



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 Monday 12th April 2021 at 7 p.m.

Present: Councillors D Buckley (Chairman), M Ellis (Vice Chairman), A Haynes, S Kornysky, R Landeryou (Councillor/ Horsham District (HD) Councillor), I Maclachlan, W Manson, West Sussex (WS) County Councillor Christian Mitchell, P Thompson.

Absent: Cllr Gormley,

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

In remembrance of Prince Philip Duke of Edinburgh, the Chairman observed a one-minute silence.

FC255-20/21	Apologies for Absence Apologies were received from Cllr Wightman and noted . Cllr Gormley was absent.
FC256-20/21	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.
7.04pm	Cllr Thompson left the meeting due to technical issues.
FC257-20/21	<u>Minutes of Council Meeting of 08th February 2021</u> It was unanimously resolved for the minutes to be an accurate record of the Council Meeting held on 08 th February 2021 and for the chairman to sign these.
FC258-20/21	<u>Minutes of the Meeting of the S106 Working Group Meeting 26th November 2019</u> It was unanimously resolved to adopt the approved Minutes of the Meeting of the S106 Working Group meeting of 26th November 2019.
FC259-20/21	District and County Councillors Reports It was unanimously resolved to note WS County Councillor Mitchell's <u>report</u> HD Councillor Landeryou's report. • Horsham Town Centre Public Realm Strategy and Design Guide was approved, which lays out ways to improve access and connectivity, make better use of space whilst maintaining all historic buildings. • Council Tax Support Scheme was approved.

	WS County Councillor Mitchell answered questions in relation to his report. No further update on the coroner's enquiry with reference to the Downslink fatalities but will write to the Safety Officer for an update. The Chairman acknowledged the good work taking place on the Downslink, signage and road surfacing on the A281. WS County Councillor Mitchell thanked the Parish Council, Clerk and previous Clerk for the continued support. The chairman formally thanked both Cllrs for their reports.
7.14pm	WS County Councillor Mitchell left the meeting. Cllr Thompson re-joined the meeting.
FC260-20/21	Public Speaking Session A Cox Green resident spoke in relation to the Restriction of public speaking rights at HDC meetings, suggesting that the Parish Council consider asking the monitoring officer why the Parish Council is now not able to go to a HDC meeting and speak, when the local plan comes before it.
FC261-20/21	Planning To report on:
i)	Current Planning Applications were resolved unanimously and noted for comment to Horsham District Council (HDC). It was noted that HD Cllr/Cllr Landeryou did not partake in discussion or voting on these planning applications in the event that these may be discussed at HDC Horsham North Planning Meetings.

Applications considered at Rudgwick Parish Council Meeting 12th April 2021

Application No	Applicant	Reason for Application	Recommendation
DC/21/0450 26.03.2021	41 Pondfield Road, Rudgwick	Removal of existing rear conservatory and erection of a part two-storey, part single storey rear extension, erection of a front porch extension and conversion and extension to existing detached garage to form an annexe.	Objection The Parish Council do not support the conversion of garages when it could result in difficulties with car movements, access and neighborly parking
DC/21/0124 26.03.2021	Campsite, Riverside Farm, Guildford Road, Rudgwick	Part retrospective application for the change of use of the land to tourist accommodation comprising twenty five caravan pitches.	Objection Until the environmental agency issues have been addressed
DC/21/0454 01.04.2021	5 Pathfield Road, Rudgwick	Increased ridge height to existing roof with erection of rear dormer and installation of front rooflights.	No Objection
DC/21/0476 06.04.2021	Hermongers Farm, Hermongers, Rudgwick	Demolition of existing single-storey link and erection of two-storey side extension and alterations to front porch. Erection	If the officer has clearly considered that the application is compliant with HDPF Policy 28, then Rudgwick

