



RUDGWICK PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Monday 10th July 2023 at Rudgwick Hall, Bucks Green, RH12 3JJ at 7 pm.

Present: Councillors S Alker, D Buckley (Chairman), R Burse, A Haynes, P Kornycky, S Kornycky, R Landeryou (Horsham District (HD) Councillor, I Maclachlan, West Sussex County Councillor Christian Mitchell, A Ryan, P Thompson and R Wild.

Also, present Anna Clayton – Clerk and three members of the public.

FC068-23/24	Apologies for Absence There were no apologies of absence received.
FC069-23/24	Declarations of Interest It was unanimously resolved to note that no Declarations of Interest as defined under the Localism Act 2011 and the Parish Council Code of Conduct were made.
FC070-23/24	<u>Council Meeting held on 12th June 2023</u> It was unanimously resolved for the minutes to be an accurate record of the Council Meeting held on 12 th June 2023 and for the Chairman to sign these.
	It was unanimously agreed to move item FC080-23/24
FC080-23/24	Annual Fire Requirements It was unanimously resolved to note the fire evacuation process, carry out an evacuation and for all Councillors and members of the public in attendance, to sign the required documentation.
FC071-23/24	District and County Councillors Reports (for noting only) It was unanimously resolved to note HD Councillor Landeryou's report. It was unanimously resolved to note WSCC Christian Mitchell's report. West Sussex County Councillor Christian Mitchell to investigate further the option of a temporary bus stop. The Chairman formally thanked both Cllrs for their reports.
FC072-23/24	Public Speaking Session A representative from the Cricket Club spoke about agenda item FC082-23/24 and answered any Cllr questions.
	It was unanimously agreed to move item FC082-23/24
FC082-23/24	Rudgwick Cricket Club New Net Location

	It was unanimously resolved to approve in principle the proposal from Rudgwick Cricket Club to upgrade the nets and location, with the proposal to be discussed in more detail at the HROS Meeting 12.7.23. Proposed by Cllr S Kornycky and seconded by Cllr R Wild
FC073-23/24	Planning To report on:
i)	Current Planning Applications were resolved unanimously and noted for comment to Horsham District Council (HDC).

Applications considered at Rudgwick Parish Council Meeting 10th July 2023

Application No	Applicant	Reason for Application	Recommendation
DC/23/1160 20.06.2023	Morgans Green Cottage, The Haven	Proposed replacement of 1960 lean-to with an extension to existing listed cottage (Householder Application)	No Objection providing the HDC conservation officer is content that the proposal will be sympathetic to the listed building.
DC/23/1161 23.06.2023	Morgans Green Cottage, The Haven	Proposed replacement of 1960 lean-to with an extension to existing listed cottage (Listed Building Consent)	No Objection providing the HDC conservation officer is content that the proposal will be sympathetic to the listed building.
DC/23/1214 20.06.2023	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.) Alterations to window and doors to the east elevation.	No Objection

ii)	It was unanimously resolved to note Planning Applications made under delegated powers
iii)	It was unanimously resolved to note the Schedule of Planning Decisions made by Horsham District Council on previous applications;
iv)	It was unanimously resolved to note are no new applications being considered/determined by the Planning Inspectorate.
v)	It was unanimously resolved to note the new Planning Compliance issues being considered

