



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

Tel: 01403 822678
E-mail clerk@rudgwickpc.co.uk

Date: 9th September 2020

To: All Members of Rudgwick Parish Council

You are duly summoned to a 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 on **Monday 14th September 2020 at 7 p.m.**

Jonna Foote

Mrs Jonna 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 Monday 14th September (noon) 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.
(can be found on <http://www.rudgwick-pc.org.uk/>)

FC127-20/21 Apologies for Absence

To receive and approve.

FC128-20/21 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.

FC129-20/21 Minutes of Extraordinary Council Meeting of 3rd September 2020

To receive for approval the Minutes as an accurate record of the Extraordinary Council Meeting held on 3rd September 2020 and for the chairman to sign these.

FC130-20/21 **Minutes of Finance, Policies and Human Resources Committee Meeting 27th May 2020**
To consider for adoption the approved Minutes of the Finance, Policies and Human Resources Committee Meeting of 27th May 2020.

FC131-20/21 **District and County Councillors Reports** (for noting only)
To receive and note reports.

FC132-20/21 **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.

FC133-20/21 **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 14 th September 2020				
Application No	Applicant	Reason for Application	Recommendation	Official Response Date
<u>S106/20/0013</u> 12.08.2020	Land at Windacres Farm, Church Street, Rudgwick	Details pursuant to Schedules 4 & 7 of the legal agreement ref: DC/16/2917 relating to Open Space, Landscaping and Estate Road.		10.09.2020 extended 15.09.2020
<u>DISC/20/0207</u> 17.08.2020	Rudgwick Metals Ltd, Church Street, Rudgwick	Approval of details reserved by condition 12 to the approved application DC/16/2917 (This is to allow an amendment to the details for a new dropped kerb to the top of the main spine road).		10.09.2020 extended 15.09.2020
<u>DC/20/1572</u> 25.08.2020	Heathers Farm, The Haven, Billingshurst	Change of use of existing stables and land to commercial livery (Class D2). Erection of a horse walker.		15.09.2020
<u>DC/20/1610</u> 25.08.2020	Sweetlands Farm, The Haven, Billingshurst	Prior notification for the construction of a pole barn for hay and agricultural equipment.		Not available
<u>DC/20/1524</u> 13.08.2020	Windacres Farm, Church Street, Rudgwick	Relocation of stationing container as temporary residential accommodation for 12 months (see application <u>DC/20/1458</u>).		Decided – Decline to Determine
<u>DC/20/1616</u> 03.09.2020	Woes Cottage, Church Street, Rudgwick	Installation of a shower/wet room in the downstairs bedroom and installation of a 1 metre deep with a glass		24.09.2020

		door. Side cupboard to house meter and water pump. Installation of a drain to link to existing outside mains drain at the front of the house (Listed Building Consent)		
<u>DC/20/1651</u> 02.09.2020	Swallow Barns, Loxwood Road, Rudgwick	Erection of a single storey rear extension to create an oak framed garden room (Householder Application)		23.09.2020
<u>DC/20/1654</u> 02.09.2020	Swallow Barns, Loxwood Road, Rudgwick	Erection of a single storey rear extension to create an oak framed garden room (Listed Building Consent)		23.09.2020
<u>DC/20/1669</u> 07.09.2020	Sweetlands Farm, The Haven, Billingshurst	Demolition of existing house and erection of a double storey dwelling		28.09.2020
<u>DC/20/1674</u> 07.09.2020	Cousens, Cox Green, Rudgwick	Minor internal demolition. Removal of existing conservatory and erection of a single storey rear extension. Removal of 1No. garage door to be replaced with a new entrance door. Alterations of landscaping to front and rear (Householder Application).		28.09.2020
<u>DC/20/1675</u> 07.09.2020	Cousens, Cox Green, Rudgwick	Minor internal demolition. Removal of existing conservatory and erection of a single storey rear extension. Removal of 1No. garage door to be replaced with a new entrance door. Alterations of landscaping to front and rear (Listed Building Consent).		28.09.2020
<u>DC/20/1554</u> 07.09.2020	Lower Lodge House, The Haven, Billingshurst	Erection of a winery building for use in connection with the agricultural use of the surrounding vineyard land.		28.09.2020

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) Schedule of Planning Decisions made by Horsham District Council on previous applications (for noting only);

- iv) Appeal notices and decisions and consider for comments;
- v) Alleged enforcements and consider for comments (for noting only);
- vi) Planning applications being considered at Planning Committee North;
- vii) **Loxwood Clay Pits Development Plans**
To consider and agree.
- viii) **“Changes to the Current Planning System” Consultation – response date 1.10.2020**
To consider and agree.

