



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

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

Date: 3rd August 2020

To: All Members of Rudgwick Parish Council

You are duly summoned to the virtual annual 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) of Rudgwick Parish Council on **Monday 10th August 2020** at 7 pm.

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 Friday 8th August 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.

- FC086-20/21 **Election of Chairman for the municipal year 20/21**
To elect a Chairman.
- FC087-20/21 **Election of Vice-Chairman for the municipal year 20/21**
To elect a Vice-Chairman
- FC088-20/21 **Apologies for Absence**
To receive and approve.
- FC089-20/21 **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.
- FC090-20/21 **Minutes of Council Meeting of 13th July 2020**
(Minutes on Rudgwick Parish Website)
To receive for approval the Minutes as an accurate record of the Council Meeting held on 13th July 2020 and for the chairman to sign these.

FC091-20/21 **District and County Councillors Reports** (for noting only)

To receive and note reports.

FC092-20/21 **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.

FC093-20/21 **Accident on the Downs Link/ A281**

To receive information

FC094-20/21 **Planning**

To report on:

- i) Current Planning Applications to be considered for comment to Horsham District Council (HDC).

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 comments made under delegated powers (for noting only);

iii)	Schedule of Planning 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 alleged enforcements (for noting only).
vi)	To report on planning applications being considered at Planning Committee North.
vii)	Keeping Planning Local NALC/LGA petition To receive information and consider.
FC095-20/21	Correspondence Update (for noting only) • Letter to HDC/WSCC regarding Arriva 63 bus route/bus lanes; • Letter to HDC Planning regarding potential abuse of prior approval process.
FC096-20/21	Chairman's Report (for noting only)

	• Allotments; • Broadband; • West Sussex Pupil Librarian of the Year Award 2020 winners.
FC097-20/21	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/
FC098-20/21	Finance To consider for approval/ noting: • Payments made/received July; • Transfer of £30,000 from N&SI savings account to Lloyds Savings Account; • Detailed Receipts & Payments by budget heading June; • Bank Reconciliations for July: Lloyds: Business, Savings, KGV, Deed and NS&I Accounts; • Monthly Bank Reconciliation; • Payments to be made.
FC099-20/21	Consent under Local Government Act 1972 sch 12 para 10(2)(b)/Register of Member's Interest update To receive information.
FC100-20/21	Scheme of Delegation To consider and resolve.
FC101-20/21	Committees and Working Groups Appointment of Members for the 2020/21 municipal year To confirm committees/working groups membership
FC102 -20/21	Appointment of Chairmen and Vice-Chairmen of Committees for the 2020/21 municipal year To appoint Chair/Vice-Chairmen
FC103-20/21	Representatives on Outside Organisations (for noting only) To consider and resolve.
FC104-20/21	Subscriptions To consider and resolve.
FC105-20/21	Complaints Procedure To receive and resolve.
FC106-20/21	Freedom of Information/Data Protection Policies To receive and resolve.
FC107-20/21	Press/ Media Policy To consider and resolve.
FC108-20/21	Review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses To consider and resolve.

FC109-20/21	Employment Policies and Procedures To consider and resolve.
FC110-20/21	S137 Spending Review 2020/21 (for noting only) To consider and resolve.
FC111-20/21	Insurance To consider and resolve
FC112-20/21	Annual Meeting Standard Order items already confirmed at May/June 2020 Council Meetings, due to the postponement of the Annual Meeting as a result of the COVID-19 pandemic. (for noting only) To consider and resolve.
FC113-20/21	King George's Field Charity Arrangements To consider and resolve.
FC11420/21	Rudgwick Hall Boiler replacement To consider and resolve the appointment of a contractor.
FC115-20/21	County Local Committee Meetings To consider and resolve.
FC116-20/21	Staffing To receive update/ consider for approval.
FC117-20/21	Date of next Meeting: 14th September, 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/ Amazon Alexa devices should be switched to silent/ off for the duration of the meeting.

