



## RUDGWICK PARISH COUNCIL

Minutes of the 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 held on Monday 12th October 2020 at 7 p.m.

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

**Also present** Anna Clayton – Clerk, Jonna Foote – Outgoing clerk and two members of the public`

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| FC153-20/21 | <p><b>Apologies for Absence</b></p> <p>Apologies were received from West Sussex (WS) County Councillor Christian Mitchell and <b>noted</b>.</p> <p>NB Cllr Gormley tried on two occasions (7.25pm and 7.37pm) to join the meeting, unfortunately due to technical reasons was unable to join the meeting.</p>                                                                                                                                                                                                                                                                                             |
| FC154-20/21 | <p><b>Declarations of Interest</b></p> <p>It was unanimously <b>resolved to note</b> that no Declarations of Interest as defined under the Localism Act 2011 and the Parish Council Code of Conduct were made.</p> <p>Cllr Kornysky confirmed she is no longer a volunteer at the Youth Centre. It was <b>noted</b> that her position as RPC representative on the Youth Centre committee does not require her to declare an interest</p>                                                                                                                                                                 |
| FC155-20/21 | <p><b>Minutes of Council Meeting of 14<sup>th</sup> September 2020</b></p> <p>It was unanimously <b>resolved</b> for the <a href="#">Minutes</a> as an accurate record of the Council Meeting held on 14th September 2020 and for the chairman to sign these.</p>                                                                                                                                                                                                                                                                                                                                         |
| 7.07 pm     | Cllr Landeryou joined the meeting and confirmed no declaration of interest.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| FC156-20/21 | <p><b>District and County Councillors Reports</b></p> <p>The chairman provided detail of the report submitted by WS County Councillor Mitchell with information on the section 106 funding and other matters. See <a href="#">Report</a></p> <p>HDC update -</p> <ul style="list-style-type: none"> <li>• Staff mainly working from home</li> <li>• Four dwellings brought in Slinfold for affordable housing</li> <li>• Horsham Park awarded a green flag</li> <li>• The capital got the government grant</li> </ul> <p>The chairman formally thanked both Cllrs for their reports and efforts made.</p> |
| FC157-20/21 | <p><b>Public Speaking Session</b></p> <p>A Cox Green resident provided an update regarding Arriva 64 bus route/bus lanes reporting that the letter written by Horsham District Council (HDC) had not yet been sent. Clerk to contact for update.</p>                                                                                                                                                                                                                                                                                                                                                      |

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|             | Barriers at Broadbridge Heath are soon to be removed by contractors to facilitate large vehicles – this will support bus lanes                                                                                                                                                                                                           |
| FC158-20/21 | <b>Planning</b><br>To report on:                                                                                                                                                                                                                                                                                                         |
| i)          | <b>Current Planning Applications</b> were resolved unanimously and <b>noted</b> for comment to Horsham District Council (HDC).<br>It was <b>noted</b> that HD Cllr/Cllr Landeryou did not partake in discussion or voting on these planning applications in the event that these may be discussed at HDC Horsham North Planning Meetings |

**Applications considered at Rudgwick Parish Council Meeting 12<sup>th</sup> October 2020**

| Application No                             | Applicant                                                             | Reason for Application                                                                                   | Recommendation      |
|--------------------------------------------|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|---------------------|
| <a href="#">DISC/20/0222</a><br>02.10.2020 | Hall House, The Haven,<br>Billingshurst                               | Approval of details reserved by condition 3 to approved application DC/17/2233                           | <b>No Objection</b> |
| <a href="#">DC/20/1820</a><br>25.09.2020   | Sweetlands Farm,<br>The Haven,<br>Billingshurst                       | Erection of a pole barn for hay and hay equipment storage (Certificate of Lawful Development Proposed)   | <b>No Objection</b> |
| <a href="#">DC/20/1876</a><br>28.09.2020   | First Floor Offices,<br>Rudgwick Garage,<br>Loxwood Road,<br>Rudgwick | Prior approval for the conversion of existing office accommodation at first floor to a residential flat. | <b>No Objection</b> |