		of detached car port and garden shed.	Parish Council would have no grounds to object
DC/21/0477 06.04.2021	Skylarks, Hermongers Farm, Rudgwick	Enlargement of incidental curtilage and erection of single-storey side extension, garden shed and green house.	If the officer has clearly considered that the application is compliant with HDPF Policy 28, then Rudgwick Parish Council would have no grounds to object
DC/21/0478 06.04.2021	The Chalet, Hermongers Farm, Hermongers, Rudgwick	Conversion of garage to provide additional living accommodation.	If the officer has clearly considered that the application is compliant with HDPF Policy 28, then Rudgwick Parish Council would have no grounds to object
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 HDC on previous applications;		
iv)	It was unanimously resolved to note Appeal Notices or Decisions ;		
v)	It was unanimously resolved to note Enforcement Numbers ;		
vi)	It was unanimously resolved to note that no Planning Applications were sent for consideration at Planning Committee North;		
FC262-20/21	Correspondence update: It was resolved to note correspondence update. • Rudgwick Parish Councils response letter to the PROW proposal. • Rudgwick Parish Council letter supporting the TRO application.		
FC263-20/21	Chairman's announcements It was unanimously resolved to note Chairman's announcements: • The Chairman has sent a message of condolence to the Royal Family from the village of Rudgwick.		
FC264-20/21	Clerk's announcements/decisions It was unanimously resolved to note Clerk's Weekly Updates (8 th March 2021 – 11 th April 2021) • Successful Business Support Package grant application of £2096.00 awarded 4th March 2021; • Remote meetings update; • RYC contacted RPC for approval of use of the facilities for the Cricket Youth team, as per lease agreement; • Tree Condition Survey Report for the three sites. Only one tree needs to be removed from within Foxholes Wood because it has split in half and the fallen part is blocking a footpath through the wood. The remaining standing stem should also be removed due to decay at its base. -Clerk obtaining quotations; • New opportunity to apply for a Community Climate Fund - applications open 5		

	April: Rudgwick Parish Council website http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/
FC265-20/21	Parish Council representatives on outside Organisations It was unanimously resolved to note reports received. • Meeting with Board of Directors, West Sussex ALC Ltd, 18th February 2021. • WSALC AGM 25th February 2021; • WSALC Chairman Forum, 9th March 2021; • Traffic Calming Working Group Meeting 17th February 2021; • Rudgwick Youth Centre Management Committee Meeting 22nd March 2021; • Barleycroft Liaison Group Update The Chairman formally thanked Cllr Thompson for attending the WSALC meetings and for his report. Barleycroft Update – No longer a liaison group however Berkley Homes are keeping in touch with any updates. Site is not yet completed, completion handover hoped for end of April. The Chairman formally thanked Cllr Kornycky for her report and involvement with the Barleycroft Liaison Group.
7.48pm	Cllr Manson left the meeting due to technical issues.
7.49pm	Cllr Manson re-joined the meeting.
FC266-20/21	Finance It was unanimously resolved to note payments made/transfer made/received/ Detailed Receipts & Payments by budget heading/Bank Reconciliation Lloyds Accounts/Monthly Bank Reconciliation and approve all payments to be made. • Payments made/received February/March; (Including Emergency Water Pipe Repairs – approved via email 05.03.21) • Detailed Receipts & Payments by budget heading February/March; • Bank Reconciliations for February/March: Lloyds: Business, Savings, Deed and NS&I Accounts; • Transfer of £5,000 from Lloyds Savings Account to Lloyds Business Account; • Monthly Bank Reconciliation; • Payments to be made. Proposed by Cllr Manson and seconded by Cllr Ellis.
FC267-20/21	S106/CIL Working Group Meeting 17th February 2021 It was unanimously resolved to approve the recommended actions (S106 07-20/21 and S106 10-20/21) as recommended in the S106/CIL Working Group Meeting 17th February 2021. Proposed by Cllr Manson and seconded by Cllr Maclachlan.
FC268-20/21	RYC – Water Compliance It was unanimously resolved to agree to replicate the current arrangement for RPC to pay 50% of the cost of insurance and for this to include RYC Legionella Annual Inspection of Water. (2021 annual cost of £144 total) Proposed by Cllr Ellis and seconded by Cllr Manson.