RUDGWICK PARISH COUNCIL

Annual Council Meeting on Monday 10th August 2020 at 7.00 pm

Clerk's Report

To be read in conjunction with the Agenda

FC086-20/21	Election of Chairman for the municipal year 20/21 To elect a Chairman. Recommendation: 1. To elect a Chairman in accordance with Standing Order 5.e.; 2. The Chairman to sign the Declaration of Acceptance of Office. Information: Councillor David Buckley has indicated that he is willing to continue to be the chair – no other registrations of interest have been received.
FC087-20/21	Election of Vice Chairman for the municipal year 20/21 To elect a Vice Chairman Recommendation: 1. To elect Vice Chairman in accordance with Standing Order 5.e. Information: Councillor Paul Thompson has indicated that he is willing to continue to be the Vice Chairman, with Councillor Ellis having indicated that he is willing to be “acting Vice Chairman” until Cllr Paul Thompson is ready to take over. If, for any reason, Councillor Ellis is unable to continue, an election will have to take place. Alternatively, if another councillor is willing to stand, both Cllrs Thompson and Ellis are more than willing to step aside. However, no other registrations of interest have been received.
FC088-20/21	Apologies for Absence Recommendation: To resolve to receive and approve apologies. At time of calendar preparations: Apologies have been received from West Sussex County Councillor Christian Mitchell.
FC089-20/21	Declarations of Interest Recommendation: To receive any Declarations of Interest from Members of the Council and resolve for these to be <i>noted</i>. 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 <i>a Member has an interest should be sought before attending the meeting.</i>
FC090-20/21	Minutes of Council Meeting of 13th July 2020 Recommendation: To receive and resolve the Minutes as an accurate record of the

	Council Meeting held on 13th July 2020 and for the Chairman to sign these, in accordance with Standing Order 5.1.ii/iii.
FC091-20/21	District and County Councillors Reports Recommendation: To receive and note reports (Cnty Cllr report).
FC092-20/21	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.
FC093-20/21	Accident on the Downs Link/ A281 Recommendation: To receive information and consider to resolve actions if appropriate. See clerk's report .
FC094-20/21	Planning To report on:
i)	Current Planning Applications to be considered for comment to Horsham District Council (HDC).
ii)	To report on Planning Applications comments made under delegated powers (for noting only);
iii)	To report on Schedule of Planning Decisions made by Horsham District Council on previous applications (for noting only);
iv)	To report/consider for comment on any appeal notices and decisions; None received.
v)	To report on alleged enforcements (for noting only).
vi)	To report on planning applications being considered at Planning Committee North. None received.
vii)	Keeping Planning Local NALC/LGA petition To receive information and consider.
FC095-20/21	Correspondence Update (for noting only) Recommendation: To resolve to note correspondence update. • Letter to HDC/WSCC regarding Arriva 63 bus route/bus lanes not being changed. In response to having been informed that the Arriva 63 bus route/lane is not to be changed (13th July 2020 meeting) a response has been sent. • Letter to HDC Planning regarding potential abuse of prior approval process.
FC096-20/21	Chairman's Report (for noting only) • Allotments; • Broadband; • West Sussex Pupil Librarian of the Year Award 2020 winners.
FC097-20/21	Clerk's announcements/decisions (for noting only) To receive Clerk's Weekly Updates (from 6 th July to 2 nd August 2020) Rudgwick Parish Council website