- FC134-20/21 **Correspondence update** (for noting only)
- HDC/WSCC Arriva 63 bus route/bus lanes;
 - Reply to letter to HDC Planning regarding potential abuse of prior approval process;
 - Letter to HDC Planning regarding public access to Barleycroft Open Space S106/20/017 – DC/16/2917 – Rudgwick Metals);
 - WSALC.
- FC135-20/21 **Chairman’s announcements** (for noting only)
- Allotments update;
 - West Sussex County Council Gigabit Broadband Voucher Scheme;
 - High Sheriff of West Sussex Volunteer Awards.
- FC136-20/21 **Clerk’s announcements/decisions** (for noting only)
To receive Clerk’s Weekly Updates (3 August – 6 September 2020)
Rudgwick Parish Council website
<http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/>
- FC137-20/21 **Parish Council representatives on outside Organisations** (for noting only)
To receive reports if applicable.
- Barley Croft Liaison Group Meeting 5th August 2020;
 - HALC meeting Meeting 15th July 2020;
 - Rudgwick Brickworks Liaison Group 21st July 2020.
- FC138-20/21 **Finance**
To consider for approval/ noting:
- Payments made/received August;
 - First instalment/deposit payment of £3,042.00 plus VAT for boiler refurbishment on 8th September 2020 (as agreed with Chairman/ Chairman of Finance, Policies and Human Resource Committee);
 - Detailed Receipts & Payments by budget heading August;
 - Bank Reconciliations for August: Lloyds: Business, Savings, KGV, Deed and NS&I Accounts;
 - Monthly Bank Reconciliation;
 - Payments to be made.
- FC139-20/21 **King George V Trust Account**
To resolve transfer of funds and close account.
- FC140-20/21 **Finance, Policies and Human Resources Committee Meeting 3rd September 2020**
To receive the Draft Minutes of the Finance, Policies and Human Resources Committee

Meeting 3 September 2020 and consider to resolve the recommendations made therein.

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| FC141-20/21 | Policies and Procedures
To receive and resolve. |
| FC142-20/21 | Rudgwick Neighbourhood Plan update (for noting only)
To receive update. |
| FC143-20/21 | Insurance Cover Premium 2020/21
To receive and resolve. |
| FC144-20/21 | GACC Membership 2020/21
To receive and resolve. |
| FC145-20/21 | Request for Church Street wild-flower bed in the area behind The Marts.
To receive and resolve. |
| FC146-20/21 | Cemetery update
To receive and resolve. |
| FC147-20/21 | Virtual Meetings
To receive and resolve. |
| FC148-20/21 | 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. |
| FC149-20/21 | Little Street – monthly lease payments
To receive and resolve |
| FC150-20/21 | Rudgwick Hall Hire – Billingshurst Dog Club
To receive and resolve |
| FC151-20/21 | Staffing
To receive update/ consider for approval. |
| FC152-20/21 | Date of next Council Meeting: 12th October 2020, at 7.00 pm
To resolve to note. |

Recording of Parish Council Meetings and use of social media

During this meeting the public are allowed to record 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 record. 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 14th September 2020 at 7.00 pm

