

## Rudgwick Parish Council

Minutes of the Meeting of the Parish Council held on Monday 11<sup>th</sup> February 2019 at Rudgwick Hall, Bucks Green, RH12 3JJ at 7 pm.

**Present:** Councillors D Buckley (Chairman), P Thompson (Vice-Chairman), R Bookham, R Brown, V Davis, A Haynes, R Landeryou, I Maclachlan and R Wild.

**Also in attendance:** Parish Clerk Jonna Foote; West Sussex County Councillor Christian Mitchell and four members of the public.

### FC/222/18 **Co-option of Councillor**

One nomination was received for the vacant position. The application form had been previously circulated to councillors. It was **resolved** that Mrs S Kornycky be **co-opted** onto the Council for the remainder of the municipal term to May 2019. Proposed by Cllr Wild seconded by Cllr Landeryou and unanimously agreed.

The co-opted Councillor signed their Declaration of Acceptance of Office in accordance with statute in the presence of the Parish Clerk.

### FC/223/18 **Apologies for Absence**

Apologies for absence had been received from Cllr M Ellis and reason for absence were noted and unanimously approved. Apologies had also been received from Horsham District Councillor John Bailey.

### FC/224/18 **Declarations of Interest**

No declarations of interest as defined under the Localism Act 2011 were made.

### FC/225/18 **Minutes of the Previous Meeting**

It was **resolved** the Minutes of the Council Meeting held 14<sup>th</sup> January 2019 to be confirmed as a correct record and be signed by the Chairman.

### FC/226/18 **Chairman's Announcements**

The Chairman reported the following:

- The Council acknowledged having received both praise and a complaint regarding the cutting of the hedge at the bottom of Rudgwick Hall car park. The work had been undertaken by two parishioners. The Council appreciated the effort as well as the new garage owner's action of cutting down a shrub/tree, after the action/work had been identified in the recent tree survey.
- Soft Sand Review of the West Sussex Joint Minerals Local Plan – Issues and Options Consultation (reg. 18) was noted.
- Tennis Club lease is ready to be signed. It was agreed to separate the courts from the new pavilion of which the location has moved to the south/east corner of the courts. It was noted that the Council supports the Tennis Club's initiative exploring the possibility of a new pavilion, their liaising with Fields in Trust and dealing with Planning and Building regulations.
- Football Club. It was noted that concerns regarding the access to the disabled toilets have been received. The matter should resolve itself when the Little Street café opens in a few weeks' time. The Chairman offered support to the Football Club; his offer of attending the forthcoming Football Club meeting was declined.
- Signage to Little Street. It is noted that signage could be improved.

- Field Users Committee – it was resolved to bring forward Agenda item 16.

**FC/227/18 King George V Field Users Committee**

It was **resolved** to form a committee consisting of Councillor Landeryou, supported by members of the Recreation and Halls Committee, and representatives of the King George V users, field and building. The Clerk to provide contact details.

**FC/228/18 District and County Councillors Reports**

County Councillor Christian Mitchell reported the following:

- The County Police and Crime Commissioner Precept for 2019/20 had been set at £24.00 for a D rated household.
- West Sussex County Council's precept will be set at a meeting later this week.

Cllr Kornycy asked the County Councillor if he could provide information regarding the VELO – South 2019 event. Cllr Mitchell reported that he was told that no event for 2019 was planned. He was aware of the planned January meeting of Rudgwick Parish Council and the Leader of West Sussex County Council (WSSC) which was subsequently cancelled. Cllr Buckley reported that a VELO-South meeting had taken place between the Leader of WSSC and Westhampnett Council and three other councils. The meeting is reported in Parish Council Meeting Minutes. However, Rudgwick Parish Council Clerk has been informed that minutes of the particular meeting will not become available as it was a closed meeting.

Cllr Buckley invited Cllr Mitchell to the Annual Parish Meeting and thanked him for attending Parish Meetings and meet with Councillors and the public.

7.25 pm Cllr Mitchell left the meeting.

**FC/229/18 Public Session**

There were no speakers.

