



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

Tel: 01403 822678
E-mail clerk@rudgwickpc.co.uk

Date: 7th May 2025

To: All Members of Rudgwick Parish Council

You are duly summoned to the Annual Meeting of the Parish Council that will take place on Monday 12th May 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.org.uk/>)

Prior to the meeting starting, Declarations of Acceptance must be signed by all members present before they take their seat

FC001-25/26	Election of Chairman and Vice Chairman for the municipal year 25/26 i) To elect a Chairman ii) To elect a Vice Chairman iii) Chairman and Vice Chairman to sign his/her Acceptance of Office
FC002-25/26	Apologies for Absence To receive and approve.
FC003-25/26	Consent under Local Government Act 1972 sch 12 para 10(2)(b)/Register of Member's Interest To receive and resolve.
FC004-25/26	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.

FC005-25/26	Minutes of Council Meeting of 10th March 2025 (Minutes on Rudgwick Parish Website) To receive for approval the Minutes as an accurate record of the Council Meeting held on 10 th March 2025 and for the chairman to sign these.
FC006-25/26	To receive Planning Committee Meeting Draft Minutes of council meeting 7th April 2025 for approval and adoption.
FC007-25/26	District and County Councillors Reports (for noting only) To receive and note reports.
FC008-25/26	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.
FC009-25/26	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 12th May 2025				
Application No	Applicant	Reason for Application	Recommendation	Official Response Date
		No planning applications to be considered at meeting.		

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

ii) 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 for comment on any appeal notices and decisions;
v)	To report on alleged enforcements (for noting only).
vi)	To report on planning applications being considered at Planning Committee North.
vii)	To report on the schedule of outstanding Planning Compliance issues being considered by HDC (for noting only).
viii)	To note the HDC Local Plan update.
FC010-25/26	Correspondence Update (for noting only) RUDGWICK SPORTS & COMMUNITY CENTRE RH12 3JJ ACCOUNT 6301474 VOA FORMAL COMPLAINT

FC011-25/26	Chairman's Report (for noting only) •
FC012-25/26	Clerk's announcements/decisions/Correspondence (for noting only) To receive Clerk's Weekly Updates (from 11 th March – 11 th May 2025) • Resignation of Facilities Officer • RoSPA Play Safety Team – Notification of inspection in June Bucks Green Recreation Ground Churchman's Meadow Rudgwick Playing Fields Skateboard Area • Website Update -Domain renewal • Tennis Club new signage • Cricket Club Signage • SID Data Volunteer • Church Street Bridge cracks reported to WSCC • Redundant Stage Curtains – Recycling • Repair of Village Gateways • Secure bicycle loop perished in front of tennis courts, 1 remaining
FC013-25/26	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable. • RYC Update
FC014-25/26	Finance To consider for approval/ noting: • Payments made/received March; • Detailed Income & Expenditure by budget heading March; • Bank Reconciliations for March: Lloyds: Business, Savings, Deed and NS&I Accounts; • Monthly Bank Reconciliation March; • Payments made/received April; • Detailed Income & Expenditure by budget heading April; • Bank Reconciliations for April: Lloyds: Business, Savings, Deed and NS&I Accounts; • Monthly Bank Reconciliation April; • Payments to be made. • Transfer of £40,000 from Lloyds Business Account to Lloyds Savings Account;
FC015-25/26	Scheme of Delegation To consider and resolve.
FC016-25/26	Committees and Working Groups Appointment of Members for the 2025/26 municipal year To confirm committees/working groups membership
FC017-25/26	Appointment of Chairmen and Vice-Chairmen of Committees for the 2025/26 municipal year To appoint Chair/Vice-Chairmen
FC018-25/26	Standing Orders To receive and resolve.

