



RUDGWICK PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Monday 9th May 2022 at Rudgwick Hall, Bucks Green, RH12 3JJ at 7 pm.

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

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

FC001-22/23	Election of Chairman for the municipal year 22/23 It was unanimously resolved to elect Cllr David Buckley as Chairman for the municipal year 2022/23.in accordance with Standing Order 5.e.; Proposed by Cllr P Kornysky seconded by Cllr Haynes. It was resolved for the Chairman's Declaration of Acceptance of Office be signed
FC002-22/23	Election of Vice Chairman for the municipal year 22/23 It was unanimously resolved to elect Cllr Paul Thompson as Vice Chairman for the municipal year 2021/22 in accordance with Standing Order 5.e. Proposed by Cllr P Kornysky seconded by Cllr Haynes.
FC003-22/23	Apologies for Absence Apologies were received from Cllr Maclachlan and West Sussex County Councillor (WSC Cllr) Christian Mitchell and noted.
	The Chairman announced the resignation of Cllr Susan Wightman, thanking her for her contribution to the Parish Council during her time as Cllr.
FC004-22/23	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. Cllr Kornysky advised she is involved in the Bridge the Downslink Campaign and will have an interest in agenda item FC034-22/23.
7.04pm	HD Councillor Landeryou joined the meeting.
FC005-22/23	Minutes of Council Meeting of 11th April 2022 It was unanimously resolved for the minutes to be an accurate record of the Council Meeting held on 11th April 2022 and for the Chairman to sign these, in accordance with Standing Order 5.1.ii/iii.
FC006-22/23	District and County Councillors Reports (for noting only) It was unanimously resolved to note West Sussex County Councillor report.

	HD Councillor Landeryou’s report – • Seen the report from County about the options considered, a bridge, a Pegasus crossing or a traffic island and supported the idea of the bridge. • Confirmed able to speak against the Claypit application and have added name to the Parish Council objection for Windacres. • Briefing from Sussex Police - Chief Inspector Sarah Leadbetter, District Commander for Adur, Worthing and Horsham gave an update. Lockdown caused issues, mental health issues, lifting of restrictions has resulted in reduction of crimes and burglaries decreased, knife crime has fallen, 70 addition officers over the last year recruited, neighbourhood wardens assisting with anti-social behaviour and are now able to issue penalty notices. Chief Inspector declared Horsham District is inherently safe. • Water neutrality – Emma Parkes has been drafted in head up a committee to. Solution to come from Southern Water however there is no short-term solution. Looking into options, harvesting rainwater, modern equipment into new houses, retro fitting of existing houses requires a 7:1 ratio to be achieved. Inspectors have turned down appeals on the basis of water neutrality. • Final point was to ask if councils members had attended the Big Conversation. Horsham District Councillor to chase an update on the state of ownership of the Rudgwick Metals units, to ensure commercial opportunities are maximised. The Chairman formally thanked both Cllrs for their reports. Cllr S Kornicky thanked HD Councillor Landeryou for continued support on all planning matters. Cllr Gormley noted that the Horsham Recycling Centre require bookings in advance and only 5 bookings per month are permitted.		
FC007-22/23	Public Speaking Session There were no public speakers.		
FC008-22/23	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 9 th May 2022			
Application No	Applicant	Reason for Application	Recommendation
DC/22/0690 20.04.2022	The Water Tower, Guildford Road, Rudgwick	Erection of a single storey side extension	No Objection
DC/22/0790 26.04.2022	The Halloa, Bucks Green, Rudgwick	Erection of a single storey side/rear extension and replacement of garage roof with a raised pitched roof.	No Objection

