



RUDGWICK PARISH COUNCIL

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

Tel: 01403 822678

E-mail clerk@rudgwickpc.co.uk

Date: 8th June 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 13th January 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.

- | | |
|--------------|---|
| FC175 -19/20 | Apologies for Absence
To receive for approval. |
| FC176-19/20 | 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. |
| FC177-19/20 | Minutes of Council Meeting of 9th December 2019 (Minutes on Rudgwick Parish Website)
To receive for approval. |
| FC178-19/20 | Chairman's announcements (for noting only) <ul style="list-style-type: none">• Hawkridge/Mount Green Housing Association |
| FC179-19/20 | District and County Councillors Reports (for noting only) |
| FC180-19/20 | Public Speaking Session (for noting only) |
| FC181-19/20 | 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 13 th January 2020				
Application No	Applicant	Reason for Application	Recommendation	Official Response Date
DC/19/2531	Woodland at Slinfold, Guildford Road, Slinfold	Prior notification for the erection of a windowless rectangular pitched roof shed/barn with double doors for secure storage of forestry equipment, timber storage, and daytime shelter.		No available
DC/19/2573 30.12.2019	Pennthorpe School, Church Street, Rudgwick	Creation of an all-weather sports pitch and removal of 2no. existing tennis courts		20.01.2020
DC/19/2333 03.01.2019	Quince Farm, Naldretts Lane, Rudgwick	Renewal of temporary permission DC/14/1007 to live in mobile home on site during self build for a further 3 years		24.01.2019
DC/19/2572 20.12.2019	Skylarks, Hermongers Lane, Rudgwick	Prior approval for the erection of a single storey agricultural building		Not available
DISC/19/0374 20.12.2019	Rudgwick Metals, Church Street, Rudgwick	Approval of Details Reserved buy Conditions 3, 10, 17, 22 and 25 to approved application DC/16/2917		Not available
DC/20/0015 02.01.2020	Jaspers, Weyhurst Farm, Guildford Road, Rudgwick	Install 3 x 9m wooden poles (7.2m above ground)		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 Rudgwick Parish Council representation at HDC Planning Committee (North) meeting 7th January 2020 regarding DC/18/2747 (for noting only).

FC182-19/20 **Correspondence Update** (for noting only)

- S106

FC183-19/20 **Clerk's announcements/decisions** (for noting only)
To receive Clerk's Weekly Updates

- FC184-19/20 **Parish Council representatives on outside Organisations** (for noting only)
To receive reports on meetings attended – if applicable.
- FC185-19/20 **Finance**
To receive and approve:
- Payments made/received (for noting only);
 - Detailed Receipts & Payments by budget heading December (for noting only);
 - Bank Reconciliation Lloyds Accounts (for noting only);
 - Monthly Bank Reconciliation (for noting only);
 - Payments to be made (to be circulated at meeting).
- FC186-19/20 **Internal Auditors Report** (for noting only)
To formally receive and note internal auditors report.
- FC187-19/20 **New signatory for NS&I account**
To approve to resolve a new signatory and signatory process for the NS&I savings account.
- FC188-19/20 **Actions from Finance, Policies and Human Resources Committee meeting 18th November, 2019.**
To approve to resolve the recommended actions as stated in the minutes.
- FC189-19/20 **Rudgwick Neighbourhood Plan update** (for noting only)
To receive and note update.
- FC190-19/20 **Village Day update** (for noting only)
To receive and note update.
- FC191-19/20 **Rudgwick Annual Parish Meeting 9th March 2020**
To discuss and approve agenda.
- FC192-19/20 **Rudgwick Village Walking Audit**
To discuss and approve actions to be taken.
- FC193-19/20 **Equipment for Litter Warden**
To approve to resolve expenditure on equipment.
- FC194-19/20 **Councillors' council email addresses.**
To approve to resolve a change of server/ system.
- FC195-19/20 **Date of next meeting: Monday 10th February 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 13th January 2020
at 7.00 pm Rudgwick Hall, Bucks Green, RH12 3JJ

Clerk's Report

To be read in conjunction with the Agenda

FC175 -19/20

Apologies for Absence

Recommendation: To receive apologies for approval.

