



RUDGWICK PARISH COUNCIL

Minutes of the virtual Meeting of the Parish Council (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) held on Monday 10th August 2020 at 7 pm. Due to technical reasons the meeting did not start until 7.14 pm.

Present: Councillors D Buckley (Chairman), M Ellis, A Gormley, A Haynes, S Kornysky, R Landeryou (Councillor/ Horsham District Councillor (HD Cllr)), P Thompson, I Maclachlan, W Manson, S Wightman.

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

FC086-20/21 Election of Chairman for the municipal year 20/21

It was unanimously **resolved** to elect Cllr David Buckley as Chairman for the municipal year 2020/21 in accordance with Standing Order 5.e.;

Proposed by Cllr Maclachlan seconded by Cllr Kornysky.

It was **resolved** for the Chairman's Declaration of Acceptance of Office be signed.

FC087-20/21 Election of Vice Chairman for the municipal year 20/21

It was unanimously **resolved** to elect Cllr Paul Thompson as Vice Chairman for the municipal year 2020/21 in accordance with Standing Order 5.e; with Cllr Ellis taking on the role on a temporary basis.

Proposed by Cllr Manson seconded by Cllr Wightman.

FC088-20/21 Apologies for Absence

It was unanimously **resolved** to note that no apologies were received.

Apologies had been received from West Sussex County Councillor (WSC Cllr) Christian Mitchell and this was **noted**.

FC089-20/21 Declarations of Interest

It was unanimously **resolved to note** that no declarations of Interest as defined under the Localism Act 2011 and the Parish Council Code of Conduct were made.

FC090-20/21 Minutes of Council Meeting of 13th July 2020

It was unanimously **resolved** the [Minutes](#) of the Council Meeting held on 13th July 2020 to be an accurate record and for the Chairman to sign these.

FC091-20/21 District and County Councillors Reports

It was **resolved to note District/ County Councillors' reports**. The Chairman wished to thank WSC Cllr Mitchell/ HD Cllr Landeryou for their reports, and in specific for WSC Cllr Mitchell's report on the tragic accident on the A281 (previously circulated) and for all what he had done since the accident happened.

DC Cllr Landeryou (on arrival) referred to the accident as the biggest tragedy that had occurred and joined the Chairman in thanking WSC Cllr Mitchell for all his efforts. He reported the Traffic Calming Working Group's involvement, now and in the past, in trying to achieve a safer environment on the A281. He referred to the Government draft white paper on planning, the consultation runs until 12th October 2020. Calculations on the new basis could potentially increase annual house building in HDC District from 965 to 1,744 p.a. He reported that Horsham District (HDC) Council has now "opened up", the low footfall has an impact on HDC income.

FC092-20/21 **Public Speaking Session**

Two Rudgwick residents mentioned the tragic accident on the A281. It was acknowledged that the temporary notices that were put up, is currently all that can be done. However, Highways will hopefully be taking action after the outcome of the police report. It was reported that opportunities have been missed in the past, when meetings with WSCC Highways have taken place and issues such as the Down Link Crossing discussed. Self-closing gates (difficulties for horse riders), bridge, tunnel, rumble strip/ speed signs were all mentioned.

A Cox Green resident provided an update regarding the Arriva route 63 Broadbridge Heath bus lanes. HDC Director of Community Services and a representative of Arriva have been discussing the situation and the Director of Community Services will be writing to WSCC, involving the support from local Parish Councils, requesting for the situation to be resolved.

7.21 pm Councillors Gormley, Landeryou and Manson joined the meeting

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

It was **resolved** unanimously to write:

- a message of condolence, on behalf of the Council, to the mother of the young man who so tragically lost his life while on a charity bicycle ride;
- to WSC Cllr Mitchell:
 1. thanking him for his report and efforts post the A281 accident;
 2. requesting his support in clarifying the S106 "Rudgwick monies" (£25,000) that were set aside over ten years ago as being programmed for improvements of the Downs Link. Recently a Cox Green resident enquired after this sum and was informed that it had been re-allocated to another project. The Council is concerned regarding this "re-allocation" of funds without any input from Rudgwick Parish Council; especially as normally re-allocation of S106 monies is a lengthy and difficult process.
 3. requesting his support in clarifying what safety measures were included in the recent Downs Link upgrade.

The Chairman reported on actions that had taken place after the accident and expressed his thanks to all those that had provided support/ taken an active interest after the accident had taken place ([report](#)). The petition for improved signage had already been signed by more than 4,000 people. Councillors contributed that a variety of issues regarding the crossing/ signage on the A281 had been brought to the attention of WSCC Highways for a number of years, without actions having been taken.