FC019-25/26	Financial Regulations To receive and resolve.
FC020-25/26	Review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses. To consider and resolve.
FC021-25/26	Representatives on Outside Organisations (for noting only) To consider and resolve.
FC022-25/26	Asset Register 2025/26 To consider and resolve.
FC023-25/26	Insurance To consider and resolve.
FC024-25/26	Subscriptions To consider and resolve.
FC025-25/26	Complaints Procedure To receive and resolve.
FC026-25/26	Code of Conduct To receive and resolve.
FC027-25/26	Freedom of Information/Data Protection Policies To receive and resolve.
FC028-25/26	Press/ Media Policy To consider and resolve.
FC029-25/26	Employment Policies and Procedures To consider and resolve.
FC030-25/26	Risk Assessment Management Scheme To consider and resolve.
FC031-25/26	S137 Spending Review 2025/26 (for noting only) To consider and resolve.
FC032-25/26	Jubilee Hall Update To consider and resolve.
FC033-25/26	WSCC Highways Update To consider and resolve. • Rudgwick CHS Requests • SID Installation

FC034-25/26	Office Equipment To consider and resolve.
FC035-25/26	Signage To consider and resolve.
FC036-25/26	Annual Parish Meeting To receive and resolve.
FC037-25/26	Dates for Full Council Meetings for 2025/26 To note dates.
FC038-25/26	Staffing To receive update/ consider for approval.
FC039-25/26	Date of next Meeting: 9th June 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 12th May 2025 at 7.00 pm

Clerk's Report

To be read in conjunction with the Agenda

FC001-25/26	Election of Chairman and Vice Chairman for the municipal year 25/26 To elect a Chairman and Vice Chairman Recommendation: 1. To elect a Chairman and Vice Chairman in accordance with Standing Order 5.e.; 2. The Chairman/Vice Chairman to sign the Declaration of Acceptance of Office. Information: Councillor David Buckley has indicated that he is willing to continue to be the chair – no other registrations of interest have been received. Councillor Paul Thompson has indicated that he is willing to continue to be the Vice Chairman - no other registrations of interest have been received.
FC002-25/26	Apologies for Absence Recommendation: To resolve to receive and approve apologies.
FC003-25/26	Consent under Local Government Act 1972 sch 12 para 10(2)(b)/Register of Member's Interest update Recommendation: To resolve 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 and a new form submitted to the Clerk. Information: Please complete, sign (electronically will be fine) and submit form to the Clerk. If there are any changes to your circumstances please visit website and complete a new Register of Interest, (membership of organisations/ property/interest) please complete, sign and submit form (hard copy) to the Clerk, Parish Office.
FC004-25/26	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>
FC005-25/26	Minutes of Council Meeting of 10th March 2025

	Recommendation: To receive and resolve the Minutes an accurate record of the Council Meeting held on 10th March 2025 and for the Chairman to sign these, in accordance with Standing Order 5.1.ii/iii.
FC006-25/26	To receive Planning Committee Meeting Draft Minutes of council meeting 7th April 2025 for approval and adoption.
FC007-25/26	District and County Councillors Reports (for noting only) Recommendation: To receive and note reports.
FC008-25/26	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.
FC009-25/26	Planning To report on:
i)	Current Planning Applications to be considered for comment to Horsham District Council (HDC).
ii)	To report on Planning Applications comments made under delegated powers (for noting only);
iii)	To report on Schedule of Planning Decisions made by Horsham District Council on previous applications (for noting only);
iv)	To report on Schedule of new applications being considered/determined by the Planning Inspectorate.
v)	To report on schedule of new Planning Compliance issues being considered by HDC (for noting only).
vi)	To report on schedule of planning applications are being considered at Planning Committee North .
vii)	To report on the schedule of outstanding Planning Compliance issues being considered by HDC (for noting only).
viii)	To note the update on the HDC Local Plan. • Inspectors Initial Findings • HDC Initial response to Inspectors Initial Findings
FC010-25/26	Correspondence Update (for noting only) • RUDGWICK SPORTS & COMMUNITY CENTRE RH12 3JJ ACCOUNT 6301474 VOA FORMAL COMPLAINT 17.4.25 response from Mr J Bates, Assistant Director for Revenues and Benefits (Finance Transactions): Business Rates Account 6301474 22.4.25 RPC response to Mr J Bates, Assistant Director for Revenues and Benefits (Finance Transactions): Business Rates Account 6301474
FC011-25/26	Chairman's Report (for noting only)