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| ii)     | It was unanimously <b>resolved to note</b> Planning Applications made under <a href="#">delegated powers</a> ;                                                                                                                                                                                                                                                                                                          |
| iii)    | It was unanimously <b>resolved to note</b> the Schedule of <a href="#">Planning Decisions</a> made by HDC on previous applications                                                                                                                                                                                                                                                                                      |
| iv)     | It was unanimously <b>resolved to note</b> that there are no Appeal Notices and Decisions for comments;                                                                                                                                                                                                                                                                                                                 |
| v)      | It was unanimously <b>resolved to note</b> that there were no Alleged Enforcements for comments                                                                                                                                                                                                                                                                                                                         |
| 7.14 pm | Cllr Thompson joined the meeting and confirmed no declaration of interest                                                                                                                                                                                                                                                                                                                                               |
| vi)     | It was unanimously <b>resolved to note</b> that no Planning Applications were sent for consideration at Planning Committee North;                                                                                                                                                                                                                                                                                       |
| vii)    | Loxwood Clay Pits Ltd EIA Scoping Report update<br>It was unanimously <b>resolved to note</b> the Freedom of Information request information that has become available (document <a href="#">one</a> and <a href="#">two</a> )<br>The chairman thanked the resident who made the Freedom of Information request, providing information indicating that responses from WSCC to the current proposals are not favourable. |

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| viii)       | <p><a href="#">Planning for the future</a> - the planning white paper (deadline for responses 29<sup>th</sup> October 2020) see comment <a href="#">spreadsheet</a>.</p> <p>It was unanimously <b>resolved</b> for Councillors to provide their comments on consultation document by Friday 16<sup>th</sup> October.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| ix)         | <p><a href="#">Horsham Blueprint Business Neighbourhood Plan (Reg 16)</a> Consultation (closing date 2<sup>nd</sup> November 2020)</p> <p>It was unanimously <b>resolved</b> for Councillors to comment on consultation to HDC via the Clerk in the next two days;</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| x)          | <p>Revised Loxwood Parish Neighbourhood Plan REGULATION 14<br/> <a href="https://www.loxwood-pc.gov.uk/neighbourhood-plan.html">https://www.loxwood-pc.gov.uk/neighbourhood-plan.html</a></p> <p>It was unanimously <b>resolved</b> to submit to Loxwood Parish that Rudgwick Parish Council notes the concern regarding the number of houses to be developed but with no other comments.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| FC159-20/21 | <p><b>Correspondence update:</b></p> <p>It was <b>resolved to note</b> correspondence update.</p> <ul style="list-style-type: none"> <li>• <a href="#">Letter</a> to WSCC: Arriva 63 bus route/bus lanes;</li> <li>• <a href="#">Letter</a> to Loxwood WS County Councillor: Loxwood Clay Pits Ltd EIA Scoping Report;</li> <li>• <a href="#">Letter</a> to WSCC Planning: in support of extension of Rudgwick Brickworks submission (WSCC Planning responded that letter cannot be accepted until submission has been validated);</li> <li>• <a href="#">Letter</a> to Croudace Homes: grass verge; Waiting for response</li> <li>• <a href="#">Letter</a> to Co-op: thanking staff team for efforts during COVID-19 pandemic lockdown. Feedback provided was that staff were delighted;</li> <li>• 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;</li> <li>• <a href="#">Letter</a> to Rudgwick WS County Councillor and <a href="#">response</a>;</li> <li>• <a href="#">Reply</a> to letter to HDC Planning regarding potential abuse of prior approval process; further information was requested by HDC from the planning agent (deadline 1<sup>st</sup> October 2020) no HDC confirmation regarding this has been received. Waiting for response. The Clerk to follow this up and carry forward to next meeting</li> </ul> |
| FC160-20/21 | <p><b>Chairman's announcements</b></p> <p>It was unanimously <b>resolved to note</b> Chairman's announcements:</p> <ul style="list-style-type: none"> <li>• The new Clerk was welcomed;</li> <li>• Box Broadband Scheme, – difficulty in obtaining responses to emails;</li> <li>• High Sheriff of West Sussex Volunteer Awards: four Rudgwick residents were nominated for/ awarded the special recognition of the award. The High Sheriff will present the volunteers with the certificates at Rudgwick Hall, on for 22<sup>nd</sup> October at 3pm. (COVID-19 regulations on Social gatherings will be adhered to.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| FC161-20/21 | <p><b>Clerk's announcements/decisions</b></p> <p>It was unanimously <b>resolved to note</b> Clerk's Weekly Updates (7th September – 4<sup>th</sup> October 2020)</p> <p>Rudgwick Parish Council website</p> <ul style="list-style-type: none"> <li>• The updating of bank signatories has been started, due to discrepancies at Lloyds, it will be a challenging process;</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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|             | <ul style="list-style-type: none"> <li>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;</li> <li>Horsham District Council is undertaking a <a href="#">Community Facilities Study (Asset Study Project Brief)</a> and will visit Rudgwick Parish Council in October;</li> <li><a href="#">Pavement Parking Consultation</a> (for information).</li> </ul> <p><a href="http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/">http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| FC162-20/21 | <p><b>Parish Council representatives on outside Organisations</b><br/>It was unanimously <b>resolved to note</b> reports received.</p> <ul style="list-style-type: none"> <li>Barley Croft Liaison Group Meeting 6<sup>th</sup> October 2020; see <a href="#">Barley Croft Meeting</a><br/>Cllr Kornicky provided information from the report submitted after the agenda had been sent out.</li> </ul> <p>The Council <b>resolved to note</b> their concern over safety of the Suds Pond; Cllr Kornicky mentioned that the water levels are now correct after repair of hydro break, although RoSPA report has approved the site, there is still concern with regard to the steep sides of the pond. Clerk to communicate this to HDC - Contact Cllr Landeryou for best contact in HDC.</p> <ul style="list-style-type: none"> <li>Rudgwick Youth Centre Meeting 28<sup>th</sup> September 2020. See <a href="#">Youth Centre Meeting</a><br/>Cllr Kornicky provided information from the report she submitted<br/>Fire door replacement – there is a £73 difference in costs, S106 funds available. Clerk to check interest payment on S106 allocation.<br/>Youth Centre committee requested feasibility report for YC to be included on council agenda for December.<br/>Cllr Haynes to inform the Clerk of details relating to the garage roof/asbestos survey.</li> </ul> |
| FC163-20/21 | <p><b>Finance</b><br/>It was unanimously <b>resolved to note</b> payments made/transfer made/received/ Detailed Receipts &amp; Payments by budget heading/Bank Reconciliation Lloyds Accounts/Monthly Bank Reconciliation and <b>approve</b> all payments to be made.</p> <ul style="list-style-type: none"> <li><a href="#">Payments made/received September</a>;</li> <li>Detailed <a href="#">Receipts &amp; Payments</a> by budget heading September;</li> <li>Bank Reconciliations for September: Lloyds: <a href="#">Business</a>, <a href="#">Savings</a>, <a href="#">KGV</a>, <a href="#">Deed</a> and <a href="#">NS&amp;I</a> Accounts;</li> <li>Transfer of £10,000 from Lloyds Savings Account to Lloyds Business Account;</li> <li><a href="#">Monthly Bank Reconciliation</a>;</li> <li><a href="#">Payments to be made</a>.</li> </ul> <p>Proposed by Cllr Landeryou and seconded by Cllr Maclachlan.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| FC164-20/21 | <p><b>West Sussex Pension Fund Pooling Agreement Review</b><br/>It was unanimously <b>resolved to approve</b> the chairman to sign the <a href="#">Letter of Variation to the Small Scheduled Body Pooling Agreement</a>. Proposed by Cllr Manson and seconded by Cllr Ellis.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| FC165-20/21 | <p><b>Lloyds accounts/ NS&amp;I account– to update signatory details/ access for old/ new clerk.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

