



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

Tel: 01403 822678

E-mail clerk@rudgwick-pc.gov.uk

Date: 3rd September 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 8th September 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/>)

FC085-25/26	Apologies for Absence To receive and approve.
FC086-25/26	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.
FC087-25/26	Minutes of Council Meeting of 14th July 2025 (Minutes on Rudgwick Parish Website) To receive for approval the Minutes as an accurate record of the Council Meeting held on 14 th July 2025 and for the chairman to sign these.
FC088-25/26	To receive Minutes of Finance, Policy and Human Resources Committee Meeting of 27th November 2024 for adoption.
FC089-25/26	Co-option of new Councillor
FC090-25/26	District and County Councillors Reports (for noting only)

	To receive and note reports.
FC091-25/26	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.
FC092-25/26	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 8 th September 2025				
Application No	Applicant	Reason for Application	Recommendation	Official Response Date
DISC/25/0258 15.08.2025	Little Millfields, Horsham Road, Rowhook	Approval of details reserved by condition 1 to approved application DC/25/0124		Not available
DISC/25/0259 15.08.2025	Gravetts Farm, Guildford Road, Rudgwick	Approval of details reserved by condition(s) 3 and 4 to approved application DC/24/1793		Not available
DISC/25/0262 26.08.2025	Okewood House, The Haven	Approval of details reserved by condition 3 to approved application DC/22/0871		Not available

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)	Local Plan Update To receive and be noted.
ix)	Bucks Green Housing Development Task & Finish Group – Welbeck Land

	To receive and be noted.
x)	Government Planning Reforms To receive/resolve and be noted.
xi)	Loxwood Woods - Public Right of Way Application – Appeal REFUSED To receive and be noted.
FC093-25/26	Correspondence Update (for noting only) • HDC Code of Conduct Training Session - 2 October • HDC Community Asset Transfer Policy
FC094-25/26	Chairman’s Report (for noting only) • Kings Head Rudgwick
FC095-25/26	Clerk’s announcements/decisions/Correspondence (for noting only) To receive Clerk’s Weekly Updates (from 14 th July – 7 th September 2025) • SID LAPTOP is now cleared and ready for use for data purposes. • RoSPA Report Priority Actions 2025 – to be included on the next HROS meeting – date tbc • Scouts Church Rd Rudgwick have registered an interest in the Community Asset Transfer process with Horsham District Council. • KGV - stopcock will be £340.00 + vat, awaiting Little Street confirmation of agreed date for water to be turned off. Water Tank isolation still outstanding, Goodwins approached for advise. • Rudgwick Wives have requested to hang a 70th anniversary tea party framed collage at RH, space to be determined. • Dug outs – Football Club have increased both dug outs by a third. (1 metre) RPC have requested that any future changes must be agreed prior to works commencing. • Parish/Neighbourhood Council Briefing - Local Government Reorganisation stakeholder engagement 30.7.25 – A recording has been circulated to all Cllrs. • Incorrect bus timetable displayed at key village stop – Cllr S Kornicky contacted Stagecoach to request an up to date timetable, this has been actioned. • Jubilee Hall -Bamboo reported growing, advice sort on its removal.
FC096-25/26	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable. • RYC Management committee meeting 21.7.25
FC097-25/26	Finance To consider for approval/ noting: • Payments made/received July & August; • Detailed Income & Expenditure by budget heading July & August; • Bank Reconciliations for July: Lloyds: Business, Savings, Deed and NS&I Accounts; & August: Lloyds: Business, Savings, Deed and NS&I Accounts; • Monthly Bank Reconciliation July & August; • Payments to be made.

	Removal of Signatory – NS&I – To receive and note the removal of Cllr Robert Burse from the account.
FC098-25/26	Acceptance of notice of conclusion of 2024/25 audit To receive and note.
FC099-25/26	Actions from Finance, Policies and Human Resources Committee meeting 13th August 2025. To receive, discuss and approve the recommended actions as recommended from the FPHR Meeting 13 th August 2025.
FC100-25/26	Policies and Procedures To receive and note.
FC101-25/26	Insurance policy for Rudgwick Parish Council falls due for renewal on 1st October 2025 To receive and resolve.
FC102-25/26	VOA Complaint To consider and resolve.
FC103-25/26	Jubilee Hall Boiler S106 - E-Mail Consultation To receive and resolve.
FC104-25/26	RH Floor joist/repair To consider and resolve.
FC105-25/26	Churchmans Meadow Fencing To consider and resolve.
FC106-25/26	KGV Hirer Agreement Rudgwick Football Club To consider and resolve.
FC107-25/26	WSCC Highways/Traffic Calming To consider and resolve. • Rudgwick CHS New and Existing • CHS S106 update (Church Street) • SID (Rowhook) Update • Rudgwick Traffic Calming Initiative • To contact WSCC and request that they implement the necessary road markings and signage (post is already there) to apply the parking restrictions in the Co-Op layby as per the attached WSCC document.
FC108-25/26	Winter Maintenance Plan To receive and resolve.
FC109-25/26	Staffing To receive and resolve.
FC110-25/26	Date of next Meeting: 13th October 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 8th September 2025 at 7.00 pm

