



RUDGWICK PARISH COUNCIL

Minutes of the virtual council meeting (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; Business and Planning Act 2020 Section 22 to include Parish Meeting under section 78 of the Coronavirus Act 2020 as part of the Amendment Regulations 2020) of Rudgwick Parish Council held on Monday 14th September 2020 at 7 p.m. Due to technical reasons the meeting started at 7.12pm

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

Absent: Cllr Gormley,

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

The Chairman introduced Mr P Kornycy and mentioned that he would be speaking on agenda item FC142-20/21 Neighbourhood Plan update.

FC127-20/21 Apologies for Absence

Apologies were received from Cllr Manson and reason for absence was **resolved**.

Apologies were received from West Sussex (WS) County Councillor Christian Mitchell and **noted**.

(Cllr Gormley informed the Clerk electronically, just prior to the meeting that he was unable to access the meeting due to technical reasons and as such, sent his apologies. The information was not accessed until after the meeting.)

FC128-20/21 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.

FC129-20/21 Minutes of Extraordinary Council Meeting of 3rd September 2020

It was unanimously **resolved** for the [Minutes](#) to be an accurate record of the Extraordinary Council Meeting held on 3rd September 2020 and for the chairman to sign these.

FC130-20/21 Minutes of Finance, Policies and Human Resources Committee Meeting 27th May 2020

It was unanimously **resolved to adopt** the approved [Minutes](#) of the Finance, Policies and Human Resources Meeting of 27th May 2020.

FC131-20/21 District and County Councillors Reports

It was unanimously **resolved to note** WS County Councillor Mitchell's [report](#) and HD Councillor Landeryou's report.

HD Councillor Landeryou reported a current Horsham District Council (HDC) £4.7 million deficit which is likely to increase to £16.8 million as a result of the COVID-19 pandemic restrictions. The Council does have good financial reserves it can access, although it may have to close some centres. Government funding of £1.65 million has been received. A recent Price, Waterhouse Cooper report suggests scrapping 213 councils which could save £2.3 billion, this comes ahead of a Government report due in the Autumn. Police investigation of the fatal accident on the A281 is still in progress.

The Chairman thanked the Councillors for their reports and parish councillors requested for the Clerk to contact Cllr Mitchell for an update on the monies used on refurbishment/ safety aspects of the Downlink; further information on the fatal accident in Tismans Common.

FC132-20/21 Public Speaking Session

Three Rudgwick Parish residents reported on the proposed development of the Loxwood Claypit and the negative effects it would have on Rudgwick Parish (traffic, dust, noise, damage to an area that has a rich diversity, both fauna and flora) and the possible main use of the site to be waste disposal rather than clay extraction as it is understood that local brick companies have a more than adequate supply of clay.

FC133-20/21 Planning

To report on:

- i) **Current Planning Applications** were resolved unanimously and **noted** for comment to Horsham District Council (HDC).
It was **noted** that HD Cllr/Cllr Landeryou did not partake in discussion or voting on these planning applications in the event that these may be discussed at HDC Horsham North Planning Meetings.

Applications considered at Rudgwick Parish Council Meeting - 14th September 2020			
Application No	Applicant	Reason for Application	Recommendation
<u>S106/20/0013</u> 12.08.2020	Land at Windacres Farm, Church Street, Rudgwick	Details pursuant to Schedules 4 & 7 of the legal agreement ref: DC/16/2917 relating to Open Space, Landscaping and Estate Road.	<p>Before the Council is in the position to provide comments on both these applications, clarification on the following to be received:</p> <ul style="list-style-type: none"> • Agreement between landowner/ developer has been reached; • Hedge issues has been resolved; • Open spaces – confirmation that these are accessible to the general public and house owners are aware that they, as house owners, are responsible for the maintenance of the areas involved.
<u>DISC/20/0207</u> 17.08.2020	Rudgwick Metals Ltd, Church Street, Rudgwick	Approval of details reserved by condition 12 to the approved application DC/16/2917 (This is to allow an amendment to the details for a new dropped kerb to the top of the main spine road).	
<u>DC/20/1572</u> 25.08.2020	Heathers Farm, The Haven, Billingshurst	Change of use of existing stables and land to commercial livery (Class D2). Erection of a horse walker.	No objection
<u>DC/20/1610</u> 25.08.2020	Sweetlands Farm, The Haven, Billingshurst	Prior notification for the construction of a pole barn for hay and agricultural equipment.	No objection