FC094-20/21 **Planning**

To report on:

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

Applications for consideration at Rudgwick Parish Council Meeting 10 th August 2020			
Application No	Applicant	Reason for Application	Recommendation
DC/20/1354 30.07.2020	Heathers Farm, The Haven, Billingshurst	Installation of a horse walker	No Objection – on the condition that it is for private use only
DC/20/1314 28.07.2020	Pennthorpe School, Church Street, Rudgwick	Surgery to 2 x trees	No Objection – on the basis that this is approved by HDC arboricultural officer

- ii) Planning Applications [comments](#) made by Rudgwick Parish Council Planning Committee to HDC under delegated powers were unanimously **agreed to be noted**;
- iii) The Schedule of [Planning Decisions](#) made by Horsham District Council on previous applications was unanimously **agreed to be noted**;
- iv) It was unanimously **agreed to note** that no appeal notices/ decisions were received;
- v) It was unanimously **agreed to note** alleged [enforcements](#) made by HDC;
- vi) It was unanimously **agreed to note** that no planning applications considered at Planning Committee North were received;
- vii) It was unanimously **agreed** to support keeping planning locally, Clerk to respond to the Keeping Planning Local [NALC/LGA petition](#).

FC095-20/21 **Correspondence Update**

It was unanimously **resolved to note** correspondence update.

- [Letter](#) to HDC/WSCC regarding Arriva 63 bus route/bus lanes not being changed. Cox Green resident provided an update in Public Speaking Session.
- [Letter](#) to HDC Planning regarding potential abuse of prior approval process. A reply has not yet been received.

FC096-20/21 **Chairman's Report**

It was unanimously **resolved to note** the information provided in the Chairman's Report and unanimously **agreed** to take actions where appropriate.

- Allotments – land has been offered to the Council, exact measurements to be taken so number of allotments can be confirmed. Neighbouring properties to be consulted regarding the plan for allotments. After this, Clerk to contact those that registered an interest regarding formation of Allotment Association so that funding can be applied for. Financial elements: legal fees, public liability insurance, access road; fencing, water supply).
- Broadband – a Cox Green resident has it confirmed that there is no network in Cox Green, it is important that as many residents register an interest so the project can move forward;
- West Sussex Pupil Librarian of the Year Award 2020 winners – The Chairman reported that this was an achievement to be proud of; Clerk to send a letter of congratulations on behalf of the Council to the winners.

FC097-20/21 **Clerk's announcements/decisions**

It was unanimously **resolved to note** Clerk's Weekly Updates (from 6th July to 2nd August 2020)/ announcements and decisions. (<http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/>)

- Facilities Officer's workload is large and additional hours have been required to ensure that documents are kept up to date with the Government updates continuously changing.

The Chairman thanked Parish Office staff, and especially the Facilities Officer, for all the work they do.

FC098-20/21 Finance

It was unanimously **resolved to note** payments/transfer made/received/ Detailed Receipts & Payments by budget heading/Bank Reconciliation Lloyds Accounts/Monthly Bank Reconciliation and unanimously **resolved 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](#).

Proposed by Cllr Manson seconded by Cllr Landeryou.

FC099-20/21 Consent under Local Government Act 1972 sch 12 para 10(2)(b)/Register of Member's Interest update

It was unanimously **resolved 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 that these are to be submitted to the Clerk.

FC100-20/21 Scheme of Delegation

It was unanimously **resolved** to approve the updated [Scheme of Delegation](#), in accordance with Standing Order 5.j.v delegation arrangements for Committees and Parish Staff at the Council meeting.

FC101-20/21 Committees and Working Groups Appointment of Members for the 2020/2021 municipal year

It was unanimously **resolved** for members 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 as follows, in accordance with Standing Orders 5.j.vii and 4d. It was unanimously **resolved** to remove the limit of people (eight) in the Traffic Calming Working Group.

Complaints Committee (four members): Cllr Buckley, Cllr Maclachlan, Cllr Manson, Cllr Wightman

Finance, Policies and Human Resources Committee (six members): Cllr Ellis, Cllr Gormley, Cllr Buckley; Cllr Kornychy, Cllr Landeryou, Cllr Thompson

Halls, Recreation and Open Spaces Committee (six members): Cllr Haynes, Cllr Wightman, Cllr Buckley, Cllr Ellis, Cllr Maclachlan, Cllr Manson

Planning Committee (seven members) Cllr Buckley, Cllr Ellis, Cllr Gormley, Cllr Haynes, Cllr Kornychy, Cllr Maclachlan, Cllr Thompson

Emergency Planning and Community Safety Group (four including two councillors): Cllr Manson, Cllr Gormley; and for the Chairman to mention in the Rudgwick Parish Council that the council is seeking volunteers to be part of this committee. The Chairman

thanked Mr P Tanner, a Rudgwick resident who had been part of the committee and taken active part for many years for his work and commitment and Clerk to send a message to Mr Tanner conveying this.

S106 Working Group (max eight with four councillors): Cllr Kornycky, Cllr Ellis, Cllr Landeryou, Cllr Manson.

