



## RUDGWICK PARISH COUNCIL

Minutes of the virtual council meeting (in adherence to The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392; Business and Planning Act 2020 Section 22 to include Parish Meeting under section 78 of the Coronavirus Act 2020 as part of the Amendment Regulations 2020) of Rudgwick Parish Council held on Wednesday 5<sup>th</sup> May 2021 at 7 p.m.

**Present:** Councillors D Buckley (Chairman), M Ellis (Vice Chairman), S Kornicky, R Landeryou (Horsham District (HD) Councillor), I Maclachlan, P Thompson and S Wightman.

**Also present** Anna Clayton – Clerk and two members of the public

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| FC001-21/22 | <p><b>Election of Chairman for the municipal year 21/22</b></p> <p>It was unanimously <b>resolved</b> to elect Cllr David Buckley as Chairman for the municipal year 2021/22 in accordance with Standing Order 5.e.;</p> <p>Proposed by Cllr Maclachlan seconded by Cllr Kornicky.</p> <p>It was resolved for the Chairman's Declaration of Acceptance of Office be signed</p>                                                                                                                                                                                                                                                                                      |
| FC002-21/22 | <p><b>Election of Vice-Chairman for the municipal year 21/22</b></p> <p>It was unanimously <b>resolved</b> to elect Cllr Paul Thompson as Vice Chairman for the municipal year 2021/22 in accordance with Standing Order 5.e.</p> <p>Proposed by Cllr Kornicky seconded by Cllr Ellis</p>                                                                                                                                                                                                                                                                                                                                                                           |
| FC003-21/22 | <p><b>Apologies for Absence</b></p> <p>Apologies were received from Cllr Gormley, Cllr Haynes, Cllr Manson and West Sussex County Councillor (WSC Cllr) Christian Mitchell and <b>noted</b>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| FC004-21/22 | <p><b>Declarations of Interest</b></p> <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| FC005-21/22 | <p><b>Minutes of Council Meeting of 12<sup>th</sup> April 2021</b></p> <p>It was unanimously <b>resolved</b> for the <a href="#">Minutes</a> to be an accurate record of the Council Meeting held on 12<sup>th</sup> April 2021 and for the Chairman to sign these.</p>                                                                                                                                                                                                                                                                                                                                                                                             |
| FC006-21/22 | <p><b>District and County Councillors Reports</b></p> <p>It was unanimously <b>resolved to note</b> WS County Councillor Mitchell's <a href="#">report</a></p> <p>HD Councillor Landeryou's report.</p> <ul style="list-style-type: none"> <li>• Informed at the last council meeting that HDC are the 59<sup>th</sup> best recycling council in the country and when food waste is added to this, should move into top 10.</li> <li>• Collection of small electrical items will start at the end of May via a booking system and kerb side collection of batteries will also commence.</li> <li>• Repair Café is reopening on the 31<sup>st</sup> July.</li> </ul> |

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|             | <ul style="list-style-type: none"> <li>HDPF was set to be considered at cabinet on the 24<sup>th</sup> May but has been delayed.</li> </ul> <p>The chairman formally thanked both Cllrs for their reports.</p> |
| FC007-21/22 | <b>Public Speaking Session</b><br>A Cox Green resident confirmed that from the 4 <sup>th</sup> May 2021 the bus lane at Broadbridge Heath is officially two way.                                               |
| FC008-21/22 | <b>Planning</b><br>To report on:                                                                                                                                                                               |
| i)          | <b>Current Planning Applications</b> were resolved unanimously and <b>noted</b> for comment to Horsham District Council (HDC).                                                                                 |