DC/20/1524 13.08.2020	Windacres Farm, Church Street, Rudgwick	Relocation of stationing container as temporary residential accommodation for 12 months (see application DC/20/1458).	Invalid application – therefore no comment.
DC/20/1616 03.09.2020	Woes Cottage, Church Street, Rudgwick	Installation of a shower/wet room in the downstairs bedroom and installation of a 1 metre deep with a glass door. Side cupboard to house meter and water pump. Installation of a drain to link to existing outside mains drain at the front of the house (Listed Building Consent)	No objection on the condition that the heritage officer has given his/her listed building consent.
DC/20/1651 02.09.2020	Swallow Barns, Loxwood Road, Rudgwick	Erection of a single storey rear extension to create an oak framed garden room (Householder Application)	No objection on the condition that the heritage officer has given his/her listed building consent.
DC/20/1654 02.09.2020	Swallow Barns, Loxwood Road, Rudgwick	Erection of a single storey rear extension to create an oak framed garden room (Listed Building Consent)	No objection on the condition that the heritage officer has given his/her listed building consent.
DC/20/1669 07.09.2020	Sweetlands Farm, The Haven, Billingshurst	Demolition of existing house and erection of a double storey dwelling	No objection on the condition that the building is related to the business and compliant to the Rudgwick Parish Design Statement.
DC/20/1674 07.09.2020	Cousens, Cox Green, Rudgwick	Minor internal demolition. Removal of existing conservatory and erection of a single storey rear extension. Removal of 1No. garage door to be replaced with a new entrance door. Alterations of landscaping to front and rear (Householder Application).	No objection on the condition that the heritage officer has given his/her listed building consent.
DC/20/1675 07.09.2020	Cousens, Cox Green, Rudgwick	Minor internal demolition. Removal of existing conservatory and erection of a single storey rear extension. Removal of 1No. garage door to be replaced with a new entrance door. Alterations of landscaping to front and rear (Listed Building Consent).	No objection on the condition that the heritage officer has given his/her listed building consent.

DC/20/1554 07.09.2020	Lower Lodge House, The Haven, Billingshurst	Erection of a winery building for use in connection with the agricultural use of the surrounding vineyard land.	No objection
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- ii) It was unanimously **resolved to note** Planning Applications made under [delegated powers](#);
- iii) It was unanimously **resolved to note** the Schedule of [Planning Decisions](#) made by HDC on previous applications;
- iv) It was unanimously **resolved to note** [Appeal Notices and Decisions](#);
- v) It was unanimously **resolved to note** [Alleged Enforcements](#), a councillor reported on EN/20/0369: a two weeks' notice order had been emailed but never received by the Co-op and subsequently no action taken. Further developments to follow.
- vi) It was unanimously **resolved to note** that no Planning Applications were sent for consideration at Planning Committee North;
- vii) **Loxwood Clay Pits**
It was unanimously **resolved to note** that this is a Scoping document and it is inappropriate for the Council to comment at this stage; the Clerk to write to both Chichester and West Sussex County Councillors on behalf of the Council (copying in Loxwood Parish Council), voicing the considerable concern expressed by residents and requesting further clarification on:
 - Validity of the developers' statements;
 - The material plan – evidence for the need for clay/ suitability of site;
 - Pre-planning advice given/ consultation taken place with Highways (access road) and arboriculturist (woodland);
 - Impact of the destruction of wood lands/ reduction in biodiversity;
- viii) ["Changes to the Current Planning System"](#) Consultation – response date 1.10.2020
It was **resolved to note** that councillors would provide comments regarding the Consultation to the Clerk on the spreadsheet ([review](#)) provided by Monday 21st September 2020.

FC134-20/21 **Correspondence update**

It was **resolved to note** correspondence update.

- HDC/WSCC Arriva 63 bus route/bus lanes; final draft letter from HDC was received and to be included in October meeting;
- [Reply](#) to letter to HDC Planning regarding potential abuse of prior approval process;
- [Letter](#) to HDC Planning regarding public access to Barleycroft Open Space (S106/20/017 – DC/16/2917 – Rudgwick Metals), no reply yet received and HD Councillor to take this forward;
- WSALC review – [letter](#); Council to wait for further information.

FC135-20/21 **Chairman's announcements**

It was unanimously **resolved to note** Chairman's announcements.

- Allotments update: the land originally offered cannot be pursued due to legal reasons, the Chairman to invite landowners for support in the November issue of the Rudgwick Parish Magazine;

- West Sussex County Council Gigabit Broadband Voucher Scheme: currently no progress to be reported;
- High Sheriff of West Sussex Volunteer Awards: to pursue this and submit nominations. A councillor mentioned the efforts of the Co-op staff, who in their own time organised selecting/ delivery of shopping to vulnerable residents at the start of the COVID-19 crisis. The Clerk to write a letter of thanks on behalf of the Council.

FC136-20/21 **Clerk's announcements/decisions**

It was unanimously **resolved to note** Clerk's Weekly Updates (3 August – 6 September 2020) <http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/> and

- HDC discretionary grant of £10,000 for loss of hire income had been received;
- Skatepark repair imminent;
- Council Business Plan discussion delayed until October Council meeting.

FC137-20/21 **Parish Council representatives on outside Organisations** (for noting only)

It was unanimously **resolved to note** reports received.

- Barley Croft Liaison Group Meeting 5th August 2020 – [minutes](#) and [SUDS Pond update](#). The Chairman thanked Cllr Kornycky for her report;
- HALC Meeting 15th July 2020 – [minutes](#) and [briefing note](#) and [presentation](#);
- Rudgwick Brickworks Liaison Group – Meeting 21st July 2020 – none.

