



RUDGWICK PARISH COUNCIL

Minutes of the virtual Meeting of the Parish Council held on Monday 11th May 2020 at 7 pm.

Present: Councillors D Buckley (Chairman), P Thompson (Vice-Chairman), M Ellis, A Haynes, S Kornysky, R Landeryou*, I Maclachlan, W Manson*, S Wightman.

(Joined at 7.30pm due to taking part in another meeting/ meeting time confusion respectively)

Also, taking part: Parish Clerk Jonna Foote and three members of the public.

FC001-20/21 Apologies for Absence

Apologies from Cllr Gormley were received; West Sussex County Councillor Christian Mitchell sent his apologies in consideration to the meeting being the first virtual one held by the council. This was **agreed to be noted**.

FC002-20/21 Declarations of Interest

No declarations of Interest as defined under the Localism Act 2011 and the Parish Council Code of Conduct were made. Cllr Manson submitted an updated Register of Interest which has been posted on the Rudgwick Parish website and submitted to Horsham District Council. This was **agreed to be noted**.

FC003-20/21 Minutes of Council Meeting of 10th February 2020

It was **resolved to approve** [Minutes](#) of the council meeting held on 10th February 2020 and [Electronic Decisions](#) during the Corona Virus period 30th March – 6th April 2020 as accurate records and for the chairman to sign these.

FC004-20/21 Election of temporary Vice-Chairman

It was **resolved** to appoint Cllr Ellis as temporary Vice-Chairman, proposed by Cllr Maclachlan seconded by Cllr Haynes and agreed unanimously.

FC005-20/21 District and County Councillors Reports

It was **resolved** to receive the reports and for these **to be noted**:

- The contents of County Councillor Christian Mitchell's [Report](#).
- District Councillor Richard Landeryou, arrived just prior to FC007-20/21 and immediately afterwards reported that HDC is opening up countryside car parks; the opening of the recycling centres (for garden waste and household waste that could cause harm only) initially had long queues. Depending on developments it is hoped to open Horsham Arts Centre cinema in July. Car parking charges may soon be introduced, additional costs to cover the "normal working" of the council is at a cost of £800,000 per month, covered by the Government until today. There is no information on the opening of schools.

FC006-20/21 **Public Speaking Session**

A Cox Green resident voiced his support for the Rudgwick Neighbourhood Plan consultation. Two Rudgwick residents spoke against Planning Application DC/20/0804 mentioning right of access, the proposed development being two self-contained units adding to a traffic situation that is already of concern under present conditions.

FC007-20/21 **Planning**

To report on:

- i) Current Planning Applications were **resolved** unanimously and agreed to be **noted** for comment to Horsham District Council (HDC).

Applications for consideration at Rudgwick Parish Council Meeting 11 th May 2020			
Application No	Applicant	Reason for Application	Recommendation
DC/20/0804 30.04.2020	Chestnuts, Hornshill Farm, Guildford Road, Rudgwick	Conversion of existing barn to ancillary accommodation subordinate to the main dwelling	No objection with the following conditions: The accommodation to be subordinate and tied to the main dwelling as traffic access is already reported to be an issue.
DC/20/0539 20.04.2020	Riverside Farm, Guildford Road, Rudgwick	Conversion of agricultural barn to a dwelling house (Certificate of Lawful Development Proposed)	No objection with the following condition: the permitted development is to be for permanent, long term residential occupancy only (and not be part of the many activities that are already taking place at the site, e.g. become a holiday let.)

- ii) Planning Applications [comments](#) made by Rudgwick Parish Council Planning Committee to HDC under delegated powers were **agreed to be noted**.
- iii) [Schedule of Planning Decisions](#) made by HDC in respect of previous applications was **agreed to be noted**.
- iv) [Schedule of Appeal Notices and Decisions](#) lodged with HDC was **agreed to be noted**.
- v) [Enforcements](#) were **agreed to be noted** made by HDC.
- vi) There were no planning applications considered at Planning Committee North that required to be noted.

Planning Committee

It was **resolved** for Cllr Susan Wightman to be member on the Planning Committee. Proposed by Cllr Buckley seconded by Cllr Manson and unanimously agreed.

FC008-20/21 Correspondence Update

It was **agreed to note** the correspondence update regarding the Arriva 63 bus route/bus lanes. ([Letter to HDC/WSCC](#) and [Reply](#)) and for the Clerk to respond on behalf of the Council in respect of the inaccuracy regarding the meeting of the bus operator at the start of the process, as mentioned in the HDC reply.

Cllr Thompson mentioned the recent 100th birthday of a Rudgwick resident and it was unanimously agreed for the Chairman to send a letter of congratulation.

FC009-20/21 Clerk's announcements/decisions

Clerk's announcements/decision <http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/> (period 9th February– 4th May 2020)/ information below were received and **agreed to be noted**:

- Rudgwick COVID 19 Community Support Group has 81 volunteers that have had contact with 79 households last week. Funding information received by the Clerk is forwarded to the group, the Clerk is acting as “banker” for Lower Beeding Hub funding;
- Tisman's Common defibrillator has been reported as non-functioning, battery and pads have been ordered. Litter Warden provided essential support in the matter;
- Rudgwick Hall (hallway and toilets) are to be painted during lockdown period.

