



RUDGWICK PARISH COUNCIL

Minutes of the Annual Meeting of the Parish Council held on Monday 13th May 2024 at Rudgwick Hall, Bucks Green, RH12 3JJ at 7 pm.

Present: Councillors S Alker, D Buckley (Chairman), R Burse, A Haynes, P Kornycky, S Kornycky, I Maclachlan, West Sussex County Councillor Christian Mitchell, P Thompson (Vice Chairman) Cllr S Torn and Cllr R Wild.

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

The meeting stated at 7.01pm.

FC001-24/25	Election of Chairman and Vice Chairman for the municipal year 24/25 It was unanimously resolved to elect Cllr David Buckley as Chairman for the municipal year 2024/25.in accordance with Standing Order 5.e.; Proposed by Cllr S Kornycky seconded by Cllr P Kornycky. It was resolved for the Chairman's Declaration of Acceptance of Office be signed. It was unanimously resolved to elect Cllr Paul Thompson as Vice Chairman for the municipal year 2024/25.in accordance with Standing Order 5.e.; Proposed by Cllr I Maclachlan seconded by Cllr A Haynes. It was resolved for the Vice Chairman's Declaration of Acceptance of Office be signed.
FC002-24/25	Apologies for Absence Apologies were received from R Landeryou (Horsham District (HD) Councillor) and Cllr A Ryan noted.
FC003-24/25	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 a new Register of Member's Interest is completed and that these are to be submitted to the Clerk.
FC004-24/25	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 David Buckley advised he is a member of the CPRE, so would refrain from voting on item FC022-24/25 Subscriptions.
FC005-24/25	<u>Minutes of Council Meeting of 11th March 2024</u> It was unanimously resolved for the minutes to be an accurate record of the Council Meeting held on 11th March 2024 and for the Chairman to sign these, in accordance with Standing Order 5.1.ii/iii.

FC006-24/25	District and County Councillors Reports (for noting only) It was unanimously resolved to note WSCC Christian Mitchell's report . Downs Link Crossing - WSCC Mitchell still waiting for drawings, once these have been shared, he will approach for a meeting. Cllr Thompson advised he can provide specific rainfall readings for Rudgwick if required. The Chairman formally thanked WSCC Christian Mitchell for his report.		
	West Sussex County Councillor Christian Mitchell left the meeting at 7.13pm		
FC007-24/25	Public Speaking Session A representative from F3 spoke about agenda item FC038 – 24/25 and answered any Cllr questions. A resident expressed his thanks to the planning team for all their hard work in relation to Boreham House application.		
	It was unanimously agreed to move item FC037-24/25 It was unanimously agreed to move item FC038-24/25		
FC038-24/25	F3 Boot Camp Request It was unanimously resolved to agree in principle the approval of a bootcamp (Tues & Thurs 5.30am 45mins long) subject to further questions being answered, and the Council satisfied with the responses. The Clerk to liaise with F3 and advise an outcome.		
FC037-24/25	Memorial bench or tree at Rudgwick village playing fields It was unanimously resolved to agree to the request on behalf of Billingshurst Dog Training Club, for a memorial bench to be approved. The clerk to liaise with Billingshurst Dogs Club, HROS Chairman to identify a location and type of bench.		
FC008-24/25	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 13th May 2024 Observations agreed in principle at the meeting, final submission agreed under delegated powers. Final submission as per the below recommendations.			
Application No	Applicant	Reason for Application	Recommendation
DISC/24/0093 01.05.2024	Pennthorpe School, Church Street, Rudgwick	Application for Approval of Details Reserved by Conditions 6, 7 and 8 to approved application DC/19/2573.	Objection to discharge of conditions 6 (Landscape) and & 7 (Community Use) relating to approved application DC/19/2753. These are both Pre-occupation conditions, and notwithstanding the site being opened since

