



RUDGWICK PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Monday 15th May 2023 at Rudgwick Hall, Bucks Green, RH12 3JJ at 7 pm.

Present: Councillors D Buckley (Chairman), R Burse, A Haynes, P Kornysky, S Kornysky, R Landeryou (Horsham District (HD) Councillor) I Maclachlan, A Ryan and P Thompson (Vice Chairman).

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

The meeting stated at 7.06pm.

FC001-23/24	Election of Chairman and Vice Chairman for the municipal year 23/24 It was unanimously resolved to elect Cllr David Buckley as Chairman for the municipal year 2023/24.in accordance with Standing Order 5.e.; Proposed by Cllr S Kornysky seconded by Cllr Haynes. It was resolved for the Chairman's Declaration of Acceptance of Office be signed. It was unanimously resolved to elect Cllr Paul Thompson as Vice Chairman for the municipal year 2023/24.in accordance with Standing Order 5.e.; Proposed by Cllr P Kornysky seconded by Cllr S Kornysky. It was resolved for the Vice Chairman's Declaration of Acceptance of Office be signed.
FC002-23/24	Apologies for Absence Apologies were received from West Sussex County Councillor (WSC Cllr) Christian Mitchell and noted.
FC003-23/24	Consent under Local Government Act 1972 sch 12 para 10(2)(b)/Register of Member's Interest update It was unanimously resolved to note the requirement for councillors to ensure Consent under Local Government Act 1972 sch 12 para 10(2)(b) and a new Register of Member's Interest is completed and that these are to be submitted to the Clerk.
FC004-23/24	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.
FC005-23/24	<u>Minutes of Council Meeting of 18th April 2023</u> It was unanimously resolved for the minutes to be an accurate record of the Council Meeting held on 18th April 2023 and for the Chairman to sign these, in accordance with Standing Order 5.1.ii/iii.
FC006-23/24	District and County Councillors Reports (for noting only) It was unanimously resolved to note HD Councillor Landeryou's report –

	- Water Outage: Teams meeting with local MP, Chairman and officials from the waterboard. - Kilnfield Road/Church Street Leak/Potholes – The water outage highlighted that the leak stopped during this time, this has been followed up with emails to WSCC Mitchell and Southern Water. Highways have been made aware of the potholes. No further update at this time. - Accident A281 – Written to WSCC Mitchell and Cllr Joy Dennis, Cabinet Member for Highways and Transport, awaiting a reply. A question was asked in relation to enforcement and Raven’s Wood, highlighting concerns relating to the land being sold but not registered. The Chairman formally thanked HDC Landeryou for his report.		
FC007-23/24	Public Speaking Session A representative from the Cricket Club spoke about agenda item FC030 – 23/24 and answered any Cllr questions.		
	It was unanimously agreed to move item FC030-23/24		
FC030-23/24	Rudgwick Cricket Club New Nets It was unanimously resolved to take the request to move the cricket nets to the next Halls, Recreation and Open Spaces meeting for further discussion.		
FC008-23/24	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 15th May 2023			
Application No	Applicant	Reason for Application	Recommendation
DC/23/0664 28.04.2023	Wanford Mill, Haven Road, Rudgwick	Application to confirm the continuous use the barn as a residential annex for (Class C3) purposes for a period in excess of ten years (Lawful Development Certificate - Existing).	Unable to confirm or deny without evidence.
DC/23/0574 28.04.2023	9 Cape Copse, Rudgwick	Conversion of existing garage to provide habitable accommodation, erection of first floor extension above, and erection of a single storey rear extension.	No Objection
DC/23/0785 28.04.2023	16 Pondfield Road, Rudgwick	Fell 1x Hornbeam	No Objection

