



RUDGWICK PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Monday 9th December 2024 at Rudgwick Hall, Bucks Green, RH12 3JJ at 7 pm.

Present: Councillors D Buckley (Chairman), I Maclachlan, P Kornicky, S Kornicky, P Thompson (Vice Chairman), R Wild.
R Landeryou (Horsham District (HD) Councillor)

Also, present Anna Clayton – Clerk, Sarah Hall – Assistant Clerk and one member of the public.

FC156-24/25	Apologies for Absence Apologies were received from Cllr Alker, Cllr Burse, Cllr Haynes and Cllr A Ryan and noted. Apologies were received from West Sussex County Councillor Christian Mitchell and noted. Cllr Torn was absent.
FC157-24/25	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. The Chairman noted that the Parish Council has sought advice on Cllrs making personal submissions on planning applications. Cllr P Kornicky noted he will be representing himself, in a personal capacity at three local hearings.
FC158-24/25	<u>Minutes of Council Meeting of 11th November 2024</u> It was unanimously resolved for the minutes to be an accurate record of the council meeting held on 11th November and for the Chairman to sign these.
FC159-24/25	It was unanimously resolved for the <u>Minutes of Finance, Policies and Human Resources Committee Meeting of 17th July 2024</u> for adoption.
FC160-24/25	District and County Councillors Reports (for noting only) It was unanimously resolved to note WSCC Christian Mitchell's <u>report</u>. It was unanimously resolved to note R Landeryou (HD) Councillor's report: 4.12.24 – HDC Cllrs were given a presentation on a change of plan for the Horsham Enterprise Park (formally Novartis site). The presentation was given by the developer on behalf of WSCC. The original plan, as agreed by HDC, was for a mixed development of residential and commercial premises, hence the title Horsham Enterprise Park. Aspiration were that residents would be able to live and work on the same site. The plan would have provided much needed employment opportunities in the town centre. This

	has been changed to 100% housing, the excuse being that since Covid the commercial modal no longer works and need for office space has diminished. In addition to the 310 units planned for the front of the site, another 244 are planned for the rear, totalling 455 of which 35% will be affordable. The original plan for the site sites in our Reg 19 document, this change may well cause problems with the inspector, in regards to economic development in the District. Councillors will be meeting to discuss the issue Thursday 12th December. Attended a meeting with Rowhook residents about proposed development. One of their concerns was the speed of traffic through the village, the installation of a proposed SID would help. HDC are still waiting to hear what grants may be given to offset the NI increase due to cost HDC £500,000.00. The Chairman formally thanked both Cllrs for their reports and work this year, wishing them a Merry Christmas.		
FC161-24/25	Public Speaking Session There are no public speakers.		
FC162-24/25	Planning To report on:		
	It was unanimously resolved to approve moving item FC162-24/25 viii		
viii)	<u>DC/24/0933 Arundene Orchard</u> - It was unanimously resolved to note the update on the Stage 1 Complaint which has been lodged with HDC (response from HDC re Stage 1 Complaint dated 19th November 2024). (for noting only). - It was unanimously resolved to agree to submit RPCs submission to the Planning Inspectorate on case ref PINS:APP/Z/3825/W/24/3353984		
	Assistant Clerk Sarah Hall left the meeting at 7.20pm		
i)	Current Planning Applications were resolved unanimously and noted for comment to Horsham District Council (HDC).		
Applications considered at Rudgwick Parish Council Meeting 9th December 2024			
Application No	Applicant	Reason for Application	Recommendation
DC/24/1793 21.11.2024	Gravatts Farm, Guildford Road, Rudgwick	Erection of a stable building and hay/equipment store	No Objection, but subject to RNP Policy 17 (DPD) being specifically referenced in any landscape conditions attached to a granting of approval, with regard to replacement of trees lost in the development.
DC/24/1631 26.11.2024	7 Pathfield Road, Rudgwick	Erection of a single storey side extension with internal alterations (Lawful Development Certificate - Proposed)	No Objection

<u>DC/24/1778</u> 25.11.2024	Oakfield, Cox Green	Removal of Condition 4 of previously approved application DC/23/0340 (Variation of Condition 3 of previously approved application DC/21/2211 (Demolition of existing dwelling and garage and erection of a replacement detached dwelling with new vehicular access, attached garage and associated car parking) to allow for amendment to the wording of the condition relating to the Bat Licence from pre-commencement to pre-demolition) Relating to the alteration of materials to include decorative club tile bands. To include the amended elevation document	No Objection to removal of Condition 4 of approved application DC/23/0340
<u>DC/24/1815</u> 22.11.2024	Little Millfields, Horsham Road, Rowhook	Prior notification for the demolition of 3no. equestrian and poultry buildings	No objection
<u>DC/24/1823</u> 25.11.2024	Okewood House, The Haven	Non Material Amendment to previously approved application DC/23/1432 (Removal of clock tower and velux roof lights to the existing garage roof and ancillary accommodation proposed replacement of clock tower with two traditional dormer windows) for retention of 2no. rooflights to the rear elevation of the existing garage	No Objection to the Non Material amendment submitted to approved application DC/23/1432
<u>DC/24/1834</u> 27.11.2024	Little Millfields, Horsham Road, Rowhook	Prior Notification for Change of Use from 2no Agricultural Buildings to 1no dwellinghouses (C3 Use Class)	The plans show 2 buildings, one to be converted into a dwelling (Class Q conversion) and the other not to be converted to a dwelling, but to a home office. The buildings are not apparently joined, and each is currently shown as having its own individual red line boundary. The proposed office, currently shown with its own red line

