



RUDGWICK PARISH COUNCIL
Parish Office
Rudgwick Hall
Bucks Green
Rudgwick
West Sussex
RH12 3JJ

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Date: 4th December 2024

To: All Members of Rudgwick Parish Council

You are duly summoned to meeting of the Parish Council that will take place on Monday 9th December 2024 at the Rudgwick Hall, Bucks Green at 7p.m.

Anna Clayton

Mrs Anna Clayton
Clerk to Rudgwick Parish Council

Members of the public have a right and are welcome to attend the meeting as observers.

AGENDA

To be read in conjunction with Clerk's Report for further background information.
(can be found on <http://www.rudgwick-pc.gov.uk/>)

FC156-24/25 Apologies for Absence

To receive and approve.

FC157-24/25 Declarations of Interest

To receive any declarations of interest by councillors on any matters to be considered at the meeting and notifications of changes to members' Register of Interests. Any clarification on whether a Member has an interest should be sought before attending the meeting.

FC158-24/25 Minutes of Council Meeting of 11th November 2024
(Minutes on Rudgwick Parish Website)

To receive for approval the Minutes as an accurate record of the Council Meeting held on 11th November 2024 and for the chairman to sign these.

FC159-24/25 To receive [Minutes of Finance, Policies and Human Resources Committee Meeting of 17th July 2024](#) for adoption.

FC160-24/25 District and County Councillors Reports (for noting only)

To receive and note reports.

FC161-24/25 **Public Speaking Session** (for noting only)

The meeting will be adjourned for up to 10 minutes to allow members of the public to make a statement or give a view on any item on the agenda. Each speaker is limited to two minutes.

FC162-24/25 **Planning**

To report on:

- i) Current Planning Applications to be considered for comment to Horsham District Council (HDC).

Applications for consideration at Rudgwick Parish Council Meeting 9 th December 2024				
Application No	Applicant	Reason for Application	Recommendation	Official Response Date
DC/24/1793 21.11.2024	Gravatts Farm, Guildford Road, Rudgwick	Erection of a stable building and hay/equipment store		12.12.2024 (determine 15.01.2025)
DC/24/1631 26.11.2024	7 Pathfield Road, Rudgwick	Erection of a single storey side extension with internal alterations (Lawful Development Certificate - Proposed)		Not available (determine 21.01.2025)
DC/24/1778 25.11.2024	Oakfield, Cox Green	Removal of Condition 4 of previously approved application DC/23/0340 (Variation of Condition 3 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) to allow for amendment to the wording of the condition relating to the Bat Licence from pre-commencement to pre-demolition) Relating to the alteration of materials to include decorative club tile bands. To include the amended elevation document		Not available (determine 21.01.2025)

<u>DC/24/1815</u> 22.11.2024	Little Millfields, Horsham Road, Rowhook	Prior notification for the demolition of 3no. equestrian and poultry buildings		Not available (determine 19.12.2024)
<u>DC/24/1823</u> 25.11.2024	Okewood House, The Haven	Non Material Amendment to previously approved application DC/23/1432 (Removal of clock tower and velux roof lights to the existing garage roof and ancillary accommodation proposed replacement of clock tower with two traditional dormer windows) for retention of 2no. rooflights to the rear elevation of the existing garage		Not available (determine 23.12.2024)
<u>DC/24/1834</u> 27.11.2024	Little Millfields, Horsham Road, Rowhook	Prior Notification for Change of Use from 2no Agricultural Buildings to 1no dwellinghouses (C3 Use Class)		Not available (determine 21.01.2025)
<u>DC/24/1826</u> 01.12/2024	Little Hookland, Lynwick Street, Rudgwick	Erection of oak framed garage in front garden		Not available (determine 26.01.2025)
<u>DC/24/1807</u> 28.11.2024	Swains Cottage, Tismans Comman, Rudgwick	Erection of an oak-framed carport, landscaping alterations including extension of gravel driveway and addition of new vehicle access to the highway. (Listed Building Consent)		Not available (determine 23.01.2025)
<u>DC/24/1806</u> 28.11.2024	Swains Cottage, Tismans Comman, Rudgwick	Erection of an oak-framed carport, landscaping alterations including extension of gravel driveway and addition of new vehicle access to the highway. (House Holder Application)		Not available (determine 23.01.2025)

