



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

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Date: 3rd June 2026

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 June 2026 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/>)

FC044-26/27	Apologies for Absence To receive and approve.
FC045-26/27	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.
FC046-26/27	Minutes of Council Meeting of 11th May 2026 (Minutes on Rudgwick Parish Website) To receive for approval the Minutes as an accurate record of the Council Meeting held on 11 th May 2026 and for the chairman to sign these.
FC047-26/27	Leader of Horsham District Council, Cllr Martin Boffey District and County Councillors Reports (for noting only) To receive and note reports/updates.
FC048-26/27	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.

FC049-26/27	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 June 2026				
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).
ix)	Bucks Green Housing Development Task & Finish Group – Welbeck Land To receive and resolve.
x)	Oakfield Oak Tree To receive and resolve.
xi)	Examination of the Horsham Local Plan - Council announce re-opening of Local Plan examination To receive and be noted.
FC050-26/27	Correspondence Update (for noting only) Letter from WSCC re surveying for trees with Ash Die Back
FC051-26/27	Chairman's Report (for noting only)
FC052-26/27	Clerk's announcements/decisions/Correspondence (for noting only) To receive Clerk's Weekly Updates (from 12 th May – 7 th June 2026) - Furze Road Bench Update - Rudgwick Conservation Area Review submitted

	• Parking on the field – Reported to the PCSO, no response. Open Spaces Warden to monitor. • Broken bridge in CM playground reported. Local resident volunteer contacted. • Worknest – The Employment Law/HR service can be added within 9 months of contract start date 1.1.26 – to be included on the July agenda. • New Horsham District Council consultation: Residents asked to have their say to help improve air quality Please share your views in our consultation survey on the Council website. The survey will run from Tuesday 26 May until Tuesday 23 June.
FC053-26/27	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable. • RYC Update – Next meeting 22nd June 2026
FC054-26/27	Finance To consider for approval/ noting: • Payments made/received April/May; • Detailed Income & Expenditure by budget heading April/May; • Bank Reconciliations for April/May: Lloyds: Business, Savings, Deed and NS&I Accounts; • Monthly Bank Reconciliation April/May; • Payments to be made.
FC055-26/27	Internal Audit/Annual Internal Audit Report To receive and resolve.
FC056-26/27	Appointment of Internal Auditor 2026/27 To receive and be noted.
FC057-26/27	To appoint Mulberry & Co to assist with the preparation of 26/27 accounts due to the change to income and expenditure To receive and resolve.
FC058-26/27	Annual Governance and Accountability Return 2025/26 – Section 1 Annual Governance Statement 2025/26 To consider for approval section 1 of the Annual Return for the year ended 31 March 2026.
FC059-26/27	Annual Governance and Accountability Return 2025/26 – Section 2 Accounting Statement 2025/26 To consider for approval section 2 of the Annual Return for the year ended 31 March 2026.
FC060-26/27	Details of the Arrangements for the Exercise of Public Rights and name of external auditor To receive and be noted.
FC061-26/27	Rudgwick Hall Update To receive and be noted.

FC062-26/27	Housing Needs Survey Quote To consider and resolve.
FC063-26/27	Community Governance Review – Consultation To consider and resolve.
FC064-26/27	Government launches second consultation on local government reorganisation in Sussex To consider and resolve.
FC065-26/27	WSCC Highways/Traffic Calming To consider and resolve.
FC066-26/27	KGV Playing Field To consider and resolve.
FC067-26/27	Dates for Committee Meetings for 2026/27 To consider and resolve.
FC068-26/27	Staffing To receive and resolve.
FC069-26/27	Resolution to exclude the public and press from the business about to be transacted. Exclusion due to the confidential nature/exempt information to be discussed.
FC070-26/27	Little Street Sub-lease: Little Street/Spin Studio To receive, review and agree.
FC071-26/27	Date of next Meeting: 13th July 2026, 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 June 2026 at 7.00 pm

Clerk's Report

To be read in conjunction with the Agenda

FC044-26/27	Apologies for Absence Recommendation: To resolve to receive and approve apologies.
FC045-26/27	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>
FC046-26/27	Minutes of Council Meeting of 11th May 2026 Recommendation: To receive and resolve the Minutes an accurate record of the Council Meeting held on 11th May 2026 and for the Chairman to sign these.
FC047-26/27	Leader of Horsham District Council, Cllr Martin Boffey District and County Councillors Reports (for noting only) Recommendation: To receive and note reports/updates.
FC048-26/27	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.
FC049-26/27	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 the 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).
ix)	Bucks Green Housing Development Task & Finish Group – Welbeck Land Recommendation: To receive information, RPC to approve response/actions to be undertaken.
x)	Oakfield Oak Tree Recommendation: To receive information, RPC to approve response/actions to be undertaken. • Correspondence with HDC • DISC/25/0396 Oakfield RPC
xi)	Examination of the Horsham Local Plan - Council announce re-opening of Local Plan examination Recommendation: To receive and note information. • Local Plan Examination Update and next steps.
FC050-26/27	Correspondence Update (for noting only) •
FC051-26/27	Chairman’s Report (for noting only)
FC052-26/27	Clerk’s announcements/decisions/ Correspondence Update (for noting only) To receive Clerk’s Weekly Updates (from 12 th May – 8 th June 2025) • Furze Road Bench Update • Rudgwick Conservation Area Review submitted • Parking on the field – Reported to the PCSO, no response. Open Spaces Warden to monitor. • Broken bridge in CM playground reported • Worknest – The Employment Law/HR service can be added within 9 months of contract start date 1.1.26 – to be included on the July agenda. • New Horsham District Council consultation: Residents asked to have their say to help improve air quality Please share your views in our consultation survey on the Council website. The survey will run from Tuesday 26 May until Tuesday 23 June.
FC053-26/27	Parish Council representatives on outside Organisations (for noting only) To receive reports if applicable. • RYC Update – Next meeting 22nd June 2026
FC054-26/27	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 April; • Detailed Income & Expenditure by budget heading April; • Bank Reconciliations for May: Lloyds: Business, Savings, Deed and NS&I

