



RUDGWICK PARISH COUNCIL

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

Tel: 01403 822678

E-mail clerk@rudgwickpc.co.uk

Date: 9th June 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 14th June 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. Due to government restrictions, we are restricted to a maximum number of 21 people in the hall, should you wish to attend please contact the parish clerk or please submit any questions 48 hours prior to the meeting to clerk@rudgwickpc.co.uk

AGENDA

To be read in conjunction with Clerk's Report for further background information.

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|-------------|---|
| FC034-21/22 | Apologies for Absence
To receive for approval. |
| FC035-21/22 | 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. |
| FC036-21/22 | Minutes of Council Meeting of 5th May 2021 (Minutes on Rudgwick Parish Website)
To receive for approval. |
| FC037-21/22 | Co-option of new Councillor |
| FC038-21/22 | District and County Councillors Reports (for noting only) |
| FC039-21/22 | Public Speaking Session (for noting only) |
| FC040-21/22 | 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 14th June 2021				
Application No	Applicant	Reason for Application	Recommendation	Official Response Date
DC/20/2070 26.05.2021	Bucks Green Pig Farm, Bucks Green, Rudgwick, Horsham	Outline application for the change of use of agricultural land to residential for the erection of 3no. dwellings, with all matters reserved		16.06.2021

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 Rudgwick Parish Council representation at HDC Planning Committee (North) meeting 7th January 2020 regarding DC/18/2747 (for noting only).

FC041-21/22

Correspondence Update (for noting only)

- Response [letter](#) from RPC to HDC – Response from RPC - Restriction of public speaking rights HDC Meetings.
- [Letter](#) sent in relation to Ewhurst and Ellens Green NP Consultation;
- Email sent to HALC Chairman and Secretary with documentation relating to Restrictions on Public Speaking rights at HDC Meetings
- [Letter](#) and [document](#) sent to WSCC from RPC - Safety issues at Watts Corner in Rudgwick

FC042-21/22

Chairman's announcements (for noting only)

FC043-21/22

Clerk's announcements/decisions (for noting only)

To receive Clerk's Weekly Updates (from 3rd May – 13th June 2021)

- HDC contacted in relation to securing the litter bin outside RYC;
- FIT application submitted for RYC lease;
- Trees felled at the access to Churchmans Meadow;

Rudgwick Parish Council website

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

FC044-21/22

Parish Council representatives on outside Organisations (for noting only)

To receive reports on meetings attended – if applicable.

- Barleycroft Update

FC045-21/22	Finance To consider for approval/ noting: • Payments made/received April/May; • Detailed Receipts & Payments by budget heading April/May; • Bank Reconciliations for 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.
FC046-21/22	Standing Orders To resolve updated Standing Orders.
FC047-21/22	LGA - Model Councillor Code of Conduct To receive and approve.
FC048-21/22	Graveyard Path (for noting only) To receive and note update.
FC049-21/22	Internal Audit/Annual Internal Audit Report To receive and be noted.
FC050-21/22	Appointment of Internal Auditor 2021/22 To receive and be noted.
FC051-21/22	Annual Governance and Accountability Return 2020/21 – Section 1 Annual Governance Statement 2020/21 To consider for approval section 1 of the Annual Return for the year ended 31 March 2021.
FC052-21/22	Annual Governance and Accountability Return 2020/21 – Section 2 Accounting Statement 2020/21 To consider for approval section 2 of the Annual Return for the year ended 31 March 2021.
FC053-21/22	Details of the Arrangements for the Exercise of Public Rights and name of external auditor To receive and be noted.
FC054-21/22	Restriction of public speaking rights HDC Meetings To receive and note.
FC055-21/22	Traffic Calming to include SIDs, BOT, Speedwatch and Inquest report To receive and note.
FC056-21/22	Football Foundation Grant and Licence To receive and resolve.
FC057-21/22	Fire Risk Assessment - Rudgwick Hall To receive and approve.
FC058-21/22	Water Compliance To receive and approve.

- FC059-21/22 **Parish Office Mobile Phone Contract**
To receive and approve.
- FC060-21/22 **Shredder**
To receive and approve.
- FC061-21/22 **Staffing**
To receive and approve.
- FC062-21/22 **Drainage Working Group**
To receive and agree.
- FC063-21/22 **Date of next meeting: Monday 12th July 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 14th June 2021
at 7.00 pm Rudgwick Hall, Bucks Green, RH12 3JJ

