



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

Tel: 01403 822678
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Date: 8th January 2025

To: All Members of Rudgwick Parish Council

You are duly summoned to meeting of the Parish Council that will take place on Monday 13th January 2025 at the Rudgwick Hall, Bucks Green at 7p.m.

Anna Clayton

Mrs Anna Clayton
Clerk to Rudgwick Parish Council

Members of the public have a right and are welcome to attend the meeting as observers.

AGENDA

To be read in conjunction with Clerk's Report for further background information.
(can be found on <http://www.rudgwick-pc.gov.uk/>)

FC181-24/25 **Apologies for Absence**
To receive and approve.

FC182-24/25 **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.

FC183-24/25 **Minutes of Council Meeting of 9th December 2024**
(Minutes on Rudgwick Parish Website)
To receive for approval the Minutes as an accurate record of the Council Meeting held on 9th December 2025 and for the chairman to sign these.

FC184-24/25 **District and County Councillors Reports** (for noting only)
To receive and note reports.

FC185-24/25 **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.

FC186-24/25 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 13th January 2025				
Application No	Applicant	Reason for Application	Recommendation	Official Response Date
<u>CA/25/0001</u> 02.01.2025	Church Hill House, Church Street, Rudgwick	Surgery to 1x Group of Leyland Cypress forming hedge (Works to Trees in a Conservation Area)		23.01.2024 Determine 13.02.2025
<u>DC/24/1986</u> 02.01.2025	Bucks Cottage, Tismans Common, Rudgwick	Alterations to Boundary wall (Householder Application)		23.01.2025 Determine 17.02.2025
<u>DC/24/1987</u> 02.01.2025	Bucks Cottage, Tismans Common, Rudgwick	Alterations to Boundary wall (Listed Building Consent)		23.01.2025 Determine 17.02.2025
<u>DC/24/1958</u> 27.12.2024	Gibbons Mill Farm, Gatefield Bungalow, The Haven	Demolition of existing dwelling and construction of replacement dwelling.		Not available Determine 21.02.2025
<u>DC/24/1959</u> 27.12.2024	Furnace Lakes, Guildford Road, Slinfold	Removal of 9No. fishing swims and the siting of 3 shepherds huts for use as holiday accommodation (Class C3) together with associated works.		Not available Determine 11.02.2025

The above applications can be viewed through the Horsham District Council public access web page
<https://public-access.horsham.gov.uk/public-access/>

ii)	Schedule of 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 the schedule of new applications being considered/determined by the Planning Inspectorate (for noting only).
v)	To report on planning applications being considered at Planning Committee (North) (for

	noting only).
vi)	To report on alleged enforcements (for noting only).
vii)	To report on the schedule of outstanding Planning Compliance Issues being considered by HDC (for noting only).
viii)	Horsham District Council Local Plan 2023-2040 To report on the Cancellation of scheduled hearings – Examination of Horsham Local Plan.
FC187-24/25	Correspondence Update (for noting only) • 4Sight Vision Support thank you letter – S137 • S137 Grant for the Games Hub, thanks received from the Vicar, Martin King. • S137 Grant for Rudgwick Preschool, thanks received by email.
FC188-24/25	Chairman's Report (for noting only) • Agree speakers for Annual Parish Meeting • VE Day - RPS
FC189-24/25	Clerk's announcements/decisions (for noting only) To receive Clerk's Weekly Updates (from 9 th December 2024 – 12 th January 2025) • Churchmans Meadow tree update: 36 guards/sticks that need replacing. Due to the weather, remedial works to be carried out later in the month. • Finger Post Audit completed in November, ongoing remedial works by the Village Warden. • New salt bin in situ, located between Little Street and the RYC. • Rudgwick Hall heating thermostat control panel not working – Engineer contacted. Rudgwick Parish Council website www.rudgwick-pc.gov.uk
FC190-24/25	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable. •
FC191-24/25	Finance • Payments made/received December; • Detailed Income & Expenditure by budget heading December; • Bank Reconciliations for December: • Lloyds: Business, Savings, Deed and NS&I Accounts; • Monthly Bank Reconciliation; December • Payments to be made • Payments authorised by the Assistant Clerk in the presence of Chair of the Finance Committee • Transfer of £30,000 from Lloyds Business Account to the Lloyds Savings Account;
FC192-24/25	Lloyds accounts/ NS&I account– to update signatory details/ add new Cllrs. To receive and resolve.
FC193-24/25	S137 Funding applications To receive and resolve.