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|             | <p>It was unanimously <b>resolved to approve</b></p> <ul style="list-style-type: none"> <li>to remove the outgoing clerk, Mrs J A M Foote-Kortland as signatory from Lloyds Banks Accounts; NS&amp;I Account;</li> <li>add the incoming clerk, Mrs A Clayton as signatory to Lloyds Banks Accounts and NS&amp;I Account;</li> <li>to authorise Lloyds on-line banking for the incoming clerk, Mrs A Clayton;</li> <li>to authorise a Lloyds debit card for the incoming clerk, Mrs A Clayton.</li> </ul> <p>Proposed by Cllr Kornysky and seconded by Cllr Thompson.</p> |
| FC166-20/21 | <p><b>S137 Grant Applications</b></p> <p>It was unanimously <b>resolved to approve</b> grant applications:</p> <ul style="list-style-type: none"> <li>St Catherine's Hospice - £150</li> <li>EGRGA - £150</li> </ul> <p>Proposed by Cllr Ellis and seconded by Cllr Haynes.</p>                                                                                                                                                                                                                                                                                          |
| FC167-20/21 | <p><b>Neighbourhood Plan update</b></p> <p>It was unanimously <b>resolved to note</b> the update. (see <a href="#">report</a>)</p> <p>Cllr Maclachlan reported that the referendum would not take place until Spring 2020. However, at this stage the Neighbourhood Plan would have sufficient legal weight to attract 25% CIL contribution as well as being able to be applied to proposed development plans.</p>                                                                                                                                                       |
| FC168-20/21 | <p><b>Traffic Calming Working Group update</b></p> <p>It was unanimously <b>resolved to note</b> the update( <a href="#">notes</a>) Cllr Kornysky reported that the Speed Indication Devices (SIDs Rudgwick proposal had been accepted by WSCC Highways. However, RPC consultation with householders (where appropriate) is to be undertaken before WSCC Highways consultation is to commence, as agreed at a previous Council meeting. Chairman to include SIDs in his article for the November issue of the Rudgwick Parish Magazine.</p>                              |
| FC169-20/21 | <p><b>Community Emergency and Resilience Winter plan 2020/21</b></p> <p>It was unanimously <b>resolved and approved</b> for the Clerk to finalise the article for the November issue and insert (Clerk to update) for the December issue of the Rudgwick Parish Magazine</p> <p>Cllr Manson volunteered to sign up to the WSCC gritter twitter on @WSHighways as well as being the contact for the volunteer register; taking on the gritting co-ordinator role (see <a href="#">report</a>)</p>                                                                         |
| FC170-20/21 | <p><b>Village Audit</b></p> <p>It was unanimously <b>resolved</b> for:</p> <ul style="list-style-type: none"> <li>The clerk to contact Saxon Weald regarding the possible removal of the hedge at Pathfield Close;</li> <li>The Chairman to mention the importance of hedge maintenance/ safety of pedestrians in his article for the Rudgwick Parish Magazine November issue;</li> <li>For the village audit to be discussed in further detail at the November Council meeting.</li> </ul> <p>(see <a href="#">report</a>)</p>                                          |
| FC171-20/21 | <p><b>Training Update:</b></p> <p>It was unanimously <b>resolved to note</b> update from Cllr Wightman on informative training she attended <a href="#">"To be an effective councillor"</a></p> <p>Cllr Wightman reported the following as, in her opinion, being important factors:</p>                                                                                                                                                                                                                                                                                 |

