm Spaces - RH
FC202-22/23	Clerk's announcements/decisions (for noting only) Recommendation: To receive Clerk's Weekly Updates (from 14 th November – 11 th December 2022) Electric Car Park Spaces – FIT have responded I refer to Rudgwick Parish Council's application for consent to grant a lease to Connected Kerb for the installation of 3 dual charging points in the rear car park. The FIT Policy and Planning Committee considered the proposal and approved the same in principle on the following conditions:

	• The Council will obtain a valuation for the area in the rear car park to be leased from a RICS surveyor as required by Charities Act 2011 and • The Council will pay Fields in Trust's costs of £300 plus VAT in connection with this matter. • CCTV Policy – To note the Clerk is preparing a CCTV policy to be adopted. • Sussex Topiary Campsite – Naldretts Lane RH12 3BU – Assistant Clerk has chased Penny Marsh for an update • HDC Cost of Living Support Fund – Clerk will be applying for any funding available • Skatepark – RoSPA completed • The National Joint Council (NJC) has agreed that from 1 April 2023, all employees covered by this National Agreement, regardless of their current leave entitlement or length of service, will receive a permanent increase of one day (pro rata for those who work part-time) to their annual leave entitlement. • West Sussex Pension Fund Valuation Results - Small Scheduled Body Pool - The rate the actuary will certify for you is the pooled rate. We pool to maintain stability of contribution rates as far as possible. We have also shared your individual schedule for information as it gives an indication of your underlying funding position. The Pool agreement has been updated to reflect changes in regulations between valuations and a letter of variation will be sent out shortly. These rates will be effective from 1 April 2023 unless agreed otherwise – and we would therefore invite you to discuss any issues, clarifications or concerns with us as soon as possible. Our intention is to have rates confirmed by 31 December 2022 if possible. http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/
FC203-22/23	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable. • WSALC AGM & Conference – 25 November 2022 • HDC and the Centre for Sustainable Energy Meeting – November Cllr Burse Attended • Discover Gatwick Invitation - 6 December 2022 (New CAGNE representative required)
FC204-22/23	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/received November; • Detailed Receipts & Payments by budget heading November; • Bank Reconciliations for November Lloyds: Business, Savings, Deed and NS&I Accounts; • Monthly Bank Reconciliation; • Payments to be made

FC205-22/23	Parish Council Budget and Precept for the financial year 1st April 2023 to 31st March 2024 Recommendation: To resolve to approve the Rudgwick Parish Council Budget 2022/23 and Forecast 2023/24 for discussion and approval of the proposed precept of £109,500 (£3 Band D increase)
FC206-22/23	Actions from Finance, Policies and Human Resources Committee meeting 21st November 2022. Recommendation: to approve to resolve the recommended actions as recommended from the FPHR Meeting 21st November 2022: FPHR 016-22/23: NJC/NALC/living wage Salary Increase 2022-23 FPHR 018-22/23: Review Business Plan and Projects Arising FPHR 019-22/23: Coronation Celebrations FPHR 020-22/23: Tree Survey Action FPHR 021-22/23: Rudgwick Churchyard FPHR 023-22/23: Earmarked Reserves FPHR 024-22/23: Hall Hire Charges FPHR 026-22/23: Staffing
FC207-22/23	Internal Audit recommendations Recommendation: To recommend to the Full Council to note the contents of the Interim Internal Audit Year Ended 31 March 2023, there were no recommendations noted from the auditor.
FC208-22/23	Committee and Working Group Appointment for New Councillors Recommendation: To receive and approve changes to the committee and working group appointments to include new Councillors. Current appointments are as follows: Complaints Committee (four members): Cllr Buckley, Cllr Maclachlan, Cllr Alker, Cllr Gormley. 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, 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, Resilience and Community Safety Group (four including two councillors): Cllr Alker, Cllr Burse, Cllr Gormley, one vacancy. (It was unanimously resolved to add in Resilience to the group name) 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
FC209-22/23	Horsham District 'New' Local Plan Recommendation: To resolve to discuss and note the publication (expected 7th December) of the 'new' Horsham Local Plan R19 for consideration by HDC cabinet