DC/23/0677 05.05.2023	Hope Farm, The Haven	Replacement of southern maintenance shed with new oak framed barn. Recladding of Sheds A and B and installation of new external doors and windows. Installation of solar panel array on roofs of Sheds. Landscaping to include the planting of new trees and an open air swimming pool for family use.	Rudgwick Parish Council wishes the HDC Planning Officer to address the following when considering this application: The necessity for the increase of the parking spaces from 3 to 10, and the concern that following any development the site shall remain as a single domestic unit, with the outbuildings being retained solely for ancillary use.
DC/23/0663 09.05.2023	6 Riddens, Loxwood Road, Rudgwick	Variation of Condition 1 of previously approved application DC/23/0071 (Erection of a single storey side and rear extension) Relating to the exterior materials.	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 the new applications being considered/determined by the Planning Inspectorate .
v)	It was unanimously resolved to note the 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).
FC009-23/24	Correspondence Update (for noting only) Churchyard Extension at Holy Trinity Rudgwick
FC010-23/24	Chairman's Report It was unanimously resolved to note Chairman's announcements: - Co-Option, currently 3 Parish Council vacancies, 2 residents have expressed an interest and this will be on the agenda next month. - Enforcement - Raven's Wood, highlighting concerns relating to the land being sold but not registered. - Water Leaks – Joined the teams call with HDC and Southern Water, suggested Village Halls are considered as water collection points in the future. - T & F – Next meeting is being held on Tuesday 30th May at 3.15pm

	Dogs chasing deer – reports of dogs off the lead chasing deer on land, request to keep dogs on leads and under control.
FC011-23/24	Clerk's announcements/decisions (for noting only) It was unanimously resolved to note Clerk's Weekly Updates (from 18TH April – 14th May 2023) - RoSPA Play Safety Team – Notification of inspection in June/July Bucks Green Recreation Ground Churchman's Meadow Rudgwick Playing Fields Skateboard Area (Inspection due in November but will be a higher cost if only one inspection (£252.00 plus VAT) due to the fact we get a reduction for multiple area inspections (approx. £375 plus VAT for all)-so all sites will be inspected in June/July.) Water Inspection - Little Street have installed the new wooden play area on the patio - Damming of the River – EA have been to visit the location on the side of Dub Haven and made contact with the landowner. The landowner has advised the roots of the fallen tree are not on their land. The Clerk has written to the land owner on the other side of the river, no response to date. - Sussex Topiary Campsite – Clerk made contact with Penny Marsh, Principal Environmental Health Officer, HDC and she has advised the following: 'I have again laid out the legislation to the owners of the site and warned them that if they breach this, we will have to look at formal action. They had been advised that the permitted development rules allowed some caravans, but I have made it clear that this is irrelevant to the caravan site legislation. We will monitor the site over the next few weeks and gather evidence if necessary to take formal action.' - Leak at Kilnfield Road – escalated to HDC Landeryou, WSCC Mitchell and Southern Water. Due to no fresh mains water from Southern Water on Saturday/Sunday, this resulted in the water emerging from the hole at the foot of the post on the NE corner of Kilnfield x Church St completely drying up. Clerk to follow up on – Update from EA Sussex Topiary Campsite – write to HDC to advise still live on website/advertising. No penalty issued? Ensure RoSPA are made aware of ownership of the new wooden play area on the patio/benches http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/
FC012-23/24	Parish Council representatives on outside Organisations It was unanimously resolved to note there are no reports received.
FC013-23/24	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 April 2023. - Financial Reports - due to financial year end procedures, unable to input data into accounts package until year end close. Payments to be made.

	• Transfer of £40,000 from Lloyds Business Account to Lloyds Savings Account; • Clerk to check approval amount for Final payment to be made. Proposed by Cllr P Kornysky and seconded by Cllr A Haynes.
FC014-23/24	Scheme of Delegation It was unanimously resolved to approve Scheme of Delegation in accordance with Standing Order 5.j.v delegation arrangements for Committees and Parish Staff at the Council meeting.
	Cllr Ryan left the meeting at 7.47pm and returned at 7.49pm.
FC015-23/24	Committees and Working Groups Appointment of Members for the 2023/2024 municipal year It was unanimously resolved for members to be appointed to the Complaints; Finance, Policies and Human Resources; Halls, Recreation and Open Spaces, Planning Committees and Emergency Planning, Resilience and Community Safety, Traffic Calming Working Group, Drainage Working Group and Climate and Environmental Working Groups for the 2023/24 municipal year in accordance with Standing Orders 5.j.vii and 4d. Complaints Committee (four members): Cllr Buckley, Cllr Maclachlan, Cllr P Kornysky 1 x Vacancy. Finance Policies and Human Resources Committee (four plus CM/VCM): Cllr Burse, Cllr Buckley, Cllr P Kornysky, Cllr S Kornysky, Cllr Thompson. 1 x Vacancy 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 2 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 It was unanimously resolved to approve to adopt the Committee and Working Group Terms of Reference according to Standing Order 5.j.vi.
FC016-23/24	Appointment of Chairmen and Vice Chairmen of Committees for the 2022/23 municipal year It was unanimously resolved to appoint Chairmen/ Vice Chairmen for Complaints; Finance, Policies and Human Resources; Halls, Recreation and Open Spaces, Planning Committees and Emergency Planning, Resilience and Community Safety, Traffic Calming Working Group, Drainage Working Group and Climate and Environmental Working Groups:

	Complaints Committee: Cllr Buckley (Chair) Finance, Policies and Human Resources Committee: Cllr P Kornysky (Chair), Vacancy (Vice) Halls, Recreation and Open Spaces Committee: Cllr Haynes (Chair), Cllr Burse (Vice) Planning Committee: Cllr S Kornysky (Chair), Cllr Buckley (Vice) Emergency, Planning, Resilience and Community Safety Group: Vacancy (Chair); Vacancy (Vice) Traffic Calming Working Group: Rudgwick resident (Chair) Drainage Working Group: Cllr Thompson (Chair) Climate and Environmental Working: Group Cllr Burse (Chair)
FC017-23/24	Standing Orders It was resolved to approve the Standing Orders in accordance with Standing Order 5.j.ix without amendment proposed by Cllr P Kornysky seconded by Cllr R Burse and agreed unanimously.
FC018-23/24	Financial Regulations It was resolved to approve Financial Regulations in accordance with Standing Order 5.j.ix without amendment, proposed by Cllr S Kornysky seconded by Cllr P Kornysky and agreed unanimously.
FC019-23/24	Review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses. It was unanimously resolved that there are currently no arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses in accordance with Standing Order 5.j.x.
FC020-23/24	Representatives on Outside Organisations Arrangements for reporting back be an item on Council meetings; and to approve council representatives on outside organisation for the municipal year 2023/24 was unanimously resolved in accordance with Standing Order 5.j.xi. • Horsham Association of Local Councils: Cllr Haynes, Cllr Thompson, Cllr P Kornysky (and reserve Cllr Maclachlan) • Rudgwick Youth Centre Management Steering Group: Cllr S Kornysky • Communities Against Gatwick Noise Emission PC Forum (CAGNE): Vacancy • HALC Voting Members: Cllr Thompson and Cllr P Kornysky • WSALC Voting Members: Cllr Thompson and Cllr P Kornysky
FC021-23/24	Asset Register 2023/24 It was agreed to recommend to the Full Council to resolve to note the Asset Register 2023/24. Totals, Rudgwick Hall, Jubilee Hall, Street Furniture, Play Facilities, Buildings & Land. Review according to Standing Order 5.j.xiii

FC022-23/24	Insurance It was unanimously resolved to approve the arrangements for insurance cover on a three-Year agreement with Came & Co (Hiscox) until 31st September 2024 in accordance with Standing Order 5.j.xiv. (Approved FCM September 2021 FC106-21/22)
FC023-23/24	Subscriptions Council's subscriptions for the municipal year 2023/24 were unanimously resolved in accordance with Standing Order 5.j.xv. • WSALC/NALC (£997.10) • HALC (£20) • Society of Local Council clerks (£236) • AiRS (£144) • Fields in Trust (£65) • Information Commissioner's Office for Data Protection (£35) • CPRE (£36) • CAGNE Aviation Town and Parish Council Forum (£4) • Satswana Data Ltd – Data Protection Officer (£150) Cllr P Thompson asked the Clerk to check the amount noted for HALC: 'Amounts are based on recent payments/last year's payments', we paid £20.00 to HALC last year (16.08.22) and I cannot locate any notification or reference in the minutes to the fee increasing to £30.00.
FC024-23/24	Complaints Procedures Policy It was unanimously resolved to approve the Council's Complaints Procedures without amendments in accordance with Standing Order 5.j.xvi.
FC025-23/24	Code of Conduct It was unanimously resolved to approve the Council's Code of Conduct without amendments in accordance with Standing Order 5.j.xviii.
FC026-23/24	Freedom of Information/Data Protection Policies It was unanimously resolved to approve the amended/ non amended Council's procedures for handling requests made under the Freedom of Information Act 2000 and the General Data Protection Regulations without amendments in accordance with Standing Order 5.j.xvii. • Freedom of Information Policy • Freedom of Information Publication Scheme • Information and Data Protection Policy
FC027-23/24	Press/ Media Policy It was unanimously resolved to approve the Press/Media Policy without amendments in accordance with Standing Order 5.j.xviii.
FC028-23/24	Employment Policies and Procedures It was unanimously resolved to approve the Employment Policies and Procedures without amendments in accordance with Standing Order 5.j.xix.