			14th October 2022 -(New MUGA is unveiled - Pennthorpe) - Rudgwick Parish Council (RPC) believes the current application does not meet the requirements allowing for discharge to be granted at the current time. Condition 6, Landscaping - The submitted plan falls short of meeting HDPF Policy 33 and RNP policies 17 &14.1c. RPC supports the view of the HDC Landscape Architect on the landscape plan for DC/24/0232 (same plan submitted for DISC/24/00903, as same site) in that planting whips is not an acceptable replacement for the loss of the dense woodland during construction. Condition 7, Community Use - This condition was imposed to meet HDPF Policy 43 and the Sport England (Statutory Consultee) requirements and the community use of the facilities was a factor in the RPC support for the development. There is no indication that Sport England (SE) has been consulted in the preparation of the submitted Community Use document, as required in the SE consultation response to DC/19/2753, to be submitted to HDC before use of the development commenced. In its present form, however, the submission lacks vital information for members of the community wishing to use the MUGA. The pricing arrangements simply refer to another school in the area (Tanbridge), but the available facilities are different and the arrangements shown by Tanbridge vary according to length of time, type of activity and age group of users. A clear pricing structure and more
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			detailed information should be included and provided for members of the public on the school website alongside contact details.
DC/24/0625 02.05.2024	Oakfield, Cox Green, Rudgwick	Variation of condition 1 of previously approved application DC/21/2211 (Demolition of existing dwelling and garage and erection of a replacement detached dwelling with new vehicular access, attached garage and associated car parking.) Variations sought to allow for front and rear skylight changed to dormer windows; amendments to driveway entrance; addition of timber pergola, 2 no. external outbuildings, open lean to, and relocation of consented back door to side of house.	Objection. It is not shown in the application how the changes to the driveway access proposed vary from any previously approved. Therefore, it is not possible to consider whether the amendments are minor material ones or determine what effect they might have. Also, with regard to RNP policy 17 information should be provided to show if any trees or hedges are affected by the changes. With regard to the proposed outbuildings, there is no information provided concerning footings involved in the development and the site of each building in relation to existing trees. Regard must be given to RNP Policy 17 and the effect of the position of the outbuildings and their footings on the Root Protection Areas of any trees on the site. A condition should be placed on any final approval to ensure that the outbuildings are not to be used for accommodation purposes and therefore breach HDPF Policy 28.
DISC/24/0098 02.05.2024	Fox Inn, Guildford Road, Bucks Green	Approval of details reserved by condition 3 to approved application DC/23/2167	No Objection to the discharge of these conditions on the previous application DC/23/2167, granting temporary approval for the marquee until March 2026.

ii)	It was unanimously resolved to note Planning Applications made under delegated powers ;
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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 new applications being considered/determined by the Planning Inspectorate .
v)	It was unanimously resolved to note the Planning Compliance issues being considered by HDC.
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 To report on the schedule of outstanding Planning Compliance Issues being considered by HDC (for noting only).
FC009-24/25	Chairman's Report It was unanimously resolved to note Chairman's announcements: - Hall roof - T & F- meeting weekly, application period opening late May, no closing date as yet. Consultant has worked diligently on initial project but roof does need addressing and action required once grant application period opens. - Speedwatch Co-ordinator needs to be appointed as soon as possible to enable it to continue.
FC010-24/25	Clerk's announcements/decisions (for noting only) It was unanimously resolved to note Clerk's Weekly Updates (from 12th March – 12th May 2024) - RoSPA Play Safety Team – Notification of inspection in June Bucks Green Recreation Ground Churchman's Meadow Rudgwick Playing Fields Skateboard Area - RH Flooring - Flooring has been completed. - Defib Training Update – 3rd June at 6pm RH and 25th June at 10.30am RH - Website Update - Rudgwick Parish Council Co-Op Pickleball Grant Application has been successful and we are awaiting the £250 funds. Correspondence Book Exchange donation to JH Rudgwick wastewater treatment works Cllr Joy Dennis letter - A281 Downs Link Crossing – Copies sent to Sir Jeremy Quin MP, West Sussex County Councillor C Mitchell, West Sussex Coroner - Ms Schofield. TPO Boreham – Response from Catherine Howe, Head of Strategic Planning on the 1st May - I have already spoken to the arboricultural officer today about this matter. In my absence he has been reconsidering the need for TPOs at this location and we discussed the matter earlier today. The review is still ongoing but he will respond to you shortly. As you are aware the PCC elections are tomorrow and we are both involved in staffing this event, so the feedback will be provided either Friday or early next week. Many thanks Catherine TRO Submission (Downslink Crossing) – Response from WSCC Highways 8th May

