



RUDGWICK PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Monday 14th June 2021 at Rudgwick Hall, Bucks Green, RH12 3JJ at 7 pm.

The meeting started at 7.03pm

Present: Councillors D Buckley (Chairman), A Gormley, S Kornycky, R Landeryou (Horsham District (HD) Councillor), I Maclachlan, W Manson, P Thompson (Vice Chairman), S Wightman and co-opted councillor V Nice.

Absent: Cllr M Ellis and Cllr A Haynes

Also present Anna Clayton – Clerk, Jane Strong – Facilities Officer and two members of the public

FC034-21/22	Apologies for Absence Apologies were received from West Sussex County Councillor Christian Mitchell and noted. Cllr Ellis (later apologies received) and Cllr Haynes was absent.
FC035-21/22	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.
FC036-21/22	<u>Minutes of Council Meeting of 5th May 2021</u> It was unanimously resolved for the minutes as an accurate record of the Council Meeting held on 5th May 2021 and for the Chairman to sign these.
FC037-21/22	Co-option of new Councillor It was resolved to co-opt Mrs Victoria Nice as Councillor, proposed by Cllr Manson seconded by Cllr Wightman and unanimously agreed. The Councillor signed the Declaration of Acceptance of Office.
7.08pm	New Cllr V Nice left the meeting to attend a previous engagement.
FC038-21/22	District and County Councillors Reports It was unanimously resolved to note WS County councillor report) HD Councillor Landeryou's report. • The launch of the kerbside collection of small electrical items and batteries has been successful. 15 kilos of batteries, 140 kilos of textiles and a number of small electrical items have been recorded to date; • The YouTube fly tipper from the Horsham district is in court in Crawley this week; • First tenant for Horsham Homes has moved into a property in Slinfold; • At the Annual General Meeting of Horsham District Council on 26 May 2021, Cllr Richard Landeryou's new appointment was announced: Cabinet Member for Finance and Assets.

	The Chairman acknowledged that the planning portal has been fixed and appreciated the communications from Planning in relation to this. The chairman formally thanked both Cllrs for their reports.		
FC039-21/22	Public Speaking Session A resident spoke in relation to the SIDS and the positive effect they are having on the village. NHP receiving over 90% in favour was a great achievement and recognition to those involved, including Paul Kornicky and the RPS. Issues surrounding Planning and the ongoing problems with the planning portal, the transparency around planning being discussed in meetings versus in line with Standing Orders, where the public are not able to participate and the difficulties faced whilst meetings have been held virtually.		
FC040-21/22	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 14th June 2021			
Application No	Applicant	Reason for Application	Recommendation
DC/20/2070 26.05.2021	Bucks Green Pig Farm, Bucks Green, Rudgwick, Horsham	Outline application for the change of use of agricultural land to residential for the erection of 3no. dwellings, with all matters reserved	Objection – Please See Below
	Objection DC/20/2070 Bucks Green Pig Farm, Bucks Green, Rudgwick, Horsham: The council objects to the above application on the following grounds: • The application contravenes HDPF Policy 4 and 26, regarding development in the countryside and outside the built up area boundary. • The application contravenes Rudgwick Neighbourhood Plan Policy 1, to allow development of an unallocated site situated in the countryside, outside the built up area boundary; • Over development of site in terms of the scale and size of proposed dwellings; • A281 - dangerous access and would affect the existing lay-by used by buses and parking spaces would be lost. The lay-by was installed in consultation with HDC, specifically for the residents Guildford Road that reside opposite the site. There is still limited off-road parking; • No mention of highways/transport matters in the application.		
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 that there were no 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;
FC041-21/22	Correspondence update: It was resolved to note correspondence update. • Response letter from RPC to HDC – Response from RPC - Restriction of public speaking rights HDC Meetings. • Letter sent in relation to Ewhurst and Ellens Green NP Consultation; • Email sent to HALC Chairman and Secretary with documentation relating to Restrictions on Public Speaking rights at HDC Meetings • Letter and document sent to WSCC from RPC - Safety issues at Watts Corner in Rudgwick
FC042-21/22	Chairman's announcements It was unanimously resolved to note Chairman's announcements: • Rudgwick Neighbourhood Plan - The Chairman acknowledged the excellent job and expressed his thanks to everyone involved. Thanks to all in Rudgwick for supporting it and it was noted Rudgwick had the highest percentage recorded in favour of the NHP. The Chairman formally thanked Squires Planning (Andrew and Tom) and the Horsham NHP team (Chris Paterson). It was agreed for the Clerk to write to Squires Planning and Horsham NHP to thank them for their support.
FC043-21/22	Clerk's announcements/decisions It was unanimously resolved to note Clerk's Weekly Updates (from 3rd May – 13th June 2021) • HDC contacted in relation to securing the litter bin outside RYC; • FIT application submitted for RYC lease; • Trees felled at the access to Churchmans Meadow; Rudgwick Parish Council website http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/
FC044-21/22	Parish Council representatives on outside Organisations It was unanimously resolved to note reports received. • Barleycroft Update 04.06.2021 Clerk to send a letter to Berkeley Homes after final handover, thanking them for their cooperation and willingness to liaise with the village over the last couple of years.

