



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

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

Date: 12th September 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 26th September 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/>)

- FC101-22/23 **Apologies for Absence**
To receive and approve.
- FC102-22/23 **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.
- FC103-22/23 **Minutes of Council Meeting of 11th July 2022**
(Minutes on Rudgwick Parish Website)
To receive for approval the Minutes as an accurate record of the Council Meeting held on 11th July 2022 and for the chairman to sign these.
- FC104-22/23 **To receive Minutes of Halls, Recreation and Open Spaces Committee Meeting 24th**

January 2022 for adoption.

FC105-22/23 District and County Councillors Reports (for noting only)

To receive and note reports.

FC106-22/23 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.

FC107-22/23 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 26 th September 2022				
Application No	Applicant	Reason for Application	Recommendation	Official Response Date
<u>DISC/22/0225</u> 11.08.2022	6 Pathfield Close, Rudgwick	Approval of details reserved by condition 17 to approved application DC/18/2747		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 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.
FC108-22/23	Correspondence Update (for noting only) Citizens' Assembly on Climate Change for Horsham District Letter to Stagecoach from RPC - Stagecoach Rudgwick/Bucks Green/Cox Green Bus Stops
FC109-22/23	Chairman's Report (for noting only) • Her Majesty the Queen 1926 - 2022 • Bridge the Downlink event with the family and local residents • Update on Operation Flagstone regarding fatality near the Mucky Duck • Churchyard Extension Meeting

FC110-22/23	Clerk's announcements/decisions (for noting only) To receive Clerk's Weekly Updates (from 11th July – 25th September 2022) • Re-surfacing of RTC top courts, date TBC • Lynwick Street, Rudgwick – County Cllr Mitchell has written for an update from Highways- current update: I can confirm there was a road closure required to replace a damaged kerb line and to undertake necessary carriageway tie-in to the bellmouth at the junction of Guildford Road. Works have been raised for large scale patching works (384 square metres) at the downlink bridge which I hope can be co-ordinated and completed soon. I will keep you updated once I have got more information. • KGV dangerous manhole cover is being investigated by Wilbur Associates • Advertisement, Poster - Private Sector Leasing – https://www.horsham.gov.uk/housing/leases-and-lettings RPC to include on Facebook • Little Street have reported issues with parking at weekends, they have requested the Football Club pay for signage • Ash dieback works • Thames Water – Cox Green Road, to replace the water pipes http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/
FC111-22/23	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable. • Water Neutrality Briefing for Parish & Neighbourhood Councils - Wednesday 27 July, 6pm
FC112-22/23	Finance To consider for approval/ noting: • Payments made/received July/August; • Detailed Receipts & Payments by budget heading July/August; • Bank Reconciliations for June: Lloyds: Business, Savings, KGV, Deed and NS&I Accounts; • Monthly Bank Reconciliation; Payments to be made • Transfer of £33,600 from Lloyds Savings Account to Lloyds Business Account (50% skatepark balance).
FC113-22/23	SAAA 2022 Opt-out Communication To receive and resolve.
FC114-22/23	Lloyds account– to update signatory details To receive and resolve.
FC115-22/23	Insurance Cover Premium 2022/23 To receive and resolve.
FC116-22/23	Actions from Halls, Recreation and Open Spaces Committee Meeting 15^h August 2022. To approve to resolve the recommended actions as stated in the draft minutes.

FC117-22/23	Churchmans Meadow Path Update To receive update
FC118-22/23	Dead tree on A281 To receive update
FC119-22/23	Water Drinking/Filling station at KGV To consider and resolve.
FC120-22/23	RH Kitchen Project Update To receive update.
FC121-22/23	Skatepark and HDC Time Restrictions Update To receive update.
FC122-22/23	Request for a Fireworks night To consider and resolve.
FC123-22/23	Horsham Fire Station - Safer community and Local Risk Management Plan To consider and resolve.
FC124-22/23	Rudgwick Medical centre Improvement Works To consider and resolve.
FC125-22/23	Rudgwick Junior Football Club To consider and resolve.
FC126-22/23	RYC Update including RYC Management Committee 18 July 2022 To receive update.
FC127-22/23	RoSPA To receive and resolve.
FC128-22/23	Village Audit and Councillor Building Inspections 2022 To receive and resolve.
FC129-22/23	Climate and Environment Group Update To receive update.
FC130-22/23	Rudgwick Community Walk in Centre To receive and resolve.
FC131-22/23	Parking at Rudgwick Hall To provide an update.
FC132-22/23	Resolution to exclude the public and press from the business about to be transacted. Exclusion due to the confidential nature/exempt information to be discussed.
FC133-22/23	Little Street Sublet Update To provide an update
FC134-22/23	Staffing To receive update/ consider for approval.
FC135-22/23	Date of next Meeting: 17th October 2022, at 7.00 pm