FC011-24/25	Parish Council representatives on outside Organisations It was unanimously resolved to note there were no reports received and updates provided verbally. • Parish/Neighbourhood Council planning training - Wednesday 20th March • Climate Action Network meeting 25th March – Noted in the Climate and Environment Update • Village Halls Week - Green event – Noted in the Climate and Environment Update
FC012-24/25	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/received March; • Detailed Receipts & Payments by budget heading March; • Bank Reconciliations for March: Lloyds: Business, Savings, Deed and NS&I Accounts; • Monthly Bank Reconciliation March; • Payments made April 2024. • Financial Reports - due to financial year end procedures, unable to input data into accounts package until year end close. • Payments to be made. • Transfer of £20,000 from Lloyds Business Account to Lloyds Savings Account; Proposed by Cllr P Kornycky and seconded by Cllr A Haynes.
FC013-24/25	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.
FC014-24/25	Committees and Working Groups Appointment of Members for the 2024/2025 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, Traffic Calming Working Group, Drainage Working Group and Climate and Environmental Working Groups for the 2024/25 municipal year in accordance with Standing Orders 5.j.vii and 4d. Complaints Committee (four members): Cllr Buckley, Cllr Maclachlan, Cllr P Kornycky, Cllr S Torn. Finance Policies and Human Resources Committee (four plus CM/VCM): Cllr Burse, Cllr Buckley, Cllr P Kornycky, Cllr Thompson, Cllr Torn, Cllr Wild (Vice) Halls, Recreation and Open Spaces Committee (seven members): Cllr Burse, Cllr Haynes, Cllr Buckley, Cllr P Kornycky, Cllr S Kornycky, Cllr Maclachlan, Cllr Ryan. Planning Committee (seven members) Cllr Buckley, Cllr Haynes, Cllr S Kornycky, Cllr Maclachlan, Cllr Ryan, Cllr Thompson, Cllr R Wild. Emergency Planning, Resilience and Community Safety Group (four including two councillors): Cllr Burse, Cllr Thompson, Cllr Alker, Cllr S Torn. Traffic Calming Working Group: (No maximum, with min two councillors): Cllr P Kornycky, Cllr S Kornycky, Cllr S Torn.

	(Review and revise terms of reference at a later date, if amended to Active Travel Working Group.) Drainage Working Group: (No maximum, with min two councillors): S Alker, P Thompson, A Haynes Climate and Environmental Working Group: (No maximum, with min two councillors): Cllr R Burse, Cllr A Ryan It was unanimously resolved to approve to adopt the Committee and Working Group Terms of Reference according to Standing Order 5.j.vi.
FC015-24/25	Appointment of Chairmen and Vice Chairmen of Committees for the 2024/25 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 and Emergency Planning, Resilience and Community Safety, Traffic Calming Working Group, Drainage Working Group and Climate and Environmental Working Groups: Complaints Committee: Cllr Buckley (Chair) Finance, Policies and Human Resources Committee: Cllr P Kornysky (Chair), Cllr R Wild (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: Cllr Alker (Chair); Vacancy (Vice) Traffic Calming Working Group: Vacancy (Chair) Drainage Working Group: Cllr Thompson (Chair) Climate and Environmental Working: Group Cllr Burse (Chair)
FC016-24/25	Standing Orders It was resolved to approve the Standing Orders in accordance with Standing Order 5.j.ix without amendment proposed by Cllr S Kornysky seconded by Cllr R Burse and agreed unanimously.
FC017-24/25	Financial Regulations It was resolved to approve Financial Regulations in accordance with Standing Order 5.j.ix without amendment, proposed by Cllr A Haynes seconded by Cllr P Thompson and agreed unanimously.
FC018-24/25	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.

FC019-24/25	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 2024/25 was unanimously resolved in accordance with Standing Order 5.j.xi. • Rudgwick Youth Centre Management Steering Group: Cllr S Kornycky • Communities Against Gatwick Noise Emission PC Forum (CAGNE): Cllr Alker • HALC Voting Members: Cllr Thompson and Cllr P Kornycky • WSALC Voting Members: Cllr Thompson and Cllr P Kornycky
FC020-24/25	Asset Register 2024/25 It was agreed to recommend to the Full Council to resolve to note the Asset Register 2024/25. Totals, KGV, Rudgwick Hall, Jubilee Hall, Street Furniture, Play Facilities, Buildings & Land. Review according to Standing Order 5.j.xiii
FC021-24/25	Insurance It was unanimously resolved to approve the arrangements for insurance cover (rev1 - updated asset register) 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)
FC022-24/25	Subscriptions Council's subscriptions for the municipal year 2024/25 were unanimously resolved in accordance with Standing Order 5.j.xv. • WSALC/NALC (£1,022.82) • HALC (£20) • Society of Local Council clerks (£238) • AiRS (£120) Village Hall Subs • Information Commissioner's Office for Data Protection (£35) • CPRE (£36) • CAGNE Aviation Town and Parish Council Forum (£10) • Satswana Data Ltd – Data Protection Officer (£150) Information: Amounts are based on recent payments/last year's payments (excluding VAT)
FC023-24/25	Complaints Procedures Policy It was unanimously resolved to approve the Council's Complaints Procedures without amendments in accordance with Standing Order 5.j.xvi.
FC024-24/25	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.
FC025-24/25	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 • Information and Data Protection Policy
FC026-24/25	Press/ Media Policy It was unanimously resolved to approve the Press/Media Policy without amendments in accordance with Standing Order 5.j.xviii.
FC027-24/25	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) •
FC028-24/25	Risk Assessment Management Scheme It was unanimously resolved to approve the Risk Assessment Management Scheme. (updated matrix).
FC029-24/25	S137 Spending Review 2024/25 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 1972 Act) for parish and town councils in England for 2024-25 is £10.81 per elector. (Rudgwick Parish electoral role 2,324 (December 2024), i.e. £25,122.44 – Council's budget for 2024/25 is £1,500), in accordance with Standing Order 5.j.xx.
FC030-24/25	It was unanimously resolved to adopt the previously approved minutes as an accurate record of the Minutes of Halls, Recreation and Open Spaces Committee Meeting 24th January 2024
FC031-24/25	It was unanimously resolved to and action the recommendations from the Halls, Recreation and Open Spaces Committee Meeting 1st May 2024, draft minutes. It was unanimously approved to spend up to £2,950.00 on tree works. £2,650.00 on HS2 works required (remedial work to be carried out within 6 months of report) with further expenditure required in the next 12 – 18 months. And £300 in Foxholes. Proposed by Cllr A Haynes and Cllr P Kornycky
FC032-24/25	TCWG Consultation Proposals It was unanimously resolved to discuss and note the TCWG Consultation results and formally approve to submit the 3 CHS applications to WSCC by July 2024.

