



RUDGWICK PARISH COUNCIL

Minutes of the virtual Meeting of the Parish Council (in adherence to The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority Police and Crime Panel Meetings) (England and Wales) Regulations 2020 No.392) held on Monday 8th June 2020 at 7 pm.

Present: Councillors D Buckley (Chairman), M Ellis (Vice Chairman), A Haynes, S Kornycy, R Landeryou (Councillor/Horsham District Councillor), P Thompson, I Maclachlan, W Manson, S Wightman.

Also, taking part: Parish Clerk Jonna Foote and three members of the public.

Absent: Cllr A Gorman

FC024-20/21 Apologies for Absence

Apologies were received from West Sussex County Councillor Christian Mitchell in consideration to the meeting being a virtual meeting. This was **agreed to be noted**.

FC025-20/21 Declarations of Interest

No declarations of Interest as defined under the Localism Act 2011 and the Parish Council Code of Conduct were made. This was **agreed to be noted**.

FC026-20/21 Minutes of Council Meeting of 11th May 2020

It was **resolved to approve** [Minutes](#) of the Council Meeting held on 11th May 2020 as an accurate record and for the chairman to sign the document.

FC027-20/21 Minutes of Finance, Policies and Human Resources Committee Meeting 18th November 2019.

It was **resolved to adopt** the [Minutes](#) approved by the Finance, Policies and Human Resources Committee Meeting of 18th November 2019.

FC028-20/21 District and County Councillors Reports

West Sussex County Councillor Mitchell submitted his [report](#), and the offer to respond to any questions councillors or the member of public may have had. The Chairman gave his thanks to County Councillor Mitchell for his report and kind offer.

Horsham District Councillor Landeryou reported that non-essential stores were to open in Horsham on 15th June and that car parking charges were to be introduced again. Horsham District Council (HDC) has received a grant of £128.000 for making the High Street safe. District Council recycling centres were now accepting all recycling materials except for hard core. The Chairman thanked District Councillor Landeryou for his report. It was **resolved** for the reports **to be noted**:

FC029-20/21 Public Speaking Session

A Cox Green resident voiced his concern regarding a delay in payment of S106 monies relating to agenda item FC043-20/21 and provided the council with written material supporting his concern. Rudgwick Football Club representatives voiced their support for the placing of a fence on two sides of the King George V playing fields, relating to agenda item FC044-20/21.

To report on:

- i) Current Planning Applications were **resolved** unanimously and agreed to be **noted** for comment to Horsham District Council (HDC).

Applications for consideration at Rudgwick Parish Council Meeting 8 th June 2020			
Application No	Applicant	Reason for Application	Recommendation
DC/20/0932 22.05.2020	Street Record, Pathfield Close, Rudgwick	Variation of Condition 1 to previously approved application DC/18/2747 (Demolition of No.6 vacant bungalow dwellings and the erection of No.6 two storey dwellings with associated parking and landscaping) relating to elevations	Objection – please see below
DC/20/0039 27.05.2020 (amended plans)	Morelands Barn, Naldretts Lane, Rudgwick	Conversion of barn to a dwelling and erection of single storey side and rear extension	No comment – no detail on the amended plan

Objection DC/20/0932 Street Record, Pathfield Close, Rudgwick:

The council objects on the following grounds (1/2) and cannot understand (3):

1. The roof tiles are grey, but the hanging tile and brickwork is red – all should be red.
2. The original plans has grey weatherboard cladding all the way around the property, why do the proposed hanging tile not? - Noting in particular that the west facing elevation (devoid of hanging tile in the current plans) is the side viewed from Church Street (the development is a two street scene) and would fit in far better with the Rudgwick street scene at that point if it was hanging tile clad, particularly as the site comprises houses now, rather than bungalows as previously.
The Design and Access statement submitted in the original approved planning application is contradicted as Saxon Weald stated: *'weatherboard panels have been introduced to break up the visual mass of the building'*. Without hanging tiles on the west facing elevation this is not the case anymore and contravenes the Rudgwick Parish Design Statement (which as an SPD needs to be taken into account by HDC against all planning applications for Rudgwick).
3. Are the developers aware that full length bedroom windows on the Church Street side (rear) of the semi-detached houses provide a clear view of the bedrooms for motorists and pedestrians using the main village thoroughfare. Is this not a privacy issue and should this not be pointed out to the developers?