Traffic Calming Working Group (No maximum, with min two councillors): Cllr Haynes, Cllr Kornycky, Cllr Manson AMENDMENT TO DRAFT MINUTES: the addition of Cllr Wightman.

FC102-20/21 Appointment of Chairmen and Vice Chairmen of Committees for the 2020/21 municipal year

It was unanimously **resolved** to appoint Chairmen/ Vice Chairmen for Complaints; Finance, Policies and Human Resources; Halls, Recreation and Open Spaces, Planning Committees; Emergency Planning and Community Safety; S106, Traffic Calming Working Groups.

Complaints Committee: Cllr Buckley (Chair)

Finance, Policies and Human Resources Committee: Cllr Ellis (Chair), Cllr Gormley (Vice)

Halls, Recreation and Open Spaces Committee: Cllr Haynes (Chair), Cllr Wightman (Vice)

Planning Committee: Cllr Buckley (Chair), Cllr Kornycky (Vice)

Emergency and Planning and Community Safety Group: Cllr Manson (Chair); Cllr Gormley (Vice)

S106 Working Group: Cllr Kornycky (Chair), Cllr Manson (Vice)

Traffic Calming Working Group: Rudgwick residents – to be confirmed.

Cllr Kornycky mentioned the need for members of the public to be aware of their position if on a Council Working Group, amendments to the Standing Orders, Nolan Principles, Scheme of Delegation were discussed. The Clerk will explore this further.

FC103 -20/21 Representatives on Outside Organisations

Arrangements for reporting back be an item on Council meetings; and to approve council representatives on outside organisation for the municipal year 2020/21 was unanimously **resolved** in accordance with Standing Order 5.j.xi.

- Horsham Association of Local Councils: Cllr Haynes, Cllr Thompson (and reserve Cllr Maclachlan)
- Rudgwick Youth Centre Management Steering Group: Cllr Kornycky
- Rudgwick Brickwork Liaison Group: Cllr Maclachlan
- Communities Against Gatwick Noise Emission: Cllr Wightman
- Barleycroft Liaison Group: Cllr Kornycky

FC104-20/21 Subscriptions

Council's subscriptions for the municipal year 2020/21 were unanimously **resolved** in accordance with Standing Order 5.j.xv.

- SSALC/NALC/HALC
- Society of Local Council clerks
- AiRS
- Fields in Trust
- Information Commissioner's Office for Data Protection
- LCR magazine
- Office 365/antivirus protection
- CPRE
- CAGNE Aviation Town and Parish Council Forum
- Satswana Data Ltd – Data Protection Officer

- FC105-20/21 **Complaints Procedures Policy**
It was unanimously **resolved** to approve the Council's amended [Complaints Procedures Policy](#) in accordance with Standing Order 5.j.xvi.
- FC106-20/21 **Freedom of Information/Data Protection**
It was unanimously **resolved** to approve the amended/ non amended Council's procedures for handling requests 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 amendments)
- FC107-20/21 **Press/ Media Policy**
It was unanimously **resolved** to approve 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**
It was unanimously **resolved** 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**
It was unanimously **resolved** to approve the Employment Policies and Procedures without amendments in accordance with Standing Order 5.j.xix.
- [Adverse Weather Policy](#)
 - [Disciplinary Policy](#)
 - [Equal Opportunities 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**
It was unanimously **resolved to note** the Council's S.137 budget of £2,000 being within the legal limit as prescribed in S. 137(4)(a) of the Local Government Act 1972 (the appropriate sum for parish and town councils in England for 2020-21 is £8.32 per elector), in accordance with Standing Order 5.j.xx.
- FC111-20/21 **Insurance**
It was unanimously **resolved** to approve 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.
- 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.

It was unanimously **resolved to note** that the following items 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 and that these were approved according to Rudgwick Parish Council Standing Orders

- 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

It was unanimously **resolved** to approve arrangements for the registered charity 1082090 continue subject to the agreements of the Trustee.

FC114-20/21 Rudgwick Hall Boiler replacement

It was unanimously **resolved** to approve the appointment of Adept Heating and Mechanical Services with a quote of £6.084 ([report](#).)
Proposed by Cllr Kornysky seconded by Cllr Maclachlan.

FC115-20/21 County Local Committee Meetings

It was unanimously **resolved** to approve a response of support to keeping County Local Committee Meetings taking place, to WSCC Democratic Services.

FC116-20/21 Staffing

It was unanimously **resolved** to approve payment of additional hours for July for clerk (16.5 hours) and facilities officer (19 hours).
The Clerk gave a brief update on the position of the recruitment process for the new clerk.
The Chairman supported by Councillors thanked the Parish Office staff for their work and commitment.

FC117-20/21 Date of next Meeting: 14th September 2020, at 7.00 pm

It was **resolved to note** the date of the next meeting as Monday 14th September 2020 at 7.00 pm.

There being no other business, the Chairman closed the meeting at 8.54 pm.

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Councillor D Buckley
Chairman

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Date

