



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

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

Date: 8th June 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 13th June 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/>)

FC042-22/23 **Apologies for Absence**
To receive and approve.

FC043-22/23 **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.

FC044-22/23 **Minutes of Council Meeting of 9th May 2022**
(Minutes on Rudgwick Parish Website)
To receive for approval the Minutes as an accurate record of the Council Meeting held on 9th May 2022 and for the chairman to sign these.

FC045-22/23 **Co-option of new Councillor**

FC046-22/23 **District and County Councillors Reports** (for noting only)

To receive and note reports.

FC047-22/23 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.

FC048-22/23 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 13 th June 2022				
Application No	Applicant	Reason for Application	Recommendation	Official Response Date
DC/22/0871 04.05.2022	Ranvers House, The Haven, Billingshurst	Demolition of existing western wing and store. Erection of a two storey side extension. Blocking up of existing and creation of new openings and construction of a single storey glazed link. Alterations to existing Cottage building including erection of a porch. Closure of existing access and upgrading existing gated opening to form main access with associated landscaping.		10.06.2022

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.
vii)	HDC have approved the RPC application for the new Rudgwick Skateboard Park
viii)	Waverley Borough Council decision on the Windacres, Cox Green application
ix)	WSCC decision on the Loxwood Claypits application
FC049-22/23	Correspondence Update (for noting only) •
FC050-22/23	Chairman's Report (for noting only)

	• Platinum Jubilee fund creates boost for village halls - GOV.UK (www.gov.uk)
FC051-22/23	Clerk's announcements/decisions (for noting only) To receive Clerk's Weekly Updates (from 9th May – 12th June 2022) • 5 x toilets have been replaced at KGV • Skatepark Planning Permission granted • The new West Sussex Transport Plan 2022-2036 has been published - West Sussex Transport Plan 2022-2036 • Small Council Committee: Confirmed by WSALC that there is no opportunity to sit on the board, only suggestions welcome to raise issues that smaller councils experience and would like NALC to lobby the government on. • Lynwick Street – Resident emailed parish office raising 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. – Clerk has reported to Love West Sussex. • Successful unveiling of the Platinum Jubilee Community Bench. Rudgwick Parish Council website http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/
FC052-22/23	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable. • Workshop: Carbon Footprint & Road Map to Net Zero – 24th May 2022
FC053-22/23	Finance To consider for approval/ noting: • Payments made/received April/May; • Detailed Receipts & Payments by budget heading April/May; • Bank Reconciliations for April/May: Lloyds: Business, Savings, KGV, Deed and NS&I Accounts; • Transfer of £25,000 from Lloyds Business Account to Lloyds Savings Account; • Monthly Bank Reconciliation; Payments to be made
FC054-22/23	Internal Audit/Annual Internal Audit Report To receive and be noted.
FC055-22/23	Appointment of Internal Auditor 2022/23 To receive and be noted.
FC056-22/23	Annual Governance and Accountability Return 2021/22 – Section 1 Annual Governance Statement 2021/22 To consider for approval section 1 of the Annual Return for the year ended 31 March 2022.
FC057-22/23	Annual Governance and Accountability Return 2021/22 – Section 2 Accounting Statement 2021/22 To consider for approval section 2 of the Annual Return for the year ended 31 March 2022.
FC058-22/23	Details of the Arrangements for the Exercise of Public Rights and name of external

	auditor To receive and be noted.
FC059-22/23	Updated Model Standing Orders To resolve updated Model Standing Orders
FC060-22/23	Street light 3 Haven Road Rudgwick To consider and resolve.
FC061-22/23	S137 Spending Review To consider and resolve.
FC062-22/23	Churchmans Meadow Path To consider and resolve.
FC063-22/23	Fire Drill/Alarm Procedures To consider and resolve.
FC064-22/23	Climate Emergency Working Group To consider and resolve.
FC065-22/23	E-Mail Consultations: KGV Changing Facilities - RFC RYC – KGV Field Use Request Foxholes – Railings Repair To receive and resolve.
FC066-22/23	Assets of Community Value Application To consider and resolve.
FC067-22/23	Tennis Club Footpath To consider and resolve.
FC068-22/23	Churchmans Meadow Tree work To consider and resolve.
FC069-22/23	Community Speed Watch To consider and resolve.
FC070-22/23	RYC management committee meeting – 16.5.22 • The Lease • The removal of the stage and the internal wall • RYC refurbishment project • RPC Basketball area at rear of RYC To receive and resolve.
FC071-22/23	RPC Basketball area at rear of RYC To receive and resolve.
FC072-22/23	Drainage Working Group Update To receive and resolve.
FC073-22/23	Request for Rassasy's Deli on the road

	To receive and resolve.
FC074-22/23	Staffing To receive update/ consider for approval.
FC075-22/23	Date of next Meeting: 11th July 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 Monday 13th June 2022 at 7.00 pm