DISC/22/0099 21.04.2022	Campsite Riverside Farm, Guildford Road, Rudgwick	Approval of details reserved by conditions 3 and 4 to approved application DC/21/0124	No Comment
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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 appeal notices and decisions;
7.21pm	Cllr Alker joined the meeting
v)	It was unanimously resolved to note the alleged enforcements ;
vi)	It was unanimously resolved to note that no Planning Applications were sent for consideration at Planning Committee (North).
FC009-22/23	Correspondence Update (for noting only) • Letter sent to HDC Planning - Ref: DC/19/1229, DISC/21/0304, DC/22/0085 - Proposed development at Boreham – no response received.
FC010-22/23	Chairman's Report It was unanimously resolved to note Chairman's announcements: • Graveyard Path O/S Work – Chasing contractor to confirm what will be done and when. • Tennis Footpath – Path is now completed. • Email received from a resident residing opposite Churchman's Meadow, advising upset over a maintenance fee charged in relation to the Pondfield Development. Lack of communication from maintenance company to the residents. Chairman reported he was not aware of these charges.
FC011-22/23	Clerk's announcements/decisions (for noting only) It was unanimously resolved to note Clerk's Weekly Updates (from 11 TH April – 8 th May 2022) • RoSPA Play Safety Team – Notification of inspection in June Bucks Green Recreation Ground Churchman's Meadow Rudgwick Playing Fields Skateboard Area Water Inspection • Pegasus crossing identified as potential option for improving safety at A281 Downs Link • RYC exterior decoration update – • Rubbing down all paint work • Removal of wet brickwork where applicable on west facing wall • Sanding down of the metal railings to original steel • Anti-rust paint applied to railings • First coat of green (new colour) applied to railings

	• Doors facing east undercoated with white paint • Door to study had first coat of green applied • Community Climate Fund - Horsham District Council – Next applications for grants opens 4 April 2022 - Closes 13 May 2022 – Application has been submitted however Cllr assistance is required for submission – HDC have advised: The panel always look for strong outcomes and outputs in an application and these are vigorously scored. Suggestion to include information on how much energy that you will save and should be able to compare previous energy bills and forecast you future bills. Assistance request emailed to all Cllrs on 25th April. • Awarded £200 Platinum Jubilee Grant from HDC • CPRE Sussex: your Horsham District Report - www.cpresussex.org.uk/news/horsham-district-update-april-2022/ • Facebook – issues with updating information, Clerk advised a new Facebook page may need to be set up. • Roof Leak – advised the RH roof has been leaking and quotes required to fix. Rudgwick Parish Council website http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/
FC012-22/23	Parish Council representatives on outside Organisations It was unanimously resolved to note there are no reports received.
FC013-22/23	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 – (Due to financial year end procedures, unable to input data into accounts package until year end close) • Payments to be made. Proposed by Cllr Gormley and seconded by Cllr S Kornicky
FC014-22/23	Lloyds accounts/ NS&I account– to update signatory details/ remove access for Cllr/ add new Cllrs. It was unanimously resolved to approve • to remove Cllr Wightman as signatory from Lloyds Banks Accounts; NS&I Account; • add Cllr P Thompson and Cllr R Burse as signatory to Lloyds Banks Accounts and NS&I Account; • to authorise Lloyds on-line banking for Cllr P Thompson and Cllr R Burse as new signatories; Proposed by Cllr P Kornicky and seconded by Cllr Haynes
FC015-22/23	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 Register of Member's Interest is completed/ up to date and that these are to be submitted to the Clerk.
FC016-22/23	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.

