



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

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

Date: 7th October 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 12th October 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 12th October (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/>)

FC153-20/21 Apologies for Absence

To receive and approve.

FC154-20/21 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.

FC155-20/21 Minutes of Council Meeting of 14th September 2020

To receive for approval the Minutes as an accurate record of the Council Meeting held on 14th September 2020 and for the chairman to sign these.

FC156-20/21 District and County Councillors Reports (for noting only)

To receive and note reports.

FC157-20/21 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.

FC158-20/21 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 12 th October 2020				
Application No	Applicant	Reason for Application	Recommendation	Official Response Date
DISC/20/0222 02.10.2020	Hall House, The Haven, Billingshurst	Approval of details reserved by condition 3 to approved application DC/17/2233		23.10.2020
DC/20/1820 25.09.2020	Sweetlands Farm, The Haven, Billingshurst	Erection of a pole barn for hay and hay equipment storage (Certificate of Lawful Development Proposed)		20.10.2020
DC/20/1876 28.09.2020	First Floor Offices, Rudgwick Garage, Loxwood Road, Rudgwick	Prior approval for the conversion of existing office accommodation at first floor to a residential flat.		22.10.2020

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 Ltd EIA Scoping Report update
- viii) [Planning for the future](#) - the planning white paper (deadline for responses 29 October)
- ix) Horsham Blueprint Business Neighbourhood Plan (Reg 16)

- x) Revised Loxwood Parish Neighbourhood Plan REGULATION 14
<https://www.loxwood-pc.gov.uk/neighbourhood-plan.html>

FC159-20/21 **Correspondence update** (for noting only)

- Letter to WSCC: Arriva 63 bus route/bus lanes;
- Letter to Loxwood WS County Councillor: Loxwood Clay Pits Ltd EIA Scoping Report;
- Letter to WSCC Planning: in support of extension of Rudgwick Brickworks submission (WSCC Planning responded that letter cannot be accepted until submission has been validated);
- Letter to Croudace Homes: grass verge;
- Letter to Co-op: thanking staff team for efforts during COVID-19 pandemic lockdown;
- Action in Rural Sussex was notified (by email) of Loxwood Clay Pit Ltd EIA Scoping Report who have referred it to the Woodland Trust as well as further discussing it with the AiRS Management Team.
- Letter to Rudgwick WS County Councillor and response;
- Reply to letter to HDC Planning regarding potential abuse of prior approval process; further information was requested by HDC from the planning agent (deadline 1st October 2020) no HDC confirmation regarding this has been received.

FC160-20/21 **Chairman's announcements** (for noting only)

- Welcome new Clerk
- Broadband Scheme

FC161-20/21 **Clerk's announcements/decisions** (for noting only)

To receive Clerk's Weekly Updates (7th September – 4th October 2020)
Rudgwick Parish Council website
<http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/>

FC162-20/21 **Parish Council representatives on outside Organisations** (for noting only)

To receive reports if applicable.

- Barley Croft Liaison Group Meeting 6th October 2020;
- Rudgwick Youth Centre Meeting 28th September 2020;

FC163-20/21 **Finance**

To consider for approval/ noting:

- Payments made/received September;
- Detailed Receipts & Payments by budget heading September;
- Bank Reconciliations for September: Lloyds: Business, Savings, KGV, Deed and NS&I Accounts;
- Transfer of £10,000 from Lloyds Savings Account to Lloyds Business Account;
- Monthly Bank Reconciliation;
- Payments to be made.

FC164-20/21 **West Sussex Pension Fund Pooling Agreement Review**

To receive and resolve.

FC165-20/21 **Lloyds accounts/ NS&I account– to update signatory details/ access for old/ new clerk.**

To receive and resolve.

- FC166-20/21 **S137 Grant Applications**
- St Catherine's Hospice
 - EGRGA
- FC167-20/21 **Neighbourhood Plan update**
To receive and note.
- FC168-20/21 **Traffic Calming Working Group**
To receive and note.
- FC169-20/21 **Community Emergency and Resilience Winter plan 2020/21**
To receive and resolve actions.
- FC170-20/21 **Village Audit**
To receive and resolve actions.
- FC171-20/21 **Training Update:**
To be an effective councillor — Cllr Wightman
To receive and note.
- FC172-20/21 **Five-year Business plan for Rudgwick Parish Council**
To receive and resolve.
- FC173-20/21 **Staffing**
To receive and resolve staffing issues.
- FC174-20/21 **Chairman's Closing Remarks**
To receive and note.
- FC175-20/21 **Date of next Council Meeting: 9th November 2020, at 7.00 pm**
To resolve and note.

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 12th October 2020 at 7.00 pm

Clerk's Report

To be read in conjunction with the Agenda

FC153-20/21 **Apologies for Absence**

Recommendation: To receive apologies for approval.

FC154-20/21 **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.*

FC155-20/21 **Minutes of Council Meeting of 14th September 2020**

Recommendation: To receive for approval the [Minutes](#) as an accurate record of the Council Meeting held on 14th September 2020 and for the chairman to sign these.

FC156-20/21 **District and County Councillors Reports**

Recommendation: To receive and note reports.

(See WS County councillor report to follow)

FC157-20/21 **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.

