



RUDGWICK PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Monday 12th June 2023 at Rudgwick Hall, Bucks Green, RH12 3JJ at 7 pm.

Present: Councillors D Buckley (Chairman), R Burse, A Haynes, P Kornycky, S Kornycky, West Sussex County Councillor Christian Mitchell, R Wild, S Alker

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

The meeting stated at 7.02pm.

FC040-23/24	Apologies for Absence Apologies were received from R Landeryou (Horsham District (HD) Councillor, Cllr Maclachlan, Cllr Ryan and Cllr Thompson and noted.
FC041-23/24	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.
FC042-23/24	<u>Minutes of Council Meeting of 15th May 2023</u> It was unanimously resolved for the minutes to be an accurate record of the Council Meeting held on 15th May 2023 and for the Chairman to sign these.
FC043-23/24	Co-option of new Councillor It was resolved to co-opt Mr Rob Wild and Mr Steven Alker as Councillors, proposed by Cllr David Buckley seconded by Cllr Alex Haynes and unanimously agreed. The Councillor signed the Declaration of Acceptance of Office. The Chairman reminded the members that the Nolan Principles of public life and code of conduct had to be adhered to by all Parish Councillors and all elected officials.
FC044-23/24	District and County Councillors Reports (for noting only) It was unanimously resolved to note HD Councillor Landeryou's report – There is little to report as May has mainly been taken up with training bearing in mind the number of new members the council now has. One good note to report is the return of events in Horsham. Saturday evenings there will be a series of themed events taking place in the Carfax throughout June and July. It was unanimously resolved to note West Sussex County Councillor Christian Mitchell report. The Chairman requested an update on the Downslink crossing, WSCC Mitchell will be chasing an update with Neil Vigar/will also follow up on the commissioning of a second report.

	WSCC Mitchell confirmed his support of the moving of the signage and future TRO submission. Agenda item FC063-23/24 was moved for discussion with WSCC Mitchell. The Chairman wanted to pass on his thanks to the WSCC Highways team for potholes that have been filled recently. The Chairman formally thanked both Cllrs for their reports.		
	It was unanimously agreed to move item FC063-23/24		
FC063-23/24	Request to formalise 2 bus stops in Rudgwick It was unanimously resolved to note WSCC Mitchell confirmed he would write to Steve Doole, (Bus Back Better WSCC) to try and expedite the request of the installation of bus stop poles/signage at Orchard Hill (both sides of the B2128), unofficial but active stops. RPC were previously advised this would be added to the list for delivery in financial year 2024/25 and that safety assessments are required, RPC confirmed that the stop is already being used by school buses. RPC confirmed they would consider funding some/all of the works depending on what is required and the cost for this.		
FC045-23/24	Public Speaking Session Naldretts Lane residents spoke about continued concern over the Sussex Topiary. A resident presented their ideas and proposal in relation to Watts Corner Footpath agenda item FC058 – 23/24 and answered any Cllr questions.		
	It was unanimously agreed to move item FC058-23/24		
FC058-23/24	Watts Corner Footpath It was unanimously resolved to note and discuss the proposal, RPC agreed that it is a good idea however to progress this forward, PROW need further involvement, advising RPC on potential costs/permission/factors to consider. A feasibility report is required.		
FC046-23/24	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 12th June 2023			
Application No	Applicant	Reason for Application	Recommendation
DC/23/1034 24.05.2023	1 Woodfalls Manor, Garden View, Loxwood Road, Rudgwick	Erection of a single storey extension to western elevations.	No Objection
	Cllr Alker left the meeting at 8.02pm and returned at 8.04pm		
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 the new applications being considered/determined by the Planning Inspectorate .
v)	It was unanimously resolved to note there are no 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).
vii)	Sussex Topiary Campsite Clerk to contact Penny Marsh, requesting a meeting with Cllrs and residents.
FC047-23/24	Correspondence Update (for noting only)
FC048-23/24	Chairman's Report It was unanimously resolved to note Chairman's announcements: • Enforcement with new cabinet member – Clerk to write to Jane Eaton for clarification (planning/Place) and progress on enforcement, noting Raven's Wood, is still ongoing, nearly 4 years on. • T & F – Invited Little Street for a meeting, good progress with tenant.
FC049-23/24	Clerk's announcements/decisions (for noting only) It was unanimously resolved to note Clerk's Weekly Updates (from 15 TH May – 11 th June 2023) • Churchmans Meadow Path Update – work to commence end of July, weather permitting • Memorial Bench to be installed on the 7th July on the KGV field, scattering of ashes to take place 15th July AM. • Spring Clean – facilities officer to co-ordinate a date with Cllrs • Co-op Community Fund – date for applications now closed (11th June), information circuited to Cllrs. In preparation for further funding opportunities please can Cllrs email the Clerk with potential future ideas. • Kilnfield Road, Rudgwick – Ongoing concerns relating to the potholes and future repair works, Cllrs requested an onsite meeting with WSCC Mitchell. • Damming of the River – Clerk contacted the EA to follow up on progress relating to contacting landowners on both side of the river. Water leak on Church Street – Southern Water advised: <i>There had been an ongoing issue with ground water running near the junction, this looked to be coming from a surface drain which was blocked. This had been raised previously and appears to be the responsibility of West Sussex Highways to resolve. Looks like some work has been done and there is currently no water running.</i> – WSCC Mitchell • Maybanks Development – Reports of HGVs in Church St seem to be linked to Maybanks car parking. PARKING COURT TO SERVE RESIDENTIAL DEVELOPMENT APPROVED UNDER WA/2021/2926, WA/2019/0173, WA/2017/1456 AND WA/2017/2311 • New finial in place at Tismans Common. http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/

