



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

Tel: 01403 822678
E-mail clerk@rudgwickpc.co.uk

Date: 4th November 2020

To: All Members of Rudgwick Parish Council

You are duly summoned to a 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 on **Monday 09th November 2020 at 7 p.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, but are requested to contact the clerk by email (clerk@rudgwickpc.co.uk) by Monday 9th November (noon) at the very latest to ensure they can receive an electronic invitation to the meeting.

AGENDA

To be read in conjunction with Clerk's Report for further background information.
(can be found on <http://www.rudgwick-pc.org.uk/>)

FC176-20/21 **Apologies for Absence**
To receive and approve.

FC177-20/21 **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.

FC178-20/21 **Minutes of Council Meeting of 12th October 2020**
To receive for approval the Minutes as an accurate record of the Council Meeting held on 12th October 2020 and for the chairman to sign these.

FC179-20/21 **District and County Councillors Reports** (for noting only)

To receive and note reports.

FC180-20/21 **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.

FC181-20/21 **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 9th November 2020 | | | | |
|---|---|--|-----------------------|-------------------------------|
| Application No | Applicant | Reason for Application | Recommendation | Official Response Date |
| DC/20/2017 19.10.2020 | The Plough Cottage, Church Street, Rudgwick | Fell 1 x Magnolia (Works to Trees in a conservation Area) | | 09.11.2020 |
| DISC/20/0221 26.10.2020 | Hall House, The Haven, Billingshurst | Approval of details reserved by condition 3a and b to approved application DC/17/2598 | | 16.11.2020 |
| NC/20/0027 23.10.2020 (WSCC/050/20) | Rudgwick Brickworks, Lynwick Street, Rudgwick | Variation of conditions of planning permission WSCC/040/19/RW for an extension in time to complete infill and restoration and alterations to the approved scheme | | 18.11.2020 |
| NC/20/0028 23.10.2020 (WSCC/051/20) | Rudgwick Brickworks, Lynwick Street, Rudgwick | Variation of planning permission WSCC/004/19/RW for an extension in time to complete the approved remodeling of the landform and subsequent restoration scheme | | 18.11.2020 |

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 made under delegated powers (for noting only);
- iii) Schedule of Planning Decisions made by Horsham District Council on previous applications (for noting only);
- iv) Appeal notices and decisions and consider for comments;
- v) Alleged enforcements and consider for comments (for noting only);
- vi) Planning applications being considered at Planning Committee North;

- FC182-20/21 **Correspondence update** (for noting only)
- Emailed HDC for an update: Arriva 63 bus route/bus lanes;
 - Letter to Loxwood WS County Councillor - Response received;
- FC183-20/21 **Chairman's announcements** (for noting only)
- High Sheriff of West Sussex Volunteer Awards
 - Box Broadband
- FC184-20/21 **Clerk's announcements/decisions** (for noting only)
 To receive Clerk's Weekly Updates (5th October – 2nd November 2020)
 Rudgwick Parish Council website
<http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/>
- FC185-20/21 **Parish Council representatives on outside Organisations** (for noting only)
 To receive reports if applicable.
- Annual HDC and HALC Meeting 21st October 2020;
 - Barleycroft Liaison Group Meeting 10th November 2020;
- FC186-20/21 **Finance**
 To consider for approval/ noting:
- Payments made/received October;
 - Detailed Receipts & Payments by budget heading October;
 - Bank Reconciliations for October: Lloyds: Business, Savings, KGV, Deed and NS&I Accounts;
 - Transfer of £15,000 from Lloyds Savings Account to Lloyds Business Account;
 - Monthly Bank Reconciliation;
 - Payments to be made.
 - Internal Audit Report
 - To approve purchase of a Charles Arnold Baker Twelfth Edition
- FC187-20/21 **WSALC Value for money project**
 To receive and resolve.
- FC188-20/21 **Football Club – Dug Outs and Maintenance Update**
 To receive and resolve
- FC189-20/21 **Youth Centre**
 To receive and resolve.
- Rubbish Collection
 - Fire Door installation – approval of payment
- FC190-20/21 **Traffic Calming Working Group**
 To receive and note Speed Indication device (SID) Consultation Process
- FC191-20/21 **Village Audit**
 To receive and resolve actions.
- FC192-20/21 **Five-year Business plan for Rudgwick Parish Council**
 To receive and resolve.
- FC193-20/21 **Date of next Council Meeting: 14th December 2020, at 7.00 pm**
 To resolve to note.