FC176-19/20

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.

FC177-19/20

Minutes of Council Meeting of 9th December 2019 (Minutes on Rudgwick Parish Website)

Recommendation: to approve [Minutes](#) with the following amendments (see below) as accurate records of the Council Meeting held on 9th December 2019; and for the amended planning comments to be sent to Horsham District Council Planning Department.

Applications for consideration at Rudgwick Parish Council Meeting 9 th December 2019			
Applic. No	Applicant	Reason for Application	Recommendation
DC/19/2364 21.11.2019	Mill Hill House, Guildford Road. Rudgwick	Application to confirm the use as a single dwelling house began more than four years before the date of this application (Lawful Development Certificate - Existing)	No comment
DC/19/2354 19.11.2019	Lock Barn, Havenhurst Farm, The Haven, Billingshurst	Prior approval for a proposed change of use to convert two existing oak framed barns into dwellings	No objection subject to the environmental report being noted. objection

FC178-19/20

Chairman's announcements

Recommendation: To receive and *note* Chairman's announcement.

- Hawkridge/Mount Green Housing Association

FC179-19/20

District and County Councillors Reports

Recommendation: To receive and *note* reports.

FC180-19/20

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.

- i) Current Planning Applications to be considered for comment to Horsham District Council (HDC)
Recommendation: To consider Planning Applications received for commenting to HDC.

Applications for consideration at Rudgwick Parish Council Meeting 13 th January 2020				
Application No	Applicant	Reason for Application	Recommendation	Official Response Date
DC/19/2531	Woodland at Slinfold, Guildford Road, Slinfold	Prior notification for the erection of a windowless rectangular pitched roof shed/barn with double doors for secure storage of forestry equipment, timber storage, and daytime shelter.		No available
DC/19/2573 30.12.2019	Pennthorpe School, Church Street, Rudgwick	Creation of an all-weather sports pitch and removal of 2no. existing tennis courts		20.01.2020
DC/19/2333 03.01.2019	Quince Farm, Naldretts Lane, Rudgwick	Renewal of temporary permission DC/14/1007 to live in mobile home on site during self build for a further 3 years		24.01.2019
DC/19/2572 20.12.2019	Skylarks, Hermongers Lane, Rudgwick	Prior approval for the erection of a single storey agricultural building		Not available
DISC/19/0374 20.12.2019	Rudgwick Metals, Church Street, Rudgwick	Approval of Details Reserved buy Conditions 3, 10, 17, 22 and 25 to approved application DC/16/2917		Not available
DC/20/0015 02.01.2020	Jaspers, Weyhurst Farm, Guildford Road, Rudgwick	Install 3 x 9m wooden poles (7.2m above ground)		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);
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 consider the [Appeals lodged/decided](#) by HDC in respect of previous applications for comment to the Planning Inspectorate.

Background information: [200107 Notification of letter of appeal](#)

v) To report on enforcements

Recommendation: To *note* that there were no enforcements.

vi) To report on Rudgwick Parish Council representation at HDC Planning Committee (North) meeting 7th January 2020 regarding DC/18/2747

Recommendation: To *note* the [representation](#) made by Rudgwick Parish Council.

FC182-19/20

Correspondence Update

Recommendation: To *note* correspondence update.

- S106

Information: Clerk contacted HDC S106 planning department for clarification regarding the agenda items from the meeting of 26th November 2019 – although some further information was provided, the committee is still wishing to meet with the S106 planning department. Clerk is awaiting to receive notification of possible meeting dates.

FC183-19/20

Clerk's announcements/decisions

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

- Valens Water has undertaken site visits of KGV building, Youth Centre, Rudgwick and Jubilee Halls – a variety of non-compliance issues were found, and clerk is awaiting reports to enable the council to start addressing these issues;
- Plumbing work (Supply and Fit Lockable Guards, HWS Blending Valves & Draincocks at KGV Building will be undertaken during January);
- KGV keys are being distributed to keyholders with a £30 deposit charged;
- Changing rooms were clean at last inspection and Rudgwick Football Club (Sr) have been informed.