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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 26th September 2022 at 7.00 pm

Clerk's Report

To be read in conjunction with the Agenda

FC101-22/23	Apologies for Absence Recommendation: To resolve to receive and approve apologies.
FC102-22/23	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>
FC103-22/23	<u>Minutes of Council Meeting of 11th July 2022</u> Recommendation: To receive for approval the Minutes as an accurate record of the Council Meeting held on 11th July 2022 and for the chairman to sign these.
FC104-22/23	To receive <u>Minutes</u> of Halls, Recreation and Open Spaces Committee Meeting 24th January 2022 for adoption.
FC105-22/23	District and County Councillors Reports (for noting only) Recommendation: To receive and note reports.
FC106-22/23	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.
FC107-22/23	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 and decisions</u> ;

v)	To report on alleged enforcements (for noting only).
vi)	To note there are no planning applications being considered at Planning Committee North.
FC108-22/23	Correspondence Update (for noting only) Recommendation: To resolve to note correspondence update. Citizens' Assembly on Climate Change for Horsham District Letter to Stagecoach from RPC - Stagecoach Rudgwick/Bucks Green/Cox Green Bus Stops
FC109-22/23	Chairman's Report (for noting only) • Her Majesty the Queen 1926 - 2022 • Bridge the Downlink event with the family and local residents • Update on Operation Flagstone regarding fatality near the Mucky Duck • Churchyard Extension Meeting
FC110-22/23	Clerk's announcements/decisions (for noting only) Recommendation: To receive Clerk's Weekly Updates (from 11th July – 25th September 2022) • Re-surfacing of RTC top courts • Lynwick Street, Rudgwick – County Cllr Mitchell has written for an update from Highways- current update: I can confirm there was a road closure required to replace a damaged kerb line and to undertake necessary carriageway tie-in to the bellmouth at the junction of Guildford Road. Works have been raised for large scale patching works (384 square metres) at the downlink bridge which I hope can be co-ordinated and completed soon. I will keep you updated once I have got more information. • KGV dangerous manhole cover is being investigated by Wilbur Associates • Advertisement, Poster - Private Sector Leasing – https://www.horsham.gov.uk/housing/leases-and-lettings RPC to include on facebook • Little Street have reported issues with parking at weekends, they have requested the Football Club pay for signage • Ash dieback works - clerk to add to Facebook and website • Thames Water – Cox Green Road, to replace the water pipes - clerk to add to Facebook and website http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/
FC111-22/23	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable. • Water Neutrality Briefing for Parish & Neighbourhood Councils - Wednesday 27 July, 6pm
FC112-22/23	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 July/August; • Detailed Receipts & Payments by budget heading July/August; • Bank Reconciliations for July: Lloyds: Business, Savings, Deed and NS&I Accounts;

	• Bank Reconciliations for August: Lloyds: Business, Savings, Deed and NS&I Accounts; • Monthly Bank Reconciliation; July/August • Payments to be made • Transfer of £33,600 from Lloyds Savings Account to Lloyds Business Account (50% skatepark balance).
FC113-22/23	SAAA 2022 Opt-out Communication Recommendation: To receive to resolve not to opt out of the SAAA (Smaller Authorities' Audit Appointments) central external auditor appointment arrangements. SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms.
FC114-22/23	Lloyds account– to update signatory details Recommendation: To update signatory details and access for Assistant Clerk Sarah Hall.
FC115-22/23	Insurance Cover premium 2022/23 Recommendation: To receive and resolve to note Hiscox Insurance Schedule for 2022/23 at a premium of £4,580.81 including IPT and fee, this also includes an amendment for the additional premiums to add Loss of Rent Receivable to cover from renewal as follows: KGV Loss of Rent at £27,500 (12 months) receivable - £55.44 inc IPT Please note RPC committed to a 3-year binding Long Term Agreement (LTA) with Hiscox in September 2021 (FC106-21/22). NB Renewal terms based on the existing sums insured; the Fidelity Guarantee sum increased to £300,000 on 4th January 2022; and inflationary index linking of cover plus general inflation.
FC116-22/23	Actions from Halls, Recreation and Open Spaces Committee Meeting 15^h August 2022. Recommendation: To receive to resolve the recommended actions as stated in the draft minutes.
FC117-22/23	Churchmans Meadow Path Update Recommendation: To receive update and discuss actions to be undertaken. See report
FC118-22/23	Dead Tree on the A281 Recommendation: To receive update from WSCC Highways, Transport and Planning. There has been no contact from the landowner since sending a letter in June, asking them to have this tree professional assessed and any required works undertaken. WSCC have written another letter dated 7th September, which requires the landowner to take urgent action. If they do not contact WSCC within 21 days, then they will go ahead and schedule the removal of the tree for reasons of health and safety. WSCC are planning to commence works in the area during October and November and hope for this to be included within those works. Ash dieback works