FC033-24/25	Climate and Environment Group Update It was unanimously resolved to note the update from Cllr Burse.
	Cllr A Haynes left the meeting at 8.21pm and returned at 8.25pm
FC034-24/25	Community Road Verge It was unanimously resolved to approve the resident proposal for a Community Road Verge and support residents submitting CRV to WSCC. Clerk to clarify with resident the exact location. Email Report
FC035-24/25	Rudgwick Day Update It was unanimously resolved to approve advertising Rudgwick Day around the village. Clerk can place a poster on the RPC noticeboard and approval for a board to be located outside Jubilee Hall.
FC036-24/25	Virgin Balloon It was unanimously resolved to approve the donation of tickets from Virgin Balloon Flights, a goodwill gesture due to an unexpected landing on the KGV field. RPC wish for the tickets to be donated to the Rudgwick Day, to raise funds for the community good causes.
FC037-24/25	Item moved, after FC007-24/25
FC038-24/25	Item moved, after FC007-24/25
FC039-24/25	RYC Update It was unanimously resolved to receive the update from Cllr S Kornycky. RYC meeting on 22 nd April and below is a note of the items from that meeting for RPC to consider/note in May, along with anything from the HROS committee about RYC: 1. Fiona has stepped back from some of her commitments for a while, one of which is Chair of RYC Committee. Martin (the Vicar) will be Chair for the time being. 2. It was noted that RPC HROS committee will be discussing the RYC/Luca skateboard sessions planned later on in the summer term. RYC look forward to hearing back on that item. 3. RYC asked for any more info on the Defib training being arranged, as they have 'signed up' for that with RPC. They were given the provisional dates, but await confirmation of those from RPC as soon as everything is finalised. 4. MUGA - RYC are seeking advice on other potential sources of fundraising from members within the church community. 5. Parties at RYC - a) a request had been received to use RYC for a youngster's birthday party (regular attendee at RYC). Having turned down requests in the past, the RYC committee felt that the same must apply here. b) an approach had been made to Jonny by some Rudgwick School Year 6 parents to hold the Year 6 Leavers party at RYC (in July). The committee felt that, whilst the RYC building could be open for toilets and to sell 'Tuck' (with Jonny in attendance) RYC could not be involved in the party itself or any organisation and the parents might consider using the KGV field for the party. It was mentioned that they would need to talk to RPC office about the possibility, and to avoid other clashes with other users. That will be down to the parents to sort out with RPC if they decide to proceed.

	6. Jonny goes on paternity leave shortly, as baby Fossey is due towards the end of May.
FC040-24/25	Date of Annual Parish Meeting It was unanimously resolved to approve the date of the 2025 Annual Parish Meeting as Monday 28 th April 2025.
FC041-24/25	Dates for Full Council Meetings for 2024/25 It was unanimously resolved Recommendation: To resolve to note dates for full council meetings for the municipal year 24/25, every second Monday of the month as follows: (apart from 17 June); 08 July; 09 September; 14 October; 11 November; 09 December 2023; 13 January; 10 February; 10 March and 07 April (provisional), 28 April 2025 (Annual Parish Meeting). Determination of time and place of ordinary Council meetings including the next annual meeting of the Council according to Standing Order 5.j.xxi.
FC042-24/25	Staffing It was unanimously resolved to approve payment of overtime for the clerk and assistant clerk. Proposed by Cllr S Alker and seconded by Cllr I Maclachlan.
FC043-24/25	Date of next Meeting: 17th June 2024, at 7.00 pm It was resolved to note the date for the next Council Meeting as 17 th June 2024, at 7.00 pm.

There being no other business, the Chairman closed the meeting at 8.42 pm

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Councillor D Buckley
Chairman

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Date