

## Rudgwick Parish Council

Minutes of the Meeting of the Parish Council held on Monday 10<sup>th</sup> June 2019 at Rudgwick Hall, Bucks Green, RH12 3JJ at 7 pm.

**Present:** Councillors D Buckley (Chairman), P Thompson (Vice-Chairman), M Ellis, A Haynes, S Kornycky and I Maclachlan.

**Also in attendance:** Parish Clerk Jonna Foote; West Sussex County Councillor Christian Mitchell and 6 members of the public.

FC042-19/20 **Apologies for Absence:**

Apologies for Absence were received from Cllrs Brown, Landeryou (also Horsham District Councillor) and Wild were **noted** and unanimously approved.

FC043-19/20 **Declarations of Interest:** it was **noted** that no declarations of interest by councillors on any matters to be considered at the meeting and notifications of changes to members Registers of Interest were received.

FC044-19/20 **Minutes of Council Meeting of 13<sup>th</sup> May 2019**

It was **resolved** to approve the Minutes of the Council Meeting held 13th May 2019 as a correct record and they were signed by the Chairman. .

FC045-19/20 **Chairman's announcements**

The following announcements for **noting** were made:

The Rudgwick Lawn Tennis Club (RLTC) has approached Rudgwick Parish Council with their plans for the building of a Pavilion. The Council supports the application and a meeting between the Chairman and the RLTC is taking place on 11th June 2019. The Council is not providing financial support.

The site of Sussex Topiary, Naldretts Lane, Rudgwick (DC/19/087) has been visited by Horsham District Council Planning Enforcement and a Temporary Stop Notice has been issued. Horsham District Councillor Landeryou will be made aware of the situation and the Chairman will mention in the Parish Magazine that Rudgwick Parish Council is not supporting the development.

FC046-19/20 **District and County Councillors Reports**

West Sussex County Councillor Christian Mitchell reported on the recent OFSTED inspection of West Sussex County Council (WSSC) Early Years' Service (EYS) – WSSC failed in all three areas. Hampshire County EYS has a good record and has been asked to support WSSC. It is hoped that the service will be brought up to a "satisfactory" standard over a two year time period.

The Council and public were invited to ask questions, there were none.

Horsham District Councillor Landeryou had indicated that there was nothing to report.

The information was **noted**.

West Sussex County Councillor Mitchell left the meeting at 7.08pm.

FC047-19/20 **Public participation**

A member of the public commented on Sussex Topiary developments, and welcomed the actions of Horsham District Council. Concern was expressed that past experience has shown that appropriate further actions were unlikely to be taken. Cllrs Kornicky and Thompson reported that at a recent planning training event it had been mentioned that there is a shortage of staff and that “the public is expected to police”. It was agreed to pursue this as an Agenda item at the Parish Council July meeting.

A member of the public enquired after the cemetery extension and what purchase costs of a grave would be. The Rudgwick Holy Trinity Church Church Warden reported that currently the Church is hoping to start the planning application process. The time scale for a response is very much dependent on the fact if further investigations have to be undertaken. If this is the case, it may well take another year before the project is completed. There are a very limited number of graves available and the Church is exploring the possibility of finding some additional space in the current cemetery. Costs of graves can as yet not be given. A member of the public reported on the request made to WSCC for the Arriva 63 Bus Service route to change from going through the centre of Broadbridge Heath to using the new C622 road. This would result in passengers being able to access the Tesco store, The Bridge Leisure Centre and possibly the new Broadbridge Heath village centre. Several organisations have been contacted and positive responses and support from HDC, WSCC and Broadbridge Heath and Slinfold Councils have been received. It is now hoped that the bus company is willing to change the route as proposed.

The information was **noted**.

*At the agreement of the Chairman FC059-19/20 was brought forward.*

FC059-19/20 **Cemetery extension**

Plans for the proposed extension recorded in the Clerk’s Report were received.. It was **resolved** to approve for Rudgwick Holy Trnity Church of England Church to submit a planning application on behalf of Rudgwick Parish Council for the extension of the cemetery.

Proposed by Cllr Thompson seconded by Cllr Haynes and agreed unanimously.

FC048-19/20 **Planning**

The following was reported

- i) **Current Planning Applications** were **resolved** unanimously and noted for comment to Horsham District Council (HDC)/WSCC as appropriate.

Applications for Rudgwick Parish Council Meeting 10 <sup>th</sup> June 2019			
Application No	Applicant	Reason for Application	Recommendation
WSCC/004/19/RW	Restoration to Agriculture Ltd Site – Rudgwick Brickworks	Further information has been provided to WSCC in respect of – Highways, Trees & Woodland, & Flood Risk, Agriculture Benefits,	No objection – with the comment that it is important the final deadline is adhered Drainage to.