FC194-24/25	Consultations West Sussex Road Safety Strategy Public Consultation To receive and resolve.
FC195-24/25	Churchman's Meadow Drain inspection report To receive and resolve. (To note contents of report and action any recommendations)
FC196-24/25	Update on the Community Ownership Fund To receive and resolve.
FC197-24/25	RH Stage Cupboards To receive and resolve.
FC198-24/25	Jubilee Hall Update To receive and resolve.
FC199-24/25	Traffic Calming To receive and resolve.
FC200-24/25	Staffing To receive and approve
FC201-24/25	Date of next Meeting: 10th February 2025, 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. The Parish Council will be recording the meeting, members of the public should be aware that being present at a meeting of the Council or one of its Committees or Sub-Committees will be deemed as a person having given consent to being recorded (photographed, film or audio recording), at the meeting by any person present.

RUDGWICK PARISH COUNCIL

Annual Council Meeting on Monday 13th January 2025 at 7.00 pm

Clerk's Report

To be read in conjunction with the Agenda

FC181-24/25	Apologies for Absence Recommendation: To resolve to receive and approve apologies.
FC182-24/25	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>
FC183-24/25	<u>Minutes of the Council Meeting 9th December 2024</u> Recommendation: To receive for approval the minutes as an accurate record of the council meeting held on 9th December 2024 and for the Chairman to sign these.
FC184-24/25	District and County Councillors Reports (for noting only) Recommendation: To receive and note reports.
FC185-24/25	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.
FC186-24/25	Planning To report on:
i)	To note the Current Planning Applications to be considered for comment to Horsham District Council (HDC).
ii)	To report on Planning Applications comments made under <u>delegated powers</u> (for noting only);
iii)	To report on Schedule of <u>Planning Decisions</u> made by Horsham District Council on previous applications (for noting only);
iv)	To note there are no new applications being considered/determined by the Planning Inspectorate (for noting only).
v)	To note there are no new planning applications being considered at Planning Committee

	North (for noting only).
vi)	To note there are no new planning compliance issues being considered by HDC (for noting only).
vii)	To report on the schedule of outstanding Planning Compliance Issues being considered by HDC (for noting only).
viii)	Horsham District Council Local Plan 2023-2040 Recommendation: To resolve to receive updates and note. Cancellation of scheduled hearings – Examination of Horsham Local Plan
FC187-24/25	Correspondence Update (for noting only) Recommendation: To resolve to note correspondence update. • 4Sight Vision Support thank you letter – S137 • S137 Grant for the Games Hub, thanks received from the Vicar, Martin King. • S137 Grant for Rudgwick Preschool, thanks received by email.
FC188-24/25	Chairman’s Report (for noting only) • Agree speakers for Annual Parish Meeting • VE Day - RPS
FC189-24/25	Clerk’s announcements/decisions (for noting only) To receive Clerk’s Weekly Updates (from 9 th December 2024 – 12 th January 2025) • Churchmans Meadow tree update: 36 guards/sticks that need replacing. Due to the weather, remedial works to be carried out later in the month. • Finger Post Audit completed in November, ongoing remedial works by the Village Warden. • New salt bin in situ, located between Little Street and the RYC. • Rudgwick Hall heating thermostat control panel not working – Engineer contacted. Rudgwick Parish Council website https://rudgwick-pc.gov.uk/clerks-weekly-update/
FC190-24/25	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable.
FC191-24/25	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 December; • Detailed Income & Expenditure by budget heading December; • Bank Reconciliations for December: • Lloyds: Business, Savings, Deed and NS&I Accounts; • Monthly Bank Reconciliation; December • Payments to be made • Payments authorised by the Assistant Clerk in the presence of Chair of the Finance Committee • Transfer of £30,000 from Lloyds Business Account to the Lloyds Savings Account;
FC192-24/25	Lloyds accounts/ NS&I account– to update signatory details/ add new Cllrs. Recommendation: To receive and agree