			boundary, would have the capability to be let or used as commercial office space, which is not permitted under Class Q regulations and Class 3 use. Therefore, clarity is required as to the actual curtilage of the C3 single dwelling proposed and to how it would be created from 2 separate buildings with individual red line boundaries. Additionally, will any trees be affected or justifiably removed, in order to accommodate the development of the site? If so, these should be identified and RNP Policy 17 must be adhered to. If prior approval is given, pre commencement conditions should be added concerning further investigation into the suspected presence of asbestos in the existing roof, and consequent submission of a remediation strategy.
DC/24/1826 01.12/2024	Little Hookland, Lynwick Street, Rudgwick	Erection of oak framed garage in front garden	Objection - the proposed garage would sit in the front garden of the property it serves, in front of the building line and close to the front hedge. The vehicular access route to the garage from within the grounds is not shown, and consequently there are no construction details of the track surface supplied. The proposed building is substantial and the position is well away from the dwelling itself and adjacent to the front boundary of the property on Lynwick Street (a rural lane). This development would have a detrimental effect on the rural street scene and conflicts with RNP Policy 9 (9.1 & 9.4) and HDPF Policy 28. A position closer to the property it serves, and further away from the boundary with the lane, should be investigated to reduce this effect.

DC/24/1807 28.11.2024	Swains Cottage, Tismans Comman, Rudgwick	Erection of an oak-framed carport, landscaping alterations including extension of gravel driveway and addition of new vehicle access to the highway. (Listed Building Consent)	No Objection provided the HDC Heritage Officer is satisfied that the setting of the listed building will not be affected by the development.
DC/24/1806 28.11.2024	Swains Cottage, Tismans Comman, Rudgwick	Erection of an oak-framed carport, landscaping alterations including extension of gravel driveway and addition of new vehicle access to the highway. (House Holder Application)	No Objection provided the HDC Heritage Officer is satisfied that the setting of the listed building will not be affected by the development.

ii)	It was unanimously resolved to note Planning Applications comments made under delegated powers (for noting only);
iii)	It was unanimously resolved to note the Schedule of Planning Decisions made by Horsham District Council on previous applications;
iv)	It was unanimously resolved to note new applications being considered/determined by the Planning Inspectorate.
v)	It was unanimously resolved to note no new planning compliance issues being considered by HDC (for noting only).
vi)	It was unanimously resolved to note there is no new report on the schedule of new planning compliance issues being considered by HDC
vii)	It was unanimously resolved to note the report on the schedule of outstanding Planning Compliance Issues Issues being considered by HDC.
	DC/24/0933 Arundene Orchard It was unanimously resolved to approve moving item FC162-24/25 viii) to the start of Planning.
ix)	Local Plan Recommendation: To resolve to receive updates and note. Horsham District Council Local Plan 2023-2040 Examination of Horsham Local Plan – Hearing Sessions Information
FC163-24/25	Correspondence Update (for noting only) It was unanimously resolved to note the correspondence update. Update on Rudgwick Churchyard extension
	The clerk left the meeting at 7.56pm and returned at 7.58pm
FC164-24/25	Chairman's Report It was unanimously resolved to note Chairman's announcements:

	• Little street liaison – Productive meeting • Southern water outflows at playing fields • New TV on wall – Currently not in use, working on connecting for future use at meetings
FC165-24/25	Clerk's announcements/decisions (for noting only) It was unanimously resolved to note Clerk's Weekly Updates (from 11th November – 8th December 2024) • WSCC Data Migration • WSCC Riparian Survey – Cllr P Thompspon completed the survey • New memorial bench installed on the KGV field • Co-op car park wall fixed • Office Christmas opening times Rudgwick Parish Council website https://rudgwick-pc.gov.uk/clerks-weekly-update/
FC166-24/25	Parish Council representatives on outside Organisations It was unanimously resolved to note reports received. • RYC Update Cllr S Kornysky to update • WSALC AGM & Conference 4th November 2024 – Draft Minutes
FC167-24/25	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 to resolve to approve transfer/ payments to be made. • Payments made/received November; • Detailed Income & Expenditure by budget heading November; • Bank Reconciliations for November: Lloyds: Business, Savings, Deed and NS&I Accounts; • Monthly Bank Reconciliation; November; • Payments authorised by Assistant Clerk, in presence of Chair of the Finance Committee • Payments to be made Proposed by Cllr S Kornysky and seconded by Cllr R Wild
FC168-24/25	Lloyds accounts/ NS&I account– to update signatory details/ remove access for Cllr/ add new Cllrs. 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 signatories: Cllr Buckley, Cllr Burse, Cllr Maclachlan
FC169-24/25	Parish Council Budget and Precept for the financial year 1st April 2025 to 31st March 2026