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|             | <ul style="list-style-type: none"> <li>• Useful insight into case studies</li> <li>• A council can sue and be sued</li> <li>• Freedom of speech</li> <li>• If absent from a council meeting on more than six occasions, jeopardises position</li> <li>• Only offer an opinion if it results in taking a decision forward</li> </ul>                                                                                                                                                                                                                                                                                                                                                                              |
| FC172-20/21 | <p><b>Five-year Business plan for Rudgwick Parish Council</b></p> <p>It was unanimously <b>resolved to note</b> for the Rudgwick Parish Council Business Plan to be moved forward to the November RPC meeting. Councillors to contact the Clerk regarding prioritisation of the elements of the business plan. see <a href="#">Business Plan</a></p>                                                                                                                                                                                                                                                                                                                                                             |
| FC173-20/21 | <p><b>Staffing</b></p> <p>It was unanimously <b>resolved to approve</b> the mileage/ overtime payments for staff and updated contract for the Rudgwick Village Warden (previously known as Litter Warden). the job title Litter Warden to Rudgwick Village Warden<br/>see <a href="#">report</a>.</p> <p>Proposed by Cllr Wightman and seconded by Cllr Kornicky.</p>                                                                                                                                                                                                                                                                                                                                            |
| FC174-20/21 | <p><b>Chairman's Closing Remarks</b></p> <p>It was <b>resolved to note</b> that it was the current clerk's last meeting and the chairman thanked her, for her hard work and dedication to the Parish Council during her time at Rudgwick, listing the main achievements:</p> <ul style="list-style-type: none"> <li>• Managing council finances</li> <li>• General Data Protection</li> <li>• Parish Council website</li> <li>• Adoption of the RSCC</li> <li>• Managing part time staff</li> <li>• Neighbourhood plan and following the framework</li> <li>• Driving force of work to play area</li> </ul> <p>A presentation for the departing clerk will take place on the 27<sup>th</sup> October at noon</p> |
| FC175-20/21 | <p><b>Date of next Council Meeting:</b></p> <p>It was <b>resolved to note</b> the date for the next meeting as Monday 9<sup>th</sup> November 2020, at 7pm.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

There being no other business, the Chairman closed the meeting at 9.00 pm

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**Councillor D Buckley**  
**Chairman**

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**Date**