



RUDGWICK PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Monday 13th June 2022 at Rudgwick Hall, Bucks Green, RH12 3JJ at 7 pm.

The meeting commenced at 7.02pm.

Present: Councillors D Buckley (Chairman), R Burse, 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 four members of the public.

FC042-22/23	Apologies for Absence Apologies were received from Cllr Maclachlan and West Sussex County Councillor (WSC Cllr) Christian Mitchell, Cllr A Gormley, Cllr A Haynes and noted. Cllr S Alker was absent.
FC043-22/23	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.
FC044-22/23	<u>Minutes of Council Meeting of 9th May 2022</u> It was unanimously resolved for the minutes to be an accurate record of the Council Meeting held on 9th May 2022 and for the Chairman to sign these.
FC045-22/23	Co-option of new Councillor It was resolved to co-opt Miss Ashley Ryan as Councillor, proposed by Cllr David Buckley seconded by Cllr Robert Burse and unanimously agreed. The Councillor signed the Declaration of Acceptance of Office. The Chairman reminded the members that the Nolan Principles of public life and code of conduct had to be adhered to by all Parish Councillors and all elected officials.
FC046-22/23	District and County Councillors Reports (for noting only) It was unanimously resolved to note HDC Landeryou's report. The Chairman thanked HDC Landeryou for his report and noted at the unveiling of the Platinum Jubilee Bench, thanks to HDC was mentioned for their contribution towards the bench.
7.13p.m	HDC Landeryou left the meeting.
FC047-22/23	Public Speaking Session A resident spoke in relation to an update on the dangerous branches and dead oak tree

	overhanging on the A281 towards Horsham and continued concerns over the safety of motorists, should this branch fall and whether the landowner had been identified yet. Clerk to contact WSCC (Lovewestsussex) again for an update and investigate who the landowner is and to escalate to WSC Cllr.		
	A resident spoke in relation to planning application DC/22/0871 answering any Cllr questions relating to the application.		
FC048-22/23	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 13 th June 2022			
Application No	Applicant	Reason for Application	Recommendation
DC/22/0871 04.05.2022	Ranvers House, The Haven, Billingshurst	Demolition of existing western wing and store. Erection of a two storey side extension. Blocking up of existing and creation of new openings and construction of a single storey glazed link. Alterations to existing Cottage building including erection of a porch. Closure of existing access and upgrading existing gated opening to form main access with associated landscaping.	No Objection subject to the Local Highway Authority being satisfied over the access issues
ii)	It was unanimously resolved to note Planning Applications comments made under delated powers		
iii)	It was unanimously resolved to note the Schedule of Planning Decisions made by Horsham District Council on previous applications Clerk to write to HDC Planning in relation to DC/21/2209 Oakfield, Cox Green, Rudgwick, RH12 3DD to advise that the decision notice is displayed on the planning file, but there is no Officer's Report there to view currently.		
iv)	It was unanimously resolved to note there are no appeal notices and decisions;		
v)	It was unanimously resolved to note alleged enforcements		
vi)	It was unanimously resolved to note that no Planning Applications were sent for consideration at Planning Committee North;		
vii)	It was unanimously resolved to note HDC have approved the RPC application for the new Rudgwick Skateboard Park & the S106 application .		

	Clerk to write to HDC Planning in relation to DC/22/0263 Rudgwick Skate Park to query the details of Regulatory Condition 4 in the Delegated Report/Decision Notice over hours of use.
viii)	It was unanimously resolved to note Waverley Borough Council decision on the Windacres, Cox Green application
ix)	It was unanimously resolved to note WSCC decision on the Loxwood Claypits application