	• Adverse Weather Policy • Disciplinary Policy • Equal Opportunity Policy • Grievance Policy • Health and Safety Policy • Lone Working Policy • Pay Policy • Sickness and Absence Policy • Staff Appraisal Policy • Staff Expenses Policy • Training and Development Policy • Pension Discretion Policy (Local Government Pension Scheme) •
FC029-23/24	S137 Spending Review 2023/24 It was unanimously resolved to note the Council's S.137 budget of £1,500 being within the legal limit as prescribed in S. 137(4)(a) of the Local Government Act 1972 (the appropriate sum for parish and town councils in England for 2023-24 is £9.93 per elector), in accordance with Standing Order 5.j.xx. Cllr Thompson requested that the S137 budget is reviewed in the next budget.
FC030-22/23	Item moved, after FC007-23/24
FC031-23/24	Climate and Environment Group Update It was unanimously resolved to note the update from Cllr Burse and approve expenditure of £100 towards new signage for the new recycling bins and £100 towards Climate pop up stand for 15th July (EG&RGA summer show) for the Rudgwick Go Greener Group, money to be used on the day for the stall to provide consumables. Proposed by Cllr A Ryan and seconded by Cllr A Haynes.
FC032-23/24	Defibrillator It was unanimously resolved to pause the planning application required for a new defibrillator for Jubilee Hall. Multiple items require attention at JH and this will be discussed at the next HROS meeting, so the application can combine multiple items. Clerk to liaise with sports clubs/games hub/book exchange/RYC/Cllrs in relation to the training on defibrillators and CPR to make best use of the training.
FC033-23/24	Coronation Celebration It was unanimously resolved to note the successful Parish Coronation Celebrations, including a walk and approve the request for a contribution of £50.00 for Coronation Celebrations from residents that held events, from the HDC grant of £200. Proposed by Cllr S Kornysky and seconded by Cllr A Haynes
FC034-23/24	Parish Noticeboard It was unanimously resolved to note the installation of the new Parish Noticeboard to commemorate the Coronation of King Charles III. It was unanimously resolved to agree to remove the old noticeboard.
FC035-23/24	A281 Downlink Crossing Accident It was unanimously resolved to note the response from Neil Vigar, WSCC Highways in relation to the accident on the A281 downlink crossing involving a horse and a car.

	Reference was made for more signage, WSCC have advised they are on high alert to the incident. TRO submission – Cllr P Kornicky to draft. The Parish Council to work in conjunction with the BHS (British Horse Society). Cllrs to assist Clerk in obtaining relevant contacts. Awaiting safety audit PC to request viability of the report that has not been made public. HDC Landeryou advised he has sent an email to both WSCC Christian Mitchell and WSCC Joy Dennis, Cabinet member for Highways.
	Cllr Maclachlan left the meeting at 8.51 and returned at 8.53pm
FC036-23/24	Date of Annual Parish Meeting It was unanimously resolved to note the success of the 2023 APM with the suggestion of better Cllr visibility for the next one. Date of the next APM deferred until the June meeting.
FC037-23/24	Dates for Full Council Meetings for 2023/24 It was unanimously resolved to defer this item until the June meeting.
FC038-23/24	Staffing It was unanimously resolved to approve payment of overtime for the clerk and assistant clerk. Proposed by Cllr S Kornicky and seconded by Cllr A Haynes
FC039-23/24	Date of next Meeting: 12th June 2023, at 7.00 pm It was resolved to note the date for the next Council Meeting as 12th June 2023, at 7.00pm.

There being no other business, the Chairman closed the meeting at 8.57 pm

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Councillor D Buckley
Chairman

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Date