	http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/
FC098-20/21	Finance Recommendation: To resolve to <i>note</i> payments/transfer made/received/ Detailed Receipts & Payments by budget heading/Bank Reconciliation Lloyds Accounts/Monthly Bank Reconciliation and to resolve to approve transfer/ payments to be made. • Payments made/received July; • Transfer of £30,000 from N&SI savings account to Lloyds Savings Account; • Detailed Receipts & Payments by budget heading June; • Bank Reconciliations for July: Lloyds: Business, Savings, KGV, Deed and NS&I Accounts; • Monthly Bank Reconciliation; • Payments to be made.
FC099-20/21	Consent under Local Government Act 1972 sch 12 para 10(2)(b)/Register of Member's Interest update Recommendation: To resolve to note the requirement for councillors to ensure Consent under Local Government Act 1972 sch 12 para 10(2)(b) and Register of Member's Interest is completed/ up to date and submitted to the Clerk. Information: Please complete, sign (electronically will be fine) and submit form to the Clerk. Please visit website and review Register of Interest and if there are changes to your circumstances (membership of organisations/ property/interest)/ no changes, please complete, sign and submit form (hard copy) to the Clerk, Parish Office.
FC100-20/21	Scheme of Delegation Recommendation: To resolve to adopt in accordance with Standing Order 5.j.v delegation arrangements for Committees and Parish Staff at the Council meeting, the updated Scheme of Delegation.
FC101-20/21	Committees and Working Groups Appointment of Members for the 2020/2021 municipal year To resolve appointments Recommendation: To resolve that members are to be appointed to the Complaints; Finance, Policies and Human Resources; Halls, Recreation and Open Spaces, Planning Committees and Emergency Planning and Community Safety, S106 and Traffic Calming Working Groups for the 2020/21 municipal year in accordance with Standing Orders 5.j.vii and 4d Information Councillors have registered interest as follows: Complaints Committee (four incl. CM): Chairman, S Wightman, W Manson, one vacancy. Finance, Policies and Human Resources Committee (four plus CM/VCM): Chairman, Vice Chairman, M Ellis, A Gorman, S Kornysky, R Landeryou, P Thompson. Halls, Open Spaces and Recreation Committee (four plus CM.VCM): Chairman, Vice Chairman, A Haynes, P Thompson/M Ellis, W Manson, S Wightman, one/two vacancies. Planning Committee (five plus Chairman, Vice Chairman): Chairman, Vice Chairman, A Gorman, M Ellis, A Haynes, S Kornysky, I Maclachlan.

	Emergency Planning and Community Safety Group (four including two councillors): W Manson, one vacancy S106 Committee (max eight with four councillors): M Ellis, S Kornysky, R Landeryou, W Manson. Traffic Calming Working Group (max eight with min two councillors): A Haynes, S Kornysky, W Manson. Information Scheme of Delegation (as in FC100-20/21) Committee and Working Groups Terms of Reference for the Complaints; Finance, Policies and Human Resources; Halls, Recreation and Open Spaces; Planning Committees and Emergency Planning and Community Safety, S106 and Traffic Calming Working Groups (as resolved in accordance with Standing Order 5.j.vi at the Council Meeting of 8th June 2020 - FC035-20/21; FPHR Committee meeting of 27th May – FPHR 010-20/21).
FC102-20/21	Appointment of Chairmen and Vice Chairmen of Committees for the 2020/21 municipal year Recommendation: To resolve in accordance with Terms of Reference for Committees and Working Groups that Chairmen and Vice Chairmen are to be appointed for Complaints; Finance, Policies and Human Resources; Halls, Recreation and Open Spaces, Planning Committees: Information: Chairman/Vice Chairman for: Complaints Committee Finance, Policies and Human Resources Committee Halls, Recreation and Open Spaces Committee Planning Committee
FC103 -20/21	Representatives on Outside Organisations Recommendation: To consider to resolve the arrangements for reporting back be an item on Council meetings; and to approve council representatives on outside organisations for the municipal year 2020/21 in accordance with Standing Order 5.j.xi. The following councillors have registered an interest: • Horsham Association of Local Councils: • Rudgwick Youth Centre Management Steering Group: Cllr Kornysky • Rudgwick Brickwork Liaison Group: Cllr Maclachlan • Communities Against Gatwick Noise Emission: • Barley Croft Liaison Group: Cllr Kornysky
FC104-20/21	Subscriptions Recommendation: To resolve Council's subscriptions in accordance with Standing Order 5.j.xv. • SSALC/NALC/HALC (£895) • Society of Local Council clerks (£180) • AiRS (£144) • Fields in Trust (£65) • Information Commissioner's Office for Data Protection (£40) • LCR magazine (£34)