**Applications considered at Rudgwick Parish Council Meeting 5<sup>th</sup> May 2021**

| Application No                           | Applicant                                                    | Reason for Application                                                                                                      | Recommendation                                                                                            |
|------------------------------------------|--------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| <a href="#">DC/21/0298</a><br>15.04.2021 | Windmill Cottage,<br>Horsham Road,<br>Rowhook                | Creation of a new vehicular access to paddock with associated works                                                         | <b>Objection as Highway conditions not satisfied.</b>                                                     |
| <a href="#">DC/21/0497</a><br>15.04.2021 | Chestnuts,<br>Hornshill Farm,<br>Guildford Road,<br>Rudgwick | Use of existing outbuilding for purposes ancillary to the main dwelling (Chestnuts) (Certificate of Lawfulness - Proposed). | <b>No Objection subject to legal agreement of it being part of Chestnuts and not a separate dwelling.</b> |
| <a href="#">DC/21/0538</a><br>15.04.2021 | New Barn,<br>Guildford Road,<br>Rudgwick                     | Stationing of a mobile home for use as an annexe (Certificate of Lawful Development - Proposed).                            | <b>Objection due to lack of clarity on information supplied.</b>                                          |
| <a href="#">DC/21/0891</a><br>24.03.2021 | Riverside Farm,<br>Guildford Road,<br>Rudgwick               | Prior approval for the change of use from an agricultural building to residential (C3) to form 1 no. dwelling house         | <b>See comments noted below</b>                                                                           |

**[DC/21/0891](#) Riverside Farm - Prior approval for the change of use from an agricultural building to residential (C3) to form 1 no. dwelling house**

**The Parish Council made the following points:**

RPC have concerns about the stated use of the agricultural building. The site has been a camping site for some time, and we have no local knowledge of buildings being used for agricultural uses. This was the subject of an alleged planning enforcement that we note is still pending consideration by HDC. As we cannot see any evidence on the planning application file to support the applicant's statements of the agricultural use, we remain concerned about this, and we are therefore unable to comment at this moment in time.

In addition, our understanding is that Class Q rights permit conversion to C3 residential, and not to commercial holiday lets. We request that the intended usage is clarified with the applicant and conditioned as appropriate.

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| ii)         | It was unanimously <b>resolved to note</b> that no Planning Applications were made under Delegated Powers;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| iii)        | It was unanimously <b>resolved to note</b> the Schedule of <a href="#">Planning Decisions</a> made by HDC on previous applications;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| iv)         | It was unanimously <b>agreed to note</b> that no appeal notices/ decisions were received                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| v)          | It was unanimously <b>resolved to note</b> <a href="#">alleged enforcements</a> ;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| vi)         | It was unanimously <b>resolved to note</b> that no Planning Applications were sent for consideration at Planning Committee North;                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| FC009-21/22 | <p><b>Correspondence update:</b><br/>It was <b>resolved to note</b> correspondence update.</p> <ul style="list-style-type: none"> <li>• Response <a href="#">letter</a> from RPC to HDC – Response from RPC - Restriction of public speaking rights HDC Meetings. The Chairman addressed the response received;</li> <li>• Response <a href="#">letter</a> from RPC to HDC- Development Management (planning) service.</li> <li>- Ewhurst and Ellens Green NP Reg 14 Consultation <a href="#">NP 2021 - EWHURST AND ELLENS GREEN (ewhurstellensgreen-pc.gov.uk)</a> - Clerk to respond - RPC has noted their housing allocation has been met and therefore hopes to work with them, resisting any development in the countryside at the borders of the two parishes.</li> </ul>                                                                                                                                                                                                                      |
| FC010-21/22 | <p><b>Chairman's announcements</b><br/>It was unanimously <b>resolved to note</b> Chairman's announcements:</p> <ul style="list-style-type: none"> <li>• Church Graveyard – Positive meeting, a path is required and a specialist would need to be appointed. The intended path is a PROW and location would prove difficult in getting materials to site;</li> <li>• Box Broadband – Ongoing email communications noting interest on any further updates.</li> <li>• Football Foundation Grant – Productive meeting with the football club to discuss an agreeable license. Draft documents to be circulated to all Cllrs and will be added as an agenda item for June.</li> <li>• The Chairman formally thanked HD Councillor Richard Landeryou for his services to the Parish during his time as a Parish Councillor and is delighted he is continuing in his role as our District Councillor.</li> <li>• Councillor Vacancy Update - interest noted, awaiting application submission.</li> </ul> |
| FC011-21/22 | <p><b>Clerk's announcements/decisions</b><br/>It was unanimously <b>resolved to note</b> Clerk's Weekly Updates (from 12<sup>TH</sup> April – 2<sup>nd</sup> May 2021)</p> <ul style="list-style-type: none"> <li>• RoSPA Play Safety Team – Notification of inspection in June<br/>Bucks Green Recreation Ground<br/>Churchman's Meadow<br/>Rudgwick Playing Fields<br/>Skateboard Area<br/>Water Inspection</li> <li>• <a href="#">Government Funding to help our economy – Email from HDC</a></li> <li>• Successful Restart Grant 2 grant application of £8000 awarded.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                |