The above applications can be viewed through the Horsham District Council public access web page
<https://public-access.horsham.gov.uk/public-access/>

ii)	Schedule of Planning Applications comments made under delegated powers (for
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	noting only);
iii)	Schedule of Planning Decisions made by Horsham District Council on previous applications (for noting only);
iv)	To report/consider the schedule of new applications being considered/determined by the Planning Inspectorate (for noting only).
v)	To report on planning applications being considered at Planning Committee (North) (for noting only).
vi)	To report on alleged enforcements (for noting only).
vii)	To report on the schedule of outstanding Planning Compliance Issues being considered by HDC (for noting only).
viii)	<u>DC/24/0933 Arundene Orchard</u> - To report on the Stage 1 Complaint which has been lodged with HDC (response from HDC re Stage 1 Complaint dated 19th November 2024). (for noting only). - To receive and resolve RPCs submission to the Planning Inspectorate on case ref PINS:APP/Z/3825/W/24/3353984
ix)	<u>Local Plans</u> Horsham District Council Local Plan 2023-40
FC163-24/25	Correspondence Update (for noting only) Update on Rudgwick Churchyard extension
FC164-24/25	Chairman's Report (for noting only) - Little street liaison - Southern water outflows at playing fields - New TV on wall
FC165-24/25	Clerk's announcements/decisions (for noting only) To receive Clerk's Weekly Updates (from 11 th November – 8 th December 2024) - WSCC Data Migration - WSCC Riparian Survey - New memorial bench installed on the KGV field - Co-op car park wall fixed - Office Christmas opening times Rudgwick Parish Council website
FC166-24/25	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable. - RYC Update - WSALC AGM & Conference 2024
FC167-24/25	Finance - Payments made/received November; - Detailed Income & Expenditure by budget heading November; - Bank Reconciliations for November: - Lloyds: Business, Savings, Deed and NS&I Accounts;

	• Monthly Bank Reconciliation; November • Payments to be made
FC168-24/25	Lloyds accounts/ NS&I account– to update signatory details/ remove access for Cllr/ add new Cllrs. To receive and resolve.
FC169-24/25	Parish Council Budget and Precept for the financial year 1st April 2025 to 31st March 2026 To receive and resolve.
FC170-24/25	Actions from Finance, Policies and Human Resources Committee meeting 27th November 2024. To approve to resolve the recommended actions as stated in the draft minutes.
FC171-24/25	Internal Audit To receive and resolve. (to note contents of internal audit and action any recommendations)
FC172-24/25	S137 Funding applications • Rudgwick Pre-School • Games Hub • 4 Sight Vision support To receive and resolve.
FC173-24/25	Standing Orders To receive and resolve.
FC174-24/25	RPC email communication To receive and resolve.
FC175-24/25	Hirer Agreements To receive and resolve.
FC176-24/25	Traffic Calming To receive and resolve.
FC177-24/25	Human Resources – Eye Tests To receive and resolve.
FC178-24/25	Resolution to exclude the public and press from the business about to be transacted. Exclusion due to the confidential nature/exempt information to be discussed. To receive and resolve.
FC179-24/25	Staffing To receive and approve
FC180-24/25	Date of next Meeting: 13th January 2025, at 7.00 pm

Filming of Parish Council Meetings and use of social media

During this meeting the public are allowed to film the Council or to use social media, providing it does not disrupt the meeting. You are encouraged to let the Clerk know in advance if you wish to film. Mobile devices/ Amazon Alexa devices should be switched to silent/ off for the duration of the meeting. The Parish Council will be recording the meeting, members of the public should be aware that being present at a meeting of the Council or one of its Committees or Sub-Committees will be deemed as a person having given consent to being recorded (photographed, film or audio recording), at the meeting by any person present.