**FC/230/18 Planning**

The following was reported:

- Current Planning Application were **resolved** and noted for comment to Horsham District Council

Discussed at meeting on Mon 11 February 2019			
Application No	Applicant	Reason for Application	Recommendation
DC/19/0100	Morgans Green, The Haven, Billingshurst	Demolition of existing rear porch and erection of a porch (householder)	<b>No objection</b>
DC/19/0102	Morgans Green, The Haven, Billingshurst	Demolition of existing rear porch and erection of a porch (Listed Building Consent)	<b>No objection</b>
DC/19/0201	Chequered Oak Bungalow, Rowhook Road, Rowhook	Erection of a front porch and single storey rear/side extension	<b>No objection</b>
DISC/19/0026	Smithers Farm, Guildford Road, Rudgwick	Approval of details reserved by conditions 3 on DC/18/1812	<b>No objection</b>

The decisions on the above planning applications were unanimously agreed.

- i) Comments made on Planning Applications under delegated powers were noted.

<b>Delegated Applications for Rudgwick Parish Council Meeting 11 February 2019</b>			
<b>Application No</b>	<b>Applicant</b>	<b>Reason for Application</b>	<b>Recommendation</b>
DC/19/0054	Windacres House, Church Street, Rudgwick	Surgery to 1 x Oak (north of 48 Pondfield Road)	<b>No objection</b>
WSCC/004/19/RW	Rudgwick Brickworks Lynwick Street Rudgwick	Extension to the restoration of the former clay pit, including the remodelling of the existing landform to enable a change of use to agricultural land (permanent pasture), internal traffic management improvement measures and a proposed scheme of landscaping improvements and ecological enhancement	<b>No objection</b>
DC/19/0106	The Co-Op Units 3-7 Martlett Corner Church Street Rudgwick	New plant equipment	<b>Objection</b> – This is a retrospective planning application. The noise is affecting the enjoyment and quality of life (day and night) of those living in adjoining/nearby properties.
DC/18/2563	Heathers Farm The Haven Billingshurst	Installation of lights to riding school	<b>No objection</b> with condition that there is a limitation on time and frequency of use.
DISC/19/0014	Garlands Granary The Haven Billingshurst	Approval of details reserved by condition 3,4 and 5 to approved application DC/18/1711	<b>No objection</b>

- ii) Decisions made by Horsham District Council on previous applications were noted.

<b>HDC Council Decisions 11<sup>th</sup> February 2019 Rudgwick Parish Council Meeting</b>				
<b>Application No</b>	<b>Applicant</b>	<b>Reason for Application</b>	<b>RPC Recommendation</b>	<b>HDC Decision</b>
DC/18/2456	18 The Marts Rudgwick	Installation of a lean-to roof over existing flat roof on front of property.	<b>No objection</b>	Permitted
DC/18/2147	4 Milla Cottage	Erection of agricultural store	<b>No objection</b>	Permitted

	Natts Lane Rudgwick	for a tractor & other equipment		
DC/18/2580	43 Woodfield Road, Rudgwick	Demolition of lower deck with replacement stairs and extension of rear balcony.	<b>No objection</b>	Permitted
DC/18/2503	Owlbecks, Tismans Common	Erection of a rear single storey extension Rudgwick	<b>No objection</b>	Permitted
DC/18/2501	Skylarks, Hermongers Farm, Rudgwick	Change of use of agricultural land to domestic residential land associated with new dwelling (as approved under application DC/18/0327 for 'demolition of existing buildings and erection of a two storey dwelling with new access route').	<b>No objection</b>	Refused
DISC/18/03 70	48 Woodfield Road, Rudgwick	Approval of details reserved by condition 3 on DC/18/1913	<b>No comment required</b>	Permitted
DISC/18/03 45	Rudgwick Metals, Church Street, Rudgwick	Approval of details reserved by condition 13 to approved application DC/16/2917	<b>No comment required</b>	Permitted
DC/18/230 7	Marshalls Farm, The Haven, Billigshurst	Erection of single storey extension to provide additional bedroom, and temporary siting of mobile home during construction works	<b>No objection</b>	Permitted
NC/19/0002	Rudgwick Brickworks Lynwick Street Rudgwick	Extension to the restoration of the former claypit, including the remodelling of the existing landform to enable a change of use to agricultural land (permanent pasture), internal traffic management improvement measures and a proposed scheme of landscaping improvements and ecological enhancement.	<b>No consultation</b>	Comments on consultation

iii) There were no Appeal notices or decisions to be noted.

**FC/231/18 Clerk's announcements are noted.**

- Clerk's Weekly Updates (7<sup>th</sup> January – 4<sup>th</sup> February).
- Emergency Lighting in Rudgwick Hall and Jubilee Hall has been repaired.
- Clerk has attended VAT training event and clarification of invoicing process regarding Little Street utility bills as well as VAT claims from HMRC has been clarified.
- Clerk to attend Election Training on Thursday 14<sup>th</sup> February.