	by HDC.
vi)	It was unanimously resolved to note that no Planning Applications were sent for consideration at Planning Committee (North).
	Ravenswood – The Chairman requested the Clerk contact NALC/WSALC to request advice – ‘Is it right that our District Council seems incapable in carrying out an enforcement in 5 years?’
FC074-23/24	Correspondence Update (for noting only)
FC075-23/24	Chairman’s Report It was unanimously resolved to note Chairman’s announcements: • Little Street Lease – Meeting with the tenant to take place on Monday 17th July. Further update at the September FCM. • Sussex Topiary – The Chairman will be arranging a meeting with Penny Marsh, Principal Environmental Health Officer, HDC.
FC076-23/24	Clerk’s announcements/decisions (for noting only) It was unanimously resolved to note Clerk’s Weekly Updates (from 12th June – 9th July 2023) • Enforcement with new cabinet member – Clerk wrote to Jane Eaton for clarification (planning/Place) and progress on enforcement, noting Raven’s Wood, is still ongoing, nearly 4 years on. – Awaiting response • Update on the Downslink crossing – Response from WSCC Mitchell, from Ian Myhill: An initial desktop site assessment has been carried out, a site audit will likely be done once a decision has been made on any potential change to the road section or layout. An RSA is used as a tool to audit a change in road user behaviour so would be completed once changes had been proposed. As we don’t know what they are, this would have to be done once a decision has been made. The site assessment carried out has included some improvements that could be made to site along the lines of traffic signs, surface condition, road markings and also the speed limit of the road. These improvements are being factored into the overall decision on the site. (correspondence circulated to Cllrs) • Bus Stops in Rudgwick – WSCC Mitchell advised that Steve Doole’s position remains the same: Colleagues in WSCC who arrange School Transport confirm that the school bus that calls near the junction of Orchard Hill on Church St only stops on the northbound side on school days twice. (The operator of the school bus writes ‘We stop Northbound only approx. 3 meters past the bench in the screenshot’.) As the pupils from the bus do not cross any roads, the location of the school bus stopping point is not relevant for some pedestrian aspects of the safety assessment, but may be relevant for traffic movements at the junctions. (correspondence circulated to Cllrs) • NS&I Investment account paying 0.5% was to be moved to the NS&I Direct Saver paying 2.85%, all documentation completed and NS&I have advised the higher rate cannot apply for a business. http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/
FC077-23/24	Parish Council representatives on outside Organisations It was unanimously resolved to note reports received.

	16.6.23 Gatwick Meeting with J Quinn MP – Meeting requested due to RPC & neighbouring Parishes having concerns about Gatwick’s expansion plans and FASI-S. MP for Horsham noted interest on the issue and wanted to meet with a collection of Parish Councils to hear their concerns. Cllr Alker attended, circulated meeting minutes to all Cllrs and gave a verbal update. • Annual HALC Meeting will be held on 26th July 2023														
FC078-23/24	Finance It was unanimously resolved 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 June, June (additional payments) • Detailed Receipts & Payments by budget heading June; • Bank Reconciliations for June: Lloyds: Business, Savings, Deed and NS&I Accounts: • Monthly Bank Reconciliation; June • Payments to be made; Proposed by Cllr P Kornycky and seconded by Cllr P Thompson														
FC079-23/24	Actions from Finance, Policies and Human Resources Committee meeting 5th July 2023. It was unanimously resolved to action the recommendations from the FPHR Meeting 5th July 2023: FPHR 009-23/24 General Transfers to EMR’s It was unanimously resolved to approve the transfer of £20,000 from General Reserves into EMR’s Project <table> <tr> <td>Cemetery Extension</td><td>£3,000</td></tr> <tr> <td>RH Kitchen</td><td>-£4,000</td></tr> <tr> <td>Zero Carbon</td><td>£5,000</td></tr> <tr> <td>RH Lobby/Office/Entrance</td><td>£2,000</td></tr> <tr> <td>JH Refurbishment</td><td>£9,000</td></tr> <tr> <td>KGV Building Refurbishment</td><td>£5,000</td></tr> <tr> <td>Total Transfer</td><td>£20,000</td></tr> </table> FPHR 010-23/24 Policies It was unanimously resolved to approve the updated Terms of Reference for the Finance Committee It was unanimously resolved to approve appointing Cllr R Wild to check the bank reconciliations quarterly. FPHR011-23/24 Office Staff Roles and Responsibilities It was unanimously resolved to approve the updated Clerk’s and Assistant Clerk’s signature. Proposed by Cllr S Alker and seconded by Cllr A Haynes	Cemetery Extension	£3,000	RH Kitchen	-£4,000	Zero Carbon	£5,000	RH Lobby/Office/Entrance	£2,000	JH Refurbishment	£9,000	KGV Building Refurbishment	£5,000	Total Transfer	£20,000
Cemetery Extension	£3,000														
RH Kitchen	-£4,000														
Zero Carbon	£5,000														
RH Lobby/Office/Entrance	£2,000														
JH Refurbishment	£9,000														
KGV Building Refurbishment	£5,000														
Total Transfer	£20,000														
FC080-23/24	Item moved, after FC068-23/24														
FC081-23/24	Graveyard extension at Holy Trinity church														