Clerk's Report

To be read in conjunction with the Agenda

- FC127-20/21 **Apologies for Absence**
Recommendation: To receive apologies for approval.
- FC128-20/21 **Declarations of Interest**
Recommendation: To receive any Declarations of Interest from Members of the Council and for these to be *noted*.
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.*
- FC129-20/21 **Minutes of Extraordinary Council Meeting of 3rd September 2020**
Recommendation: To receive for approval the [Minutes](#) as an accurate record of the Extraordinary Council Meeting held on 3rd September 2020 and for the chairman to sign these.
- FC130-20/21 **Minutes of Finance, Policies and Human Resources Committee Meeting 27th May 2020**
Recommendation: To consider for adoption the approved [Minutes](#) approved of the Finance, Policies and Human Resources Committee Meeting of 27th May 2020.
- FC131-20/21 **District and County Councillors Reports**
Recommendation: To receive and note reports.
(See WS County councillor [report](#))
- FC132-20/21 **Public Speaking Session**
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.
- FC133-20/21 **Planning**
To report on:
- i) **Recommendation; To resolve to consider Current Planning Applications for comment to Horsham District Council (HDC);**
 - ii) **Recommendation: To resolve to note Planning Applications made under [delegated powers](#);**
 - iii) **Recommendation: To resolve to note the Schedule of [Planning Decisions](#) made by Horsham District Council on previous applications;**

- iv) **Recommendation: To consider [Appeal Notices and Decisions](#) for comments;**
- v) **Recommendation: To consider to note [Alleged Enforcements](#) for comments;**
- vi) **Recommendation: To note that no Planning Applications were sent for consideration at Planning Committee North;**
- vii) **Loxwood Clay Pits**
Recommendation; To consider and agree on actions to be taken.
(see [report](#))
- viii) **[“Changes to the Current Planning System”](#) Consultation – response date 1.10.2020**
Recommendation: To consider and resolve response to the consultation.
See [review](#).

FC134-20/21 Correspondence update

Recommendation: To receive and note correspondence update.

- HDC/WSCC Arriva 63 bus route/bus lanes; HDC is pursuing this matter and is writing a letter (with support from Arriva) requesting WSCC to install two bus lanes – Rudgwick Parish Council (as well As Broadbridge Heath and Slinfold Parish Councils)) have been asked to support the request, RPC has confirmed their support and recommended some additions to the [draft letter](#) (final version to be yet agreed);
- [Reply](#) to letter to HDC Planning regarding potential abuse of prior approval process;
- [Letter](#) to HDC Planning regarding public access to Barleycroft Open Space (S106/20/017 – DC/16/2917 – Rudgwick Metals), no reply yet received;
- WSALC review – [letter](#) (A number of Councils have responded with both questions and Freedom of Information requests regarding the basis/legality of decision making process that has been involved to reach this review).

FC135-20/21 Chairman’s announcements

Recommendation: To receive and note Chairman’s announcements.

- Allotments update;
- West Sussex County Council Gigabit Broadband Voucher Scheme;
- High Sherriff of West Sussex Awards.

FC136-20/21 Clerk’s announcements/decisions

To receive Clerk’s Weekly Updates (3 August – 6 September 2020)

Rudgwick Parish Council website

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

FC137-20/21 Parish Council representatives on outside Organisations (for noting only)

To receive reports if applicable.

- Barley Croft Liaison Group Meeting 5th August 2020 – [minutes](#) and [SUDS Pond update](#);
- HALC Meeting 15th July 2020 – [minutes](#) and [briefing note](#) and [presentation](#);
- Rudgwick Brickworks Liaison Group – Meeting 21st July 2020.

FC138-20/21 Finance

To consider for approval/ noting:

- [Payments made/received August](#);
- First instalment/deposit payment of £3,042.00 plus VAT for boiler refurbishment

on 8th September 2020 (as agreed with Chairman/ Chairman of Finance, Policies and Human Resource Committee);

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

FC139-20/21 King George V Trust Account

Recommendation: To resolve transfer of funds from King George V trust account to Rudgwick Parish Account and close trust account.

Background information:

Following legal and financial advice, an agreement has been signed by both parties and the account can now be closed.

FC140-20/21 Finance, Policies and Human Resources Committee Meeting 3rd September 2020

Recommendation: To receive the [Draft Minutes](#) of the Finance, Policies and Human Resources Committee Meeting 3 September 2020 and consider to resolve the recommendations made therein.