- FC/232/18 **Report from Parish Council representatives on outside organisations:**  
HALC Meeting 23<sup>rd</sup> January 2019.  
Cllr Thompson was unable to attend the meeting and minutes were circulated prior to the meeting. Cllr Thompson's summary was **received** and noted.
- FC/233/18 **Elections**  
HDC Information on elections and the role of the Clerk, NALC Election time table; NALC "All about Local Councils" publication to be available on Rudgwick Parish website and Clerk's attendance of SSALC Election Training event on 14<sup>th</sup> February; Cllr Buckley emphasising the need for councillors to submit their nomination paperwork to the Returning Officer, Horsham District Council within the period of 26<sup>th</sup> March and 3<sup>rd</sup> April 2019. This information was **received** and noted.
- FC/234/18 **Annual General Meeting – 9<sup>th</sup> March 2019**  
It was advised that members are invited to submit questions to be asked to the speaker, Mr G Chipp, Chief Executive HDC to the Clerk by noon, Monday 18<sup>th</sup> February 2019.  
Questions already submitted:
- Horsham District Council was a partner in the 2018 VELO South Event. Did the Council perceive any economic benefit? Is the Council a partner/ considering being a partner in future events?
  - S106 funding. In general, and in part for the Windacres development in Rudgwick regarding contribution to West Sussex County Council for the development of school places. For the Windacres development the sum of £106,000 is allocated to WSCC as capital spending for the creation of six places at Rudgwick Primary School. Could the process of creating these places be clarified?
- Cllr Hayes advised on the recent publicised Strategic Housing & Economic Land Availability (SHELAA) ( <https://www.horsham.gov.uk/planningpolicy/planning-policy/housing-land-availability#sthash.hPibqE9f.dpuf>) and the inherent contradictions with some of the available sites as a possible topic for questioning.  
Cllr Buckley advised on the Agenda for the meeting and Cllr Bookham, Chairman of Traffic Calming Working Group and Cllr Maclachlan, Chairman of Neighbourhood Planning Steering Committee confirmed their willingness to provide the meeting with an update of the work of the Working Group/Steering Committee.  
Assistance will be required for setting up/ refreshments and clearing up on the evening.  
The information was **received** and noted.
- FC/235/18 **Trees opposite Pennthorpe School, Church Road, Rudgwick**  
Cllr Rob Bookham advised on the status of the Traffic Calming Group's work regarding the felling of the trees. It has been confirmed that the trees are not subject to a Tree Protection Order/in a conservation area. The Working Group is currently awaiting a visit from WSCC tree specialist to receive permission to fell the trees. It was advised that three quotes for the felling/replanting of trees had been received. The Clerk advised on the possibility of a bat survey and the requirement for clarification by the contractor. Clerk to clarify contractor's liability insurance. It was **resolved** and noted that when approval for the felling of the trees is in place, the contract is to be awarded to GB Fencing & Tree Surgeons with a maximum spend of £2,000.  
Proposed by Cllr Thompson seconded by Cllr Landeryou and unanimously agreed.

