



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

Tel: 01403 822678
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Date: 4th June 2025

To: All Members of Rudgwick Parish Council

You are duly summoned to a meeting of the Parish Council that will take place on Monday 9th June 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/>)

FC040-25/26	Apologies for Absence To receive and approve.
FC041-25/26	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.
FC042-25/26	Minutes of Council Meeting of 12th May 2025 (Minutes on Rudgwick Parish Website) To receive for approval the Minutes as an accurate record of the Council Meeting held on 12 th May 2025 and for the chairman to sign these.
FC043-25/26	District and County Councillors Reports (for noting only) To receive and note reports.
FC044-25/26	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.

FC045-25/26	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 9 th June 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).
FC046-25/26	Correspondence Update (for noting only) Request for Stage 2 Review - Business Rates Account Ref 6376211 submitted to HDC, acknowledgement received 30.5.25
FC047-25/26	Chairman's Report (for noting only)
FC048-25/26	Clerk's announcements/decisions/Correspondence (for noting only) To receive Clerk's Weekly Updates (from 12 th May – 8 th June 2025) 63 (Guildford - Cranleigh - Rudgwick - Horsham) View timetable from 8th June 2025 - Revised timetable to improve punctuality. - Revised route between Rudgwick and Broadbridge Heath, no longer serving Slinfold. Buses will take a more direct route via the A281 to give a faster and more reliable link between Guildford, Cranleigh and Horsham. This change of route aims to improve punctuality by shortening the route, because buses currently struggle to stay on time between Cranleigh and Horsham. We want to make sure we can still provide an hourly service for the busiest villages on the route. Slinfold remains served by Compass Bus route 100, which will continue to provide an hourly daytime link to/from Horsham. - Buses will no longer extend to/from Horsham Rail Station. All buses will start/finish at Horsham Bus Station.

	• In Cranleigh all journeys will serve Sherrydon. • All journeys will serve Bucks Green (The Fox). • The number 63X will no longer be used. All journeys will run as service 63. • Rudgwick Day - board at the Jubilee Hall • Hogweed, being treated.
FC049-25/26	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable. • RYC Management Committee meeting on 19th May
FC050-25/26	Finance To consider for approval/ noting: • Payments made/received May; • Detailed Income & Expenditure by budget heading May; • Bank Reconciliations for May: Lloyds: Business, Savings, Deed and NS&I Accounts; • Monthly Bank Reconciliation May; • Payments to be made.
FC051-25/26	Internal Audit/Annual Internal Audit Report To receive and resolve.
FC052-25/26	Appointment of Internal Auditor 2025/26 To receive and be noted.
FC053-25/26	To appoint Mulberry & Co to assist with the preparation of 24/25 accounts due to the change to income and expenditure To receive and resolve.
FC054-25/26	Annual Governance and Accountability Return 2024/25 – Section 1 Annual Governance Statement 2024/25 To consider for approval section 1 of the Annual Return for the year ended 31 March 2025.
FC055-25/26	Annual Governance and Accountability Return 2024/25 – Section 2 Accounting Statement 2024/25 To consider for approval section 2 of the Annual Return for the year ended 31 March 2025.
FC056-25/26	Details of the Arrangements for the Exercise of Public Rights and name of external auditor To receive and be noted.
FC057-25/26	Business Plan Project Check List Update To receive and be noted.
FC058-25/26	CIL Funding Consultation To consider and resolve.
FC059-25/26	Reform of Planning Committees: Technical Consultation – GOV.UK To consider and resolve.