- ii) Planning Applications [comments](#) made by Rudgwick Parish Council Planning Committee to HDC under delegated powers were **agreed to be noted**.

- iii) [Schedule of Planning Decisions](#) made by HDC in respect of previous applications was **agreed to be noted**.
- iv) It was **noted** that there were no Appeal Notices and Decisions.
- v) [Enforcements](#) made by HDC were **agreed to be noted**.
- vi) It was **noted** that there were no planning applications considered at Planning Committee North.
- vii) To report on Submission of the Soft Sand Review of the West Sussex Joint Minerals Local Plan (Regulation 22)
The [Submission of the Soft Sand Review](#) of the West Sussex Joint Minerals Local Plan (Regulation 22) was **agreed to be noted**.

The Chairman proposed to move forward Agenda items FC043 -20/21 and FC044-20/21, this was agreed unanimously.

FC043-20/21 **Section 106 - Windacres/Rudgwick Metals site (DC/16/2917)**
It was **resolved** to request immediate S106 funds payment from Berkeley Southern (Homes) plc funds (see [report](#)) and respond to HDC accordingly.

FC044-20/21 **Rudgwick Football Club – fence at two sides of King George V field**
It was **resolved** to agree, in principle, to the Rudgwick Football Club’s request (see [report](#)) for the placing of a fence at two sides of the King George V field as well as the introduction of movable dugouts and advertising boards. It was **agreed** that a site visit with council members and interested party would be undertaken. It was **agreed to be noted** that before the fence can be placed, permission is to be obtained from the Fields in Trust Charity.

The Chairman proposed to return to the order of the meeting, this was agreed unanimously.

FC031-20/21 **Correspondence Update**

- [Letter](#) to HDC/WSCC regarding Arriva 63 bus route/bus lanes
At the time of the meeting a [response](#) (8.06.2020) had been received;
- [Letter](#) to Rudgwick landowners regarding support for creation of allotments
Two responses have been received (acknowledged by the Clerk), neither landowner is in the position to support the Council;
- [Letter](#) from parishioner regarding flooding due to drainage issues has been received (acknowledged by the Clerk).

It was **agreed** for the Clerk:

- to respond to the email from HDC regarding the Arriva 63 bus route, requesting for the way forward to be one of bus lanes in two directions;
- to contact County Councillor Mitchell with the flooding information received by Rudgwick Parish Council and a letter to WSCC Highways to ensure awareness of the situation, as well as requesting a solution to the flooding issues experienced by Rudgwick residents.

And for Cllr Kornicky:

- to take the flooding matter to the next Barleycroft liaison meeting.

and for the correspondence and actions **to be noted**.

FC032-20/21 **Clerk's announcements/decisions**

Clerk's announcements/decisions <http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/> (period 4th May – 1st June 2020)/ information below was received and **agreed to be noted**:

- Tismans Common has a temporary replacement defibrillator while current one is being serviced/ repaired;
- King George V/Rudgwick Hall Solar panels have been inspected and cleaned;
- VAT claim for final quarter of 2019/20 has been submitted;
- British Gas feed in tariff £1,802.56 payment for King George V solar panels has been received.

FC033-20/21 **Parish Council representatives on outside Organisations**

It was **noted** that no reports were received.

FC034-20/21 **Finance**

Payments made/received/ Detailed Receipts & Payments by budget heading/Bank Reconciliation Lloyds Accounts/Monthly Bank Reconciliation were received. These are to be signed by the Chair of the Finance, Policies and Human Resources Committee at the earliest convenience,

It was **resolved to approve** payments to be made, proposed by Cllr Ellis seconded by Cllr Kornicky and agreed unanimously.

- Payments made/received [April/May](#);
- Detailed Receipts & Payments by budget heading [April/May](#);(NB both have 31.05.20 heading)
- Bank Reconciliations: Lloyds: Business [April/May](#), [Savings](#), [KGV](#), [Deed](#) and [NS&I](#) Accounts;
- [Monthly Bank Reconciliation](#); (NB on Excel spreadsheet General Reserves and Precept are added together, on RIALTAS Trial Balance these are separate – 20/20 EMR reserves were moved from General Reserves rather than Precept to ensure income is accurate – accounting wise money remaining is still the same/ correct)
- [Payments](#) to be made.