- FC/236/18 **Tree Survey**  
 It was advised that the recent tree survey of Churchmans Meadows and King George V trees had resulted in action on three trees, one which has already been cut back. The two remaining trees together with the three trees recommended in the Foxholes Copse tree survey will have to undergo a bat survey before the recommended tree work can be undertaken. In the first instance the Open Space Warden will provide photographic evidence of the trees, for the Clerk to forward to the bat specialist for evaluation. It was **resolved** and noted to spend up to £1,000 for the bat survey.  
 Proposed by Cllr Landeryou seconded by Cllr Maclachlan and unanimously agreed.
- FC/237/18 **Tennis Court Path and King George V (KGV) Emergency Exit Path**  
 It was advised that both paths are Health and Safety issues and three quotes had been sought, two received. Cllr Buckley advised that with the Tennis Club reconsidering the position of a potential pavilion a repair should possibly be reconsidered. Immediate action to be taken is the placement of signs, warning the public of the uneven surface. Clerk to liaise with the Tennis Club.  
 The KGV Emergency Exit Path repair to take place as soon as possible and the contract to be awarded to "Grasstex", who submitted the most competitive quote of £450 plus VAT. It was **resolved** and noted to receive the actions regarding the Tennis Court Path and spend up to £500 for the repair of the KGV Emergency Exit Path.  
 Proposed by Cllr Landeryou seconded by Cllr Maclachlan and unanimously agreed.
- FC/238/18 **Annual Councillor Safety Inspection of Rudgwick Hall and Jubilee Hall**  
 It was **resolved** and noted for Cllrs Landeryou and Brown to undertake this task and for the Clerk to provide relevant paperwork.
- FC/239/18 **King George V Field Hedge between Little Street Car Park and Youth Centre**  
 It was advised that the Open Space Warden is concerned about people taking short cuts through the recently cut down hedge. It was **resolved** and noted that the main purpose of the hedge was to retain the soil and with the cricket club's use of chicken wire next to the hedge during the cricket season. It is noted that currently no action is required.
- FC/240/18 **Rudgwick Hall Main Hall lighting**  
 It was advised that the current light diffuser covers cannot be replaced (two are broken – leaving the fluorescent tubes unprotected). Replacement with LED unit is recommended and as a mobile scaffold tower is required for installation, replacing all nine units is advised. Three quotes were sought, ranging from £1,087.56 to £2,210.26 plus VAT. It was **resolved** and noted to award the contract to "All Saved" at £1,087.56.  
 Proposed by Cllr Brown seconded by Cllr Bookham and unanimously agreed.
- FC/241/18 **Horsham District Year of Culture**  
 It was advised that there is a wide range of cultural events on offer. The events are offered free and it is for the Council to provide a venue and cover costs/time that may be involved with accommodating an event. It was **resolved** and noted for Cllr Kornychy to explore the offered food event and provide further information to Councillors.
- FC/242/18 **Parish Council Meeting Dates for 2019/20**  
 8<sup>th</sup> April; 13<sup>th</sup> May; 10<sup>th</sup> June; 8<sup>th</sup> July; 9<sup>th</sup> September; 14<sup>th</sup> October; 11<sup>th</sup> November; 9<sup>th</sup> December 2019; 13<sup>th</sup> January; 10<sup>th</sup> February; 9<sup>th</sup> March 2020 (Annual Parish Meeting).  
 The above dates were **resolved** and noted

**Accounts**

Reconciliation of Lloyds bank account - January; Reconciliation of NatWest bank account – October; Quarterly reconciliation of accounts for 31<sup>st</sup> December 2018 and Payments made/ to be made were provided. Payments made were clarified by the Clerk where further information was requested by Councillors.

<b>Rudgwick Parish Council</b>					
<b>Lloyds plc January Bank Statement</b>					
Transaction Date	Transaction Type	Transaction Description	Debit Amount	Credit Amount	Balance
02/01/2019	DD	HORSHAM DC dob/litter bins	£141.40		£44,164.13
07/01/2019	BGC	HDC S106 CM playground		£9,792.19	£54,051.32
07/01/2019	DEP	Rudgwick Hall Hire		£95.00	£44,259.13
10/01/2019	FPI	Rudgwick Hall Hire		£708.00	£54,956.21
10/01/2019	FPI	Rudgwick Hall Hire		£196.89	£54,248.21
11/01/2019	FPI	Jubilee Hall Hire		£136.00	£55,337.21
11/01/2019	FPI	Jubilee Hall Hire		£245.00	£55,201.21
15/01/2019	FPO	WEALD SERVICES Cleaning December	£195.50		£50,617.00
15/01/2019	FPO	GAZPROM KGV	£87.51		£50,812.50
15/01/2019	FPO	WSCC PENSION FUND December	£453.22		£50,900.01
15/01/2019	FPO	FIRE RISK UK ann maint fire equipment	£44.58		£51,353.23
15/01/2019	FPO	CERTAS ENERGY RH oil delivery	£495.71		£51,397.81
15/01/2019	FPO	OXFORD ARCHAEOLOGY burial ground	£1,800.00		£51,893.52
15/01/2019	FPO	PEP PRJT MGMNT LTD KGV debris removal	£1,194.00		£53,693.52
15/01/2019	FPO	SEOFON Payroll December	£22.80		£54,887.52
15/01/2019	FPO	HMRC - December	£426.89		£54,910.32
16/01/2019	FPI	Jubilee Hall Hire		£118.80	£50,628.80
16/01/2019	DD	DUAL ENERGY KGV	£107.00		£50,510.00
17/01/2019	FPI	Rudgwick Hall hire		£94.50	£50,723.30
21/01/2019	DEB	ATLAS MOBILITY wheel chair tyres	£45.00		£50,963.30
21/01/2019	FPI	Rudgwick Hall Hire		£175.00	£51,008.30
21/01/2019	FPI	Rudgwick Hall Hire		£75.00	£50,833.30
21/01/2019	FPI	Rudgwick Hall Hire		£35.00	£50,758.30
22/01/2019	FPI	Jubilee Hall Hire		£108.00	£55,941.59
22/01/2019	DEP	BG Feed in Tariff KGV Sept 17 - Nov 2018		£4,886.99	£55,833.59
22/01/2019	DD	O2 mobile phone	£10.70		£50,946.60
22/01/2019	DD	O2 mobile phone	£6.00		£50,957.30
23/01/2019	FPO	GOODWINS BUILDING KGV assesement	£217.92		£50,945.15
23/01/2019	FPO	WSCC PENSION FUND December	£453.22		£51,163.07
23/01/2019	FPO	DM HANDYMAN repair notice board/KGV door	£112.80		£51,616.29
23/01/2019	FPO	REF 106/18/19 090128 Dep Refund	£50.00		£51,729.09
23/01/2019	FPO	GOODWINS BUILDING Boiler and heat pumo repair	£4,200.00		£51,779.09
23/01/2019	FPI	Rudgwick Hall Hire		£37.50	£55,979.09