Clerk's Report

To be read in conjunction with the Agenda

FC085-25/26	Apologies for Absence Recommendation: To resolve to receive and approve apologies.
FC086-25/26	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>
FC087-25/26	<u>Minutes of Council Meeting of 14th July 2025</u> Recommendation: To receive and resolve the Minutes an accurate record of the Council Meeting held on 14th July 2025 and for the Chairman to sign these.
FC088-25/26	To receive Minutes of <u>Finance, Policy and Human Resources Committee Meeting of 27th November 2024 for adoption.</u>
FC089-25/26	Co-option of new Councillor Recommendation: To resolve to co-opt a new member as Councillor and for the Councillor to sign the Declaration of Acceptance of Office. (Applications circulated to councillors – in confidence)

FC090-25/26	District and County Councillors Reports (for noting only) Recommendation: To receive and note reports.
FC091-25/26	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.
FC092-25/26	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 note there are no planning applications being considered at Planning Committee.
vii)	To report on the schedule of outstanding Planning Compliance issues being considered by HDC (for noting only).
viii)	Local Plan Update To receive and note. HDC have withdrawn the Horsham District Local Plan 2023-2040, which was submitted to the Secretary of State for examination on 26 July 2024.
ix)	Bucks Green Housing Development Task & Finish Group – Welbeck Land To receive and note. RPC Comments 20.07.2025
x)	Government Planning Reforms To receive/note and discuss. • RPC Response to Government Planning Reforms • Email correspondence with WSALC
xi)	Loxwood Woods - Public Right of Way Application – Appeal REFUSED To receive and note. The Planning Inspectorate have REJECTED THE APPEAL AND CONFIRMED the Definitive Map Modification Order.
FC093-25/26	Correspondence Update (for noting only) • HDC Code of Conduct Training Session - 2 October - a code of conduct training

	session has been arranged for 2 October. The training will be online, and take place in the evening (5.30/6pm - TBC), for a couple of hours. Please can you advise your parish councillors to hold the date • HDC Community Asset Transfer Policy – HDC have circulated their Community Asset Transfer Policy and Community Asset List. Contact Paul Anderson at HDC if RPC interested in applying for an asset to be transferred.
FC094-25/26	Chairman's Report (for noting only) • Kings Head Rudgwick
FC095-25/26	Clerk's announcements/decisions/ Correspondence Update (for noting only) To receive Clerk's Weekly Updates (from 14th July – 7th September 2025) • SID LAPTOP is now cleared and ready for use for data purposes. • RoSPA Report Priority Actions 2025 – to be included on the next HROS meeting – date tbc • Scouts Church Rd Rudgwick have registered an interest in the Community Asset Transfer process with Horsham District Council. • KGV - stopcock will be £340.00 + vat, awaiting Little Street confirmation of agreed date for water to be turned off. Water Tank isolation still outstanding, Goodwins approached for advise. • Rudgwick Wives have requested to hang a 70th anniversary tea party framed collage at RH, space to be determined. • Dug outs – Football Club have increased both dug outs by a third. (1 metre) RPC have requested that any future changes must be agreed prior to works commencing. • Parish/Neighbourhood Council Briefing - Local Government Reorganisation stakeholder engagement 30.7.25 – A recording has been circulated to all Cllrs. • Incorrect bus timetable displayed at key village stop – Cllr S Kornycky contacted Stagecoach to request an up to date timetable, this has been actioned. • Jubilee Hall -Bamboo reported growing, advice sort on its removal.
FC096-25/26	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable. • RYC Management committee meeting 21.7.25
FC097-25/26	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 July & August; • Detailed Income & Expenditure by budget heading July & August; • Bank Reconciliations for July: Lloyds: Business, Savings, Deed and NS&I Accounts; & August: Lloyds: Business, Savings, Deed and NS&I Accounts; • Monthly Bank Reconciliation July & August; • Payments to be made. Removal of Signatory – NS&I – Recommendation: To resolve to approve and note the removal of Cllr Robert Burse from the account.
FC098-25/26	Acceptance of notice of conclusion of 2024/25 audit To receive and note auditors comments. • Signed External Auditor Report and Certificate 2024/2025