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|             | <p>Rudgwick Parish Council website<br/> <a href="http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/">http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| FC012-21/22 | <p><b>Parish Council representatives on outside Organisations</b><br/> It was unanimously <b>resolved to note</b> reports received.</p> <ul style="list-style-type: none"> <li>• Rudgwick Youth Centre Management Committee Meeting 26<sup>th</sup> April 2021; <a href="#">See report</a></li> <li>• Virtual HALC AGM 29th April 2021; <a href="#">see report</a> - Clerk to send correspondence to HALC in relation to Restriction of Public Speaking Rights HDC Meetings.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| FC013-21/22 | <p><b>Finance</b><br/> It was unanimously <b>resolved to note</b> payments made/transfer made/received/ Detailed Receipts &amp; Payments by budget heading/Bank Reconciliation Lloyds Accounts/Monthly Bank Reconciliation and <b>approve</b> all payments to be made.</p> <ul style="list-style-type: none"> <li>• <a href="#">Payments made.</a></li> <li>• <a href="#">Payments to be made.</a></li> </ul> <p>(Due to financial year end procedures, unable to input data into accounts package until year end close)</p> <p>Proposed by Cllr Kornycky and seconded by Cllr Ellis.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| FC014-21/22 | <p><b>Consent under Local Government Act 1972 sch 12 para 10(2)(b)/Register of Member's Interest update</b><br/> It was unanimously <b>resolved to note</b> the requirement for councillors to ensure Consent under Local Government Act 1972 sch 12 para 10(2)(b) and Register of Member's Interest is completed/ up to date and that these are to be submitted to the Clerk.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| FC015-21/22 | <p><b>Scheme of Delegation</b><br/> It was unanimously <b>resolved to approve</b> the updated <a href="#">Scheme of Delegation</a>. in accordance with Standing Order 5.j.v delegation arrangements for Committees and Parish Staff at the Council meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| FC016-21/22 | <p><b>Committees and Working Groups Appointment of Members for the 2021/2022 municipal year</b><br/> It was unanimously <b>resolved</b> for members to be appointed to the Complaints; Finance, Policies and Human Resources; Halls, Recreation and Open Spaces, Planning Committees and Emergency Planning and Community Safety, S106 and Traffic Calming Working Group and Drainage Working Groups for the 2021/22 municipal year as follows, in accordance with Standing Orders 5.j.vii and 4d.</p> <p><b>Complaints Committee</b> (four members): Cllr Buckley, Cllr Maclachlan, Cllr Manson, Cllr Wightman</p> <p><b>Finance Policies and Human Resources Committee</b> (four plus CM/VCM): Cllr Ellis, Cllr Gormley, Cllr Buckley, Cllr Kornycky, Cllr Thompson <b>one vacancy</b>.</p> <p><b>Halls, Recreation and Open Spaces Committee</b> (seven members): Cllr Haynes, Cllr Wightman, Cllr Buckley, Cllr Ellis, Cllr Kornycky, Cllr Maclachlan, Cllr Manson</p> <p><b>Planning Committee</b> (seven members) Cllr Buckley, Cllr Ellis, Cllr Gormley, Cllr Haynes, Cllr Kornycky, Cllr Maclachlan, Cllr Thompson</p> |