Clerk's Report

To be read in conjunction with the Agenda

FC042-22/23	Apologies for Absence Recommendation: To resolve to receive and approve apologies.
FC043-22/23	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>
FC044-22/23	<u>Minutes of Council Meeting of 9th May 2022</u> Recommendation: To receive for approval the minutes as an accurate record of the Council Meeting held on 9th May 2022 and for the Chairman to sign these.
FC045-22/23	Co-option of new Councillor Recommendation: To resolve to co-opt a new member as Councillor and for the Councillor to sign the Declaration of Acceptance of Office. (Application circulated to councillors – in confidence)
FC046-22/23	District and County Councillors Reports (for noting only) Recommendation: To receive and note reports.
FC047-22/23	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.
FC048-22/23	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 note there are no appeal notices and decisions;
v)	To report on alleged enforcements (for noting only).
vi)	To note there are no planning applications being considered at Planning Committee North.
vii)	HDC have approved the RPC application for the new Rudgwick Skateboard Park & the S106 application .
viii)	Waverley Borough Council decision on the Windacres, Cox Green application
ix)	WSCC decision on the Loxwood Claypits application
FC049-22/23	Correspondence Update (for noting only) Recommendation: To resolve to note correspondence update.
FC050-22/23	Chairman's Report (for noting only) Platinum Jubilee fund creates boost for village halls - GOV.UK (www.gov.uk)
FC051-22/23	Clerk's announcements/decisions (for noting only) To receive Clerk's Weekly Updates (from 9 th May – 12 th June 2022) 5 x toilets have been replaced at KGV - Skatepark Planning Permission granted - The new West Sussex Transport Plan 2022-2036 has been published - West Sussex Transport Plan 2022-2036 - Small Council Committee: Confirmed by WSALC that there is no opportunity to sit on the board, only suggestions welcome to raise issues that smaller councils experience and would like NALC to lobby the government on. - Lynwick Street – Resident emailed parish office raising 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. – Clerk has reported to Love West Sussex. - Successful unveiling of the Platinum Jubilee Community Bench. http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/
FC052-22/23	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable. Workshop: Carbon Footprint & Road Map to Net Zero – 24th May 2022
FC053-22/23	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 April & May; - Detailed Receipts & Payments by budget heading April & May; - Bank Reconciliations for April: Lloyds: Business, Savings, Deed and NS&I Accounts - Bank Reconciliations for May: Lloyds: Business, Savings, Deed and NS&I Accounts - Transfer of £25,000 from Lloyds Business Account to Lloyds Savings Account;

	- Monthly Bank Reconciliation; April & May Payments to be made
FC054-22/23	Internal Audit/Annual Internal Audit Report Recommendation: To resolve to note the Annual Internal Audit Report . and annual Internal Audit report .
FC055-22/23	Appointment of Internal Auditor 2022/23 Recommendation: To consider resolving the appointment of Mulberry & Co as internal auditors for the financial year 2022/23 at a cost of £60 p/h plus expenses. (Charges kept at 20/21 & 21/22 level).
FC056-22/23	Annual Governance and Accountability Return 2021/22 – Section 1 Annual Governance Statement 2021/22 Recommendation: To receive and resolve the Council's responses (AGAR accountability explanation) to Statement 1-9 in Section 1 of the Annual Return (page 4) for the year ended 31st March 2022, as read out by the Chairman and Section 1 to be duly signed by the Chairman of the meeting and by the Clerk.
FC057-22/23	Annual Governance and Accountability Return 2021/22 – Section 2 Accounting Statement 2021/22 Resolution: To receive and resolve Section 2 of the Annual Return (page 5) for the year ended 31st March 2022 and to be duly signed by the Chairman of the meeting, noting that this had previously been signed by the RFO prior to presentation, as required.
FC058-22/23	Details of the Arrangements for the Exercise of Public Rights and name of external auditor Recommendation: To resolve to note the details of the Arrangements for the Exercise of Public Rights and for these to be published on the Council's website.
FC059-22/23	Updated Standing Orders Recommendation: To receive and approve the updated standing orders 18: FINANCIAL CONTROLS AND PROCUREMENT due to the NALC model SOs being updated. (attached). (Amendment highlighted in yellow)
FC060-22/23	Street light 3 Haven Road Rudgwick Recommendation: To receive and discuss and actions to be undertaken. Enerveo (formally SSE) have contacted RPC to advise: You have a street light number 3 on Haven Road Rudgwick which has been reported out of light since 17/2/22, this is due to a SSE Networks supply fault. We have been in regular contact with SSE Networks to resolve the issue. They have asked the question as to whether the street light could be removed as the works that are required to get the power supply back on are extensive and costly. Are you able to look into whether you would be happy for this street light to be removed or would you like them to continue to programme works to reconnect the power supply.
FC061-22/23	S137 Spending Review Recommendation: To receive and discuss the Council's S.137 budget of £1,500 and for this amount to be reviewed in the next budget.

