



RUDGWICK PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Monday 9th June 2025 at Rudgwick Hall, Bucks Green, RH12 3JJ at 7 pm.

Present: Councillors D Buckley (Chairman), A Haynes, P Kornysky, S Kornysky, A Ryan, P Thompson, S Torn, R Wild.

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

The meeting commenced at 7.02pm

	The Chairman opened the meeting with the sad news of the passing of Cllr Robert Burse. The Parish Council observed a moment of silence in remembrance of Bob. He was a valued and active member of the Parish Council, who will be greatly missed by all. Condolences to his family at this time.
	It was also noted that Peter Harrison had passed away in recent weeks, the Parish Council were saddened to hear this news and recorded their condolences to the Harrison family.
FC040-25/26	Apologies for Absence Apologies were received from Cllr I Maclachlan, R Landeryou (Horsham District (HD) Councillor), West Sussex County Councillor Christian Mitchell and noted . Cllr Alker was absent.
FC041-25/26	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.
FC042-25/26	<u>Minutes of Council Meeting of 12th May 2025</u> It was unanimously resolved for the minutes as an accurate record of the council meeting held on 12 th May 2025 and for the Chairman to sign these. Cllr S Kornysky advised that FC016 -25/26 noted under Bucks Green Housing Development T&F, remove min 5 Cllrs, to be addressed in the meeting FC061-25/26.
FC043-25/26	District and County Councillors Reports (for noting only) It was unanimously resolved to note R Landeryou (HD) Councillor's report . The Chairman thanked R Landeryou (Horsham District (HD) Councillor) for his report.
FC044-25/26	Public Speaking Session A resident expressed their concerns at the condition of the Kings Head. Been unoccupied since November 2024. As a listed building, a requirement to maintain its upkeep. Currently overgrown, items dumped, stolen. Concerns over deterioration and wanted to bring to RPC attention.
FC045-25/26	Planning To report on:

i)	Current Planning Applications were resolved unanimously and noted for comment to Horsham District Council (HDC).		
There were no Applications to be considered at Rudgwick Parish Council Meeting 9 th June 2025			
Application No	Applicant	Reason for Application	Recommendation
		No planning applications to be considered at meeting.	

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 Planning Decisions made by Horsham District Council on previous applications;		
iv)	It was unanimously resolved to note no new applications being considered/determined by the Planning Inspectorate.		
v)	It was unanimously resolved to note the new Planning Compliance issues being considered by HDC (for noting only).		
vi)	It was unanimously resolved to note the report on schedule of planning applications being considered at HDC Planning Committee .		
vii)	It was unanimously resolved to note the report on the schedule of outstanding Planning Compliance being considered by HDC.		
FC046-25/26	Correspondence Update (for noting only) It was unanimously resolved to note the correspondence update. • Request for Stage 2 Review - Business Rates Account Ref 6376211 submitted to HDC, acknowledgement received 30.5.25		
FC047-25/26	Chairman's Report It was unanimously resolved to note Chairman's announcements: • Kings Head – Clerk to write to HDC Conservation Officer to advise of the deterioration of the listed building.		
FC048-25/26	Clerk's announcements/decisions (for noting only) It was unanimously resolved to note 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. The Clerk advised that further treatment is required and potential costs will be circulated via email consultation. Cllr Ryan advised she can provide recommended contractor details. Rudgwick Parish Council website https://rudgwick-pc.gov.uk/clerks-weekly-update/
FC049-25/26	Parish Council representatives on outside Organisations It was unanimously resolved to note the reports received. • RYC Management Committee meeting on 19th May Cllr S Kornicky gave a verbal update, RYC are carrying out the water compliance as per the requirements. Fire evacuation policy is up to date and fire drills are carried out regularly and reported at meetings. Fire risk assessments are to be reviewed and updated however RYC have asked for clarification on the standard time period for regular review/or if anything changes within the building. Clerk to check and advise.
FC050-25/26	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 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. Proposed by Cllr P Kornicky and seconded by Cllr R Wild
FC051-25/26	Internal Audit/Annual Internal Audit Report It was resolved to note the Annual Internal Audit Report and Internal Auditors Report 2024/25 (AGAR page 3) Proposed by Cllr P Kornicky seconded by Cllr S Kornicky and agreed unanimously
FC052-25/26	Appointment of Internal Auditor 2025/26 It was resolved to approve the appointment 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 Proposed by Cllr S Torn seconded by Cllr R Wild and agreed unanimously
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 It was resolved to appoint 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. Proposed by Cllr S Torn seconded by Cllr R Wild and agreed unanimously
FC054-25/26	Annual Governance and Accountability Return 2024/25 – Section 1 Annual Governance Statement 2024/25 It was agreed to 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 Proposed by Cllr P Kornycky seconded by Cllr S Kornycky and agreed unanimously
FC055-25/26	Annual Governance and Accountability Return 2024/25 – Section 2 Accounting Statement 2024/25 It was agreed to 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 A2 of the Annual Return to presentation Proposed by Cllr P Kornycky seconded by Cllr S Kornycky and agreed unanimously
FC056-25/26	Details of the Arrangements for the Exercise of Public Rights and name of external auditor It was resolved 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 It was resolved to note the Business Plan Project Check List Update.
FC058-25/26	CIL Funding Consultation It was resolved to note the information relating to Horsham District Council's CIL Funding consultation, which is open now and will close on Friday 13 June 2025 and approve the following actions to be undertaken: Clerk to email to advise that 2 items are not on the list relating to Rudgwick Parish: • The Jubilee Hall, which was on the previous infrastructure plan but is not on the current one and check why it has been removed. • The Downslink Crossing is not mentioned at all on the plan. HDC CIL Spending Letter April 2025 Infrastructure Provider Proforma April 2025 HDC CIL Funding Bid Guidance V1 HDC Infrastructure Delivery Plan 2016
FC059-25/26	Reform of Planning Committees: Technical Consultation – GOV.UK It was resolved to note the information relating to Reform of planning committees: technical consultation - GOV.UK. There is an 8 week consultation running from 28th May. Cllr S Kornycky to draft a response and complete ahead of the July meeting for approval.