FC035-20/21 **Finance, Policies and Human Resources Committee Meeting 27th May 2020**

It was **agreed to resolve** the actions as recommended in the [Draft Minutes](#) of the Finance, Policies and Human Resources Committee Meeting 27th May 2020. Proposed by Cllr Maclachlan seconded by Cllr Haynes and agreed unanimously.

FC036-20/21 **Internal Audit Report**

It was **resolved to note** the Annual Internal Audit [Report](#).

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

FC037-20/21 **Appointment of Internal Auditor 2020/21**

It was **resolved** to appoint Mulberry & Co to act as internal auditors for the financial year 2020/21.

FC038-20/21 **Annual Governance and Accountability Return 2019/20 – Section 1 Annual Governance Statement**

It was **agreed to resolve** the Council's responses (AGAR accountability [explanation](#)) to Statement 1-9 in [Section 1 of the Annual Return](#) (page 4) for the year ended 31st March 2020, as read out by the Chairman and Section 1 to be duly signed by the Chairman of the meeting and by the Clerk.

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

FC039-20/21 **Annual Governance and Accountability Return 2019/20 - Section 2 Accounting Statements**

It was agreed to resolve [Section 2 of the Annual Return](#) (page 5) for the year ended 31st March and to be duly signed by the Chairman of the meeting, noting that this had previously been signed by the RFO prior to presentation, as required.

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

- FC040 -20/21 **Details of the Arrangements for the Exercise of Public rights and name of external auditor**
It was **resolved to note** the details of the Arrangements for the [Exercise of Public Rights](#) and for these to be published on the Council's website.
- FC041-20/21 **Traffic Calming Working Group**
It was **resolved** for the Traffic Calming Working Group to spend up to £7,000 plus VAT (from Ear Marked Reserve) for two mobile speed warning devices and to proceed with two applications to WSCC with reference to a pedestrian crossing/ double yellow lines (See [report](#)). Proposed by Cllr Kornycky seconded by Cllr Maclachlan and agreed unanimously.
- FC042-20/21 **Rudgwick Hall car park refurbishment**
It was **resolved** to appoint E P Clark to undertake the refurbishment of the Rudgwick Hall car park; the repair to the road next to Rudgwick Hall and the refurbishment of the area near the Skatepark (exact size to be confirmed) with spending of up to £16,000 plus VAT and for the work to be completed by 1st July, while Little Street is still closed. Proposed by Cllr Ellis seconded by Cllr Landeryou and agreed unanimously.
- FC045-20/21 **Statutory Consultation: Proposals for St Andrews C of E High School for Boys, Worthing and The Forest School, Horsham**
It was **resolved** to contribute "no comment" to West Sussex County Council's consultation regarding the proposal for Forest School (See [report](#)) .
- FC046-20/21 **Local Plan Preparation information request**
It was **resolved** for the Clerk to submit information as requested (see [report](#)) as provided by the Traffic Calming Group/ council's data base (e.g. continues pavement from King's Head car park to Watt's Corner) to Horsham District Council.
- FC047-20/21 **Dates for Full Council Meetings for 2020/21**
It was **resolved to note** dates for full council meetings for the municipal year 20/21, every second Monday of the month as follows: 13th July; 10 August; 14 September; 12th October; 9th November; 14th December 2020; 11th January; 8th February 8th March (Annual Parish Meeting) and 12th April 2021.
- FC04820/21 **Resolution to exclude the public and press from the business about to be transacted.**
It was **resolved to exclude** the public – in accordance with The Public Bodies (admission to Meetings) Act 1960, due to the confidential nature/exempt information of the following agenda items.
- FC049-20/21 **Little Street Lease Payment Request**
It was **resolved to approve** a 30% reduction to the monthly lease payment for Little Street (See [report](#)) for three months after which the situation is to be reviewed. Proposed by Cllr Buckley seconded by Cllr Kornycky and agreed unanimously.
- FC050-20/21 **Staffing**
It was **resolved** to approve the re-commencement of the recruitment of a Facilities Officer, payment of 18.5 hours (May) over-time for the Clerk as well as the recommendations made in the confidential report as circulated to councillors.
- FC051-20/21 **Date of next meeting:**
It was **agreed to note** the date of the next meeting (virtual) as Monday 13th July 2020, at 7.00 pm

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Councillor D Buckley
Chairman

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Date