	(£1500 being within the legal limit as prescribed in S. 137(4)(a) of the Local Government Act 1972 (the appropriate sum for parish and town councils in England for 2022-23 is £8.82 per elector) Cllr Gormley requested at the May meeting FC031-22/23 that the S137 budget is reviewed in the next budget and discussed at the June meeting.
FC062-22/23	Churchmans Meadow Path Recommendation: To receive and discuss Churchmans Meadow – Path from Pondfield Road to the play area. Quotations sourced as per the recommendation: 24th January 2022 HROS Committee Meeting HROS07-21/22 RosPA Actions It was resolved unanimously to recommend to the Full Council to resolve: • Churchman Meadows – Path from Pondfield Road to the play area. Quotes to be sourced to improve the ground and access to the play area, at a cost of up to £2000.00. Quote 1 – £9,655.20 Quote 2 – £3,495.00 Quote 3 - £5,264.00 Quotations sent to Cllrs confidentially
FC063-22/23	Fire Drill/Alarm Procedures Recommendation: To receive and discuss procedures. Fire alarm fitted, working and certified. RPC to discuss & decide: • Who do you want to be trained apart from office staff in the event of a false alarm? Halls & rec. committee/councillors/regular users/those who use cooker/local residents living in close proximity to the hall? • Prior to Covid the office was manned 4 days a week and used more frequently. In the case of a largely unmanned building, the Facilities Officer has asked County Alarms what the options are for connecting to mobile phones/brigade etc. There will be a cost associated OR do we leave it as it now and be dependent on the public to alert the parish office in the event of fire? See report
FC064-22/23	Climate Emergency Working Group Recommendation: To receive and discuss and actions to be undertaken. See report from Cllr Burse
FC065-22/23	E-Mail Consultations: Recommendation: To approve the following and note the decision of approval from the email consultations: KGV Changing Facilities - RFC RYC – KGV Field Use Request Foxholes – Railings Repair
FC066-22/23	Assets of Community Value Application Recommendation: To receive and discuss actions to be undertaken. January 2022 Meeting FC213-21/22 - Assets of Community Value Application It was unanimously resolved to agree on RPC submitting a new nomination form for The Kings Head, Church Street, Rudgwick RH12 3EB, which was listed as an Asset of

	Community value up to its 5 th anniversary which was the 26 th May 2021 and for Cllr Haynes to collate the application.
FC067-22/23	Tennis Club Footpath Recommendation: To resolve to agree a decision, Bill Kear Contractors installed concrete edging when installing the tennis club footpath, however RPC did not approve this. It was confirmed via email that edgings would not be required. Bill Kear have requested an additional payment of £1500.00 ex VAT for the additional work. Email chain sent to Cllrs.
FC068-22/23	Churchmans Meadow Tree work Recommendation: To resolve to agree a decision and approve expenditure for tree works required due to storm damage. To safely dismantle x1 Ash tree in Churchmans Meadow which has previously shed a limb exposing poor heartwood and poor unions. Removing all waste from the site for biomass recycling. Carrying out the work when the field is dry enough for vehicular access. Total ex VAT - £750 VAT @ 20% - £150 Total Price inc VAT - £900 (Confidential email with boundary information sent to Cllrs)
FC069-22/23	Community Speed Watch Recommendation: To resolve and approve spending for the Community Speed Watch Group, a cost of £140 including delivery to purchase a body camera for the Speedwatch Group. Over the last three Coordinators meetings run by Steve O'Connell and his boss Sgt. Richard Harmsworth, they have rolled out their policy for body worn video for groups across Sussex, to combat a rising level of abuse to groups and volunteers. Sussex Police have a zero-tolerance policy in regard to abuse, but also need evidence to prosecute, hence BWV. Currently we have only had a few incidents of verbal abuse and aggressive demands as to our authority (we have a Sussex Police Letter we give to anyone who challenges us and thus far has defused the situations). The police are encouraging all groups to acquire BWV, but it has to be funded by the group or parish.
FC070-22/23	<u>RYC management committee meeting – 16.5.22</u> • The Lease • The removal of the stage and the internal wall • <u>RYC refurbishment project</u> Recommendation: To receive update.
FC071-22/23	RPC Basketball area at rear of RYC Recommendation: To receive and discuss and actions to be undertaken. RPC to determine the broad scope of the Village Basketball Relocation Project and what possibilities need to be researched and brought to the July meeting.
FC072-22/23	Drainage Working Group Update Recommendation: To receive update.

FC073-22/23	Request for Rassasy's Deli on the road Recommendation: To receive and discuss Rassasy's Deli on the road request, selling Sussex produced delicatessen, fruit and vegetables, condiments, oils and vinegars and continental foods. They have a new recycled and refurbished sustainably sourced 'Rassasy's Deli on The Road' and have contacted RPC as they are looking for a place to set up shop and service the local community, on a weekly basis at an agreed time and place and are particularly interested in Rudgwick and particularly a Village Hall location with parking.
FC074-22/23	Staffing Recommendation: To receive update/consider for approval (Report circulated to councillors)
FC075-22/23	Date of next Meeting: 11th July 2022, at 7.00 pm Recommendation: To resolve to note the date of the next meeting as 11 th July 2022, at 7.00 pm.