



RUDGWICK PARISH COUNCIL

Parish Office
Rudgwick Hall
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Rudgwick
West Sussex
RH12 3JJ

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Date: 3rd June 2020

To: All Members of Rudgwick Parish Council

You are duly summoned to a virtual 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) of Rudgwick Parish Council on **Monday 8th June 2020 at 7p.m.**

Jonna Foote

Mrs J Foote

Clerk to Rudgwick Parish Council

Members of the public have a right and are welcome to attend the meeting as observers, but are requested to contact the clerk by email (clerk@rudgwickpc.co.uk) by Friday 5th June at the very latest to ensure they can receive an electronic invitation to the meeting.

AGENDA

To be read in conjunction with Clerk's Report for further background information.

FC024-20/21 **Apologies for Absence**
To receive and approve.

FC025-20/21 **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.

FC026-20/21 **Minutes of Council Meeting of 11th May 2020** (Minutes on Rudgwick Parish Website)
To receive for approval the Minutes as an accurate record of the council meeting held on 11th May 2020 and for the chairman to sign these.

FC027-20/21 **Minutes of Finance, Policies and Human Resources Committee Meeting 18th November 2019.**
To consider for adoption the Minutes approved by the Finance, Policies and Human Resources Committee Meeting, meeting of 18th November 2019.

FC028-20/21 **District and County Councillors Reports** (for noting only)

FC029-20/21 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.

FC030-20/21 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 8th June 2020				
Application No	Applicant	Reason for Application	Recommendation	Official Response Date
<u>DC/20/0932</u> 22.05.2020	Street Record, Pathfield Close, Rudgwick	Variation of Condition 1 to previously approved application DC/18/2747 (Demolition of No.6 vacant bungalow dwellings and the erection of No.6 two storey dwellings with associated parking and landscaping) relating to elevations		12.06.2020
<u>DC/20/0039</u> 27.05.2020 (amended plans)	Morelands Barn, Naldretts Lane, Rudgwick	Conversion of barn to a dwelling and erection of single storey side and rear extension		10.06.2020

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

- ii) Planning Applications made under delegated powers (for noting only);
- iii) Any decisions made by Horsham District Council on previous applications (for noting only);
- iv) To report/consider for comment on any appeal notices and decisions;
- v) To report on enforcements (for noting only).
- vi) To report on planning applications being considered at Planning Committee North.
- vii) To report on Submission of the Soft Sand Review of the West Sussex Joint Minerals Local Plan (Regulation 22)

FC031-20/21 Correspondence Update (for noting only)

- Letter to HDC/WSCC regarding Arrive 63 bus route/bus lanes.
- Letters to Rudgwick landowners regarding support for creation of allotments.
- Letter from parishioner regarding flooding due to drainage issues has been received (acknowledged by the Clerk).

FC032-20/21 Clerk's announcements/decisions (for noting only)

To receive Clerk's Weekly Updates

Rudgwick Parish Council website

<http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/>

FC033-20/21	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable.
FC034-20/21	Finance To consider for approval/ noting: • Payments made/received April/May; • Detailed Receipts & Payments by budget heading April/May; • Bank Reconciliations: Lloyds: Business April/May, Savings, KGV, Deed and NS&I Accounts; • Monthly Bank Reconciliation; • Payments to be made.
FC035-20/21	Finance, Policies and Human Resources Committee Meeting 27th May 2020 To receive the Draft Minutes of the Finance, Policies and Human Resources Committee Meeting 27 th May and consider to resolve the recommendations made therein (with those required by Accounts and Audit Regulations 2015 as separate Agenda items.)
FC036-20/21	Internal Audit/Annual Internal Audit Report To receive and be noted.
FC037-20/21	Appointment of Internal Auditor 2020/21 To consider to resolve.
FC038-20/21	Annual Governance and Accountability Return 2019/20 – Section 1 Annual Governance Statement 2019/20 To consider for approval section 1 of the Annual Return for the year ended 31 March 2020.
FC039-20/21	Annual Governance and Accountability Return 2018/19 - Section 2 Accounting Statements 2018/19 To consider for approval section 2 of the Annual Return for the year ended 31 March 2020.
FC040-20/21	Details of the Arrangements for the Exercise of Public rights and name of external auditor To receive and be noted.
FC041-20/21	Traffic Calming Working Group To consider for approval the Traffic Calming Working Group request.
FC042-20/21	Rudgwick Hall car park refurbishment To consider for approval
FC043-20/21	Section 106 - Windacres/Rudgwick Metals site (DC/16/2917) To consider for approval
FC044-20/21	Rudgwick Football Club – fence at two sides of King George V field To consider for approval.
FC045-20/21	Statutory Consultation: Proposals for St Andrews C of E High School for Boys, Worthing and The Forest School, Horsham To consider for comments to West Sussex County Council.
FC046-20/21	Local Plan Preparation information request To consider for comments to Horsham District Council.