FC060-25/26	Horsham District Council Property List It was resolved to note 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, this was discussed but without further information, it would not be something RPC wish to consider at this time. HDC Property List
FC061-25/26	Bucks Green Housing Development Task and Finish Group It was resolved to note the vacancies on the Bucks Green Housing Development Housing Development Task and Finish Group Parish Councillor (Reserve) and District Councillor and approve to adopt the updated Terms of Reference Terms of Reference
FC062-25/26	WSCC Highways/Traffic Calming It was resolved to note the update. • Rudgwick CHS Requests - The parish council continues to have difficulties progressing the schemes with WSCC and is now actively involving our County Councillor (Christian Mitchell) to see if he can assist. We continue to await any information whatsoever regarding the alleged location of services at Watts Corner that might affect our wishes to widen the exit onto the A281. Pending this, the parish council intends to submit a further CHS request to widen the pavement around the corner (fronting the scrubland) from 1.5m to 2.8m and ideally have bollards to protect pedestrian from the traffic. We have over £62,000 of S106 funds to spend on these CHS that have a spend deadline in January 2027. If the funds are not utilised in time, they will then be reclaimed by the developer. • Downs Link Crossing (Downs Link Crossing Design V2) RPC felt other stakeholders outside of the Parish, who use the Downslink should be consulted. Clerk to check consultation date, concerns over proposed fencing for emergency vehicle access. Cllr Ryan to advise the Clerk in writing, so this can be fed back. • SID Installation – WSCC Highways have given permission to relocate the SID on Lynwick Street to the position on the opposite side of the gateway. Quote to install the SIDS sockets in Rowhook and Lynwick Street is being sourced. • SID Warranty extension (See report)- The extension of the warranty to one SID was not a viable option, instead the suggestion is to purchase 4/5 batteries focussing on ensuring the 2 x SIDs on the A281 are working, with maintenance required. Clerk to contact Wilbur to find out costs for battery replacement. • Cllr P Kornycky and Cllr S Kornycky attended the CHS/TRO training with WSCC.
FC063-25/26	Bus Stops It was resolved to note the update. WSCC officials have carried out an initial survey in order to identify an appropriate site to move the Church Street Bus Stop (on Church Street) further to the north than the current position. The conclusion was that it should be moved to the very northern part of the layby for southbound passengers (direction Horsham). For northbound travellers (direction Guildford) the existing (but unused) official bus stop site (as shown on Google maps) across the road but just a little further up the hill, would be brought into operation.

	In the next few months further visits will draw up the detailed plans and when the parish council has them, they will be published on its website. The parish council also will be writing to WSCC to request Real Time Information (RTI) displays be installed at two more bus stops (we already have them at the Co-Op bus stops). These will be for the stop at Hawkridge and also the stop in Bucks Green by the bus shelter.
	Cllr Alex Haynes left the meeting at 8.37pm and returned 8.38pm.
FC064-25/26	SID Laptop It was resolved to approve the usage of the Facility Officers laptop HP 840 G1 for the use of the SID data. Clerk to ensure the laptop has been re set to factory settings.
FC065-25/26	Annual Parish Meeting Date/ Dates for Full Council Meetings for 2025/26 It was resolved to approve the 2026 APM date as Monday 27th April 2026, with a provisional Full Council Meeting date of Monday 20th April 2026 if required.
FC066-25/26	Staffing It was resolved 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. Clerk requested a 3-month assessment of the role prior to recruitment, to ensure RPC can confidently recruit for the right role. The Clerk also wants to investigate outsourcing, using companies that deal with the health and safety requirements/compliance as another possible option. To update if possible, at the July meeting. The Clerk advised that the Assistant Clerk is on annual leave, so this will impact the process due to time constraints. • All staff appraisals have been completed for 2024/2025. Final statement to be completed. • Clerk – 2 hrs Assistant Clerk – 15 hrs Proposed by Cllr P Kornysky seconded by Cllr A Ryan
FC067-25/26	Date of next Meeting: 14th July 2025, at 7.00 pm It was resolved to note the date of the next meeting as 14th July 2025, at 7.00 pm.
	The Chairman closed the meeting, formally wishing Cllr P Thompson a Happy Birthday and thanking him for providing cakes.

There being no other business, the Chairman closed the meeting at 8.49 pm

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Councillor D Buckley
Chairman

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Date