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

Full Council Meeting on Monday 9th November 2020 at 7.00 pm

Clerk's Report

To be read in conjunction with the Agenda

- FC176-20/21 **Apologies for Absence**
Recommendation: To receive apologies for approval.
- FC177-20/21 **Declarations of Interest**
Recommendation: To receive any Declarations of Interest from Members of the Council and for these to be *noted*.
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 *a Member has an interest should be sought before attending the meeting.*
- FC178-20/21 **Minutes of Council Meeting of 12th October 2020**
Recommendation: To receive for approval the [Minutes](#) as an accurate record of the Council Meeting held on 12th October 2020 and for the chairman to sign these.
- FC179-20/21 **District and County Councillors Reports**
Recommendation: To receive and note reports.
(See WS County councillor [report](#))
- FC180-20/21 **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.
- FC181-20/21 **Planning**
To report on:
- i) **Recommendation: To resolve to consider Current Planning Applications for comment to Horsham District Council (HDC);**
 - ii) **Recommendation: To resolve to note Planning Applications made under [delegated powers](#);**
 - iii) **Recommendation: To resolve to note the Schedule of [Planning Decisions](#) made by Horsham District Council on previous applications;**
 - iv) **Recommendation: To resolve to note the schedule of [Appeal Notices and Decisions](#) for comments;**
 - v) **Recommendation: To resolve to note the schedule of [Alleged Enforcements](#) for**

- vi) **comments;**
Recommendation: To resolve to note that no Planning Applications were sent for consideration at Planning Committee North;

FC182-20/21 **Correspondence update:**

Recommendation: To resolve to note information

- Emailed HDC for an update: Arriva 63 bus route/bus lanes;
- [Letter](#) to Loxwood WS County Councillor - [Response](#) received;
- COVID-19 update [Email](#) sent to hirers

FC183-20/21 **Chairman's announcements**

Recommendation: To receive and resolve to note Chairman's announcements.

- High Sheriff of West Sussex Volunteer Awards
- Box Broadband

FC184-20/21 **Clerk's announcements/decisions (for noting only)**

Recommendation: To receive and resolve to note Clerk's announcements/ decisions
Weekly Updates (5th October – 2nd November 2020)

Rudgwick Parish Council website

- Declaration of interest: it is important for Councillors to remember to make a Declaration of Interest (if applicable) if they join a meeting late; also, if a councillor experiences technical problems during a meeting and misses any of the discussion he/she is not allowed to vote on that particular item.
- Grant Application – Successful Neighbourhood grant application approved; [Report](#)
- Provision of IT services and GDPR
- [COVID-19 update](#) – Parish office will be manned on Mondays and Fridays. Staff to work from home where possible.
- Invoiced Dog Club £776.25 – Contribution for non-use during COVID

Rudgwick Parish Council website

- <http://www.rudgwick-pc.org.uk/parish-council/clerks-weekly-update/>

FC185-20/21 **Parish Council representatives on outside Organisations**

Recommendation: To receive and resolve to note information:

- Annual HDC and HALC Meeting 21st October 2020;
- Barleycroft Liaison Group Meeting 10th November 2020 - Postponed due to lockdown;

FC186-20/21 **Finance**

Recommendation: To resolve to consider for noting payments made, bank reconciliations and transfer and approve payments to be made:

- [Payments made/received October](#);
- Detailed [Receipts & Payments](#) by budget heading October;
- Bank Reconciliations for October: Lloyds: [Business](#), [Savings](#), [KGV](#), [Deed](#) and [NS&I](#) Accounts;
- Transfer of £15,000 from Lloyds Savings Account to Lloyds Business Account;
- [Monthly Bank Reconciliation](#);
- [Payments to be made](#);
- [Internal Audit Report](#).
- To approve purchase of a Charles Arnold Baker Twelfth Edition £119.99

- FC187-20/21 **WSALC Value for money project**
- i) **Recommendation: To resolve to nominate** two councillors as WSALC representatives
- ii) **Recommendation: To resolve to complete** the [WSALC survey](#)
- iii) **Recommendation: To resolve to note** the [WSALC AGM](#) has been postponed to 2 December 2020 (supplementary documentation [WSALC Annual Report 2019/20](#) & [WSALC AGM Minutes 2019 \(draft\)](#))
- iv) **Recommendation: To note** the contents of the [WSALC Value for Money Review](#) (supplementary documentation SALC Strategy Review)
- v) **Recommendation: To discuss** if the Parish Council supports the [resolution](#) from the MSALC Chairman; please also see [Open Letter Response to the WSALC Value for money project](#).
- FC188-20/21 **Football Club – Dug Outs and Maintenance Update**
Recommendation: To receive and resolve further actions.
See [Report](#)
- FC189-20/21 **Youth Centre**
Recommendation: To receive and resolve.
- Rubbish Collection (see [report](#))
 - Fire Door installation – approval of payment £72.99
- FC190-20/21 **Traffic Calming Working Group**
Recommendation: To resolve to approve Speed Indication device (SID) consultation letter (see [draft letter](#))
- FC191-20/21 **Village Audit**
Recommendation: To receive and note Village Audit format/participation. (see [Report](#))
- FC192-20/21 **Five-year Business plan for Rudgwick Parish Council**
Recommendation: To receive and resolve to finalise Rudgwick Parish Council priorities for its Business Plan. (see [Report](#))
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- FC193-20/21 **Date of next Council Meeting: 14th December 2020, at 7.00 pm**
Recommendation: To resolve to note the date for the next meeting as Monday 14th December 2020, at 7pm.