	• to discuss amending and updating the Cllr signatories on the Lloyds Banks Accounts; NS&I Account; • Cllrs to take it in turns to authorise payments online each month, to ensure all passwords and log ins are kept active. FCM 9.12.24 FC168-24/25 It was unanimously resolved to agree and approve: • Cllr P Thompson requested to be removed as a signatory, from the Lloyds Banks Accounts; NS&I Account; • Clerk to contact Cllr Torn to request being added as a signatory, to authorise Lloyds on-line banking; • Cllrs to take it in turns to authorise payments online each month, to ensure all passwords and log ins are kept active. Existing Cllrs confirmed they were happy to remain as approved signories: Cllr Buckley, Cllr Burse, Cllr Maclachlan
FC193-24/25	S137 Funding applications Recommendation: To receive and discuss the S137 policy and any amendment to application dates. When to apply: The Council will use the criteria set by Department for Communities and Local Government Act to determine the maximum amount grant aid that will be available. <i>Grants will be decided at Council meetings in April and October.</i> There is no stipulation on dates in law, the S137 is an annual allowance which can be spent at any time providing the allocation isn't exceeded.
FC194-24/25	Consultations Recommendation: To receive update and discuss and approve actions to be undertaken. • West Sussex Road Safety Strategy Public Consultation
FC195-24/25	Churchman's Meadow Drain inspection report Recommendation: To receive report update and discuss and approve actions to be undertaken. Halls, Recreation and Open Spaces Committee Meeting 25.9.24 Churchmans Meadow HROS11-24/25 It was resolved unanimously to recommend to the Full Council to resolve: • Drainage (letter from resident site plan) it was agreed that the drain requires attention and this is on Parish Council land. Clerk to await report from Pondfield resident and investigate quotes for the drain to be cleared. Resident advised cost may be approx. £1600. • Tree Update – no further updates. Tree works in CM to be completed in November.
FC196-24/25	Update on the Community Ownership Fund Recommendation: To receive update and discuss and approve actions to be undertaken. https://www.msn.com/en-gb/news/uknews/state-funded-uk-scheme-to-save-beloved-community-sites-will-close-early/ar-

	AA1wmkTU?ocid=msedgntp&pc=U531&cvid=c5c8340b84b54531b548a637e634a948&ei=25 Community Ownership Fund: prospectus - GOV.UK
FC197-24/25	RH Stage Cupboards Recommendation: To receive update and discuss and approve actions to be undertaken. See report
FC198-24/25	Jubilee Hall Update Recommendation: To receive update and discuss and approve actions to be undertaken.
FC199-24/25	Traffic Calming Recommendation: To receive update and discuss and approve recommendations/actions to be undertaken. • 3x CHS Applications update • Rowhook SID Update: Rowhook and Clemsfold Amenity Society support the initiative. Request has been made for an update on the status and intention regarding the mounting of a SID at the western end of the 30mph zone in Rowhook. • Additional SID Lynwick Street – Lynwick Street resident asked to suggest preferred location of the socket prior to site meeting with WSCC Highways.
FC200-24/25	Staffing Recommendation: To receive update/consider for approval 2.5hrs overtime for the assistant clerk for hours worked at the FCM 9th December.
FC201-24/25	Date of next Meeting: 10th February 2025, at 7.00 pm Recommendation: To resolve to note the date of the next meeting as 10th February 2025, at 7.00 pm