



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 14th December 2020 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, P Thompson, S Wightman.

Absent: Cllr Gormley,

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

FC194-20/21	Apologies for Absence Apologies were received from West Sussex (WS) County Councillor Christian Mitchell and noted. Cllr Gormley was absent.
FC195-20/21	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.
FC196-20/21	Minutes of Council Meeting 09th November 2020 It was unanimously resolved for the Minutes to be an accurate record of the Council Meeting held on 09th November 2020 and for the chairman to sign these.
FC197-20/21	Minutes of Finance, Policy and Human Resources Committee Meeting of 3rd September 2020 It was resolved to adopt the minutes approved by the Finance, Policy and Human Resources Committee Meeting of 3rd September 2020.
FC198-20/21	District and County Councillors Reports It was unanimously resolved to note WS County Councillor Mitchell's report HD Councillor Landeryou's report. HD Councillor Landeryou reported that Council offices have been busy with further grants and assistance where needed due to second lockdown. Preparation of the Horsham District Planning framework – 3 meetings to date. Currently reviewed every 5 years. A number of redundancies in council offices, looking to save 2 million pounds. Other offices taking on additional responsibilities and roles.

	Concentrating on the planning framework, cabinet to review next month and go before council early Feb 2021. Rookwood update – no planning applications put forward to date. Enforcement – Chairman requested an update. The chairman formally thanked both Cllrs for their reports.		
FC199-20/21	Public Speaking Session A Cox Green resident gave a prepared statement regarding the Parish Council Budget, Precept and procedures. Among the significant points, the resident congratulated the parish council on an exceptional result for the year and felt true like-for-like comparisons would be helpful to properly evaluate the result, so it can be understood and fully appreciated.		
7.10pm	Cllr Ellis was disconnected from the meeting due to technical issues.		
FC200-20/21	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 14th December 2020			
Application No	Applicant	Reason for Application	Recommendation
DC/20/2328 26.11.2020	Land to the east of Lynwick Street, Rudgwick	Erection of a stable block	No objection
DC/20/2313 01.12.2020	1 Woodside Cottages, Church Street, Rudgwick	Erection of a single storey rear extension. Installation of new window and No. 2 roof lights to rear elevation.	No objection
DC/20/2136 03.12.2020	Firtree Plantation, Hyes Woodlands, Waterlands Lane, Rowhook	Retrospective application for the erection of an agricultural barn for storage of forestry related equipment and as an area for maintenance of tools.	No objection
DC/20/1938 08.12.2020	Keepers Cottage, Near Tittlesfold, The Haven, Billingshurst	Retrospective application for the change of use of land to provide a seasonal camping facility; associated change of use of part of a forestry barn to provide toilet, shower, kitchen and ablution facilities; ancillary operational development in the form of two	No objection

	static units of holiday accommodation.	
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 are no Appeal Notices and Decisions for comments;	
v)	It was unanimously resolved to note that there were no Alleged Enforcements for comments;	
vi)	It was unanimously resolved to note that no Planning Applications were sent for consideration at Planning Committee North;	
vii)	Variation of Premises Licence Firebird Brewery It was unanimously resolved to note Firebird Brewery application which has been submitted to vary their premises licence, this has been suspended and will be resubmitted in the new year. Rudgwick Parish Council has no objection but note their concern regarding overflow parking on Lynwick Street and request if there were the potential for overflow parking, there would be access via the electronic gates for the additional parking.	
7.27pm	Cllr Ellis re-joined the meeting	
FC201-20/21	Loxwood Clay Pits Development Plans It was unanimously resolved to note update on Loxwood Clay Pits Development by Cllr Maclachlan; • Banners/posters have been placed in various location surrounding Rudgwick and Loxwood, voicing opposition to the proposal. • The company proposing owns approx. 350 acres of woodland, including public rights of way. They are proposing to clear 20 acres in the centre of the woodland, 15 acres would be the clay pit hole and another 5 acres for building, vehicles and equipment. • Loxwood Parish Council have engaged a planning consultant specialising in minerals planning, who will be producing reports for Loxwood. • Loxwood Parish Council have reserved their position on whether they will object to this application. • Request made to share the cost of consulting work for Alfold and Rudgwick. • Tree preservation order on the entire area including Tismans Farm and surrounding area, objections to the order registered. Concern that the area could be cleared, any activity relating to this should be reported. • The Preservation Society is very active in opposing the proposed development. Work involved is much appreciated. • Clay Pit action group has been fundraising to pay for consultancy and legal fees.	
i)	It was unanimously resolved to note Loxwood Parish Councils request for a contribution towards a Planning Consultant on Mineral Extraction and Waste Disposal in relation to the Loxwood Claypits application; after much discussion the councillors agreed at this moment in time not to contribute to the cost but fully support opposition to the	