FC012-25/26	Clerk's announcements/decisions/ Correspondence Update (for noting only) To receive Clerk's Weekly Updates (from 11th March – 11th May 2025) • Resignation of Facilities Officer • RoSPA Play Safety Team – Notification of inspection in June Bucks Green Recreation Ground Churchman's Meadow Rudgwick Playing Fields Skateboard Area • Website Update -Domain renewal • Tennis Club new signage • Cricket Club Signage • SID Data Volunteer • Church Street Bridge cracks reported to WSCC • Redundant Stage Curtains – Recycling • Repair of Village Gateways • Secure bicycle loop perished in front of tennis courts, 1 remaining
FC013-25/26	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable. • RYC Update
FC014-25/26	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 March; • Detailed Income & Expenditure by budget heading March; • Bank Reconciliations for March: Lloyds: Business, Savings, Deed and NS&I Accounts; • Monthly Bank Reconciliation March; • Payments made/received April; • Detailed Income & Expenditure by budget heading April; • Bank Reconciliations for April: Lloyds: Business, Savings, Deed and NS&I Accounts; • Monthly Bank Reconciliation April; • Payments to be made. • Transfer of £40,000 from Lloyds Business Account to Lloyds Savings Account;
FC015-25/26	Scheme of Delegation Recommendation: To resolve to adopt in accordance with Standing Order 5.j.v delegation arrangements for Committees and Parish Staff at the Council meeting, the updated Scheme of Delegation with amendment.
FC016-25/26	Appointment of Chairmen and Vice-Chairmen of Committees for the 2025/26 municipal year To resolve appointments Recommendation: To resolve that members are to be appointed to the Complaints; Finance, Policies and Human Resources; Halls, Recreation and Open Spaces, Planning Committees and Emergency Planning, Resilience and Community Safety, Traffic Calming Working Group, Drainage Working Group and Climate and Environmental

	Working Groups for the 2025/26 municipal year in accordance with Standing Orders 5.j.vii and 4d Information Councillors have registered interest as follows: Complaints Committee (four members): Cllr Buckley, Cllr Maclachlan, Cllr P Kornycky, Cllr S Torn. Finance Policies and Human Resources Committee (four plus CM/VCM): Cllr Burse, Cllr Buckley, Cllr P Kornycky, Cllr S Kornycky, Cllr Thompson, Cllr Wild (Vice) Halls, Recreation and Open Spaces Committee (seven members): Cllr Burse, Cllr Haynes, Cllr Buckley, Cllr P Kornycky, Cllr S Kornycky, Cllr Maclachlan, Cllr Ryan. Planning Committee (seven members) Cllr Buckley, Cllr Haynes, Cllr S Kornycky, Cllr Maclachlan, Cllr Ryan, Cllr Thompson, Cllr R Wild. Emergency Planning, Resilience and Community Safety Group (four including two councillors): Cllr Burse, Cllr Thompson, Cllr Alker, Cllr S Torn. Traffic Calming Working Group: (No maximum, with min two councillors): Cllr P Kornycky, Cllr S Kornycky, Cllr S Torn. Drainage Working Group: (No maximum, with min two councillors): S Alker, P Thompson, A Haynes Climate and Environmental Working Group: (No maximum, with min two councillors): Cllr R Burse, Cllr A Ryan Creation of Bucks Green Housing Development Working Group: Cllr D Buckley, Cllr S Kornycky, Cllr P Kornycky, Cllr I Maclachlan, plus 1 additional Cllr. • Terms of Reference to be agreed at meeting Recommendation: To resolve to adopt the Committee and Working Group Terms of Reference without amendment, for the Complaints; Finance, Policies and Human Resources; Halls, Recreation and Open Spaces; Planning Committees and Emergency Planning and Community Safety, Traffic Calming Working Group, Drainage Working Group and Climate and Environmental Working Groups and for these to be reviewed at the first meeting of each committee and working group.
FC017-25/26	Appointment of Chairmen and Vice Chairmen of Committees for the 2025/26 municipal year Recommendation: To resolve in accordance with Terms of Reference for Committees and Working Groups that Chairmen and Vice Chairmen are to be appointed for Complaints; Finance, Policies and Human Resources; Halls, Recreation and Open Spaces, Planning Committees and Emergency Planning, Resilience and Community Safety, Traffic Calming Working Group, Drainage Working Group and Climate and Environmental Working Groups: Information Councillors have registered interest for Chairman/Vice Chairman for as follows: Complaints Committee: Cllr Buckley (Chair)