Background information:

FPHR 025-20/21 Repair of Skatepark at a cost of £1,724 plus VAT;

FPHR 027-20/21 Confidentiality Agreement/ Code of Conduct document for non-councillor Working Group members;

FPHR 028-20/21 Policies and Procedures:

- [Child Protection & Vulnerable Persons Policy](#);
- [Co-option Policy](#)
- [Co-option Application Form](#) – to be adopted
- [Document Retention Policy](#)
- [Internal Control Policy](#)
- [Investment Policy](#)
- [Members Allowance Policy](#) – to be adopted
- [Members Code of Conduct](#)
- [Recording Public Meetings Policy](#)
- [Risk Assessment Management Scheme](#) - amended
- [Scheme of Delegation](#) – amended (Working Groups)
- [Section 137 Grants Policy](#);

FPHR030 Little Street – update (to be further discussed, agenda item FC149-20/21);

FPHR031-20/21 Staffing (confidential report – circulated to councillors as part of FC151-20/21).

FC141-20/21 Policies and Procedures

Recommendation: To receive and resolve to approve/adopt:

- [Accessibility Statement](#);
- [Community Engagement](#) (FPHR meeting amendments);
- [Email & Internet Usage](#) (FPHR meeting amendments);
- [Privacy Notice](#) – amended.

FC142-20/21 Rudgwick Neighbourhood Plan update (for noting only)

Recommendation: To receive and resolve to note.

(see [report](#))

FC143-20/21 Insurance Cover Premium 2020/21

Recommendation: To receive and resolve to note [Hiscox Insurance schedule](#) for 2020/21 at a premium of £4,208.35 and payment to be made.

NB level of cover has been increased (defibrillator from £5 to £8 thousand; Rudgwick Hall playground from £19 to £39 thousand and hire income from £12 to £20 thousand; and inflationary index linking of cover plus general inflation. Council may wish to consider getting buildings assessed in 20/21 to ensure insurance cover level is appropriate.

FC144-20/21 GACC Membership 2020/21

Recommendation: To receive and consider to resolve 2020/21 membership at a cost of £10.00.

[\(see email\)](#)

FC145-20/21 Request for Church Street wild-flower bed in the area behind The Marts.

Recommendation: To receive and resolve further actions.

Background information

The Warden would like to develop the grass verge on the right-hand side, before the bridge direction north (owned by Croudace) into a wildflower garden as it has become overgrown and the piece of land is used as waste disposal area.

The Clerk is in the process of writing to Croudace to address both these issues and it would be an opportunity to ask for financial support from the company, to reduced future maintenance costs. The Warden has offered his service to manage the project if it were to proceed. Depending on the level of Croudace financial support, the Warden would like the Council to consider financial support for the project. (Estimated total costs £250).

FC146-20/21 Cemetery update

Recommendation: To resolve to note update and approve spending of £350.00.

Background information:

- Tender Specification for the enabling works for the graveyard has now been completed at a cost of £250.00 (Expenditure approved at December 2019 Council meeting);
- Proposed footpath to be laid, has been approved by WSCC;
- Additional solicitors' costs of £350 for conveyancing land for the graveyard extension to be approved.

FC147-20/21 Virtual Meetings

Recommendation: To receive and consider to resolve to hold all Rudgwick Parish Council meetings virtually, until 1st April 2021 – to be reviewed if COVID-19 conditions change.

FC148-20/21 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.

FC149-20/21 Little Street – monthly lease payments

Recommendation: To receive and approve a schedule for monthly lease payments to be made by Little Street.

(Confidential report circulated to councillors)

- FC150 -20/21 **Rudgwick Hall Hire – Billingshurst Dog Club**
Recommendation: To receive and resolve offer made by Billingshurst Dog Club as outlined in report.
(Confidential report circulated to councillors)
- FC151-20/21 **Staffing**
Recommendation: To receive update/ consider for approval.
(Confidential report circulated to councillors)
- FC152-20/21 **Date of next Council Meeting:**
Recommendation: To resolve to note the date for the next meeting as Monday 12th October 2020, at 7pm.