FC158-20/21 **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 resolve to note that there are no Appeal Notices and Decisions for comments;**
- v) **Recommendation: To resolve to note that there are no Alleged Enforcements for comments;**

- vi) **Recommendation: To resolve to note that no Planning Applications were sent for consideration at Planning Committee North;**
- vii) Loxwood Clay Pits Ltd EIA Scoping Report update
Recommendation: To resolve to note update. (document [one](#) and [two](#))
- viii) [Planning for the future](#) - the planning white paper (deadline for responses 29th October 2020) see comment [spreadsheet](#).
Recommendation: To resolve to comment on consultation document;
- ix) [Horsham Blueprint Business Neighbourhood Plan \(Reg 16\)](#) Consultation (closing date 2nd November 2020)
Recommendation: to resolve to comment on consultation to HDC.
- x) Revised Loxwood Parish Neighbourhood Plan REGULATION 14
<https://www.loxwood-pc.gov.uk/neighbourhood-plan.html>
Recommendation: to resolve to comment on Revised Loxwood Parish Neighbourhood Plan REGULATION 14

FC159-20/21 **Correspondence update:**

Recommendation: To resolve to note information

- [Letter](#) to WSCC: Arriva 63 bus route/bus lanes;
- [Letter](#) to Loxwood WS County Councillor: Loxwood Clay Pits Ltd EIA Scoping Report;
- [Letter](#) to WSCC Planning: in support of extension of Rudgwick Brickworks submission (WSCC Planning responded that letter cannot be accepted until submission has been validated);
- [Letter](#) to Croudace Homes: grass verge;
- [Letter](#) to Co-op: thanking staff team for efforts during COVID-19 pandemic lockdown;
- Action in Rural Sussex was notified (by email) of Loxwood Clay Pit Ltd EIA Scoping Report who have referred it to the Woodland Trust as well as further discussing it with the AiRS Management Team;
- [Letter](#) to Rudgwick WS County Councillor and [response](#);
- [Reply](#) to letter to HDC Planning regarding potential abuse of prior approval process; further information was requested by HDC from the planning agent (deadline 1st October 2020) no HDC confirmation regarding this has been received.

FC160-20/21 **Chairman's announcements**

Recommendation: To receive and resolve to note Chairman's announcements.

- Welcome new Clerk;
- Broadband Scheme.

FC161-20/21 **Clerk's announcements/decisions** (for noting only)

Recommendation: To receive and resolve to note Clerk's announcements/ decisions

Weekly Updates (7th September – 4th October 2020)

Rudgwick Parish Council website

- Declaration of interest: it is important for Councillors to remember to make a Declaration of Interest (if applicable) if they join a meeting late; also, if a councillor experiences technical problems during a meeting and misses any of the discussion he/she is not allowed to vote on that particular item.

- Horsham District Council is undertaking a [Community Facilities Study \(Asset Study Project Brief\)](#) and will visit Rudgwick Parish Council in October;
- [Pavement Parking Consultation](#) (for information).

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

FC162-20/21 Parish Council representatives on outside Organisations

Recommendation: To receive and resolve to note information:

- Barley Croft Liaison Group Meeting 6th October 2020;
- Rudgwick Youth Centre Meeting 28th September 2020.

FC163-20/21 Finance

Recommendation: To resolve to consider for noting payments made, bank reconciliations and transfer and approve payments to be made:

- [Payments made/received September](#);
- Detailed [Receipts & Payments](#) by budget heading September;
- Bank Reconciliations for September: Lloyds: [Business](#), [Savings](#), [KGV](#), [Deed](#) and [NS&I](#) Accounts;
- Transfer of £10,000 from Lloyds Savings Account to Lloyds Business Account;
- [Monthly Bank Reconciliation](#);
- [Payments to be made](#).

FC164-20/21 West Sussex Pension Fund Pooling Agreement Review

Recommendation: To receive and resolve to approve for the Chairman to sign the [Letter of Variation to the Small Scheduled Body Pooling Agreement](#).

FC165-20/21 Lloyds accounts/ NS&I account– to update signatory details/ access for old/ new clerk.

Recommendation: To resolve to approve:

- to remove the outgoing clerk, Mrs J A M Foote-Kortland as signatory from Lloyds Banks Accounts; NS&I Account;
- add the incoming clerk, Mrs A Clayton as signatory to Lloyds Banks Accounts and NS&I Account;
- to authorise Lloyds on-line banking for the incoming clerk, Mrs A Clayton;
- to authorise a Lloyds debit card for the incoming clerk, Mrs A Clayton.

FC166-20/21 S137 Grant Applications

Recommendation: To resolve to approve the following grant applications:

- St Catherine's Hospice - £150
([application](#), [additional information](#), [accounts](#))
2019 £100
- EGRGA - £100
([application](#))
2019 £400 for storage container

Constitutions are confirmed by Clerk.

FC167-20/21 Neighbourhood Plan update

Recommendation: To receive and resolve to note update. (see [report](#))

FC168-20/21 Traffic Calming Working Group update

Recommendation: To receive and resolve to note update. (see [notes](#); update from Cllr Kornicky)

FC169-20/21 Community Emergency and Resilience Winter plan 2020/21

Recommendation: To receive and resolve to note Rudgwick Parish Magazine article and actions to be undertaken. (see [report](#))

FC170-20/21 Village Audit

Recommendation: To receive and note Village Audit format/participation. (see [report](#))

FC171-20/21 Training Update:

Recommendation: To receive and note [“To be an effective councillor”](#) training attended by Cllr Wightman update.

FC172-20/21 Five-year Business plan for Rudgwick Parish Council

Recommendation: To receive and resolve to finalise Rudgwick Parish Council priorities for its Business Plan. (see [report](#))

FC173-20/21 Staffing

Recommendation: to receive and resolve to adopt actions as stated in [report](#).

FC174-20/21 Chairman’s Closing Remarks

Recommendation: To receive and resolve to note.

FC175-20/21 Date of next Council Meeting: 9th November 2020, at 7.00 pm

Recommendation: To resolve to note the date for the next meeting as Monday 9th November 2020, at 7pm.