



RUDGWICK PARISH COUNCIL

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

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Date: 6th December 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 13th December 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.

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| FC166-21/22 | Apologies for Absence
To receive for approval. |
| FC167-21/22 | 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. |
| FC168-21/22 | Minutes of Council Meeting of 8th November 2021 (Minutes on Rudgwick Parish Website)
To receive for approval. |
| FC169-21/22 | To receive Minutes of Finance, Policy and Human Resources Committee Meeting of 24th November 2020 for adoption. |
| FC170-21/22 | Co-option of new Councillor |
| FC171-21/22 | District and County Councillors Reports (for noting only) |

FC172-21/22 **Public Speaking Session** (for noting only)

FC173-21/22 **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 13th December 2021				
Application No	Applicant	Reason for Application	Recommendation	Official Response Date
<u>DC/21/2482</u> 16.11.2021	Land South of Guildford Road, Bucks Green	Erection of 43 dwellings, creation of a new pedestrian and vehicle access, public open space, landscaping and associated development.		08.12.2021
<u>DC/21/1415</u> 23.11.2021	Land between Trundle Mead and April Rise (Land at Windacres Farm), Cox Green, Rudgwick	Provision of new road to enable access to proposed development of 37 houses at land at Windacres Farm (all proposed dwellings within Waverley Borough Council boundary). <i>(HDC – We received a new ownership certificate serving notice on the owners of Trundle Mead. This is over a dispute over who owns a small piece of land between the two sites.)</i>		Not available
<u>DC/21/2360</u> 01.12.2021	Middle Gingers, Cox Green	Demolition of a pitched roof garage and lean to extensions. Erection of a single storey rear extension and erection of detached two bay carport and store. <i>(HDC – Amended description)</i>		14.12.2021
<u>DC/21/2480</u> 23.11.2021	Kelsey House, Highcroft Drive, Rudgwick	Erection of a new porch, part single and part two storey side and rear extension with roof canopy. Construction of new fenestration.		Not available
<u>DC/21/2510</u> 01.12.2021	Warhams, Naldretts Lane, Rudgwick	Repair and re-instate historic timbers and Panel Infill (Listed Building Consent).		Not available

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.
 - vii) [Ewhurst & Ellens Green NP Reg 16](#)
To receive and resolve.
 - viii) [Dunsfold Park Garden Village Supplementary Planning Document Public Consultation](#)
To receive and resolve.
 - ix) **The Future of Planning** (for noting only)
To receive and note.
- FC174-21/22 **Correspondence Update** (for noting only)
- [5-Year Housing Supply](#)
 - [4-Parish Letter](#)
- FC175-21/22 **Chairman's announcements** (for noting only)
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- FC176-21/22 **Clerk's announcements/decisions** (for noting only)
To receive Clerk's Weekly Updates (from 10th November – 12 December 2021)
- All import operations to the restoration scheme at Rudgwick Brickworks have permanently ceased – 30th November
 - [Development of an Electric Vehicle Charge Point Network](#)
- Rudgwick Parish Council website
<http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/>
- FC177-21/22 **Parish Council representatives on outside Organisations** (for noting only)
To receive reports on meetings attended – if applicable
ie.
- [HALC Annual Meeting 30th November](#)
 - Wed Nov 10th - Horsham Local Forum
 - [Minutes from CAGNE Forum meeting 18th November](#)
- FC178-21/22 **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;
 - Transfer of £15,000 from Lloyds Savings Account to Lloyds Business Account;
 - Monthly Bank Reconciliation;
 - Payments to be made.
- FC179-21/22 **Skatepark**
To receive and resolve.
- FC180-21/22 **Parish Council Budget and Precept for the financial year 1st April 2022 to 31st March 2023**
To receive and resolve.