RUDGWICK PARISH COUNCIL

Annual Council Meeting on Monday 9th December 2024 at 7.00 pm

Clerk's Report

To be read in conjunction with the Agenda

FC156-24/25	Apologies for Absence Recommendation: To resolve to receive and approve apologies.
FC157-24/25	Declarations of Interest Recommendation: To receive any Declarations of Interest from Members of the Council and resolve for these to be <i>noted</i>. Members are advised to consider the agenda for the meeting and determine in advance if they have a Personal, Prejudicial or a Disclosable Pecuniary Interest in any of the agenda items. (Please refer to flow chart provided prior to the meeting). If a Member has a declarable interest, they are reminded that this must be declared at the start of the meeting. Details of the interest will be minuted. Where a Member has a Prejudicial Interest (which is not a Disclosable Pecuniary Interest), they are reminded that they must withdraw from the meeting room after making representations/ asking questions. If the interest is a Disclosable Pecuniary Interest, Members are reminded that they must not take part in the discussions of the item at all, participate in any voting and unless the Chairman has given a dispensation, withdraw from the meeting room. Any clarification on whether <i>a Member has an interest should be sought before attending the meeting.</i>
FC158-24/25	<u>Minutes of Council Meeting of 11th November 2024</u> Recommendation: To receive for approval the minutes as an accurate record of the council meeting held on 11 th November 2024 and for the Chairman to sign these.
FC159-24/25	To receive <u>Minutes of Finance, Policies and Human Resources Committee Meeting of 17th July 2024</u> for adoption.
FC160-24/25	District and County Councillors Reports (for noting only) Recommendation: To receive and note reports.
FC161-24/25	Public Speaking Session (for noting only) The meeting will be adjourned for up to 10 minutes to allow members of the public to make a statement or give a view on any item on the agenda. Each speaker is limited to two minutes.
FC162-24/25	Planning To report on:
i)	To note the Current Planning Applications to be considered for comment to Horsham District Council (HDC).

ii)	To report on Planning Applications comments made under delegated powers (for noting only);
iii)	To report on Schedule of Planning Decisions made by Horsham District Council on previous applications (for noting only);
iv)	To report on the schedule of new applications being considered/determined by the Planning Inspectorate (for noting only).
v)	To note there are no new planning applications being considered at Planning Committee North (for noting only).
vi)	To note there are no new planning compliance issues being considered by HDC (for noting only).
vii)	To report on the schedule of outstanding Planning Compliance Issues being considered by HDC (for noting only).
viii)	<u>DC/24/0933 Arundene Orchard</u> • Recommendation: To resolve to receive update on the Stage 1 Complaint which has been lodged with HDC (response from HDC re Stage 1 Complaint dated 19th November 2024). (for noting only). • Recommendation: To resolve to receive, discuss and resolve RPCs submission to the Planning Inspectorate on case ref PINS:APP/Z/3825/W/24/3353984
ix)	<u>Local Plan</u> Recommendation: To resolve to receive updates and note. Horsham District Council Local Plan 2023-2040 Examination of Horsham Local Plan – Hearing Sessions Information
FC163-24/25	Correspondence Update (for noting only) Recommendation: To resolve to note correspondence update. • Update on Rudgwick Churchyard extension
FC164-24/25	Chairman's Report (for noting only) • Little street liaison • Southern water outflows at playing fields • New TV on wall
FC165-24/25	Clerk's announcements/decisions (for noting only) To receive Clerk's Weekly Updates (from 11th November – 8th December 2024) • WSCC Data Migration • WSCC Riparian Survey – Cllr P Thompspon completed the survey • New memorial bench installed on the KGV field • Co-op car park wall fixed • Office Christmas opening times Rudgwick Parish Council website https://rudgwick-pc.gov.uk/clerks-weekly-update/