FC060-25/26	Horsham District Council Property List To consider and resolve.
FC061-25/26	Bucks Green Housing Development Task and Finish Group To consider and resolve.
FC062-25/26	WSCC Highways/Traffic Calming To consider and resolve. • Rudgwick CHS Requests • Downs Link Crossing (Downs Link Crossing Design V2) • SID Installation • SID Warranty extension
FC063-25/26	Bus Stops To consider and resolve.
FC064-25/26	SID Laptop To consider and resolve.
FC065-25/26	Annual Parish Meeting Date/ Dates for Full Council Meetings for 2025/26 To receive and resolve.
FC066-25/26	Staffing To receive and resolve.
FC067-25/26	Date of next Meeting: 14th July 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 9th June 2025 at 7.00 pm

Clerk's Report

To be read in conjunction with the Agenda

FC040-25/26	Apologies for Absence Recommendation: To resolve to receive and approve apologies.
FC041-25/26	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>
FC042-25/26	<u>Minutes of Council Meeting of 12th May 2025</u> Recommendation: To receive and resolve the Minutes an accurate record of the Council Meeting held on 12th May 2025 and for the Chairman to sign these.
FC043-25/26	District and County Councillors Reports (for noting only) Recommendation: To receive and note reports.
FC044-25/26	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.
FC045-25/26	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 <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.
v)	To report on schedule of new <u>Planning Compliance</u> issues being considered by HDC (for noting only).

vi)	To report on schedule of planning applications are being considered at Planning Committee .
vii)	To report on the schedule of outstanding Planning Compliance issues being considered by HDC (for noting only).
FC046-25/26	Correspondence Update (for noting only) • Request for Stage 2 Review - Business Rates Account Ref 6376211 submitted to HDC, acknowledgement received 30.5.25
FC047-25/26	Chairman's Report (for noting only)
FC048-25/26	Clerk's announcements/decisions/ Correspondence Update (for noting only) To receive Clerk's Weekly Updates (from 12 th May – 8 th June 2025) • 63 (Guildford - Cranleigh - Rudgwick - Horsham) View timetable from 8th June 2025 • Revised timetable to improve punctuality. • Revised route between Rudgwick and Broadbridge Heath, no longer serving Slinfold. Buses will take a more direct route via the A281 to give a faster and more reliable link between Guildford, Cranleigh and Horsham. This change of route aims to improve punctuality by shortening the route, because buses currently struggle to stay on time between Cranleigh and Horsham. We want to make sure we can still provide an hourly service for the busiest villages on the route. Slinfold remains served by Compass Bus route 100, which will continue to provide an hourly daytime link to/from Horsham. • Buses will no longer extend to/from Horsham Rail Station. All buses will start/finish at Horsham Bus Station. • In Cranleigh all journeys will serve Sherrydon. • All journeys will serve Bucks Green (The Fox). • The number 63X will no longer be used. All journeys will run as service 63. • Rudgwick Day - board at the Jubilee Hall • Hogweed, being treated.
FC049-25/26	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable. • RYC Management Committee meeting on 19th May
FC050-25/26	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 May; • Detailed Income & Expenditure by budget heading May; • Bank Reconciliations for May: Lloyds: Business, Savings, Deed and NS&I Accounts; • Monthly Bank Reconciliation May; • Payments to be made.
FC051-25/26	Internal Audit/Annual Internal Audit Report Recommendation: To resolve to note the Annual Internal Audit Report and Internal Auditors Report 2024/25 (AGAR page 3)