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|             | <p><b>Emergency Planning and Community Safety Group</b> (four including two councillors): Cllr Manson, Cllr Gormley</p> <p><b>S106 Working Group</b> (max eight with four councillors): Cllr Kornycky, Cllr Ellis, Cllr Manson, Cllr Maclachlan</p> <p><b>Traffic Calming Working Group:</b> (No maximum, with min two councillors): Cllr Haynes, Cllr Kornycky, Cllr Manson, Cllr Wightman</p> <p><b>Drainage Working Group:</b> (No maximum, with min two councillors): P Thompson, M Ellis, A Haynes and S Kornycky, W Manson</p> <p>It was unanimously <b>resolved to approve</b> the Committee and Working Groups <a href="#">Terms of Reference</a> according to Standing Order 5.j.vi.</p>                                                                                                                                                                                                                                                                                                             |
| FC017-21/22 | <p><b>Appointment of Chairmen and Vice Chairmen of Committees for the 2021/22 municipal year</b></p> <p>It was unanimously <b>resolved</b> to appoint Chairmen/ Vice Chairmen for Complaints; Finance, Policies and Human Resources; Halls, Recreation and Open Spaces, Planning Committees; Emergency Planning and Community Safety; S106, Traffic Calming Working Groups, Drainage Working Groups.</p> <p>Complaints Committee: Cllr Buckley (Chair)<br/> Finance, Policies and Human Resources Committee: Cllr Ellis (Chair), Cllr Gormley (Vice)<br/> Halls, Recreation and Open Spaces Committee: Cllr Haynes (Chair), Cllr Wightman (Vice)<br/> Planning Committee: Cllr Kornycky (Chair), Cllr Buckley (Vice)<br/> Emergency and Planning and Community Safety Group: Cllr Manson (Chair); Cllr Gormley (Vice)<br/> S106 Working Group: Cllr Kornycky (Chair), Cllr Manson (Vice)<br/> Traffic Calming Working Group: Rudgwick resident (Chair)<br/> Drainage Working Group: Cllr Thompson (Chair)</p> |
| FC018-21/22 | <p><b>Standing Orders</b></p> <p>It was resolved to <b>approve</b> in accordance with Standing Order 5.j.ix the amended <a href="#">Standing Orders</a> (3.e) proposed by Cllr Maclachlan seconded by Cllr Kornycky. The Chairman and three Councillors agreed and two Councillors did not agree with the amendment.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| FC019-21/22 | <p><b>Financial Regulations</b></p> <p>It was resolved to <b>approve</b> the <a href="#">Financial Regulations</a> in accordance with Standing Order 5.j.ix without amendment proposed by Cllr Ellis seconded by Cllr Wightman and agreed unanimously.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| FC020-21/22 | <p><b>Review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.</b></p> <p>It was unanimously <b>resolved</b> 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.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| FC021-21/22 | <p><b>Representatives on Outside Organisations</b></p> <p>Arrangements for reporting back be an item on Council meetings; and to approve council representatives on outside organisation for the municipal year 2021/22 was unanimously <b>resolved</b> in accordance with Standing Order 5.j.xi.</p> <ul style="list-style-type: none"> <li>• Horsham Association of Local Councils: Cllr Haynes, Cllr Thompson (and reserve Cllr Maclachlan)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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|             | <p>Rudgwick Youth Centre Management Steering Group: Cllr Kornycky</p> <ul style="list-style-type: none"> <li>• Rudgwick Brickwork Liaison Group: Cllr Maclachlan</li> <li>• Communities Against Gatwick Noise Emission: Cllr Wightman</li> <li>• HALC Voting Members: Cllr Thompson and Cllr Haynes</li> <li>• WSALC Voting Members: Cllr Thompson and Cllr Buckley</li> </ul>                                                                                                                                                                                                                    |
| FC022-21/22 | <p><b>Asset Register 2021/22</b></p> <p>It was <b>agreed to recommend</b> to the Full Council to resolve to note the <a href="#">Asset Register 2021/22</a>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| FC023-21/22 | <p><b>Insurance</b></p> <p>It was unanimously <b>resolved</b> to approve the arrangements for <a href="#">insurance cover</a> on a three-Year agreement with Came &amp; Co until 1 October 2022 in accordance with Standing Order 5.j.xiv.</p>                                                                                                                                                                                                                                                                                                                                                    |
| FC024-21/22 | <p><b>Subscriptions</b></p> <p>Council's subscriptions for the municipal year 2021/22 were unanimously <b>resolved</b> in accordance with Standing Order 5.j.xv.</p> <ul style="list-style-type: none"> <li>• WSALC/NALC/HALC</li> <li>• Society of Local Council clerks</li> <li>• AiRS</li> <li>• Fields in Trust</li> <li>• Information Commissioner's Office for Data Protection</li> <li>• LCR magazine</li> <li>• Office 365/antivirus protection</li> <li>• CPRE</li> <li>• CAGNE Aviation Town and Parish Council Forum</li> <li>• Satswana Data Ltd – Data Protection Officer</li> </ul> |
| FC025-21/22 | <p><b>Complaints Procedures Policy</b></p> <p>It was unanimously <b>resolved</b> to approve the Council's <a href="#">Complaints Procedures Policy</a> without amendments in accordance with Standing Order 5.j.xvi.</p>                                                                                                                                                                                                                                                                                                                                                                          |
| FC026-21/22 | <p><b>Freedom of Information/Data Protection Policies</b></p> <p>It was unanimously <b>resolved</b> 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.</p> <ul style="list-style-type: none"> <li>• <a href="#">Freedom of Information Policy</a></li> <li>• <a href="#">Freedom of Information Publication Scheme</a></li> <li>• <a href="#">Information and Data Protection Policy</a></li> </ul>         |
| FC027-21/22 | <p><b>Press/ Media Policy</b></p> <p>It was unanimously <b>resolved</b> to approve the <a href="#">Press/Media Policy</a> without amendments in accordance with Standing Order 5.j.xviii.</p>                                                                                                                                                                                                                                                                                                                                                                                                     |
| FC028-21/22 | <p><b>Employment Policies and Procedures</b></p> <p>It was unanimously <b>resolved</b> to approve the Employment Policies and Procedures without amendments in accordance with Standing Order 5.j.xix.</p>                                                                                                                                                                                                                                                                                                                                                                                        |

