



RUDGWICK PARISH COUNCIL

Parish Office
Rudgwick Hall
Bucks Green
Rudgwick
West Sussex
RH12 3JJ

Tel: 01403 822678

E-mail clerk@rudgwickpc.co.uk

Date: 5th February 2020

To: All Members of Rudgwick Parish Council

You are duly summoned to a meeting of the Parish Council that will take place on **Monday 10th February 2020** at the **Rudgwick Hall, Bucks Green 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.

AGENDA

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

- | | |
|-------------|---|
| FC196-19/20 | Chairman's announcements (for noting only) <ul style="list-style-type: none">• Village Hall Day 25th January 2020;• Councillor Training. |
| FC197-19/20 | Apologies for Absence
To receive for approval. |
| FC198-19/20 | 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. |
| FC199-19/20 | Minutes of Council Meeting of 13th January 2020 (Minutes on Rudgwick Parish Website)
To receive for approval. |
| FC200-19/20 | Co-option of new councillor |
| FC201-19/20 | District and County Councillors Reports (for noting only) |
| FC202-19/20 | Public Speaking Session (for noting only) |

FC203-19/20

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 10 th February 2020				
Application No	Applicant	Reason for Application	Recommendation	Official Response Date
DC/20/0138 23.01.2020	The Homestead, Loxwood Road, Rudgwick	Removal of condition 3 to previously approved application RW/34/75 (House and garage for farm worker.) Relating to the removal of agricultural occupancy to house		13.02.2020
DC/20/0127 23.01.2020	4 Mill Cottages, Naldretts Lane, Rudgwick	Erection of a single storey rear extension		13.02.2020
DC/20/0209	Oakfield, Cox Green, Rudgwick	Demolition of existing detached garage and outbuilding. Erection of a detached two storey dwelling with associated landscaping, parking and the creation of new access		Not available

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

FC204-19/20

Correspondence Update (for noting only)

- Letter to HDC/WSCC
- Letter to Mount Green
- Letter to UK Power

FC205-19/20

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/>

FC206-19/20

Parish Council representatives on outside Organisations (for noting only)

To receive reports

Barleycroft Liaison Group Meeting 14th January 2020

Rudgwick Youth Centre Group Meeting 27th January 2020

FC207-19/20	Finance To receive and approve: • Payments made/received (for noting only); • Detailed Receipts & Payments by budget heading December (for noting only); • Bank Reconciliation Lloyds/NS&I Accounts (for noting only); • Monthly Bank Reconciliation (for noting only); • Payments to be made.
FC208-19/20	Water compliance To approve addressing the immediate actions as recommended in the Valens Water Ltd risk assessment.
FC209-19/20	GDPR To re-evaluate GDPR policy and working practice
FC210-19/20	Allotments To re-evaluate demand for allotments and take appropriate actions.
FC211-19/20	Rudgwick Neighbourhood Plan update (for noting only) To receive and note update.
FC212-19/20	S106 update (for noting only) To receive and note update.
FC213-19/20	Ground Maintenance Contract 2020/21 To receive quotes and resolve to appoint a contractor.
FC214-19/20	Rudgwick Youth Centre lease To resolve to appoint the solicitor.
FC215-19/20	Annual Parish Meeting To receive and note update.
FC216 -19/20	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.
FC217-19/20	Letter from local Landowner (for noting only) To receive and note information.
FC218-19/20	Staffing To receive information and resolve actions accordingly.
FC219-19/20	Date of next meeting: Monday 6th April 2020, 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 should be switched to silent for the duration of the meeting.

RUDGWICK PARISH COUNCIL

Full Council Meeting on Monday 10th February 2020
at 7.00 pm Rudgwick Hall, Bucks Green, RH12 3JJ

Clerk's Report

To be read in conjunction with the Agenda

- FC196-19/20 **Chairman's announcements** (for noting only)
- Village Hall Day 25th January 2020;
 - Councillor Training.
- FC197-19/20 **Apologies for Absence**
Recommendation: To receive apologies for approval.
- FC198-19/20 **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.
- FC199-19/20 **Minutes of Council Meeting of 13th January 2020** (Minutes on Rudgwick Parish Website)
Recommendation: to approve [Minutes](#) as an accurate record of the council meeting held on 13th January 2020 and for the chairman to sign these.
- FC200-19/20 **Co-option of new councillor**
Recommendation: to resolve to co-opt Mrs Susan Wightman as Councillor and for the Councillor to sign the Declaration of Acceptance of Office.
(application circulated to councillors – in confidence)
- FC201-19/20 **District and County Councillors Reports** (for noting only)
- FC202-19/20 **Public Speaking Session** (for noting only)
- FC203-19/20 **Planning**
To report on:
- i) Current Planning Applications to be considered for comment to Horsham District Council (HDC)
 - ii) Planning Applications made under delegated powers (for noting only);
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.