FC017-22/23	Committees and Working Groups Appointment of Members for the 2022/2023 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 and Traffic Calming Working Group and Drainage Working Groups for the 2022/23 municipal year as follows, in accordance with Standing Orders 5.j.vii and 4d. Complaints Committee (four members): Cllr Buckley, Cllr Maclachlan, Cllr Alker, Cllr Gormley. Finance Policies and Human Resources Committee (four plus CM/VCM): Cllr Burse, Cllr Gormley, Cllr Buckley, Cllr P Kornysky, Cllr S Kornysky, Cllr Thompson. Halls, Recreation and Open Spaces Committee (seven members): Cllr Burse, Cllr Haynes, Cllr Buckley, Cllr P Kornysky, Cllr S Kornysky, Cllr Maclachlan, two vacancies. Planning Committee (seven members) Cllr Buckley, Vacancy, Cllr Gormley, Cllr Haynes, Cllr S Kornysky, Cllr Maclachlan, Cllr Thompson Emergency Planning, Resilience and Community Safety Group (four including two councillors): Cllr Alker, Cllr Burse, Cllr Gormley, one vacancy. (It was unanimously resolved to add in Resilience to the group name) S106 Working Group (It was unanimously resolved for the S106 Working Group to cease and to be included within the Finance Committee) 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): S Alker, P Thompson, A Haynes It was unanimously resolved to approve to adopt the Committee and Working Group Terms of Reference according to Standing Order 5.j.vi.
FC018-22/23	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; Emergency Planning Resilience and Community Safety, Traffic Calming Working Groups, Drainage Working Groups. Complaints Committee: Cllr Buckley (Chair) Finance, Policies and Human Resources Committee: Cllr Gormley (Chair), Cllr P Kornysky (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); Cllr Gormley, Cllr Alker (Vice) Traffic Calming Working Group: Rudgwick resident (Chair) Drainage Working Group: Cllr Thompson (Chair)
FC019-22/23	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 S Kornysky and agreed unanimously.
FC020-22/23	Financial Regulations It was resolved to approve in accordance with Standing Order 5.j.ix the amended Financial Regulations with amendment to 11. Contracts 11.1 h) where the value is below £3,000 and above £2,000 the Clerk/RFO shall strive to obtain 3 estimates, proposed by Cllr P Kornysky seconded by Cllr Haynes and agreed unanimously.
FC021-22/23	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.
FC022-22/23	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 2022/23 was unanimously resolved in accordance with Standing Order 5.j.xi. • Horsham Association of Local Councils: Cllr Haynes, Cllr Thompson (and reserve Cllr Maclachlan) • Rudgwick Youth Centre Management Steering Group: Cllr S Kornysky • Communities Against Gatwick Noise Emission PC Forum (CAGNE): Clerk to contact Susan Wightman to request her continued representation. • HALC Voting Members: Cllr Thompson and Cllr P Kornysky • WSALC Voting Members: Cllr Thompson and Cllr Buckley
FC023-22/23	Asset Register 2022/23 It was agreed to recommend to the Full Council to resolve to note the Asset Register 2022/23.
FC024-22/23	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)
FC025-22/23	Subscriptions Council's subscriptions for the municipal year 2022/23 were unanimously resolved in accordance with Standing Order 5.j.xv. • WSALC/NALC (£972.67) • HALC (£15)