FC181-21/22	Actions from Finance, Policies and Human Resources Committee meeting 29th November 2021. To approve to resolve the recommended actions as stated in the draft minutes.
FC182-21/22	Earmarked Reserves To review and plan future spending
FC183-21/22	Internal Audit recommendations To receive and resolve.
FC184-21/22	Committee and Working Group Appointment for New Councillors To receive and consider.
FC185-21/22	Annual Parish Meeting 2022 – speaker To receive and resolve.
FC186-21/22	Planting Jubilee Trees near to KGV building To receive and resolve.
FC187-21/22	Business Insurance KGV Little Street To receive and resolve.
FC188-21/22	RYC Management Committee Update (Meeting 8th November 2021) To receive and note.
FC189-21/22	Approval for changes to outside lighting at RYC To receive and resolve.
FC190-21/22	Drainage Working Group Update To receive and note.
FC191-21/22	Halls, Recreation and Open Spaces Committee Meeting To receive and resolve.
FC192-21/22	Staffing To receive and approve.
FC193-21/22	Date of next meeting: Monday 10th January 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 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 13th December 2021
at 7.00 pm Rudgwick Hall, Bucks Green, RH12 3JJ

Clerk's Report

To be read in conjunction with the Agenda

FC166-21/22	Apologies for Absence Recommendation: To receive apologies for approval.
FC167-21/22	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.
FC168-21/22	<u>Minutes of Council Meeting of 8th November 2021</u> Recommendation: To receive for approval the minutes as an accurate record of the Council Meeting held on 8th November 2021 and for the Chairman to sign these.
FC169-21/22	To receive Minutes of <u>Finance, Policy and Human Resources Committee Meeting of 24th November</u> 2020 for adoption.
FC170-21/22	District and County Councillors Reports (for noting only) Recommendation: To receive and note reports.
FC171-21/22	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)
FC172-21/22	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.
FC173-21/22	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 <u>Delegated Powers</u>;

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 circulated by Horsham District Council.
vi)	Recommendation: To resolve to note that no Planning Applications were sent for consideration at Planning Committee (North).
vii)	Ewhurst & Ellens Green NP Reg 16 Recommendation: To receive and resolve to note.
viii)	Dunsfold Park Garden Village Supplementary Planning Document Public Consultation Recommendation: To receive and resolve to note.
ix)	The Future of Planning (for noting only) Recommendation: To receive and resolve to note update. • What can local councils do on climate change • Climate Emergency Declaration • The Future of Planning - PowerPoint • Planning policy for traveller sites • Guiding Principles for Pre-application Discussions • OKEHAMPTON HAMLETS PARISH COUNCIL Protocol • Protocol and Guidance on Meetings with Developers
FC174-21/22	Correspondence Update (for noting only) • 5-Year Housing Supply • 4-Parish Letter
FC175-21/22	Chairman's Announcements (for noting only)
FC176-21/22	Clerk's announcements/decisions (for noting only) To receive Clerk's Weekly Updates (from 10 th November – 12 December 2021) • All import operations to the restoration scheme at Rudgwick Brickworks have permanently ceased – 30th November • Development of an Electric Vehicle Charge Point Network Rudgwick Parish Council website http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/
FC177-21/22	Parish Council representatives on outside Organisations (for noting only) Recommendation: To receive and resolve to note information. • HALC Annual Meeting 30th November • Wed Nov 10th - Horsham Local Forum • Minutes from CAGNE Forum meeting 18th November
FC178-21/22	Finance Recommendation: To <i>note</i> 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 November; • Detailed Receipts & Payments by budget heading up to 30th November; • Bank Reconciliations for November: Lloyds: Business, Savings, Deed and NS&I Accounts; • Transfer of £15,000 from Lloyds Savings Account to Lloyds Business Account; • Monthly Bank Reconciliation; • Payments to be made.
FC179-21/22	Skatepark Recommendation: To receive to approve a recommendation from the Skate Park Working Group (SPWG) for RPC to consider and agree. See report with supporting information
FC180-21/22	Parish Council Budget and Precept for the financial year 1st April 2022 to 31st March 2023 Recommendation: To resolve to approve the Parish Council Budget and Precept for the financial year 1st April 2022 to 31st March 2023.
FC181-21/22	Actions from Finance, Policies and Human Resources Committee meeting 29th November 2021. Recommendation: to approve to resolve the recommended actions (FPHR 005/008/009-21/22) as recommended from the Finance, Policies and Human Resources Committee meeting draft minutes 29th November 2021. • FPHR 005-21/22: NJC/NALC/living wage Salary Increase 2021-22 • FPHR 008-21/22: Earmarked Reserves • FPHR 009-21/22: Hall Hire Charges
FC182-21/22	Earmarked Reserves Recommendation: To receive and review Earmarked Reserves and plan future spending.
FC183-21/22	Internal Audit recommendations Recommendation: To recommend to the Full Council to discuss and action the Interim Internal Audit Year Ended 31 March 2022 and the recommendations noted from the auditor – • RISK MANAGEMENT AND INSURANCE - I recommend the Fraud and Dishonesty cover level is reviewed to ensure it covers the maximum balance held during the year, • BANK AND CASH - I remind council that the councillor signing the reconciliation should also sign the original bank statements as per FR 2.2 • BANK AND CASH - It was noted that the council holds in excess of £85,000 with Lloyds Bank and would benefit from the protection offered to it by the Financial Services Compensation Scheme (FSCS).
FC184-21/22	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 Manson, Cllr Wightman Finance Policies and Human Resources Committee (four plus CM/VCM): Cllr Burse, Vacancy, Cllr Gormley, Cllr Buckley, Cllr Kornicky, Cllr Thompson. Halls, Recreation and Open Spaces Committee (seven members): Cllr Burse (observer), Cllr Haynes, Cllr Wightman, Cllr Buckley, Vacancy, Cllr Kornicky, Cllr Maclachlan, Cllr Manson Planning Committee (seven members) Cllr Buckley, Vacancy, Cllr Gormley, Cllr Haynes, Cllr