		Phsing, Landscape & Ecology and other General Clarification	
<a href="#">DC/19/1094</a> 23.05.2019	Mile Oak, The Haven, Billingshurst	Retention of 3 bay garage building	No objection - with the condition that the area above the garage is not to be used as living accommodation.
<a href="#">DC/19/1097</a> 23.05.2019	The Co-Op, Units 3 – 7, Martlett Corner, Church Street, Rudgwick	Installation of 1 x non illuminated fascia, 1 x internally illuminated co-op projector, 1 x non illuminated post office projector, 1 x non illuminated post office lozenge panel and 1 x non illuminated flat aluminium panel	No objection
<a href="#">DC/19/1088</a> 24.05.2019	1 Farn Brakes, Church Street, Rudgwick	Erection of corner shed in rear garden	No objection – subject to the new build conditions.
<a href="#">DC/19/1124</a> 29.05.2019	Hornhill Cottages, Guildford Road, Rudgwick	Erection of a single storey side extension	No objection

Cllr Thompson reported on the latest development regarding the Co-op retrospective planning application (DC/19/0106): enforcement action has been taken, the fan has been slowed down and HDC Environmental Health have completed there measurements. There is some uncertainty regarding the current noise meeting the legal barrier.

A discussion took place regarding retrospective planning application DC/19/1094 – Mile Oak, The Haven, Billingshurst and it was resolved for the Clerk to write a letter to HDC Planning Department questioning how this situation occurred as it raises the question if Building Regulations approved the change in the build?; Why were the plans changed and why was a new application with minor amendments not submitted?

- ii) Comments made on **Delegated Planning Applications** under delegated powers as recorded in Clerk’s Report were **noted**.
- iii) **The Schedule of Planning Decisions** made by Horsham District Council in respect of previous applications as recorded in Clerk’s Report were **noted**.
- iv) **Appeal notice** as recorded in Clerk’s Report was **noted**.  
It was agreed to consider Council representation at the public enquiry for Application WA/2018/1109 PI-APP/R3650/W/19/3227970 (see Clerk’s Report) on 20<sup>th</sup> August 2019 at 10.00 am at Waverley Borough Council Offices at the Parish Council July meeting.

FC049-19/20 **Clerk’s announcements/decisions**

Clerk’s weekly updates as recorded in Clerk’s Report and reported information was **noted**.

- BT have confirmed that the heritage phone kiosk located in Church Street has been decommissioned and is now the responsibility of the Parish Council.
- WSCC Highways have issued a licence for Little Street to erect a sail banner on A281.
- Jubilee Hall: the most recent monitoring readings indicate that the property has stabilised. Monitoring company suggests that the monitoring exercise is continued until October 2019 and, if there is no substantial further movement, estimates for repair to be obtained. After repair file can be closed. Clerk is clarifying position of responsibility for repair (insurance versus Council) depending on own risk amount (£).
- KGV heating not working properly; Goodwins has addressed the issue and provided clarification regarding water supply to both changing rooms/Little Street.
- British Gas has made contact regard feed in meter reading for KGV solar panels (already provided 9.5.2019)
- Rudgwick Hall floor is damaged and repair is being organised.
- WSCC Highways have sent details of ash die back, these have been forwarded to Rudgwick Tree Warden.

**FC050-19/20 Reports from Parish Council representatives on outside Organisations:**

Please see Clerk's report for reports submitted

Rudgwick Youth Centre – Meeting 20<sup>th</sup> May 2019

It was reported that the minutes of the meeting had been distributed to Councillors and that Cllr Wild has submitted a report regarding outcomes, see Agenda item FC052-19/20.

CAGNE/ICCAN – Meeting 24<sup>th</sup> April 2019 – Cllr Landeryou was unable to attend.

Berkeley Homes Liaison Group – Meeting 17<sup>th</sup> May 2019

Cllr Kornycky's report as recorded in Clerk's report together with above information was received. Cllr Thompson commented on the positive response to S106 monies to be re-aligned with the needs of the Council as there is no physical space for a MUGA. It was also confirmed that the road sweeper is in continuous use at the site. Reports and information were **noted**.

The Clerk to contact the Rudgwick Tree Warden regarding the three ash trees on the edge of the Berkeley Homes site.

**FC051-19/20 To receive update from Neighbourhood Plan Steering Committee**

It was **noted** that Cllr Maclachlan reported that at the recent meeting (20<sup>th</sup> May 2019) that HDC had been informed that Rudgwick is continuing with their Neighbourhood Plan. It was acknowledged that time is an issue as submission of the Neighbourhood Plan is at the end of Quarter 3 (end of September) and help may be sought from HDC with assessments of sites. There is a 72 point evaluation list to be completed for each site. These are required to be transparent and minimise the risk of being challenged by a developer. Cllr Maclachlan has contacted HDC Neighbourhood Planning Officer and is hoping to speak to him this week to discuss intentions and to retain the possibility of HDC support. Clerk to inform HDC of the latter.