	application. Clerk to email Loxwood Parish Council to advise. See report
FC202-20/21	Correspondence update: It was resolved to note correspondence update. • Resident advised on excess water on Church Street and brought to Parish Councils attention. • Car Parking – FIT (Fields in Trust) confirmed in writing that permits for the use of the car park for residents is not permitted. • Response received; in relation to the Letter to Croudace Homes;
FC203-20/21	Chairman's announcements It was unanimously resolved to note Chairman's announcements: • Retirement of HDC Senior Arboricultural Officer; Chairman formally notes retirement and wishes him a happy retirement. Clerk to send thanks. • Speeding traffic on Church Street – Met with concerned resident and PCSO; resident requested police action. PCSO to follow up and update. Updated PCSO on our Traffic Calming Group, very grateful for the work they do. • Five-year Business plan for Rudgwick Parish Council – Re-visit end of financial year due to current financial climate.
FC204-20/21	Clerk's announcements/decisions It was unanimously resolved to note Clerk's Weekly Updates (2nd November – 7th December 2020) • Declaration of interest: it is important for Councillors to remember to make a Declaration of Interest (if applicable) if they join a meeting late; also, if a councillor experiences technical problems during a meeting and misses any of the discussion he/she is not allowed to vote on that particular item. • Time of next FPHR Meeting – 20th April 2020. This has been changed to 27th April 2020 at 6pm to accommodate the workload of the parish office. • Traffic Calming Working Group website tab – tab to be included as soon as the Chairman has notified the clerk and the process will start. • Removal of bench on KGV field. • Positive meeting had with Rudgwick Football Club. • HDC bin survey has taken place and the recommendation is that they feel only one bin is required for the KGV field. (Requested the one bin is positioned by the Youth Club) Survey was conducted during lockdown with minimal field use, HDC will monitor for three months and reassess. Rudgwick Parish Council website http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/ •
FC205-20/21	Parish Council representatives on outside Organisations It was unanimously resolved to note reports received. • 10th November 2020 'Gatwick Keeping in Touch with the Community' – See report • 23rd November 2020 RYC meeting – see report Cllr Kornicky requested the Clerk send updated outstanding queries relating to the lease.

FC206-20/21	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 November; • Detailed Receipts & Payments by budget heading November; • Bank Reconciliations for November: Lloyds: Business, Savings, Deed and NS&I Accounts; • Monthly Bank Reconciliation; • Payments to be made. Proposed by Cllr Ellis and seconded by Cllr Manson
FC207-20/21	Parish Council Budget and Precept for the financial year 1st April 2021 to 31st March 2022 The proposed budget for 2021/22 as recommended by the Finance, Policies and Human Resources Committee was received, updated with latest information available and agreed unanimously to be resolved. This resulted in the final budget forecast 2021/22, with a precept to be asked to come down from Horsham District Council of £102,913. Divided by the tax base figure of 1,444.7.50, providing a parish council tax of £71.23 for a Band D household, a 0% increase on 2020/21. See supporting report Proposed by Cllr Landeryou and seconded by Cllr Ellis
FC208-20/21	Actions from Finance, Policies and Human Resources Committee meeting 24th November 2020. It was unanimously resolved to approve the recommended actions (FPHR 042/037/039-20/21) as recommended in the Finance, Policies and Human Resources Committee Meeting minutes 24th November 2020. • FPHR 042-20/21: Staffing • FPHR 037-20/21: NJC/NALC/living wage Salary Increase 2020-21 • FPHR 039-20/21: Rudgwick Parish Council RIALTAS accounting codes Proposed by Cllr Thompson and seconded by Cllr Haynes
FC209-20/21	Parish Office IT services It was unanimously resolved to approve new Parish Office IT equipment totalling a sum of up to £1000.00 and monthly IT support totalling a sum of up to £115.00 per month. See report
FC210-20/21	To appoint a tree survey contractor It was unanimously resolved to approve a tree survey contractor (Quote 1 – at a total cost of £825 plus VAT) to undertake a Health and Safety survey and provide a report. See report
FC211-20/21	Village Audit It was unanimously resolved for:

	• The Village audit to be split into areas with councillor volunteers – Cllr M Ellis, A, Haynes, S Kornycky, W Manson, P Thompson, S Wightman offering to assist with the audit. • Clerk to update Village warden and request his co-ordination with a working group plan, including all Cllrs in communication. See report
FC212-20/21	Staffing It was unanimously resolved to approve overtime for consultancy fee totalling a sum of up to £550.00. See report Proposed by Cllr Haynes and seconded by Cllr Wightman
FC213-20/21	Date of next Council Meeting: It was resolved to note the date for the next Extraordinary Council Meeting as Monday 21st December 2020, at 12pm. It was resolved to note the date for the next meeting as Monday 11th January 2021, at 7pm.

There being no other business, the Chairman closed the meeting at 8.48 pm

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Councillor D Buckley
Chairman

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Date