	Kornycky, Cllr Maclachlan, Cllr Thompson Emergency Planning and Community Safety Group (four including two councillors): Cllr Alker, Cllr Burse, Cllr Manson, Cllr Gormley S106 Working Group (max eight with four councillors): Cllr Kornycky, Vacancy, Cllr Manson, Cllr Maclachlan Traffic Calming Working Group: (No maximum, with min two councillors): Cllr Haynes, Cllr Kornycky, Cllr Manson, Cllr Wightman Drainage Working Group: (No maximum, with min two councillors): S Alker, P Thompson, Vacancy, A Haynes, W Manson
FC185-21/22	Annual Parish Meeting 2022 – speaker Recommendation: To receive and discuss the appointment of a speaker at the Annual Parish meeting 2022.
FC186-21/22	Planting Jubilee Trees near to KGV building Recommendation: To receive and consider planting Jubilee Trees near to KGV building and installing a bench as part of the Jubilee celebrations.
FC187-21/22	Business Insurance KGV Little Street Recommendation: To approve a reduction in Little Streets £10Million Public liability insurance to £5Million (email consultation)
FC188-21/22	RYC Management Committee Update (Meeting 8th November 2021) Recommendation: To receive update. • Change of chair of the RYC management committee, effective from beginning December 2021. The new chair is Fiona Sodha and she is the person who will be the point of contact. Contact details will be supplied to the parish clerk's office. • When the recent mice issue at RYC was being dealt with by pest control, they pointed out that there is a pile of grass cuttings at the side of the RYC building, which is likely to be a good place for mice. So, it was suggested that removing the pile might help with resolving the problem. RYC wondered therefore if RPC can request this is stopped and for future cuttings to be deposited elsewhere and not in the vicinity of the Youth Centre building.
FC189-21/22	Approval for changes to outside lighting at RYC Recommendation: To receive and approve the following: • The 2 lights on the north facing wall are replacement. • The 1 light on the west facing wall is new (facing the woods so no impact on neighbours) • The lights extending from the veranda wall would be new. Currently these would only be used on a Monday from 4.30-5.30 pm and possibly/occasionally on a Thursday from 7.30-9.30pm.
FC190-21/22	Drainage Working Group Update (for noting) Recommendation: To receive update.
FC191-21/22	Halls, Recreation and Open Spaces Committee Meeting Recommendation: To confirm a date and time for the next meeting.
FC192-21/22	Staffing Recommendation: To receive and resolve to pay overtime for November – Clerk 22 hours (November FCM and FPHR Meeting preparation/Budget Planning) Assistant Clerk 10 hours (Budget Planning) (Breakdown of dates/hours circulated to Cllrs)

FC193-21/22	Date of next meeting: Monday 10th January December 2022, at 7.00 pm Recommendation: To note the date of the next meeting.