24/01/2019	FPI	Jubilee Hall Hire		£22.00	£50,967.15
25/01/2019	FPI	Rudgwick Hall Hire		£173.27	£49,130.48
25/01/2019	FPI	Rudgwick Hall Hire		£173.27	£48,957.21
25/01/2019	DD	HDC Jubilee Hall rates	£52.00		£48,783.94
25/01/2019	BP	Salaries	£2,131.21		£49,641.00
28/01/2019	FPI	Cricket Team - field hire 2018		£262.50	£49,392.98
29/01/2019	DD	Business Stream KGV water	£543.25		£48,849.73
31/01/2019	DD	BRGAS-GASJubilee Hall	£328.68		£48,521.05
31/01/2019	DEB	FIRSTAID4LESS FA supplies winter EP	£59.22		£48,461.83
<b>Payments to be approved</b>					
18/01/2019	FPO	Surrey Hills Solicitors (Tennis Club Lease)	£690.00		
15/01/2019	DD	Dual Energy (Electricity LS)	£256.04		
22/01/2019	FPO	PEP Project Management (Little Street Survey)	£1,308.00		
31/01/2019	FPO	Goodwin Building Services (Control Works RH)	£1,795.20		
29/01/2019	FPO	SSALC (VAT Training)	£78.00		
05/02/2019	FPO	HMRC January 2019	£446.89		
31/01/2019	FPO	Seafon January 2019 Payroll	£24.00		
31/01/2019	FPO	TMS Electrical (Investigate tripping RH)	£115.50		
03/02/2019	FPO	Weald Cleaning Services January 2019 (RH & JH)	£382.50		
31/01/2019	FPO	Action Plumbing (Toilet plumbing LS)	£449.50		
08/02/2019	FPO	TMS Electrical (Repair emergency lighting RH)	£580.06		
08/02/2019	DD	O2 Mobile Phone Charges (8 <sup>th</sup> Jan - 8 <sup>th</sup> Feb 2019)	£15.94		
08/02/2019	DD	O2 Mobile Phone Purchase Contract (8 <sup>th</sup> Jan – 8 <sup>th</sup> Feb 2019)	£6.00		
			£6,147.63		

Accounts were **resolved** and noted. Proposed by Cllr Thompson seconded by Cllr Haynes and unanimously agreed.

**FC/244/18 Staffing**

It was advised that four enquiries had been received for the vacancy of assistant clerk, resulting in three applications. It was **resolved** and noted to form a working group consisting of Cllr Davis, Thompson and Wild to short list and interview applicants. The date for interviewing to be Monday 25<sup>th</sup> February.

**FC/245/18 Date of Next Full Council Meeting**

It was **resolved** and noted: the date of the next meeting is Monday 8<sup>th</sup> April 2019 at 7.00 pm

*There being no other business, the Chairman closed the meeting at 8.30 pm.*

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**Councillor D Buckley**  
**Chairman**

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**Date**