	Accounts; • Monthly Bank Reconciliation April; • 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.
FC055-26/27	Internal Audit/Annual Internal Audit Report Recommendation: To resolve to note the Annual Internal Audit Report and Annual Internal Audit Report 2025/26 (page 3).
FC056-26/27	Appointment of Internal Auditor 2026/27 Recommendation: To consider resolving the appointment of Mulberry Local Authority Services Ltd as internal auditors for a three-year term at a fixed cost of £80 p/h plus expenses. If RPC commit to a three-year term, Mulberry Local Authority Services Ltd guarantee that the hourly rate will remain fixed for the full duration of the agreement.
FC057-26/27	To appoint Mulberry Local Authority Services Ltd to assist with the preparation of 26/27 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 2026/27 year-end, due to the change to income and expenditure The fee for 2026/27 will be approximately £95 per hour (+ VAT) and travel at 45p per mile. The shutdown service took 2hrs for 2025/26 and the office anticipate the same timescale for 2026/27, Mulberry will only check the Clerks have followed the correct shutdown procedure.
FC058-26/27	Annual Governance and Accountability Return 2025/26 – Section 1 Annual Governance Statement 2025/26 Recommendation: To receive and resolve the Council’s responses (AGAR accountability explanation) to Statement 1-10 in section 1 (of the Annual Return (page 4) for the year ended 31st March 2026, as read out by the Chairman and Section 1 to be duly signed by the Chairman of the meeting and by the Clerk.
FC059-26/27	Annual Governance and Accountability Return 2025/26 – Section 2 Accounting Statement 2025/26 Recommendation: To receive and resolve (page 5) for the year ended 31st March 2026 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.
FC060-26/27	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.
FC061-26/27	Rudgwick Hall Update Recommendation: To receive update and discuss and approve actions to be undertaken.

	• Curtain Update - revised quote for curtaining - the cost has increased very slightly, due to change of fabric for the stage. delivery and completion 4-6 weeks.
FC062-26/27	Housing Needs Survey Quote Recommendation: To receive update and discuss and approve actions to be undertaken. • AirS Quotation • Example Housing Needs Survey 2024 – Final Questions • Example Housing Needs Survey 2024 - Summary • Example Housing Needs Survey Report 2024 - Final
FC063-26/27	Community Governance Review – Consultation Recommendation: To receive update and discuss and approve actions to be undertaken. • Community Governance Review – printed version The deadline for responses is 22 June.
FC064-26/27	Government launches second consultation on local government reorganisation in Sussex Recommendation: To receive update and discuss and approve actions to be undertaken. • West Sussex County Council Statement of Local Government Re-organisation Consultation
FC065-26/27	WSCC Highways/Traffic Calming Recommendation: To receive update and discuss and approve actions to be undertaken. • Downslink Crossing Highway Improvements Scheme TRO • Sussex Police & Crime Commissioner – Speed Camera review • Maintenance for the SIDs/ SID - Bucks Green on the A281
	KGV Playing Field • Orchard Wellness – Water Supply Usage Recommendation: To receive update and discuss and approve actions to be undertaken. Orchard Wellness has requested permission to use the water supply on King George V playing fields to run an ice tub wellness workshop, similar to an event they held there approximately three years ago. There will be 3 or 4 tubs, size of tub approx. 250litres of water and are filled 3/4 full with the rest topped up with ice. <i>‘The previous session was well received by the local community, and I’d love to bring it back as part of our ongoing wellbeing programme. I’m more than happy to cover any costs associated with water usage and would of course ensure the area is left clean and tidy afterwards.’</i> • Football Dug Outs Promotional Signage Recommendation: To receive update and discuss and approve actions to be undertaken. Football Dug Outs Promotional Signage
FC066-26/27	Dates for Committee Meetings for 2026/27

	Recommendation: To resolve to approve future committee meeting dates.
FC067-26/27	Staffing Recommendation: To resolve to approve overtime payments for the Clerk and Assistant Clerk additional hours. Clerk – 13.5 hrs Assistant Clerk – 30 hrs
FC068-26/27	Resolution to exclude the public and press from the business about to be transacted. Exclusion due to the confidential nature/exempt information to be discussed.
FC069-26/27	Little Street Sub-lease: Little Street/Spin Studio Recommendation: To receive, review and agree: Clerk to circulate confidential information.
FC070-26/27	Date of next Meeting: 13th July 2026, at 7.00 pm Recommendation: To resolve to note the date of the next meeting as 13th July 2026, at 7.00 pm.