	• Office 365/antivirus protection (£850) • CPRE (£35) • CAGNE Aviation Town and Parish Council Forum (£4) • Satswana Data Ltd – Data Protection Officer (£150) Information: Amounts are based on recent payments/last year's payments
FC105-20/21	Complaints Procedures Policy Recommendation: To review and resolve the Council's Complaints Procedures Policy with amendments in accordance with Standing Order 5.j.xvi.
FC106-20/21	Freedom of Information/Data Protection Policies Recommendation: To review and resolve the amended Council's procedures for handling request made under the Freedom of Information Act 2000 and the General Data Protection Regulations with/without amendments in accordance with Standing Order 5.j.xvii. • Freedom of Information Policy • Freedom of Information Publication Scheme (with amendments) • Information and Data Protection Policy (with amendment)
FC107-20/21	Press/ Media Policy Recommendation: To review and resolve the Press/Media Policy without amendments in accordance with Standing Order 5.j.xviii.
FC108-20/21	Review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses Recommendation: To resolve that there are currently no arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses in accordance with Standing Order 5.j.x.
FC109-20/21	Employment Policies and Procedures Recommendation: To review and resolve the Employment Policies and Procedures without amendments in accordance with Standing Order 5.j.xix. • Adverse Weather Policy • Disciplinary Policy • Equal Opportunity Policy • Grievance Policy • Health and Safety Policy • Lone Working Policy • Pay Policy • Sickness and Absence Policy • Staff Appraisal Policy • Staff Expenses Policy • Training and Development Policy • Pension Discretion Policy (Local Government Pension Scheme)
FC110-20/21	S137 Spending Review 2020/21 Recommendation: To resolve to note the Council's S.137 budget of £2,000 as prescribed in S. 137 of the Local Government Act 1972 in accordance with Standing

	Order 5.j.xx. Information: The Ministry of Housing, Communities and Local Government (MHCLG) has notified the National Association of Local Councils (NALC) that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for parish and town councils in England for 2020-21 is £8.32 per elector. (Rudgwick Parish electoral role 2,253, i.e. £18,744.96 – Council's budget for 2020/21 is £2,000)
FC111-20/21	Insurance Recommendation: To resolve the review of the arrangements for insurance cover on a three-Year agreement with Came & Co until 1 October 2022 in accordance with Standing Order 5.j.xiv. Information: Annual payment of premium is due in September 2020.
FC112-20/21	Annual Meeting Standard Order items already confirmed at May/June 2020 Council Meetings, due to the postponement of the Annual Meeting as a result of the COVID-19 pandemic. Recommendation: To resolve to note that the following items, as mentioned in Rudgwick Parish Council Standing Orders, have been reviewed at May/June ordinary Council Meetings due to the postponement of the Annual meeting as a result of the COVID 19 pandemic: • Rudgwick Parish Standing Orders/ Financial Regulations review according to Standing Order 5.j.ix (FC012/FC013-20/21) • Asset Register Review according to Standing Order 5.j.xiii (FPHR011-20/21; FC035-20/21) • Committee and Working Groups Terms of Reference according to Standing Order 5.j.vi (FPHR010-20/21; FC035-20/21) • Determination of time and place of ordinary Council meetings including the next annual meeting of the Council according to Standing Order 5.j.xxi. (FC047-2021)
FC113-20/21	King George's Field Charity Arrangements Recommendation: To resolve that arrangements for the registered charity 1082090 continue subject to the agreements of the Trustee.
FC114-20/21	Rudgwick Hall Boiler replacement Recommendation: To resolve the appointment of a contractor. See report.
FC115-20/21	County Local Committee Meetings Recommendation: To receive and consider to resolve a response to WSCC Democratic Services regarding County Local Committee Meeting. Information: WSCC Democratic Services are asking the Council for input by 14th August as to the Council's views on the holding of CLC's in October/November 2020.

	Councillor statement: Personally I think opportunities for community engagement are important and should be available if possible (virtually rather than not at all), and would like to see a CLC take place (as the June one was cancelled for obvious reasons).
FC116-20/21	Staffing Recommendation: To consider to resolve payment of additional hours for July for clerk (16.5 hours) and facilities officer (19 hours). Information: Facilities Officer has had an increase in hours, to ensure that the Council is in adherence with all aspects of COVID 19 legislation before opening facilities, as well as some travelling time with delivery/collection of laptop.
FC117-20/21	Date of next Meeting: 14th September, at 7.00 pm Recommendation: To resolve to note the date of the next meeting as 14th September, at 7.00 pm.