



RUDGWICK PARISH COUNCIL

Parish Office
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Rudgwick
West Sussex
RH12 3JJ

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Date: 28th August 2020

To: All Members of Rudgwick Parish Council

You are duly summoned to a virtual **extraordinary** 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 **Thursday 3rd September 2020 at 6 p.m.**

David Buckley

Cllr David Buckley
Chairman, 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 Thursday 3rd September (noon) at the very latest to ensure they can receive an electronic invitation to the meeting.

AGENDA

- FC118-20/21 **Apologies for Absence**
To receive for approval.
- FC119-20/21 **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.
- FC120-20/21 **Minutes of Council Meeting of 10th August 2020** (Minutes on Rudgwick Parish Website)
To approve the Minutes of the Council Meeting of 10th August 2020 to be an accurate record and for the chairman to sign these.
- FC121-20/21 **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.

- FC122-20/21 **Rudgwick Neighbourhood Plan**
To receive and resolve to move the Rudgwick Neighbourhood Plan forward: Regulation 15; submit plans to Horsham District Council and Ear Marked Reserve spending of up to £3,000.
- FC123-20/21 **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.
- FC124-20/21 **Appointment of Clerk/Responsible Finance Officer**
To appoint a Clerk/Responsible Finance Officer.
- FC125-20/21 **Clerk/Responsible Finance Officer to be admitted (new employee) into the West Sussex Local Government Pension Scheme (LGPS)**
To resolve admittance for the new Clerk/ Responsible Finance Officer into the West Sussex Local Government Pension Scheme.
- FC126-20/21 **Next (virtual) Council Meeting: Monday 14th September 2020 at 7.00 pm (for noting only)**

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 should be switched to silent for the duration of the meeting.

RUDGWICK PARISH COUNCIL

Extraordinary Council Meeting on Thursday 3rd September 2020 at 6.00 pm

Clerk's Report

To be read in conjunction with the Agenda

FC118-20/21 **Apologies for Absence**

Recommendation: To receive apologies for approval.

FC119-20/21 **Declarations of Interest**

Recommendation: To receive any Declarations of Interest from Members of the Council and to resolve 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.***

FC120-20/21 **Minutes of Council Meeting of 10th August 2020** (Minutes on Rudgwick Parish Website)

Recommendation: To approve the [Minutes](#) of the Council Meeting of 10th August to be an accurate record and for the chairman to sign these.

FC121-20/21 **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.

FC122-20/21 **Rudgwick Neighbourhood Plan**

Recommendation: To receive and resolve:

The documents following the Neighbourhood Planning Regulation 14 consultation (links to the documents inserted by September 2nd at the very latest):

- Covering [letter](#) including map of plan area (prepared by Squires Planning)
- [Rudgwick Neighbourhood Plan](#)
- [Consultation Statement](#)
- [Basic Conditions Statement](#)
- Evidence base consisting of:
 - a. [Housing Matters](#)
 - b. [Community Matters](#)
 - c. [Rudgwick Parish Design Statement](#) (including covering note)
 - d. [Local Green Spaces Assessment](#)
- **for the Rudgwick Neighbourhood Plan to be moved to the next stage, Regulations 15 and submit relevant paperwork to Horsham District Council for approval;**
- **to authorise Squires Planning Ltd to submit relevant documents on behalf of Rudgwick Parish Council. (see letter including map of plan area – prepared by Squires Planning);**
- **a spend of up to £3,000 from Rudgwick Neighbourhood Planning Ear Marked Reserves.**

- FC123-20/21 **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.
- FC124-20/21 **Appointment of Clerk/Responsible Finance Officer**
Recommendation: To appoint a Clerk/Responsible Finance Officer.
(see Clerk's report – circulated to councillors prior to meeting)
- FC125-20/21 **Clerk/Responsible Finance Officer to be admitted (new employee) into the West Sussex Local Government Pension Scheme (LGPS)**
Recommendation: To resolve admittance for the appointed Clerk/Responsible Finance Officer into the West Sussex Local Government Pension Scheme.
- FC126-20/21 **Next (virtual) Council Meeting: Monday 14th September 2020 at 7.00 pm (for noting only)**