FC269-20/21	Restriction of public speaking rights HDC Meetings It was unanimously resolved to agree for the Clerk to respond in relation to the letter received from HDC, addressing the concerns surrounding the Parish Council not being able to speak at a full council meeting, where local plans and neighbourhood plans are discussed and to establish if this was the intended consequence of the decision that was made on it. Cllr Thompson to note at next HALC Meeting and Clerk to update when response received.
FC270-20/21	Neighbourhood Plan Update (for noting only) It was unanimously resolved to note Rudgwick Neighbourhood Plan update. See report The Chairman formally thanked the Neighbourhood Plan Steering Committee, under the guidance of P Kornicky and Cllr Maclachlan.
FC271-20/21	Traffic Calming Working Group Update It was unanimously resolved To receive update, and note the following – • SIDS – first SID is in place and working; • Watts Corner Project – PC to send a letter to WSCC; • TCWG – looking into the possibility of purchasing more SIDS, subject to funding; • Technical Survey – TCWG to obtain quotes and investigate employing a technical consultant.
FC272-20/21	Development Management (planning) service update from HDC It was unanimously resolved to agree for the Clerk to respond to HDC in relation to the potential introduction of a new fast track planning application service, with Cllrs comments noted in the report. See report.
FC273-20/21	Assets of Community Value Application It was unanimously resolved to agree on RPC submitting a new nomination form for The Kings Head, Church Street, Rudgwick RH12 3EB, currently listed as an Asset of Community value up to its 5th anniversary which will be the 26th May 2021 and for Cllr Ellis to assist with the application process. See Report
FC274-20/21	Football Foundation Grant It was unanimously resolved to agree to proceed with discussions with the football club, with reference to their proposal and to ascertain further information. See report.
FC275-20/21	Ground Maintenance Contract 2021/22 It was unanimously resolved to appoint the contractor that had a proven track record of good service with the Council as well as providing value for money, to undertake ground maintenance work for 2021/22 at King George V Field/Churchmans Meadows/Foxholes at a cost of £8,133.00 plus VAT. Proposed by Cllr Ellis and seconded by Cllr Manson
FC276-20/21	Permission request for mobile take away vehicle's RH Carpark It was unanimously resolved to agree that RPC are unable to give permission for a mobile takeaway vehicle to be located on the land outside Rudgwick Hall. Clerk to send response.
FC277-20/21	Accounts Training It was unanimously resolved to approve spending of £120.00 plus VAT for Mulberry & Co accounts training on Ear Marked Reserves and 2022/23 Budget setting guidance. Proposed by Cllr Landeryou and seconded by Cllr Ellis

FC278-20/21	SLCC Membership It was unanimously resolved to approve spending of an annual cost of £208.00 and £15 joining fee for 2021 SLCC membership Proposed by Cllr Maclachlan and seconded by Cllr Landeryou
FC279-20/21	Resolution to exclude the public and press from the business about to be transacted It was unanimously resolved to exclude the public – in accordance with The Public Bodies (admission to Meetings) Act 1960, due to the confidential nature/exempt information.
FC280-20/21	Little Street – monthly lease payments It was unanimously resolved to agree due to time constraints, that the Chairman requested an Extraordinary meeting to be convened to discuss this agenda item. The Chairman thanked Little street for joining the meeting and for their update. Clerk to advise Little street of the Extraordinary Meeting date.
FC281-20/21	Platinum Jubilee Project It was unanimously resolved to agree due to time constraints, that the Chairman requested an Extraordinary meeting to be convened to discuss this agenda item. Clerk to advise Extraordinary Meeting date.
FC282-20/21	Staffing It was unanimously resolved to approve all items noted in the confidential report, which includes payment of overtime for the Clerk and Assistant Clerk, mileage for the Facilities Officer, approval of the Clerks probationary period and the one increment annual contractual salary increase for staff. Proposed by Cllr Ellis and seconded by Cllr Manson.
FC283-20/21	Date of next Council Meeting: 5th May 2021, at 7.00 pm It was resolved to note the date for the next Council Meeting as 5th May 2021, at 7.00 pm.

There being no other business, the Chairman closed the meeting at 9.04 pm

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Councillor D Buckley
Chairman

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Date