FC050-23/24	Parish Council representatives on outside Organisations It was unanimously resolved to note there are no reports received.
FC051-23/24	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 April and May Payment Analysis & Receipt Analysis; • Detailed Receipts & Payments by budget heading April/May; • Bank Reconciliations for April/May: Lloyds: Business April/May, Savings April/May, Deed April/May and NS&I April/May Accounts: • Monthly Bank Reconciliation; April/May Payments to be made • To amend NS&I Investment account paying 0.5% to the NS&I Direct Saver paying 2.85%, allowing easier access should money need withdrawal. (Current process requires everything to be in writing) • Proposed by Cllr S Kornysky and seconded by Cllr P Kornysky
FC052-23/24	Internal Audit/Annual Internal Audit Report It was resolved to note the Annual Internal Audit Report and Internal Auditors Report 2022/23 (AGAR page 3) Proposed by Cllr S Kornysky seconded by Cllr R Burse and agreed unanimously
FC053-23/24	Appointment of Internal Auditor 2023/24 It was resolved to appoint Mulberry & Co as internal auditors for the financial year 2022/23 at a cost of £65 p/h plus expenses
FC054-23/24	Annual Governance and Accountability Return 2022/23 – Section 1 Annual Governance Statement 2022/23 It was agreed to 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 2023, as read out by the Chairman and Section 1 to be duly signed by the Chairman of the meeting and by the Clerk. Proposed by Cllr S Alker seconded by Cllr A Haynes agreed unanimously
FC055-23/24	Annual Governance and Accountability Return 2022/23 – Section 2 Accounting Statement 2022/23 It was agreed to resolve Section 2 of the Annual Return (page 5) for the year ended 31st March 2023 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 Proposed by Cllr S Kornysky seconded by Cllr R Burse and agreed unanimously
FC056-23/24	Details of the Arrangements for the Exercise of Public Rights and name of external auditor It was resolved to note the details of the Arrangements for the Exercise of Public Rights and for these to be published on the Council's website.
FC057-23/24	Committees and Working Groups Appointment of New Members for the 2023/24

	municipal year It was resolved to approve committees/working groups membership for new Cllrs Complaints Committee (four members): Cllr Buckley, Cllr Maclachlan, Cllr P Kornysky, Cllr Wild. Finance Policies and Human Resources Committee (four plus CM/VCM): Cllr Burse, Cllr Buckley, Cllr P Kornysky, Cllr S Kornysky, Cllr Thompson, Cllr Wild (Vice) Halls, Recreation and Open Spaces Committee (seven members): Cllr Burse, Cllr Haynes, Cllr Buckley, Cllr P Kornysky, Cllr S Kornysky, Cllr Maclachlan, Cllr Ryan. Planning Committee (seven members) Cllr Buckley, Cllr Haynes, Cllr S Kornysky, Cllr Maclachlan, Cllr Ryan, Cllr Thompson 1 x Vacancy, Emergency Planning, Resilience and Community Safety Group (four including two councillors): Cllr Burse, Cllr Thompson, Cllr Alker 1 x vacancy. Traffic Calming Working Group: (No maximum, with min two councillors): Cllr Haynes, Cllr P Kornysky, Cllr S Kornysky Drainage Working Group: (No maximum, with min two councillors): P Thompson, A Haynes Climate and Environmental Working Group: (No maximum, with min two councillors): Cllr R Burse, Cllr A Ryan Representatives on Outside Organisations Communities Against Gatwick Noise Emission PC Forum (CAGNE): Cllr Alker
FC058-23/24	Item moved, after FC045-23/24
FC059-23/24	Deed of Release It was unanimously resolved to approve the payment of £900.00 plus VAT to Knights PLC and for the Clerk to write to confirm this is a capped figure and RPC are not prepared to pay for further refreshers. Proposed by Cllr P Kornysky seconded by Cllr A Haynes
FC060-23/24	Climate and Environment Group Update It was unanimously resolved to note the update from Cllr Burse.
FC061-23/24	Resilience and Emergency Plan It was unanimously resolved to agree to Cllr participation assisting the Clerk/Assistant Clerk in completing the Resilience and Emergency Plan. Clerk to email the Emergency Planning, Resilience and Community Safety Group Cllr Burse, Cllr Thompson, Cllr Alker.
FC062-23/24	RYC Update It was unanimously resolved to note the update from Cllr S Kornysky: RYC request for advice as they wish to access Penntorpe MUGA Monday drop-in session continues to be successful; numbers have increased, potential increase in sessions for the future to be considered.

FC063-23/24	Item moved, after FC044-23/24
FC064-23/24	Drop in/Warm Spaces Session It was unanimously resolved to agree to stop the warm spaces/drop-in sessions during the Summer months and to revisit 'drop in sessions' in 3 months' time. Suggestion made to hold two drop-in sessions a year.
FC065-23/24	Complaints Procedures Policy It was unanimously resolved to approve Polices Updated • Freedom of Information Policy (updated Office staff hours) • Risk Assessment Management Scheme (updated Risk Matrix)
FC066-23/24	Dates for Full Council Meetings/APM for 2023/24 It was unanimously resolved to note dates for full council meetings for the municipal year 23/24, every second Monday of the month as follows: 12 June; 10 July; 11 September; 09 October; 13 November; 11 December 2023; 15 January (due to Christmas break/bank holidays); 12 February; 11 March and 08 April (provisional date, if required) 2024. Annual Parish Meeting date 29 th April 2024 at 7.30pm.
FC067-23/24	Date of next Meeting: 10th July 2023, at 7.00 pm It was resolved to note the date of the next meeting as 10 th July 2023, at 7.00 pm.

There being no other business, the Chairman closed the meeting at 8.53 pm

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Councillor D Buckley
Chairman

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Date