	Finance, Policies and Human Resources Committee: Cllr P Kornysky (Chair), Cllr R Wild (Vice) Halls, Recreation and Open Spaces Committee: Cllr Haynes (Chair), Cllr Burse (Vice) Planning Committee: Cllr S Kornysky (Chair), Cllr Buckley (Vice) Emergency, Planning, Resilience and Community Safety Group: Vacancy (Chair); Vacancy (Vice) Traffic Calming Working Group: Vacancy (Chair) Drainage Working Group: Cllr Thompson (Chair) Climate and Environmental Working: Group Cllr Burse (Chair) Bucks Green Housing Development Working Group: Chair & Vice Chair
FC018-25/26	Standing Orders Recommendation: To resolve in accordance with Standing Order 5.j.ix the approval of Standing Orders with amendment (14a, 14b and 14c to be removed).
FC019-25/26	Financial Regulations Recommendation: To resolve in accordance with Standing Order 5.j.ix the Financial Regulations with amendment . 5.7 For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the publication of invitations and notices (REMOVED advertising of contract opportunities and the publication of notices about the award of contracts).
FC020-25/26	Review arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses. Recommendation: To resolve 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.
FC021-25/26	Representatives on Outside Organisations Recommendation: To consider to resolve the arrangements for reporting back be an item on Council meetings; and to approve council representatives on outside organisations for the municipal year 2025/26 in accordance with Standing Order 5.j.xi. The following councillors have registered an interest: • Rudgwick Youth Centre Management Steering Group: Cllr S Kornysky • Communities Against Gatwick Noise Emission PC Forum (CAGNE): Cllr Alker • HALC Voting Members: Cllr Thompson and Cllr P Kornysky • WSALC Voting Members: Cllr Thompson and Cllr P Kornysky
FC022-25/26	Asset Register 2025/26 Recommendation: To receive and agree to recommend to the Full Council to resolve to note the Asset Register 2025/26. Totals, KGV, Rudgwick Hall, Jubilee Hall, Street Furniture, Play Facilities, Buildings & Land.