	on 15th December and particularly the proposals that affect Rudgwick Parish e.g. BUAB changes and site allocations and consider if any representation to our District Councillor is necessary, at this stage. HDC Council meeting to consider expected 11th January 2023. Review if the comments made by RPC dated 4th October 2021 have been taken into account.
FC210-22/23	RH Kitchen Project Update Recommendation: To receive update and discuss and approve actions to be undertaken.
FC211-22/23	Pennthorpe MUGA – Community Use Agreement Recommendation: To receive update and discuss and approve actions to be undertaken. Note that the Pennthorpe MUGA is now complete and in use by the School since October, however the required Community Use Agreement (CUA) appears not to be in place. RPC supported the planning application stating: "<i>Fully supported as the sports pitch is of benefit to the village; the application addresses the water disposal (subject to the drainage being undertaken as described); it promotes children/youngsters to become more active; is accessible to the village population</i>". In the light of its submitted comments, RPC to assess the current position and determine if any action is needed to expedite the CUA.
FC212-22/23	Climate and Environment Group Update Recommendation: To receive update from Cllr Burse and discuss and approve actions to be undertaken.
FC213-22/23	Wilding Network Recommendation: To receive update from Cllr Ryan, discuss and approve actions to be undertaken. Cllr Ryan has been in contact with Wilding Earth, they have implied that they would be keen to help RPC with tree planting within the Parish. The trees would be free of charge, however, the bamboo canes and biodegradable spirals are approx. £2.50 in total per unit. Many tree species are available. • Discuss areas within the Rudgwick Parish that would benefit. • Set up a Working Group to lead the initiative and liaise with Wilding Earth. www.wilding.earth
FC214-22/23	RYC Update Recommendation: To receive update and discuss and approve actions to be undertaken, to include - • Good attendance at RYC continues. A Wednesday evening session has now been introduced to cope with increased demand. • RYC Improvement project ongoing with Paul King-Fisher, ably assisted by Brian Allen and Harry Burrows, all continuing to do an amazing job, and putting in an

	astonishing number of voluntary hours. • The redundant water tank has been removed from the RYC roof and the old shower block has been completely reroofed (professional contractors used). • Work to upgrade the boys' toilets will commence in the New Year. • Successful RYC Open Day, coupled with Skate Park opening. Youth keen to use Skate Park in RYC sessions when possible. Luca has supplied some skateboards to RYC. • Query from RYC Risk Assessments - flagpole located south of RYC. Is it in use? Does it need to remain in situ? • Application to HDC climate fund has been submitted to cover the costs of the Canopy (with green roof) for Recycling, at side of RYC. Will probably include inset lighting with sensors, under edge of roof, so people can see what they are doing, and to help keep everywhere tidy. Go Greener Rudgwick/RYC wanted to make RPC (as landlords) aware (south side of RYC not near any houses). • Drainage issues - Cllr P Kornysky to give update.
FC215-22/23	KGV Water Compliance/cleaning Recommendation: To receive and approve expenditure of £179 plus VAT for a one off deep clean and regular standard cleaning once a week: £49.99 plus VAT, which includes the weekly flushing required for water compliance and the ongoing issues surrounding the cleaning and cleanliness of the KGV facilities by hirers. This will be using our contracted cleaners. This quote is from our regular cleaner SLN Cleaning Ltd for JH and RH, their standards and reliability are excellent.
FC216-22/23	Little Street Sublet/Jack and Jill Preschool Recommendation: To receive update and discuss and approve actions to be undertaken.
FC217-22/23	Staffing Recommendation: To receive update/consider for approval (Report circulated to councillors)
FC218-22/23	Date of next Meeting: 16th January 2023, at 7.00 pm Recommendation: To resolve to note the date of the next meeting as 16th January 2023, at 7.00 pm. This has been amended from the 9th January 2023