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|             | <ul style="list-style-type: none"> <li>• <a href="#">Adverse Weather Policy</a></li> <li>• <a href="#">Disciplinary Policy</a></li> <li>• <a href="#">Equal Opportunity Policy</a></li> <li>• <a href="#">Grievance Policy</a></li> <li>• <a href="#">Health and Safety Policy</a></li> <li>• <a href="#">Lone Working Policy</a></li> <li>• <a href="#">Pay Policy</a></li> <li>• <a href="#">Sickness and Absence Policy</a></li> <li>• <a href="#">Staff Appraisal Policy</a></li> <li>• <a href="#">Staff Expenses Policy</a></li> <li>• <a href="#">Training and Development Policy</a></li> <li>• <a href="#">Pension Discretion Policy (Local Government Pension Scheme)</a></li> </ul> |
| FC029-21/22 | <p><b>S137 Spending Review 2021/22</b></p> <p>It was unanimously <b>resolved</b> to note the Council's S.137 budget of <b>£1,500</b> 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 2021-22 is £8.41 per elector), in accordance with Standing Order 5.j.xx.</p>                                                                                                                                                                                                                                                                                                                 |
| FC030-21/22 | <p><b>The Government's Night Flight Consultation</b></p> <p>It was unanimously <b>resolved</b> to approve the <a href="#">response</a> from RPC to the Government's night flight consultation prior to the consultation deadline on 31 May 2021.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| FC031-21/22 | <p><b>Churchmans Meadow – Felling of trees and tree stump removal</b></p> <p>It was unanimously <b>resolved</b> to approve the appointment of a tree contractor at a cost of £780.00 inc VAT. On inspection of the area the contractor was happy there was no evidence to suggest any disruption to nesting birds.</p> <p>Proposed by Cllr Wightman seconded by Cllr Ellis</p> <p>See <a href="#">report</a></p>                                                                                                                                                                                                                                                                               |
| FC032-21/22 | <p><b>Dates for Full Council Meetings for 2021/22</b></p> <p>It was unanimously <b>resolved</b> to note dates for full council meetings for the municipal year 21/22, every second Monday of the month as follows: 14<sup>th</sup> June (COVID restrictions will be in place in the hall due to the end of virtual meetings) 12 July; 13 September; 11 October; 8 November; 13 December 2021; 10 January; 14 February; 14 March (Annual Parish Meeting) and 11 April 2022 in accordance with Standing Order 5.j.xxi.</p>                                                                                                                                                                       |
| FC033-21/22 | <p><b>Date of next Meeting: 14<sup>th</sup> June 2021, at 7.00 pm</b></p> <p>It was <b>resolved to note</b> the date for the next Council Meeting as 14<sup>th</sup> June 2021, at 7.00pm.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

**There being no other business, the Chairman closed the meeting at 8.08 pm**

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**Councillor D Buckley**  
**Chairman**

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**Date**