	It was unanimously resolved to approve the Rudgwick Parish Council 2024/25 budget and forecast 2025/26 for discussion and approval of the proposed precept of £122,000 representing a 5% increase (Band D of £84 and £4.00 per year increase). • Budget Spreadsheet • Precept Options The Chairman thanked Cllr P Kornycky and the Assistant Clerk for their work on this. Proposed by Cllr S Kornycky and seconded by Cllr P Thompson
FC170-24/25	Actions from Finance, Policies and Human Resources Committee meeting 27th November 2024. It was unanimously resolved to approve the recommended actions from the FPHR Meeting 27th November 2024, draft minutes. Note for future: All original/master copies of documents to be retained in the office.
FC171-24/25	Internal Audit It was unanimously resolved to approve the contents of the Interim Internal Audit Year Ended 31 March 2025 The auditor noted the following findings: • There is an earmarked reserve (EMR 570 KGV Feed in Tariff) which currently shows as a negative balance. Due to the nature and purpose of earmarked reserves, negative balances cannot be held, and this will need to be rectified by the year-end. • The council benefits from the depositor protection scheme operated by the Financial Services Compensation Scheme (FSCS) and balances with Lloyds exceed the £85,000 threshold and the council should consider moving funds to a different provider to maximise the protection available to it. • I was unable to confirm when the last trustee meeting took place, and there appears to be some confusion as to the trust status as a previously held separate bank account has been closed. This will need investigation to establish what the relationship between the council and trust is to confirm the correct responses to trust questions are provided on the AGAR.
FC172-24/25	S137 Funding applications It was unanimously resolved to approve the following grant applications: • Rudgwick Pre-School- £350.00 • Games Hub- £300.00 • 4 Sight Vision support - £130 Proposed by Cllr S Kornycky and seconded by Cllr P Kornycky Cllr Wild noted that S137 funding applications as per Standing Orders, to be considered in April and October.
FC173-24/25	Standing orders It was unanimously resolved to approve RPC Standing Orders and amendment to include confirmation of Councillor attendance at Committee meetings. It was agreed to discuss Cllr substitutes and Committees, Clerk to investigate further and include on a future agenda for agreement. See report
FC174-24/25	RPC email communication It was unanimously resolved to approve for the Clerk and Assistant Clerk to be added to the following email council correspondence groups:

	RPC HROS COMMITTEE PLANNING COMMITTEE FPHR COMMITTEE HROS COMMITTEE This will ensure the Clerk and Assistant Clerk are included in all correspondence, this avoids emails getting missed with both Clerks aware of relevant council information. Clerk to check with IT provider to ensure all Cllrs can send emails via the correspondence groups.
FC175-24/25	Hirer Agreements It was unanimously resolved to approve hirer agreements for all field users/hirers of the KGV facilities. Clerk to amend as necessary for relevant hirer. Draft template to discuss and consider Proposed by Cllr S Kornycky and seconded by Cllr P Kornycky
FC176-24/25	Traffic Calming It was unanimously resolved to note the update and for the Clerk to action: • 3x CHS Applications update – process • Rowhook SID – Clerk to check if Clemsfold Amenity Society support the initiative. Quote would be required for costing of further sockets, consideration of volunteers to move SIDs around. Cllr I Maclachlan offered to assist with the SID located in the area of the village he resides.
FC177-24/25	Human Resources – Eye Tests It was unanimously resolved to approve a policy for RPC staff eye testing. See report
FC178-24/25	Resolution to exclude the public and press from the business about to be transacted. Exclusion due to the confidential nature/exempt information to be discussed.
FC179-24/25	Staffing It was unanimously resolved to receive and note the confidential update and approve the following NALC staff pay scales for each job role. Clerk Job Grade LC3 (33-36) - Salary point progression by prior agreed performance targets &/or qualifications Assistant Clerk Job Grade LC2 (24-28) - Incremental salary point progression subject to satisfactory performance Facilities Officer Job Grade LC1 (13-17) - Incremental salary point progression subject to satisfactory performance To note the National Living Wage to increase to £12.21 in April 2025 Proposed by Cllr S Kornycky and seconded by Cllr I Maclachlan
FC180-24/25	Date of next Meeting: 13th January 2025, at 7.00 pm It was resolved to note the date of the next meeting as 13th January 2025, at 7.00 pm

There being no other business, the Chairman closed the meeting at 9.02 pm

**Councillor D Buckley
Chairman**

Date