Clerk's Weekly Updates:

[\(3rd-8th; 9th-16th; 17th-21st December 2019; 22nd December – 6th January 2020\)](#)

FC184-19/20

Parish Council representatives on outside Organisations

To receive reports on meetings attended – if applicable.

To receive and *note* any reports received.

FC185-19/20

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](#)
- Detailed [Receipts & Payments by budget](#) heading December
- Bank Reconciliation Lloyds Accounts ([RPC](#)/[KGV](#)/[Deed](#))
- [Monthly Bank Reconciliation](#)
- Payments to be made (to be circulated at meeting).

FC186-19/20

Internal Auditors Report

Recommendation: To receive and *note* the [internal auditor's report](#) of 5th December 2019.

FC187-19/20

New signatories for NS&I account

Recommendation: To approve to resolve two new signatories and signatory process for the NS&I savings account.

Background information: A new signatory is to be approved and it is recommended to have the

NS&I account operating in the same manner as the council's other accounts so a third signatory is required (externally for withdrawals only – with full council approval; internally for approval of transfers into the account of £10,000 or less; larger sums require approval of the full council).

- FC188-19/20 **Actions from Finance, Policies and Human Resources Committee meeting 18th November 2019.**
Recommendation: to approve to resolve the recommended actions (FPHR 015/016/019/20/22-19/20) as recommended in the Finance, Policies and Human Resources Committee Meeting [minutes](#) of 18th November 2019.
- FPHR 015-19/20 Hourly salary increase of 30p, in line with Living Wage Increase, from 1st April 2020 for Council Wardens.
(NB Office Staff NALC salary increases have not yet been agreed at national level)
FPHR 016-19/20 Transfer £45,414 from General Reserves to Earmarked Reserves.
FPHR 019-19/20 Adopt Internal Control Policy.
FPHR 020-19/20 Write off outstanding hire debt of £108.00.
FPHR 022-19/20 Investigate possible split in current Clerk's role: Clerk's/Responsible Finance Officer duties and Facilities Management duties.
- FC189-19/20 **Rudgwick Neighbourhood Plan update**
Recommendation: to receive and *note* update
- FC190-19/20 **Village Day update**
Recommendation: to receive and *note* update
Background information: 23 organisations have confirmed that they require a table and a further two organisations have indicated that they will provide a poster for display.
Clerk/assistant clerk are contacting organisations with further information week commencing 13th January; councillors have been asked if they are in a position to attend on the day.
- FC191-19/20 **Rudgwick Annual Parish Meeting 9th March 2020**
Recommendation: to receive and *note* actions to be taken to finalise agenda.
Background information: To decide on agenda (2019 Annual Parish meeting [Agenda](#)).
- FC192-19/20 **Rudgwick Village Walking Audit**
Recommendation: To resolve to take and *note* actions.
Background information: Two councillors and Litter Warden undertook walking audit (19.12.19) and Litter Warden produced a report (confidential and sent to councillors via email) listing findings (blocked drains, overgrown hedges and such matters). Litter Warden has reported appropriate issues (some of which have already been addressed) to West Sussex (via LoveWestSussex website) and Clerk, with approval from the Council, is to write to the owners of the properties of the overgrown hedges/trees (that impact pedestrian access/traffic visibility, etc) with the request to cut back hedges/trees in question. Clerk to contact appropriate organisations for other issues.
- FC193-19/20 **Equipment for Litter Warden**
Recommendation: To approve to resolve expenditure up to £450 plus VAT for equipment/training.
Background Information: [Report](#)
- FC194-19/20 **Councillors' council email addresses.**
Recommendation: To approve to resolve the change of server for councillors' council email addresses at a maximum cost of £257.40 plus VAT per annum.
Background Information: [Report](#)
- FC195-19/20 **Date of next meeting: Monday 10th February 2020, at 7.00 pm**
Recommendation: To note the date of the next meeting.