- FC047-20/21 **Dates for Full Council Meetings for 2020/21**
To note dates.
- FC04820/21 **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.
- FC049-20/21 **Little Street Lease Payment Request**
To consider for approval a lease payment reduction.
- FC050-20/21 **Staffing**
To consider for approval.
- FC051-20/21 **Date of next meeting: Monday 13th July, 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.

RUDGWICK PARISH COUNCIL

Full Council Meeting on Monday 8th June 2020 at 7.00 pm

Clerk's Report

To be read in conjunction with the Agenda

FC024-20/21 **Apologies for Absence**

Recommendation: To receive apologies for approval.

FC025-20/21 **Declarations of Interest**

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 ***a Member has an interest should be sought before attending the meeting.***

Recommendation: To receive any Declarations of Interest from Members of the Council and for these to be noted.

FC026-20/21 **Minutes of Council Meeting of 11th May 2020**

Recommendation: to approve the [Minutes](#) as an accurate record of the council meeting held on 11th May 2020 and for the chairman to sign these.

FC027-20/21 **Minutes of Finance, Policies and Human Resources Committee Meeting 18th November 2019.**

Recommendation: to consider to adopt the [Minutes](#) approved by the Finance, Policies and Human Resources Committee Meeting, meeting of 18th November 2019.

FC028-20/21 **District and County Councillors Reports**

Recommendation: To receive and *note* County Councillor [report](#).

FC029-20/21 **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.

FC030-20/21 **Planning**

To report on:

- i) Current Planning Applications to be considered for comment to Horsham District Council (HDC).
- ii) The above applications can be viewed through the Horsham District Council public access web page <https://public-access.horsham.gov.uk/public-access/>.
- iii) Planning Applications made under delegated powers:
Recommendation: To *note* the [comments](#) made by Rudgwick Parish Council Planning Committee to HDC in respect of Planning Applications not being considered at Council Meetings.

- iv) Any decisions made by Horsham District Council on previous applications:
Recommendation: To *note* the [Schedule of Planning Decisions](#) made by HDC in respect of previous applications.
- v) To report/consider for comment on any appeal notices and decisions:
None.
- vi) To report on enforcements:
Recommendation: To *note* [enforcements](#) made by HDC.
- vii) To report on planning applications being considered at Planning Committee North
None.
- vii) To report on Submission of the Soft Sand Review of the West Sussex Joint Minerals Local Plan (Regulation 22)
Recommendation: To *note* the [Submission of the Soft Sand Review](#) of the West Sussex Joint Minerals Local Plan (Regulation 22).

FC031-20/21 Correspondence Update

- [Letter](#) to HDC/WSCC regarding Arrive 63 bus route/bus lanes
No response has yet been received;
- [Letter](#) to Rudgwick landowners regarding support for creation of allotments
Two responses have been received (acknowledged by the Clerk), neither landowner is in the position to support the Council;
- [Letter](#) from parishioner regarding flooding due to drainage issues has been received (acknowledged by the Clerk).

Recommendation: Council to consider and resolve taking actions where required and *note* correspondence update.

(NB flooding – the Council has been copied into correspondence between a parishioner representing a small group of residents affected by this flood issue a few weeks ago – information forwarded to Cllr Kornicky for discussion at next Barleycroft Liaison meeting.)

FC032-20/21 Clerk's announcements/decisions (for noting only)

Recommendation: To receive and *note* clerk's announcements/decisions.

Rudgwick Parish Council website

<http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/>

- Tismans Common has a temporary replacement defibrillator while current one is being serviced/ repaired;
- King George V/Rudgwick Hall Solar panels have been inspected and cleaned;
- VAT claim for final quarter of 2019/20 has been submitted;

FC033-20/21 Parish Council representatives on outside Organisations (for noting only)

Recommendation: To receive and *note* reports if applicable.