FC045-21/22	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 Reconciliation Lloyds & NS&I Account (RPC/Savings/Deed & NS&I) April & (RPC/Savings/Deed & NS&I) May • Transfer of £25,000 from Lloyds Business Account to Lloyds Savings Account; • Monthly Bank Reconciliations April/May • Payments to be made Proposed by Cllr Thompson and seconded by Cllr Manson.
FC046-21/22	Standing Orders It was resolved to approve the updated Standing Orders. Amendment of 3.e (approved 5th May 2021 FC018-21/22) and removal of 3.y (Virtual Meetings). Proposed by Cllr Wightman seconded by Cllr Manson and agreed unanimously.
FC047-21/22	LGA – Model Councillor Code of Conduct It was unanimously resolved to agree to adopt the Councillor Code of Conduct. in principle. The updated copy will be circulated ahead of July’s meeting for consideration.
FC048-21/22	Graveyard Path (for noting only) It was unanimously resolved to note the Chairman’s update: • Transfer of land is progressing; • Improvement of path to be undertaken; • RPC have agreed to take on the costs of the transfer; • Contractors to be contacted for quotations for a new path to be installed along with fencing and moving the gate.
FC049-21/22	Internal Auditors Report It was resolved to note the Annual Internal Audit Report. Proposed by Cllr Kornycky seconded by Cllr Thompson and agreed unanimously
FC050-21/22	Appointment of Internal Auditor 2021/22 It was resolved to appoint Mulberry & Co to act as internal auditors for the financial year 2021/22 at a cost of £60 p/h plus expenses.
FC051-21/22	Annual Governance and Accountability Return 2020/21 – Section 1 Annual Governance Statement 2020/21 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 2021, 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 Kornycky seconded by Cllr Manson and agreed unanimously.
FC052-21/22	Annual Governance and Accountability Return 2020/21 – Section 2 Accounting Statements 2020/21 It was agreed to resolve Section 2 of the Annual Return (page 5) for the year ended 31st March 2021 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. Additional information required by External Auditor. Proposed by Cllr Wightman seconded by Cllr Kornycky and agreed unanimously.
FC053-21/22	Details of the Arrangements for the Exercise of Public rights and the name of the 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.
FC054-21/22	Restrictions on Public Speaking rights at HDC Meetings It was unanimously resolved to agree for Horsham District Councillor R Landeryou to follow up on a response for RPC. See report. Clerk emailed to chase for a response on 9th June 2021 but no response to date.
FC055-21/22	Traffic Calming to include SIDs, BOT, Speedwatch and Inquest Report It was resolved to note the update. SIDs – TCWG SID Project, support in the village, implement next phase. The strategy includes 6 SID units with specific locations, changed periodically, with continuous coverage of the main routes. It was resolved to approve the SID project completion strategy and application to be made to WSCC for release of minimum £10,000 S106 money as indicated in the report supplied at the meeting, detailing quotations of obtaining additional SIDs and equipment. Proposed by Cllr Wightman and seconded by Cllr Manson. The chairman formally thanked the TCWG. BOT – Mobile phone app that records speeds through the village. Records figures when triggered when driving at speeds over 45mph and data produced. The product has been made open source. The Chairman to circulate the open source code to Cllrs. Speedwatch – Works with Sussex Safer Road Partnership, noted in the Parish Magazine that they are looking for volunteers. Noted that the parish has a new PCSO. Inquest Report – The inquest was held on the 27th May 2021 in Chichester, a verdict of accidental death was recorded. The coroner concluded that she still considered the crossing to be dangerous, despite the additional signage on the Downslink.
FC056-21/22	Football Foundation Grant and Licence It was unanimously resolved to agree to the proposed license. from the football club. Proposed by Cllr Kornycky and seconded by Cllr Maclachlan. Clerk to investigate a diary system for field users. It was unanimously resolved to agree to recommence the Field Users Group, meeting every three months, Cllr Gormely and Cllr Manson confirmed they would manage this group.
8.46pm	Jane Strong, Facilities Officer joined the meeting
FC057-21/22	Fire Risk Assessment – Rudgwick Hall It was unanimously resolved to approve expenditure of up to £4,600 for the purchase of a fire alarm system for Rudgwick Hall. Clerk to work with the Facilities Officer to co-ordinate the purchase. Proposed by Cllr Kornycky and seconded by Cllr Manson.

FC058-21/22	Water Compliance It was unanimously resolved to approve spending of £661.97 excluding VAT for the Cold Water Storage Tank disinfection works to be carried out, in accordance with Water Compliance. Proposed by Cllr Kornycky and seconded by Cllr Maclachlan.
FC059-21/22	Parish Office Mobile Phone Contract It was unanimously resolved to approve spending of up to £25 per month and £20 upfront fee ex VAT for a new mobile phone for the Parish Clerk. Proposed by Cllr Thompson and seconded by Cllr Kornycky.
FC060-21/22	Parish Office Shredder It was unanimously resolved to approve expenditure of up to £200 spend to purchase a shredder for the office, to ensure all confidential documentation is disposed of securely. Proposed by Cllr Manson and seconded by Cllr Wightman.
FC061-21/22	Staffing It was unanimously resolved to approve all items noted in the report, which includes payment of overtime for the Clerk, Assistant Clerk and Facilities officer, expenses for the Clerk, Facilities Officer and Villages Warden. Proposed by Cllr Kornycky and seconded by Cllr Manson.
FC062-21/22	Drainage Working Group It was resolved to note the first meeting will be held on a Monday at 7.00pm, Cllr Thompson to advise the Clerk of the confirmed date.
FC063-21/22	Date of next meeting: Monday 12th July 2021, at 7.00 pm It was resolved to note the date for the next Council Meeting as 12th July 2021, at 7.00pm.

There being no other business, the Chairman closed the meeting at 9.02 pm

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Councillor D Buckley
Chairman

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Date