- iii) 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.
- iv) To report/consider for comment on any appeal notices and decisions
Recommendation: To *note* that there were no appeal notices or decisions.
- v) To report on enforcements (for noting only).
Recommendation: To *note* [enforcements](#) made by HDC.
- vi) To report on planning applications being considered at Planning Committee North
Recommendation: to *note* [planning applications](#) considered at Planning Committee North.

FC204-19/20

Correspondence Update

Recommendation: To *note* correspondence update.

- [Letter](#) to HDC/WSCC
Both HDC/WSCC have confirmed that Rudgwick Parish Council will be consulted regarding S106 funds/WSCC Highway projects
- [Letter](#) to Mount Green
[Reply](#) from Mount Green addressing concerns raised
Mount Green contact addresses have been added to Rudgwick Community Safety and Emergency Plan/ Rudgwick Community Safety and Emergency Plan contact numbers to those of Mount Green/Hawksridge Housing Association
- [Letter](#) to UK Power
Verbal confirmation of the following:
 - Hawksridge Housing Association to be included on vulnerable people list
 - Rudgwick Parish Council emergency contacts to be held by area field engineer
 - Call Centre to hold details – information linked to area postcode

FC205-19/20

Clerk's announcements/decisions

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

To receive Clerk's Weekly Updates

Rudgwick Parish Council website

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

- Currently trying to seek further information regarding funding application for culvert maintenance – 2019/20 time frame too short with other commitments
- Valens Water Safety training attended and action plan starting to be addressed.

FC206-19/20

Parish Council representatives on outside Organisations

Recommendation: To receive and *note* reports on Barleycroft Liaison Group/ Rudgwick Youth Centre Group Meetings.

To receive reports:

Barleycroft Liaison Group Meeting [Report](#) 14th January 2020

Rudgwick Youth Centre Group Meeting [Report](#) 27th January 2020

HALC Meeting 27th January 2020 [minutes](#) and [letter](#)

FC207-19/20

Finance

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

To resolve payments to be made.

- [Payments made/received](#) (for noting only);
- [Detailed Receipts & Payments](#) by budget heading December (for noting only);
- Bank Reconciliations: Lloyds: [Business](#), [KGV](#), [Deed](#) and [NS&I](#) Accounts (for noting only);
- [Monthly Bank Reconciliation](#) (for noting only);
- [Payments to be made.](#)

FC208-19/20	Water compliance Recommendation: To resolve addressing the immediate actions as recommended in the Valens Water Ltd risk assessments financed by money from General Maintenance Earmarked Reserves See report.
FC209-19/20	GDPR Recommendation: To re-evaluate and resolve the Information & Data Protection policy and ensure that working practice is adhered to. Background information – due to a communication breakdown, information was published without adhering to the Council’s policy. The Clerk has contacted the Data Protection Officer for guidance and advice. (Response email)
FC210-19/20	Allotments Recommendation: To re-evaluate demand for allotments and take appropriate actions. See report.
FC211-19/20	Rudgwick Neighbourhood Plan update (for noting only) Recommendation: To receive and <i>note</i> update.
FC212-19/20	S106 update (for noting only) Recommendation: To receive and <i>note</i> meeting report received
FC213-19/20	Ground Maintenance Contract 2020/21 Recommendation: To resolve to appoint a contractor to undertake ground maintenance work for 2020/21 at King George V Field/Churchmans Meadows. See report. (Confidential report circulated to councillors)
FC214-19/20	Rudgwick Youth Centre lease Recommendation: To resolve to appoint Surrey Hill Solicitors to draw up/complete the lease at a cost of £1,500 plus VAT. Additional costs will be incurred in respect of Field in Trust notification– these are estimated to be less than £300 plus VAT as the Valuation Office does not require to be involved with the lease being between two charities.
FC215-19/20	Annual Parish Meeting Recommendation: To receive and <i>note</i> update. Draft Agenda
FC216 -19/20	Resolution to exclude the public and press from the business about to be transacted Recommendation: To resolve to consider excluding the public – in accordance with The Public Bodies (admission to Meetings) Act 1960, due to the confidential nature/exempt information.
FC217-19/20	Letter from local Landowner (for noting only) Recommendation: To receive and <i>note</i> information. (Confidential information circulated to councillors)

FC218-19/20

Staffing

Recommendation: To receive information and resolve actions accordingly.

- Clerk to attend Finance/ Pension/ Clerk's Legal and Finance Networking Day training sessions (for noting only)

FC219-19/20

Date of next meeting: Monday 6th April 2020, at 7.00 pm

Recommendation: To note the change of date of the next meeting from the 13th April (originally) to 6th of April 2020.