



RUDGWICK PARISH COUNCIL

Minutes of the Meeting of the Parish Council held on Monday 8th September 2025 at Rudgwick Hall, Bucks Green, RH12 3JJ at 7 pm.

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

West Sussex County Councillor Christian Mitchell

R Landeryou (Horsham District (HD) Councillor),

Also, present Anna Clayton – Clerk

Guests: 3 for co-option

Public: None present

FC085-25/26	Apologies for Absence Apologies were received from Cllr A Ryan and noted .
FC086-25/26	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.
FC087-25/26	<u>Minutes of Council Meeting of 14th July 2025</u> It was unanimously resolved for 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	It was unanimously resolved to adopt the previously approved Minutes of <u>Finance, Policy and Human Resources Committee Meeting of 27th November 2024</u> for adoption.
FC089-25/26	Co-option of new Councillor Three applications for co-option were received. It was resolved to co-opt Mrs Rachel Gardiner-Hill as Councillor. As there were three candidates the Chairman proposed members of the council voted, the clerk collated the votes and this was unanimously agreed. The Councillor signed the Declaration of Acceptance of Office and was issued a Declaration of Interest form.
FC090-25/26	District and County Councillors Reports (for noting only) It was unanimously resolved to note : R Landeryou (Horsham District (HD) Councillor) report: HDC Update briefing on local government 30.7.25 leaders of all the councils have been working towards a plan. Decision to be made before Christmas. On July 30, 2025, Horsham District Council was preparing to ask the Planning Inspectorate to reconsider their rejection of the new Local Plan, due to upcoming changes in planning regulations that would repeal the Duty to Co-operate. This request

	was to be decided at the Cabinet meeting on August 6, 2025, which was postponed to September 17, 2025, while awaiting the Inspectorate's response. The Council also continued to explore forming a Horsham Town Council and is involved in discussions about potential local government reorganisation into a larger unitary authority, a plan it is working on with neighbouring councils • There is potential for local government reorganisation, with government proposals for large Unitary Authorities, likely involving Horsham merging with neighbouring areas. • Horsham District Council is working with its neighbouring councils and the County Council to deliver the best possible outcome for the district under this potential change VOA Complaint, is it possible to facilitate a meeting with Dominic Bradley, Director of Resource to clarify some aspects of procedure. West Sussex County Councillor Christian Mitchell’s report: Updates were received from County Councillor Christian Mitchell regarding local and county matters. Local Government Reorganisation noted that an additional meeting is scheduled for 23rd September 2025 to vote on the devolution split. Noted that mayoral candidates and further elections will also be confirmed at a later date. There was little activity over the summer. The Chairman thanked Cllr Mitchell for his involvement and support with the Highways department and arranging the meeting with Andy Ekinsmyth, to discuss our Traffic Calming Initiatives. Cllr P Kornycky mentioned the concerns over further highways issues with the proposed planning application on the Land north of Guildford Road, Rudgwick. The Chairman formally thanked both Cllrs for their reports.		
FC091-25/26	Public Speaking Session There were no public speakers.		
FC092-25/26	Planning To report on:		
i)	Current Planning Applications were resolved unanimously and noted for comment to Horsham District Council (HDC).		
Applications considered at Rudgwick Parish Council Meeting 8th September 2025			
Application No	Applicant	Reason for Application	Recommendation
DISC/25/0258 15.08.2025	Little Millfields, Horsham Road, Rowhook	Approval of details reserved by condition 1 to approved application DC/25/0124	No comment
DISC/25/0259 15.08.2025	Gravetts Farm, Guildford Road, Rudgwick	Approval of details reserved by condition(s) 3 and 4 to approved application	No comment

		DC/24/1793	
DISC/25/0262 26.08.2025	Okewood House, The Haven	Approval of details reserved by condition 3 to approved application DC/22/0871	No comment

Cllr Alker left the meeting at 7.34pm and returned at 7.37pm

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 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 there are no planning applications being considered at Planning Committee.
vii)	It was unanimously resolved to note the report on the schedule of outstanding Planning Compliance being considered by HDC.
viii)	Local Plan Update It was unanimously resolved to 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. Cllr S Kornycky gave an update to clarify HDC were considering withdrawing it and writing to the inspector with new evidence to re consider the plan. R Landeryou (Horsham District (HD) Councillor) advised that HDC have written and advised new evidence, siting the fact that under the new NPPF, duty to cooperate will be abolished. HDC await the reply.
ix)	Bucks Green Housing Development Task & Finish Group – Welbeck Land It was unanimously resolved to note. T & F Comments 20.07.2025
	A Planning Committee Meeting is scheduled for Monday 22nd September 2025 at 6pm.
x)	Government Planning Reforms It was unanimously resolved to note • RPC Response to Government Planning Reforms • Email correspondence with WSALC Noted no further update, Clerk to chase for a reply.