Clerk's Report

To be read in conjunction with the Agenda

FC034-21/22	Apologies for Absence Recommendation: To receive apologies for approval.
FC035-21/22	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.
FC036-21/22	Minutes of Council Meeting of 5th May 2021 Recommendation: To receive for approval the minutes as an accurate record of the Council Meeting held on 5th May 2021 and for the Chairman to sign these.
FC037-21/22	Co-option of new Councillor Recommendation: To resolve to co-opt Mrs Vicky Nice as Councillor and for the Councillor to sign the Declaration of Acceptance of Office. (Application circulated to councillors – in confidence)
FC038-21/22	District and County Councillors Reports (for noting only) Recommendation: To receive and note reports. (See WS County councillor report)
FC039-21/220	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.
FC040-21/22	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).
FC041-21/22	Correspondence Update (for noting only) • Response letter from RPC to HDC – Response from RPC - Restriction of public speaking rights HDC Meetings. • Letter sent in relation to Ewhurst and Ellens Green NP Consultation; • Email sent to HALC Chairman and Secretary with documentation relating to Restrictions on Public Speaking rights at HDC Meetings • Letter and document sent to WSCC from RPC - Safety issues at Watts Corner in Rudgwick
FC042-21/22	Chairman's Announcements (for noting only)
FC043-21/22	Clerk's announcements/decisions (for noting only) To receive Clerk's Weekly Updates (from 3 rd May – 13 th June 2021) • HDC contacted in relation to securing the litter bin outside RYC; • FIT application submitted for RYC lease; • Trees felled at the access to Churchmans Meadow; Rudgwick Parish Council website http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/
FC044-21/22	Parish Council representatives on outside Organisations (for noting only) Recommendation: To receive and resolve to note information. • Barleycroft Update 04.06.2021
FC045-21/22	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 April/May • Detailed Receipts & Payments by budget heading April/May • Bank Reconciliation Lloyds & NS&I Account (RPC/Savings/Deed & NS&I) April & (RPC/Savings/Deed & NS&I) May • Transfer of £25,000 from Lloyds Business Account to Lloyds Savings Account; • Monthly Bank Reconciliations April/May • Payments to be made
FC046-21/22	Standing Orders Recommendation: To receive and approve the updated Standing Orders. Amendment of 3.e (approved 5th May 2021 FC018-21/22) and removal of 3.y (Virtual Meetings). Updates are highlighted in yellow.
FC047-21/22	LGA – Model Councillor Code of Conduct Recommendation: To receive and approve the Councillor Code of Conduct. See Documentation. & Letter.

FC048-21/22	Graveyard Path (for noting only) Recommendation: To receive information and consider to resolve actions if appropriate.
FC049-21/22	Internal Auditors Report Recommendation: To resolve to note the Annual Internal Audit Report .
FC050-21/22	Appointment of Internal Auditor 2021/22 Recommendation: To consider resolving the appointment of Mulberry & Co as internal auditors for the financial year 2021/22 at a cost of £60 p/h plus expenses. (Charges kept at 19/20 & 20/21 level).
FC051-21/22	Annual Governance and Accountability Return 2020/21 – Section 1 Annual Governance Statement 2020/21 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 2021, as read out by the Chairman and Section 1 to be duly signed by the Chairman of the meeting and by the Clerk.
FC052-21/22	Annual Governance and Accountability Return 2020/21 – Section 2 Accounting Statements 2020/21 Resolution: To receive and resolve Section 2 of the Annual Return (page 5) for the year ended 31 st March 2021 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. Additional information required by External Auditor.
FC053-21/22	Details of the Arrangements for the Exercise of Public rights and the name of the 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.
FC054-21/22	Restrictions on Public Speaking rights at HDC Meetings Recommendation: To receive and note HDC email and consider to resolve actions if appropriate. See report .
FC055-21/22	Traffic Calming to include SIDs, BOT, Speedwatch and Inquest Report Recommendation: To receive information and consider to resolve actions if appropriate.
FC056-21/22	Football Foundation Grant and Licence Recommendation: To resolve and approve proposed license .
FC057-21/22	Fire Risk Assessment – Rudgwick Hall Recommendation: To resolve and approve. See report .
FC058-21/22	Water Compliance Recommendation: To resolve and approve. See report .
FC059-21/22	Parish Office Mobile Phone Contract Recommendation: To resolve to approve spending of up to £25 per month and £20 upfront fee ex VAT for a new mobile phone for the Parish Clerk. See report .

FC060-21/22	Parish Office Shredder Recommendation: To resolve to discuss a maximum spend and approve purchasing a shredder for the office to ensure all confidential documentation is disposed of securely.
FC061-21/22	Staffing Recommendation: To receive update/consider for approval. See Report.
FC062-21/22	Drainage Working Group Recommendation: To note the date of the next meeting.
FC063-21/22	Date of next meeting: Monday 12th July 2021, at 7.00 pm Recommendation: To note the date of the next meeting.