	It was unanimously resolved to approve expenditure up to £340 ex vat to instruct TGMS to redraw the plan following the installation of the fences and path. Proposed by Cllr A Ryan seconded by Cllr R Wild
FC082-23/24	Item moved, after FC072-23/24
FC083-23/24	CCTV/Flood lighting to RH/ Oil Tank Security It was unanimously resolved to approve expenditure of £470.00 plus VAT for the installation of additional CCTV and £379.11 plus VAT for additional lighting to RH. Clerk to obtain further quotations for an oil tank cage. Proposed by Cllr A Ryan seconded by Cllr A Haynes
FC084-23/24	Defibrillator Finder It was unanimously resolved to note reference made in the Parish Magazine noting some confusion relating to Defib locations and if you have got a defibrillator to ensure it is publicised. Further work required to ensure all defibrillators available to the public in the area, are noted and to discuss further at the September meeting to establish any progress.
FC085-23/24	Downslink It was unanimously resolved to note the update from Cllr Ryan and RPC to approve support for the following proposals - To seek advice from Cllr Mitchell on who to contact at WSCC with regard to RPC previous request for improved road marking and signage on the A281 road itself about the Downslink Crossing. (Note - this was part of original TRO request in 2021 for movement of speed signs on A281, but apparently not able to be dealt with by WSCC under a TRO application). Now a 2nd TRO has been submitted omitting this aspect, who/which department in WSCC do we contact to deal with these specific recommendations? Cllr S Kornycky to draft a letter for the Clerk to submit to WSCC - To recommend 2 x mounting blocks on the Downs Link path either side of the crossing To recommend removable/lockable bollards at the crossing site (would be visible to motorists, riders, cyclists and pedestrians) to prevent parking at the crossing and give a better indication of the crossing location To include the signage/road marking recommendations BHS local representative has indicated that, subject to seeing the text of the letter first, she may be in a position to add her support to our recommendations. (Cllr S Kornycky to supply BHS rep contact details). Proposed by Cllr I Maclachlan seconded by Cllr A Haynes
FC086-23/24	Assistant Clerk Mobile Phone It was unanimously resolved to approve expenditure on a Mobile Phone Contract for the Assistant Clerk of up to £27 per month Ex VAT. Proposed by Cllr R Wild seconded by Cllr R Burse
FC087-23/24	Traffic Calming Working Group Update and Recommendations for approval

	It was unanimously resolved to note the Traffic Calming Working Group update. It was unanimously resolved to approve the following actions: • Approach Wilbar Associates for quote (up to the cost of £1250 for consultancy) - widening of pavement from Watts Corner to the pedestrian crossing and review Bucks Green speed limits. Recommend RPC approval of finance for Wilbar Associates work. • Recommend RPC approval for public display of proposals for Church Street TC measures, manned displays in Rudgwick Hall, and feedback forms for residents. • Investigate whether 20 mph limit area is reversible if implemented. Request parish Clerk to contact Trevor Leggo at WSALC, and possibly other parish councils who have already implemented this 20-mph limit (Billingshurst, BBH, and Warnham PCs), for feedback, comments on how it is working. • Recommend RPC lobby Parking Services at HDC over enforcement of Yellow Lines in QE Road. (clerk to email HDC to ask if they would come out and monitor) • Recommendation for RPC to approach WSCC for an update on KSI stats for the A281 approaching Bucks Green from Guildford (already actioned); moving speed signs at DL crossing (TRO details supplied to Clerk); improved signage on road at DL crossing. • Move a SID to Loxwood Road Proposed by Cllr D Buckley seconded by Cllr A Haynes
FC088-23/24	Emergency Planning, Resilience and Community Safety Group update and Recommendations for approval It was unanimously resolved to approve: • Cllr R Burse to draft an article for the Parish Magazine in August for the September magazine, to explain the task that we will be undertaking. As part of this, setting out that over a period few months we will be providing guidance on the different 'emergency' issues. • Any documents providing guidance or information to be added to the website. • Look for assistance by individuals or businesses should an emergency occur.
FC089-23/24	Date of next Meeting: 11th September 2023, at 7.00 pm It was resolved to note the date of the next meeting as 11th September 2023, at 7.00 pm.

There being no other business, the Chairman closed the meeting at 8.47 pm

.....
Councillor D Buckley
Chairman

.....
Date