	SA Notice of Conclusion of Accounts (displayed 7th August 2025)
FC099-25/26	Actions from Finance, Policies and Human Resources Committee meeting 13th August 2025. Recommendation: to approve to resolve and discuss the recommended actions as recommended from the FPHR Meeting 13th August 2025.
FC100-25/26	Policies and Procedures Recommendation: To resolve to adopt the policies (without change, except Members Allowance Policy, Privacy Notice, Standing Orders and Training & Development Policy). Accessibility Statement CCTV Child Protection Policy Co-Option Policy Community Engagement Policy Document Retention Policy Email & Internet Usage Policy Eye Test Policy Internal Control Policy Investment Policy Members Allowance Policy (Chairman's Allowance updated) Privacy Notice (link to Information & Data Protection Policy updated) Recording Public Media Policy Section 137 Grants Policy Standing Orders (item 18 - NALC Model Standing Order recommendations) Training and Development Policy (new - 3.6 Councillor training)
FC101-25/26	Insurance policy for Rudgwick Parish Council due for renewal on 1st October 2025 Recommendation: To receive and resolve to approve: Hiscox Insurance Schedule for 2025/26 at a premium of £6,700.67 including IPT and fee (3-year binding Long Term Agreement (LTA) with Hiscox). 2023/24 was at a premium of £5,039.67 including IPT and fee. 2024/25 at a premium of £6,095.76 including IPT and fee (This takes into account the cost of water leak claims that total £8,450.00.)
FC102-25/26	VOA Complaint Recommendation: To receive information, RPC to approve response/actions to be undertaken. VOA Complaint Correspondence
FC103-25/26	Jubilee Hall Boiler S106 - E-Mail Consultation

	Recommendation: To approve and note the decision of approval from the email consultation circulated to Cllrs on 12 August 2025. Quotation & HDC Letter Awarding S106 Funding
FC104-25/26	RH Floor joist/repair Recommendation: To receive information, RPC to approve response/actions to be undertaken. Quotation - Alexander James Wooden Floors Ltd
FC105-25/26	Churchmans Meadow Fencing Recommendation: To receive information (RPC to approve response/actions to be undertaken. Quotation – Rudgwick Fencing / Photographs
FC106-25/26	KGV Hirer Agreement Rudgwick Football Club Recommendation: To receive information, RPC to approve response/actions to be undertaken. See Report
FC107-25/26	WSCC Highways/Traffic Calming Recommendation: To receive information, RPC to approve response/actions to be undertaken. Rudgwick CHS New and Existing Church Street 29.07.2025 & Watts Corner (pavement) 30.07.2025 • CHS S106 update (Church Street) Meeting held 26.8.25 • SID (Rowhook) • J8765EWQcvbnmUpdate • Rudgwick Traffic Calming Initiative • To contact WSCC and request that they implement the necessary road markings and signage (post is already there) to apply the parking restrictions in the Co-Op layby as per the attached WSCC document.
FC108-25/26	Winter Maintenance Plan Recommendation: To receive and resolve to note Rudgwick Parish Magazine article and actions to be undertaken. • Winter Maintenance Plan 2025/26 (All numbers/links to be checked) • WSCC Winter Offer 2025/26 • Insert for RP Magazine November • RPM Insert page 1 Winterplan (2024 copy – to be amended if necessary) • RPM Insert page 2 Winterplan (2024 copy – to be amended if necessary)
FC109-25/26	Staffing Recommendation: To resolve to approve overtime payments for the Clerk and Assistant Clerk for additional hours to cover annual leave. Update on recruitment/Outsourcing HR/H&S/Fire Risk Assessments Update on arrangement of next HROS Meeting Clerk – 3 hrs Assistant Clerk – 3 hrs

FC110-25/26	Date of next Meeting: 13th October 2025, at 7.00 pm Recommendation: To resolve to note the date of the next meeting as 13th October 2025, at 7.00 pm
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