	Review according to Standing Order 5.j.xiii
FC023-25/26	Insurance Recommendation: To resolve to note the arrangements for insurance cover (on a three-Year agreement with Came & Co (Hiscox) until 31st September 2027 in accordance with Standing Order 5.j.xiv. (Approved FCM September 2024 FC108-24/25)
FC024-25/26	Subscriptions Recommendation: To resolve Council's subscriptions in accordance with Standing Order 5.j.xv. • WSALC/NALC (£1,061.03) • HALC (£20) • Society of Local Council clerks (£240) • AiRS (£120) Village Hall Subs • Information Commissioner's Office for Data Protection (£35) • CPRE (£36) • CAGNE Aviation Town and Parish Council Forum (£10) • Satswana Data Ltd – Data Protection Officer (£150) • Rialtas – Accounts software Subs (£203.00) Information: Amounts are based on recent payments/last year's payments (excluding VAT)
FC025-25/26	Complaints Procedures Policy Recommendation: To review and resolve the Council's Complaints Procedures Policy with amendment (<i>HDC address updated</i>) in accordance with Standing Order 5.j.xvi.
FC026-25/26	Code of Conduct Recommendation: To review and resolve the Code of Conduct without amendments.
FC027-25/26	Freedom of Information/Data Protection Policies Recommendation: To review and resolve the amended Council's procedures for handling request made under the Freedom of Information Act 2000 and the General Data Protection Regulations without amendments in accordance with Standing Order 5.j.xvii. • Freedom of Information Policy • Freedom of Information Publication Scheme • Information and Data Protection Policy
FC028-25/26	Press/ Media Policy Recommendation: To review and resolve the Press/Media Policy without amendments in accordance with Standing Order 5.j.xviii.
FC029-25/26	Employment Policies and Procedures Recommendation: To review and resolve the Employment Policies and Procedures without amendments in accordance with Standing Order 5.j.xix. • Adverse Weather Policy • Disciplinary Policy • Equal Opportunity Policy • Grievance Policy

	• Health and Safety Policy • Lone Working Policy • Pay Policy • Sickness and Absence Policy • Staff Appraisal Policy (amended – Clerk’s Appraisal) • Staff Expenses Policy • Training and Development Policy • Pension Discretion Policy (Local Government Pension Scheme)
FC030-25/26	Risk Assessment Management Scheme Recommendation: To review and resolve the Risk Assessment Management Scheme . (amended - Insurance).
FC031-25/26	S137 Spending Review 2025/26 Recommendation: To resolve to note the Council’s S.137 budget of £1,500 as prescribed in S. 137 of the Local Government Act 1972 in accordance with Standing Order 5.j.xx. <u>Information:</u> The Ministry of Housing, Communities and Local Government (MHCLG) has notified the National Association of Local Councils (NALC) that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for parish and town councils in England for 2025-26 is £11.10 per elector. (Rudgwick Parish electoral role 2,332 (December 2024), i.e. £25,885.20 – Council’s budget for 2025/26 is £1,500).
FC032-25/26	Jubilee Hall Update Recommendation: To receive update from Cllr D Buckley and discuss and approve actions to be undertaken.
FC033-25/26	WSCC Highways Update Recommendation: To receive update and discuss and approve actions to be undertaken. • Rudgwick CHS Requests • SID Installation
FC034-25/26	Office Equipment Recommendation: To receive report and approve expenditure for office IT equipment. See report
FC035-25/26	Signage Recommendation: To receive update and discuss and approve actions to be undertaken. See report
FC036-25/26	Date of Annual Parish Meeting Recommendation: To resolve to discuss the success of the 2025 APM and the date of the 2026 Annual Parish Meeting and propose Monday 27 th April 2026.
FC037-25/26	Dates for Full Council Meetings for 2025/26 Recommendation: To resolve to note dates for full council meetings for the municipal year 25/26, every second Monday of the month as follows: 09 June; 14 July; 08 September; 13 October; 10 November; 08 December 2025; 12 January; 9 March; 13 April (provisional), 27 April 2026 (Annual Parish Meeting).

	Determination of time and place of ordinary Council meetings including the next annual meeting of the Council according to Standing Order 5.j.xxi.
FC038-25/26	Staffing Recommendation: To resolve to approve overtime payments for the Clerk and Assistant Clerk and FO additional hours to cover until the position is replaced. See report Clerk – 23hrs Assistant Clerk – 18hrs Facilities Officer – 10.5hrs
FC039-25/26	Date of next Meeting: 9 th June 2025, at 7.00 pm Recommendation: To resolve to note the date of the next meeting as 9 th June 2025, at 7.00 pm.