**FC052-19/20 Rudgwick Youth Centre update with recommendations**

It was **resolved** to approve for the Clerk to contact Fields in Trust regarding the new lease for the Pavilion and to arrange for an EPC to be undertaken by Coral Energy at the cost of £275.00.

Proposed by Cllr Kornycky seconded by Cllr Ellis and agreed unanimously.

- FC053-19/20 **Internal Audit/Annual Internal Audit Reports**  
The Internal Audit and Annual Internal Reports were received and **noted**. The Chairman reported the Council's appreciation of the positive aspects of the reports and the Clerk and Assistant Clerk were commended for their work in achieving these.
- FC054-19/20 **Appointment of Internal Auditor for 2019/20**  
It was **resolved** to approve the appointment of Mark Mulberry as internal auditor for Rudgwick Parish Council for 2019/20.  
Proposed by Cllr Kornycky seconded by Cllr Ellis and agreed unanimously.
- FC055-19/20 **Annual Governance and Accountability Return 2018/19**  
**Section 1 Annual Governance Statement**  
It was **resolved** to approve that the Council's responses to Statements 1-9 in Section 1 of the Annual Governance Statement as read out by the Chairman, to be 'Yes' and Section 1 was duly signed by the Chairman of the meeting and by the Clerk.  
Proposed by Cllr Kornycky seconded by Cllr Thompson and agreed unanimously.
- FC056-19/20 **Annual Governance and Accountability Return 2018/19**  
**Section 2 Accounting Statements 2018/19**  
It was **resolved** to approve Section 2 Accounting Statements 2018/19 and Section 2 was duly signed by the Chairman of the meeting. It was **noted** that this had previously been signed by the RFO prior to presentation, as required.  
Proposed by Cllr Haynes seconded by Cllr Kornycky and agreed unanimously.  
The Full Council thanked the Clerk for her work and commitment.
- FC057-19/20 **Arrangements for the Exercise of Public**  
It was **resolved** to note the details of the Arrangements for the Exercise of Public Rights which includes the name of the external auditor as recorded in the Clerk's Report. The notice is to be displayed on the notice board and Council website.  
Proposed by Cllr Haynes seconded by Cllr Kornycky and agreed unanimously.
- FC058-19/20 **Correspondence from Rudgwick Parishioners**  
Information as recorded in Clerk's Reported and recommended actions were **noted**.
- **Pavements**  
Comments from parishioners and those made by councillors during the meeting regarding the bad state of repair of the pavements as well as the irresponsible parking of cars near the Co-op were reported and the Council is to investigate the possibility of S106 funding to be spend on improvement of the pavements.  
Clerk to contact PCSO regarding parking issues and how parishioners can report to achieve the best outcome.
  - **Bus Route**  
It was agreed for the Clerk to write a letter on behalf of Rudgwick Parish Council to WSCC in support of the proposed change to the busroute.
  - **Allotments**  
Rudgwick Parish Council is not in the position to purchase land for the purpose of provision of allotments. The Council acknowledged its responsibility and it was agreed to explore the possibility of people with large gardens (which they may not

be able to maintain) to offer some space for potential allotment enthusiasts. It was agreed for the Chairman to mention this in his Rudgwick Parish Magazine monthly update.

- FC060-19/20 **Painting of road barriers**  
It was **resolved** to approve the appointment of “A.1 Roadmarking” to undertake the work at a cost of £450 plus VAT and for it to be paid from the General Budget, details as recorded in the Clerk’s Report.  
Proposed by Cllr Maclachlan seconded by Cllr Thompson and agreed unanimously.
- FC061-19/20 **Appointment of Data Protection Officer for 2019/20**  
It was **resolved** to approve the renewal of “Satswana Ltd Data Protection Officer Service” for one year at a cost of £150.00 plus VAT.  
Proposed by Cllr Thompson seconded by Cllr Ellis and agreed unanimously.
- FC062-19/20 **Acceptance by Councillors to Receive Information by Electronic Means as per Schedule 12 of the Local Government Act 1972**  
It was **noted** that Councillors signed and submitted the circulated document confirming their acceptance to receive Information by Electronic Means as per Schedule 12 of the Local Government Act 1972.
- FC063-19/20 **Accounts**  
It was **resolved** to approve payments made/to be made as recorded in the Clerk’s Report.  
Proposed by Cllr Haynes seconded by Cllr Maclachlan and agreed unanimously.
- FC064-19/20 **Staffing update**  
It was **resolved** to approve the appointment of A Beams; a handyman when the Clerk has assessed the various candidates and pay the Clerk overtime for March/April 2019, as recorded in the Clerk’s Report.  
Proposed by Cllr Kornycky seconded by Cllr Haynes and agreed unanimously.
- FC065-19/20 **Date of Next meeting:**  
It was **resolved** to note the date of the next meeting as Monday 8<sup>th</sup> July 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**