FC052-25/26	Appointment of Internal Auditor 2025/26 Recommendation: To resolve to note the approval of Mulberry Local Authority Services Ltd, three-year engagement term from the February 2024 FCM. FC232-23/24 It was unanimously resolved to approve the appointment of Mulberry & Co as internal auditors for a three-year term at a fixed cost of £65 p/h plus expenses, until the end of the 2025/26 financial year audits. Proposed by Cllr R Wild and seconded by Cllr R Burse
FC053-25/26	To appoint Mulberry Local Authority Services Ltd to assist with the preparation of 25/26 accounts due to the change to income and expenditure Recommendation: To resolve to approve appointing Mulberry Local Authority Services Ltd, for assistance with the completion of the Rialtas shutdown service for the 2025/26 year-end, due to the change to income and expenditure The fee for 2025/26 will be approximately £95 per hour (+ VAT) and travel at 45p per mile (<i>Mulberry - we haven't finalised pricing for next year yet, but I would anticipate it being the same as this year, so £95 per hour plus VAT</i>). The shutdown service took 3hrs for 2024/25 because the Clerks were shown how to carry out the procedure. This will be reduced for 2025/26, Mulberry will only check the Clerks have followed the correct shutdown procedure.
FC054-25/26	Annual Governance and Accountability Return 2024/25 – Section 1 Annual Governance Statement 2024/25 Recommendation: To receive and resolve the Council's responses (AGAR accountability explanation) to Statement 1-9 in section 1 (of the Annual Return (page 4) for the year ended 31st March 2025, as read out by the Chairman and Section 1 to be duly signed by the Chairman of the meeting and by the Clerk.
FC055-25/26	Annual Governance and Accountability Return 2024/25 – Section 2 Accounting Statement 2024/25 Recommendation: To receive and resolve (page 5) for the year ended 31st March 2025 and to be duly signed by the Chairman of the meeting, noting that this had previously been signed by the RFO prior Section 2 of the Annual Return to presentation
FC056-25/26	Details of the Arrangements for the Exercise of Public Rights and name of external auditor Recommendation: To resolve to note the details of the Arrangements for the Exercise of Public Rights and for these to be published on the Council's website.
FC057-25/26	Business Plan Project Check List Update Recommendation: To resolve to note the Business Plan Project Check List Update.
FC058-25/26	CIL Funding Consultation Recommendation: To receive information relating to Horsham District Council's CIL Funding consultation, which is open now and will close on Friday 13 June 2025 and approve actions to be undertaken. HDC CIL Spending Letter April 2025 Infrastructure Provider Proforma April 2025 HDC CIL Funding Bid Guidance V1
FC059-25/26	Reform of Planning Committees: Technical Consultation – GOV.UK Recommendation: To receive information relating to Reform of planning committees:

	technical consultation - GOV.UK . There is an 8 week consultation running from 28th May. RPC to approve response/actions to be undertaken
FC060-25/26	Horsham District Council Property List Recommendation: To resolve to discuss and approve actions to be undertaken. Under HDCs emerging Community Asset Transfer Policy, if the property/land meets the criteria in the policy (not yet adopted), RPC may wish to consider seeking to take over the asset. HDC Property List
FC061-25/26	Bucks Green Housing Development Task and Finish Group Recommendation: To resolve to discuss the 2 vacancies on the Bucks Green Housing Development Housing Development Task and Finish Group • Parish Councillor (Reserve) and District Councillor Recommendation: To resolve to adopt the updated Terms of Reference • Terms of Reference (updated).
FC062-25/26	WSCC Highways/Traffic Calming Recommendation: To receive update and discuss and approve actions to be undertaken. • Rudgwick CHS Requests • Downs Link Crossing (Downs Link Crossing Design V2) • SID Installation • SID Warranty extension (See report)
FC063-25/26	Bus Stops Recommendation: To receive update and discuss and approve actions to be undertaken.
FC064-25/26	SID Laptop Recommendation: To receive update and approve the usage of the Facility Officers laptop HP 840 G1 for the use of the SID data.
FC065-25/26	Annual Parish Meeting Date/ Dates for Full Council Meetings for 2025/26 Recommendation: To resolve to discuss the success of the 2025 APM and the date of the 2026 Annual Parish Meeting and propose Monday 27th April 2026.
FC066-25/26	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/annual leave cover. Update on recruitment. All staff appraisals have been completed for 2024/2025. Clerk – 2 hrs Assistant Clerk – 15 hrs
FC067-25/26	Date of next Meeting: 14th July 2025, at 7.00 pm Recommendation: To resolve to note the date of the next meeting as 14th July 2025, at 7.00 pm.