	• Society of Local Council clerks (£223) • AiRS (£144) • Fields in Trust (£65) • Information Commissioner's Office for Data Protection (£40) • CPRE (£36) • CAGNE Aviation Town and Parish Council Forum (£4) • Satswana Data Ltd – Data Protection Officer (£180)
FC026-22/23	Complaints Procedures Policy It was unanimously resolved to approve the Council's Complaints Procedures Policy without amendments in accordance with Standing Order 5.j.xvi.
FC027-22/23	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. (Approved FCM July 2021 FC081-21/22)
FC028-22/23	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 - It was unanimously resolved to amend the schedule of charges 'Time Limit' to: Time spent on collating the information requested maximum:8 hrs • Information and Data Protection Policy A question was raised on the status of SSALC. Cllr Thompson indicated that he thought that the organisation had changed ownership. <i>After the meeting Cllr Thompson investigated the matter further and found that SSALC was dissolved as a company on 1 February 2022.</i>
8.08pm	HD Councillor Landeryou left the meeting.
8.09pm	The Chairman suspended standing orders for 2 minutes to enable a Rudgwick resident to address the meeting. Public Speaking Session FC007-22/23 A Rudgwick resident gave an update on concerns regarding environmental issues in the Parish. The Chairman suggested the resident email the Clerk/Chairman with suggestions. Cllr Alker registered an interest in discussing this further with the resident, in relation to the Councils involvement in addressing environmental issues.
FC029-22/23	Press/ Media Policy It was unanimously resolved to approve the Press/Media Policy without amendments in accordance with Standing Order 5.j.xviii.
FC030-22/23	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)
FC031-22/23	S137 Spending Review 2021/22 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 2022-23 is £8.82 per elector), in accordance with Standing Order 5.j.xx. Cllr Gormley requested that the S137 budget is reviewed in the next budget and discussed at the June meeting.
FC032-22/23	Rudgwick Cricket Club It was unanimously resolved to write to the Cricket Club suggesting they contact the owner of Apple Tree Café at KGV, to discuss the use of the facilities. See report
FC033-22/23	Climate Change Working Group It was unanimously resolved to approve the change of name of the working group to Climate Emergency Working Group. Cllr Alker and Cllr Burse volunteered to assist with this working group. The Chairman stressed the importance of investigating - 'What are we doing about our carbon footprint' and 'What are we doing with the village' – e.g. Working with Go Greener Rudgwick and various residents who communicate environmental issues to the Parish Council. The Parish Council were very impressed with the presentation at the APM and are keen to work in conjunction with Go Greener Rudgwick, Cllr Alker and Cllr Burse to contact them to discuss further. Cllrs to email Clerk with ideas for the Terms of Reference.
FC034-22/23	Bridge the Downlink Update It was resolved to note the update and response to WSCC Downs Link report provided by Cllr S Kornicky. RPC raised concerns over the delay in obtaining a TRO and immediate problem with speeding traffic, RPC have put in for a TRO and this should be advanced as soon as possible, this has been outstanding since September 2021. RPC to write to County Cllr for an update and to stress the urgency. Crossing at the Downlink is clearly unsafe, best solution is a bridge, other alternative is a Pegasus crossing, RPC would request a proper survey taking into account the long-term costs. Speedwatch – RPC would like to check if the Speedwatch group can record findings in the

	proposed TRO/crossing area.
	Cllr Thompson left the meeting at 8.33pm and re-joined at 8.40pm.
FC035-22/23	TCWG Update/Lynwick Street It was resolved to note the TCWG update and resident concerns surrounding commercial vehicles using Lynwick Street, damaging verges, speed of vehicles, road surface damage and to consider additional signage erected at each end of the street saying HGV access only, to help cut down on the through traffic.
FC036-22/23	Ash trees Furze Rd/Church Street It was resolved to note the report and approve residents contacting West Sussex Highways to discuss planting. The Council would be unable to fund new planting at this time but supported the idea.
FC037-22/23	Jubilee celebrations It was resolved to note the update on the Jubilee Celebrations/bench – • Bench is due for delivery • Installation date can then be booked • Plaques have been ordered for the lamp posts • Date of unveiling to be advised • Discussion on inviting a long-standing resident of Rudgwick for 70 years to be approached to unveil the bench.
FC038-22/23	Date of Annual Parish Meeting It was unanimously resolved to amend the date of the Annual Parish Meeting to 17 th April 2023.
	Cllr Haynes left the meeting at 8.49pm and re-joined at 8.50pm.
FC039-22/23	Dates for Full Council Meetings for 2022/23 It was unanimously resolved to note dates for full council meetings for the municipal year 22/23, every second Monday of the month as follows: 13 June; 11 July; 12 September; 10 October; 14 November; 12 December 2021; 09 January; 13 February; 13 March and 17 April (Annual Parish Meeting) 2023 in accordance with Standing Order 5.j.xxi.
FC040-22/23	Staffing It was unanimously resolved to approve payment of overtime for the clerk. Proposed by Cllr S Kornicky and seconded by Cllr P Kornicky
FC041-22/23	Date of next Meeting: 13th June 2022, at 7.00 pm It was resolved to note the date for the next Council Meeting as 13 th June 2022, at 7.00pm.

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