FC119-22/23	Water Drinking/Filling station at KGV Recommendation: To receive and discuss actions to be undertaken. DWF1 With Bottle Filler Bottle Filler Tap (thewatercoolercompany.com)
FC120-22/23	RH Kitchen Project Update Recommendation: To receive update from Cllr P Kornicky.
FC121-22/23	Skatepark and HDC Time Restrictions Update Recommendation: To receive update and discuss and approve actions to be undertaken. RPC agreement to: • Submit a Variation of Condition application to remove the 7pm closure time • Require HDC to waive the fee & expedite a decision • Require HDC to attend a meeting at Rudgwick Hall to visit the site & discuss with parish councillors
FC122-22/23	Request for a fireworks night Recommendation: To receive and discuss for consideration the request for a fireworks night on the KGV playing field – • Detailed risk assessment • Public liability insurance • Location of the actual fireworks (in a restricted area) • Agreement of other field users • Temporary alcohol licence • Payment for use and cleaning of KGV/Village Hall toilets • Car parking • Date and timing • RPC approval
FC123-22/23	Horsham Fire Station - Safer community and Local Risk Management Plan Recommendation: To receive update and resolve to invite Alistair Green, Chief of Horsham Fire Station, to the 17th October, meeting. Cllr Ryan has been in contact with Alistair Green, chief of Horsham Fire Station. Alistair is keen to work within the local community providing support for young and elderly residence, especially elderly with increased fuel prices and bills. A matter that more attention is needed to be placed for both the youth and elderly sector, as well as other matters to touch on. Alistair is happy to join an RPC meeting and for agreement for him to be invited to our October meeting.
FC124-22/23	Rudgwick Medical centre Improvement Works Recommendation: To receive and approve letter of support for the following request - Rudgwick Medical centre are planning improvement works and would be grateful for a letter of support of these works. Summary below This project will create a new clinical service room in a section of the waiting area, on the ground floor, to facilitate the expansion of our HCA services for phlebotomy and health checks. Space previously occupied by patient notes on the ground floor, which are now stored off site, will be reconfigured to create a confidential workspace with the installation of a sound proof barrier between main reception and the office area. Expansion of the first-floor office will

	be created through removal of the current partition between the staff kitchen and office and installation of an enhanced sound proofing wall to create a larger confidential teleconsultation office The redesign is in support of both practices need and PCN need which will enhance the services we can provide to our practice and PCN population.
FC125-22/23	Rudgwick Junior Football Club Recommendation: To receive and discuss for consideration a storage request - Rudgwick Juniors would like to purchase and store one set of goalposts at the King George V playing fields. The under 13's currently use heavy aluminium goals which are old and currently stored in their shed. They would like to purchase new ones which are on wheels and for health and safety a lot more practical. However, they do not fold up and would therefore not be able to be stored in the shed. The option would be to find a suitable spot either by the Youth Centre near to the Pylon or up beyond the cricket net/behind the tennis courts, which would be closer to the area where they would be required.
FC126-22/23	RYC Update including RYC Management Committee 18 July 2022 Recommendation: To receive update from Cllr S Kornicky.
FC127-22/23	RoSPA Actions Recommendation: To receive and discuss the priority action report and resolve to recommend the required actions/expenditure from the 2022 RoSPA inspection. http://www.rudgwick-pc.org.uk/transparency/rosa-inspection-reports/
FC126-22/23	Village Audit and Councillor Building Inspections 2022 Recommendation: To resolve and arrange to undertake the annual village audit and building inspections for RH/JH/KGV by councillors and for a date to be arranged.
FC129-22/23	Climate and Environment Group Update Recommendation: To receive Cllr Burse update.
FC130-22/23	Rudgwick Community Walk in Centre Recommendation: To receive and discuss the proposal from Cllr Gormley for a walk-in centre for the elderly residents in the parish.
FC131-22/23	Parking at Rudgwick Hall Recommendation: To receive and consider the continued issues with parking directly outside Rudgwick Hall.
FC132-22/23	Resolution to exclude the public and press from the business about to be transacted. Exclusion due to the confidential nature/exempt information to be discussed.
FC133-22/23	Little Street Sublet Update Recommendation: To receive update.
FC134-22/23	Staffing Recommendation: To receive update/consider for approval (Report circulated to councillors)
FC135-22/23	Date of next Meeting: 17th October 2022, at 7.00 pm Recommendation: To resolve to note the date of the next meeting as 17th October 2022, at 7.00 pm.