FC138-20/21 **Finance**

It was unanimously **resolved to note** payments made/transfer made/received/ Detailed Receipts & Payments by budget heading/Bank Reconciliation Lloyds Accounts/Monthly Bank Reconciliation and **approve** all payments to be made.

- [Payments made/received August](#);
- First instalment/deposit payment of £3,042.00 plus VAT for boiler refurbishment on 8th September 2020 (as agreed with Chairman/ Chairman of Finance, Policies and Human Resource Committee);
- [Detailed Receipts & Payments](#) by budget heading August;
- Bank Reconciliations for August: Lloyds: [Business](#), [Savings](#), [KGV](#), [Deed](#) and [NS&I](#) Accounts;
- [Monthly Bank Reconciliation](#);
- [Payments to be made](#).

FC139-20/21 **King George V Trust Account**

It was unanimously **resolved** to transfer funds from King George V trust account to Rudgwick Parish Account according to the trust transfer agreement and close the trust account. Proposed by Cllr Landeryou and seconded by Cllr Haynes.

FC140-20/21 **Finance, Policies and Human Resources Committee Meeting 3rd September 2020**

It was unanimously **resolved** to receive the [Draft Minutes](#) of the Finance, Policies and Human Resources Committee Meeting 3 September 2020 and **approve** recommendations made therein:

FPHR 025-20/21 Repair of Skatepark at a cost of £1,724 plus VAT;

FPHR 027-20/21 Confidentiality Agreement/ Code of Conduct document for non-councillor Working Group members;

FPHR 028-20/21 Policies and Procedures:

- [Child Protection & Vulnerable Persons Policy](#);
- [Co-option Policy](#);
- [Co-option Application Form](#);
- [Document Retention Policy](#);

- [Internal Control Policy;](#)
- [Investment Policy;](#)
- [Members Allowance Policy;](#)
- [Members Code of Conduct;](#)
- [Recording Public Meetings Policy;](#)
- [Risk Assessment Management Scheme;](#)
- [Scheme of Delegation;](#)
- [Section 137 Grants Policy;](#)

FPHR030 Little Street – update;

FPHR031-20/21 Staffing.

FC141-20/21 Policies and Procedures

It was unanimously resolved to approve/adopt the following policies:

- [Accessibility Statement;](#)
- [Community Engagement;](#)
- [Email & Internet Usage;](#)
- [Privacy Notice.](#)

FC142-20/21 Rudgwick Neighbourhood Plan update (for noting only)

It was unanimously **resolved to note** the [report](#) provided by Mr Kornicky and the [email](#) provided by Cllr Maclachlan.

FC143-20/21 Insurance Cover Premium 2020/21

It was unanimously **resolved to note** [Hiscox Insurance schedule](#) for 2020/21 at a premium of £4,208.35 and payment to be made.

FC144-20/21 GACC Membership 2020/21

It was unanimously **resolved to approve** GACC 2020/21 membership at a cost of £10.00.

FC145-20/21 Request for Church Street wild-flower bed in the area behind The Marts.

It was unanimously **resolved** for the Clerk to contact Croudace Developer requesting for the verge/ vegetation behind The Marts/ on Church Street to be tidied and to suggest a wildflower garden to be planted, requesting a financial contribution of £250 for the project.

FC146-20/21 Cemetery update

It was unanimously **resolved to note** update and **approve** spending of £350.00:

- Tender Specification for the enabling works for the graveyard has now been completed at a cost of £250.00 (Expenditure approved at December 2019 Council meeting);
- Proposed footpath to be laid, has been approved by WSCC;
- Additional solicitors' costs of £350 for conveyancing land for the graveyard extension.

FC147-20/21 Virtual Meetings

It was unanimously **resolved to hold** all Rudgwick Parish Council meetings virtually, until 1st April 2021.

FC148-20/21 Resolution to exclude the public and press from the business about to be transacted

It was unanimously resolved to exclude the public – in accordance with The Public Bodies (admission to Meetings) Act 1960, due to the confidential nature/exempt information.

- FC149-20/21 **Little Street – monthly lease payments**
 It was unanimously **resolved to reduce** the Little Street monthly lease payment to £1,000 per month from October 2020 and for this to be reviewed when the current COVID-19 restrictions change. The remainder of the monthly outstanding monthly lease payments to be paid at a later stage, date to be agreed by both parties.
- FC150 -20/21 **Rudgwick Hall Hire – Billingshurst Dog Club**
 It was unanimously **resolved to accept** Billingshurst Dog Club’s kind offer of the payment of 50% of weekly hire charges during the COVID-19 period, where the Club was unable to use the Hall, in support of the Council. The Chairman asked the Clerk to write to the Billingshurst Dog Club expressing the Council’s gratitude for the financial support.
- FC151-20/21 **Staffing**
 It was unanimously **resolved to approve** the payment of overtime for both Clerk/ Facilities Officer and recommendations made in the confidential report.
- FC152-20/21 **Date of next Council Meeting:**
 It was **resolved to note** the date for the next meeting as Monday 12th October 2020, at 7pm.

There being no other business, the Chairman closed the meeting at 9.06 pm

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Councillor D Buckley	Date
Chairman	