FC166-24/25	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable. • RYC Update Cllr S Kornycky to update • WSALC AGM & Conference 4th November 2024 – Draft Minutes
FC167-24/25	Finance Recommendation: To resolve to <i>note</i> 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 November; • Detailed Income & Expenditure by budget heading November; • Bank Reconciliations for November: Lloyds: Business, Savings, Deed and NS&I Accounts; • Monthly Bank Reconciliation; November; • Payments authorised by Assistant Clerk, in presence of Chair of the Finance Committee • Payments to be made
FC168-24/25	Lloyds accounts/ NS&I account– to update signatory details/ remove access for Cllr/ add new Cllrs. Recommendation: To receive and agree • to discuss amending and updating the Cllr signatories on the Lloyds Banks Accounts; NS&I Account; • Any amendments to Cllr Signatories, to authorise Lloyds on-line banking; • Cllrs to take it in turns to authorise payments online each month, to ensure all passwords and log ins are kept active. Currently Cllrs approved are: Cllr Buckley, Cllr Thompson, Cllr Burse, Cllr Maclachlan
FC169-24/25	Parish Council Budget and Precept for the financial year 1st April 2025 to 31st March 2026 Recommendation: To resolve to approve the Rudgwick Parish Council 2024/25 budget and forecast 2025/26 for discussion and approval of the proposed precept of £122,000 representing a 5% increase (Band D of £84 and £4.00 per year increase). • Budget Spreadsheet • Precept Options
FC170-24/25	Actions from Finance, Policies and Human Resources Committee meeting 27th November 2024. Recommendation: to approve to resolve and discuss the recommended actions as recommended from the FPHR Meeting 27th November 2024, draft minutes.
FC171-24/25	Internal Audit Recommendation: To recommend to the Full Council to note the contents of the Interim Internal Audit Year Ended 31 March 2025 The auditor noted the following findings: • There is an earmarked reserve (EMR 570 KGV Feed in Tariff) which currently shows as a negative balance. Due to the nature and purpose of earmarked reserves, negative balances cannot be held, and this will need to be rectified by the year-end. • The council benefits from the depositor protection scheme operated by the

	Financial Services Compensation Scheme (FSCS) and balances with Lloyds exceed the £85,000 threshold and the council should consider moving funds to a different provider to maximise the protection available to it. I was unable to confirm when the last trustee meeting took place, and there appears to be some confusion as to the trust status as a previously held separate bank account has been closed. This will need investigation to establish what the relationship between the council and trust is to confirm the correct responses to trust questions are provided on the AGAR.
FC172-24/25	S137 Funding applications Recommendation: To resolve to approve the following grant applications: - Rudgwick Pre-School- £350.00 (application, accounts, additional information) - Games Hub- £300.00 (application, accounts,) 4 Sight Vision support - £130 (application, additional information) Constitutions are confirmed by Clerk.
FC173-24/25	Standing orders Recommendation: To resolve to discuss and approve RPC Standing Orders and amendment to include confirmation of Councillor attendance at Committee meetings. See report
FC174-24/25	RPC email communication Recommendation: To resolve to discuss and approve for the Clerk and Assistant Clerk to be added to the following email council correspondence groups: RPC HROS COMMITTEE PLANNING COMMITTEE FPHR COMMITTEE HROS COMMITTEE This will ensure the Clerk and Assistant Clerk are included in all correspondence, this avoids emails getting missed with both Clerks aware of relevant council information.
FC175-24/25	Hirer Agreements Recommendation: To resolve to discuss and approve hirer agreements for all field users/hirers of the KGV facilities. Draft template to discuss and consider
FC176-24/25	Traffic Calming Recommendation: To receive update and discuss and approve recommendations/actions to be undertaken. 3x CHS Applications update – process - Rowhook SID
FC177-24/25	Human Resources – Eye Tests Recommendation: To resolve to discuss and approve actions to be undertaken. Item deferred from the FPHR meeting.

	See report
FC178-24/25	Resolution to exclude the public and press from the business about to be transacted. Exclusion due to the confidential nature/exempt information to be discussed.
FC179-24/25	Staffing Recommendation: To receive confidential update and discuss and approve actions to be undertaken (confidential report circulated to Cllrs)
FC180-24/25	Date of next Meeting: 13th January 2025, at 7.00 pm Recommendation: To resolve to note the date of the next meeting as 13th January 2025, at 7.00 pm