FC010-20/21 Parish Council representatives on outside Organisations

It was **agreed to note** the [report](#) on the Roundtable meeting (Gatwick Airport).

FC011-20/21 Finance

Payments made/received/ Detailed Receipts & Payments by budget heading/Bank Reconciliation Lloyds Accounts/Monthly Bank Reconciliation were received. These are to be signed by the Chair of the Finance, Policies and Human Resources Committee at the earliest convenience, a payment of up to £950 for cemetery legal matters in connection with the extension of the burial ground as agreed by the Chairman were **agreed to be noted**.

It was **resolved to approve** payments to be made, proposed by Cllr Manson seconded by Cllr Kornycky and agreed unanimously.

- Payments made/received [February](#), [March](#) and payments made [May](#);
- [Detailed Receipts & Payments](#) by budget heading February/March;
- Bank Reconciliations: Lloyds: Business [February](#) & [March](#), [Savings](#), [KGV](#), [Deed](#) and [NS&I](#) Accounts;
- [Monthly Bank Reconciliation](#);
- [Payments](#) to be made;
- [End of Year Account Statement](#) (Summary Receipts & Payments).

FC012-20/21 Standing Orders

It was **resolved to approve** the amended [Standing Orders](#) proposed by Cllr Ellis seconded by Cllr Landeryou and agreed unanimously.

FC013-20/21 Financial Regulations

It was unanimously **resolved to approve** the amended [Financial Regulations](#) proposed by Cllr Manson seconded by Cllr Wightman.

FC014-20/21 Rudgwick Neighbourhood Plan

It was unanimously **resolved to agree**

- the recommendation made by the consultant regarding the Re-Consultation 14 [process](#);
- approve the Draft Rudgwick Neighbourhood Plan for Re-Consultation 14 circulated to

councillors prior to the meeting;

- the eight-week Re-Consultation 14 to be from 18th May, with the closing date being midnight 15th July 2020;
- provide hard copies of the Neighbourhood Plan in a public place for inspection by the public can only be done when COVID-19 lockdown guidance changes allowing this to be undertaken safely.

Discussion did take place regarding the consultation being challenged if a hard copy could not be provided. Proposed by Cllr Maclachlan seconded by Cllr Landeryou.

FC015-20/21 Rudgwick Hall – heating system

It was **resolved to approve**:

- expenditure of up to £10,000 on the installation of a new boiler, water tank and if feasible, connection to the solar panels for hot water at Rudgwick Hall as soon as possible, and accessing S106 monies to fund this;
- To investigate and implement further effective measures to reduce carbon footprint in the next 12-24 months as part of an energy strategy.

Proposed by Cllr Landeryou seconded by Cllr Thomson and agreed unanimously.

FC016-20/21 COVID 19 period – lease/rental payments for Council facilities

It was **resolved*** to agree to:

- allow Rudgwick Parish council facilities lease holders a three-month rent holiday, which is to be paid in the next 12-18 months; and to consider a re-negotiation of rent where appropriate;
- carry forward hire payments for sessions that could not be taken up at the end of March due to the COVID-19 lockdown until facilities are opened again and bookings can be taken.

*Councillor Buckley declared an interest as a hirer and did not partake in the voting on hire charges.

FC017-20/21 Traffic Calming Group

It was **agreed to note** the Traffic Calming Group [report](#).

FC018-20/21 Allotments -

It was **resolved** for the Clerk to write to local landowners who may be willing to engage in the provision of land for the use of allotments, as under Small Holdings and Allotments Act 1908 the number of residents interested in accessing an allotment has reached the required level.

FC019-20/21 Electric Vehicle Charging Point – Rudgwick Hall

It was **resolved** for the Clerk to investigate the provision of Electric Vehicle Charging Point installation with Fields in Trust as well as receiving further information on type of installation, vandalism before progressing further.

FC020-20/21 S137 Grant Applications

It was **resolved** to allocate the following grants:

- Air Ambulance Kent Surrey Sussex Service £250.00;
- Horsham District Age UK £350.00.

And to postpone the application from the Games Hub until September/ when the group can meet again. Proposed by Cllr Landeryou seconded by Cllr Manson and agreed unanimously.

FC021-20/21 Resolution to exclude the public and press from the business about to be transacted

It was **resolved to exclude** the public – in accordance with The Public Bodies (admission to Meetings) Act 1960, due to the confidential nature/exempt information of the following agenda item.

FC022-20/21 **Staffing**

It was **resolved to agree** to the recommendations made in the confidential report circulated to the councillors prior to the meeting:

- Incremental salary increases for both assistant clerk/clerk;
- Unused Holiday entitlement 2019/20 for the clerk to be taken forward to 2020/21;
- For the clerk to be paid up to 5 hours over-time per week when workload demands this;
- Expenses for litter warden.

Proposed by Cllr Landeryou seconded by Cllr Ellis and agreed unanimously.

FC02320/21 **Date of next meeting:**

It was **agreed to note** the date of the next meeting as 8th June 2020, at 7.00 pm

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Councillor D Buckley
Chairman

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Date