FC049-22/23	Correspondence Update (for noting only)
FC050-22/23	Chairman's Report It was unanimously resolved to note Chairman's announcements: • Platinum Jubilee fund creates boost for village halls - GOV.UK (www.gov.uk) This item was not discussed and will be deferred to the July meeting • Platinum Jubilee Bench, thanks to all involved. Wonderful that Joyce Bone was able to be part of the unveiling of the bench. • Piece written for the Parish Magazine about Rudgwick and the Royal Connections.
FC051-22/23	Clerk's announcements/decisions (for noting only) It was unanimously resolved to note Clerk's Weekly Updates (from 9th May – 12th June 2022) • 5 x toilets have been replaced at KGV • Skatepark Planning Permission granted • The new West Sussex Transport Plan 2022-2036 has been published - West Sussex Transport Plan 2022-2036 • Small Council Committee: Confirmed by WSALC that there is no opportunity to sit on the board, only suggestions welcome to raise issues that smaller councils experience and would like NALC to lobby the government on. • Lynwick Street – Resident emailed parish office raising concerns surrounding commercial vehicles using the road, 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. – Clerk has reported to Love West Sussex. • Successful unveiling of the Platinum Jubilee Community Bench. • Two new benches on KGV field. http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/
FC052-22/23	Parish Council representatives on outside Organisations (for noting only) It was unanimously resolved to note item to be discussed under FC064-22/23. • Workshop: Carbon Footprint & Road Map to Net Zero – 24th May 2022
FC053-22/23	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 April & May; • Detailed Receipts & Payments by budget heading April & May; • Bank Reconciliations for April: Lloyds: Business, Savings, Deed and NS&I Accounts • Bank Reconciliations for May: Lloyds: Business, Savings, Deed and NS&I Accounts • Transfer of £25,000 from Lloyds Business Account to Lloyds Savings Account; • Monthly Bank Reconciliation; April & May • Payments to be made Proposed by Cllr P Kornycky and seconded by Cllr I Maclachlan.
FC054-22/23	Internal Audit/Annual Internal Audit Report It was resolved to note the Annual Internal Audit Report and annual Internal Audit report. Proposed by Cllr S Kornycky seconded by Cllr R Burse and agreed unanimously
FC055-22/23	Appointment of Internal Auditor 2022/23 It was resolved to appoint Mulberry & Co as internal auditors for the financial year 2022/23 at a cost of £60 p/h plus expenses. (Charges kept at 20/21 & 21/22 level).
FC056-22/23	Annual Governance and Accountability Return 2021/22 – Section 1 Annual Governance Statement 2021/22 It was agreed to resolve the Council's responses (AGAR accountability explanation) to Statement 1-9 in Section 1 of the Annual Return (page 4) for the year ended 31st March 2022, as read out by the Chairman and Section 1 to be duly signed by the Chairman of the meeting and by the Clerk. Proposed by Cllr S Kornycky seconded by Cllr R Burse and agreed unanimously
FC057-22/23	Annual Governance and Accountability Return 2021/22 – Section 2 Accounting Statement 2021/22 It was agreed to resolve Section 2 of the Annual Return (page 5) for the year ended 31st March 2022 and to be duly signed by the Chairman of the meeting, noting that this had previously been signed by the RFO prior to presentation, as required. Proposed by Cllr S Kornycky seconded by Cllr R Burse and agreed unanimously
FC058-22/23	Details of the Arrangements for the Exercise of Public Rights and name of external auditor It was resolved to note the details of the Arrangements for the Exercise of Public Rights and for these to be published on the Council's website. Clerk to check dates
FC059-22/23	Updated Standing Orders It was unanimously resolved to approve the updated standing orders 18: FINANCIAL CONTROLS AND PROCUREMENT due to the NALC model SOs being updated. (attached). (Amendment highlighted in yellow) Proposed by Cllr S Kornycky seconded by Cllr P Thomson and agreed unanimously
FC060-22/23	Street light 3 Haven Road Rudgwick It was unanimously resolved to agree for the Clerk to contact Enerveo (formally SSE) to request a street light map and to enquire if residents have been notified of the potential removal of street light number 3 on Haven Road Rudgwick, which has been reported out