FC034-20/21 Finance

Recommendation: To *note* payments made/received/ Detailed Receipts & Payments by budget heading/Bank Reconciliation Lloyds Accounts/Monthly Bank Reconciliation and approve payments to be made.

- Payments made/received [April/May](#);
- Detailed Receipts & Payments by budget heading [April/May](#);(NB both have 31.05.20 heading)
- Bank Reconciliations: Lloyds: Business [April/May](#), [Savings](#), [KGV](#), [Deed](#) and [NS&I](#) Accounts;

- [Monthly Bank Reconciliation](#); (NB on Excel spreadsheet General Reserves and Precept are added together, on RIALTAS Trial Balance these are separate – 20/20 EMR reserves were moved from General Reserves rather than Precept to ensure income is accurate – accounting wise money remaining is still the same/ correct)
- [Payments](#) to be made.

FC035-20/21 Finance, Policies and Human Resources Committee Meeting 27th May 2020

Recommendation: To receive the [Draft Minutes](#) of the Finance, Policies and Human Resources Committee Meeting 27th May and consider to resolve the recommendations made therein (with those required by Accounts and Audit Regulations 2015, as separate Agenda items.)
NB The confidential staffing report for this meeting has been included in confidential report supporting FC050-20/21

FC036-20/21 Internal Audit Report

Recommendation: To **resolve to note** the Annual Internal Audit [Report](#).

FC037-20/21 Appointment of Internal Auditor 2020/21

Recommendation: To consider resolving the appointment of Mulberry & Co as internal auditors for the financial year 2020/21 at a cost of £60 p/h plus expenses (charges kept at 19/20 level).

FC038-20/21 Annual Governance and Accountability Return 2019/20 – Section 1 Annual Governance Statement 2019/20

Recommendation: To receive and 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 2020, as read out by the Chairman and Section 1 to be duly signed by the Chairman of the meeting and by the Clerk.

FC039-20/21 Annual Governance and Accountability Return 2018/19 - Section 2 Accounting Statements 2018/19

Recommendation: To receive and resolve [Section 2 of the Annual Return](#) (page 5) for the year ended 31st March 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.

FC040 -20/21 Details of the Arrangements for the Exercise of Public rights and name of external auditor

Recommendation: To resolve to note the details of the Arrangements for the [Exercise of Public Rights](#) and for these to be published on the Council's website.

FC041-20/21 Traffic Calming Working Group

Recommendation: To consider resolving the spending of up to £7,000 plus VAT (from Ear Marked Reserve) for two mobile speed warning devices and approval to proceed with two applications to WSCC with reference to a pedestrian crossing/ double yellow lines. See [report](#).

FC042-20/21 Rudgwick Hall car park refurbishment

Recommendation: To consider for approval the refurbishment of the Rudgwick Car Park and area near the Skate Park, appoint a contractor and for the work to be completed by 1st July, while Little Street is still closed. See [report](#).

FC043-20/21 Section 106 - Windacres/Rudgwick Metals site (DC/16/2917)

Recommendation: To consider Berkeley Southern (Homes) plc request regarding postponement of S106 funds payment and resolve response to HDC. See [report](#).

FC044-20/21 Rudgwick Football Club – fence at two sides of King George V field

Recommendation: To consider the Rudgwick Football Club's request for the placing of a fence at

two sides of the King George V field as well as the introduction of movable dugouts and advertising boards. See [report](#)

- FC045-20/21 **Statutory Consultation: Proposals for St Andrews C of E High School for Boys, Worthing and The Forest School, Horsham**
Recommendation: To consider for comments to West Sussex County Council. See [report](#)
- FC046-20/21 **Local Plan Preparation information request**
Recommendation: To consider for supply of information to Horsham District Council. See [report](#).
- FC047-20/21 **Dates for Full Council Meetings for 2020/21**
Recommendation: To resolve to note dates for full council meetings for the municipal year 20/21, every second Monday of the month as follows:
13th July; 10 August; 14 September; 12th October; 9th November; 14th December 2020; 11th January; 8th February 8th March (Annual Parish Meeting) and 12th April 2021.
- FC04820/21 **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.
- FC049-20/21 **Little Street Lease Payment Request**
Recommendation: To consider for approval a lease payment reduction. See [report](#)
Confidential financial report circulated to councillors prior to meeting.
- FC050-20/21 **Staffing**
Recommendation: To consider for approval.
Confidential report circulated to councillors prior to meeting
- FC051-20/21 **Date of next meeting: Monday 13th July, at 7.00 pm**