xi)	Loxwood Woods - Public Right of Way Application – Appeal REFUSED It was unanimously resolved to note The Planning Inspectorate have REJECTED THE APPEAL AND CONFIRMED the Definitive Map Modification Order.
FC093-25/26	Correspondence Update (for noting only) It was unanimously resolved to note the correspondence update. • 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 It was unanimously resolved to note Chairman's announcements. • Kings Head Rudgwick – Discussed the options to retain as a community asset for the benefit of the village. Agreed for the Clerk to send a letter of support to the Vicar/PCC regarding the Kings Head pub.
FC095-25/26	Clerk's announcements/decisions (for noting only) It was unanimously resolved to note 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. Rudgwick Parish Council website https://rudgwick-pc.gov.uk/clerks-weekly-update/
FC096-25/26	Parish Council representatives on outside Organisations It was unanimously resolved to note the reports received. • RYC Management committee meeting 21.7.25 No minutes have been circulated but nothing to report, next meeting 22nd September.

FC097-25/26	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 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 – It was unanimously resolved to approve the removal of Cllr Robert Burse from the account. The Clerk, A Clayton, Cllr D Buckley, Cllr I Maclachlan and Cllr S Torn to sign the amended account documentation. Proposed by Cllr P Kornysky and seconded by Cllr S Kornysky
FC098-25/26	Acceptance of notice of conclusion of 2024/25 audit It was unanimously resolved to receive and note • 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. It was unanimously resolved to receive and approve to resolve the recommended actions as recommended from the FPHR Meeting 13th August 2025. It was unanimously resolved to formally accept the pay scale increase. Clerk to clarify with Cllr Thompson to write to HALC. Proposed by Cllr P Kornysky and seconded by Cllr S Kornysky
FC100-25/26	Policies and Procedures It was unanimously resolved 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) Proposed by Cllr P Thompson and seconded by Cllr R Wild
FC101-25/26	Insurance policy for Rudgwick Parish Council due for renewal on 1st October 2025 It was unanimously resolved to approve expenditure of £6,700.67 including IPT and fees on the RPC insurance renewal. • 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). Proposed by Cllr R Wild seconded by Cllr S Torn and agreed unanimously
FC102-25/26	VOA Complaint It was unanimously resolved to note the update from Cllr P Kornycky, next action to liaise with HDC Richard Landeryou and facilitate a meeting with Dominic Bradley, Director of Resource to clarify some aspects of procedure. VOA Complaint Correspondence
FC103-25/26	Jubilee Hall Boiler S106 - E-Mail Consultation It was unanimously resolved to approve and note the decision of approval from the email consultation circulated to Cllrs on 12 August 2025. Clerk advised the installation is booked in with Adept for 22 – 23 September. Quotation & HDC Letter Awarding S106 Funding Proposed by Cllr P Thompson seconded by Cllr R Wild and agreed unanimously
FC104-25/26	RH Floor joist/repair It was unanimously resolved to approve the quote from Alexander James Wooden Floors Ltd for the sum of £453.31 inc VAT. Clerk to check on cost to incorporate the maintenance varnish required every few years. Quotation - Alexander James Wooden Floors Ltd Proposed by Cllr S Kornycky seconded by Cllr R Wild and agreed unanimously
FC105-25/26	Churchmans Meadow Fencing It was unanimously resolved to approve expenditure up to £1000.00 on the repairs to the broken fencing, however Cllrs requested to inspect the fencing prior to a decision being made, on whether the fence is removed or repaired. Quotation – Rudgwick Fencing / Photographs Proposed by Cllr P Thompson seconded by Cllr A Haynes and agreed unanimously
FC106-25/26	KGV Hirer Agreement Rudgwick Football Club It was unanimously resolved to agree to a KGV hirer agreement wording amendment in principle, subject to council discussion and approval. To be deferred to the October meeting. See Report
FC107-25/26	WSCC Highways/Traffic Calming

	It was unanimously resolved to note the update from Cllr P Kornycky, Clerk to action and contact WSCC to ensure correct road markings and signage is in place by the Co-op. Positive meeting with Andy Ekinsmyth, to discuss our Traffic Calming Initiatives. • 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) Update – item deferred for update until the October meeting • 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 It was unanimously resolved to approve the Rudgwick Parish Magazine article for the December edition and update the winter plan inserts with updated information. Clerk to liaise with Cllr P Kornycky on Winter plan inserts. • 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) Noted under Winter Maintenance Plan page 3 of 7, the amendment of Hawkridge, remove warden assisted.
FC109-25/26	Staffing It was resolved 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 - it was agreed that there would not be recruitment for another member of staff, Clerk investigating options to outsource the Health & Safety and Fire risk assessments, with the potential of including an HR provision. To be discussed further at the October meeting. Update on arrangement of next HROS Meeting – Clerk to Liaise with Cllr Haynes on a date. Clerk – 3 hrs Assistant Clerk – 3 hrs Proposed by Cllr P Kornycky seconded by Cllr S Alker
FC010-25/26	Date of next Meeting: 13th October 2025, at 7.00 pm It was resolved to note the date of the next meeting as 13th October 2025, at 7.00 pm

There being no other business, the Chairman closed the meeting at 8.59 pm

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Councillor D Buckley
Chairman

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Date