	of light since 17/2/22, this is due to a SSE Networks supply fault, or to continue to programme works to reconnect the power supply.
FC061-22/23	S137 Spending Review It was unanimously resolved to agree to keep the Council's S.137 budget at £1,500 and for this amount to be reviewed if required, in the next budget.
FC062-22/23	Churchmans Meadow Path It was unanimously resolved to agree that a HROS meeting is required so a specification can be agreed for the Churchmans Meadow – Path from Pondfield Road to the play area, so all quotations can be comparable.
FC063-22/23	Fire Drill/Alarm Procedures It was unanimously resolved to agree that all Councillors should be trained on the use of the Fire alarm and for our Facilities officer to arrange training. Clerk to ensure contact list for Cllrs is up to date and circulated to all Cllrs and local resident living closest to the hall. Clerk to add T&C's for hire use to website. No further decisions were made on a procedure/maintenance contract of the alarm at this time.
FC064-22/23	Climate Emergency Working Group It was resolved to note the report from Cllr Burse and for Cllr Burse to submit a paragraph to the Chairman for the Parish magazine.
FC065-22/23	E-Mail Consultations: It was unanimously resolved to approve the following: KGV Changing Facilities - RFC RYC – KGV Field Use Request Foxholes – Railings Repair and note the decision of approval from the email consultations. Cllr P Kornycky mentioned looking into a poll for future email consultations. Proposed by Cllr P Kornycky seconded by Cllr R Burse
FC066-22/23	Assets of Community Value Application It was unanimously resolved to agree to RPC submitting a new nomination form for The Kings Head, Church Street, Rudgwick RH12 3EB, which was listed as an Asset of Community value up to its 5th anniversary which was the 26th May 2021. The Chairman asked for a Cllr volunteer to collate the application however the Parish Council is not in a position to take this forward at this time and therefore suggestion was to refer back to RPS. Clerk to contact HDC to obtain further information on the implications to the Kings Head in relation to the application.
FC067-22/23	Tennis Club Footpath It was unanimously resolved to approve payment of £1000.00 to Bill Kear Contractors, for the installation/materials of concrete edging when installing the tennis club footpath. RPC confirmed via email that edgings would not be required however RPC are happy to make payment for the materials and to split the cost of the labour, due to this error. Proposed by Cllr S Kornycky seconded by Cllr P Kornycky

FC068-22/23	Churchmans Meadow Tree work It was unanimously resolved to approve expenditure for tree works required due to storm damage. To safely dismantle x1 Ash tree in Churchmans Meadow which has previously shed a limb exposing poor heartwood and poor unions. Removing all waste from the site for biomass recycling. Carrying out the work when the field is dry enough for vehicular access. Total ex VAT - £750 VAT @ 20% - £150 Total Price inc VAT - £900 Proposed by Cllr S Kornycky seconded by Cllr R Burse
FC069-22/23	Community Speed Watch It was unanimously resolved to approve spending for the Community Speed Watch Group, a cost of £140 including delivery to purchase a body camera for the Speedwatch Group. Clerk to ensure expenditure is taken from the Traffic Calming budget Proposed by Cllr S Kornycky seconded by Cllr P Kornycky
FC070-22/23	<u>RYC management committee meeting – 16.5.22</u> - It was unanimously resolved to note <u>The Lease</u> update and approve the recommendation to adopt option 1 – Revert to the original lease with no change. The Chairman thanked Cllr Thompson for his hard work on the lease. Proposed by Cllr S Kornycky seconded by Cllr I Maclachlan - It was unanimously resolved to approve RYC request to remove the stage and internal wall. - It was unanimously resolved to note <u>RYC refurbishment project</u> and accept and approve the project recommendations outlined. Proposed by Cllr S Kornycky seconded by Cllr R Burse
FC071-22/23	RPC Basketball area at rear of RYC It was unanimously resolved to note that RPC need to investigate further and use specialist contractors for the Village Basketball Relocation Project. Further discussions to be brought to the July meeting.
FC072-22/23	Drainage Working Group Update It was unanimously resolved to approve the update. - Boreham – Drainage Working group to go back and with a list of times reported. - Water test stripes have been purchased. - Next meeting is Monday 4th July 2022.
FC073-22/23	Request for Rassasy's Deli on the road It was unanimously resolved to approve the request for Rassasy's Deli on the road (mobile unit), subject to the area, frequency of visits and times being agreed and confirmation that the area agreed, would be kept clear of any litter.

FC074-22/23	Staffing It was unanimously resolved to approve payment of overtime for the clerk and assistant clerk. Proposed by Cllr P Kornycky and seconded by Cllr R Burse
FC075-22/23	Date of next Meeting: 11th July 2022, at 7.00 pm It was resolved to note the date of the next meeting as 11 th July 2022, at 7.00 pm.

There being no other business, the Chairman closed the meeting at 9.05 pm

.....

Councillor D Buckley
Chairman

.....

Date