

RUDGWICK PARISH COUNCIL

Minutes of the Annual Parish Council Meeting held on Monday 15th May 2017 at the Rudgwick Hall, Bucks Green, Rudgwick at 7p.m.

Present: Councillors: R Landeryou (Chairman), R Bookham, R Brown, D Buckley, V Davis, M Ellis, A Haynes, I Maclachlan, R Wild
Mrs J Foote, Clerk
Mrs B Kenward Retiring Clerk

In attendance: 14 members of the public were present.

1/17. Apologies for absence had been received from Cllrs Dove (family) and Gilmour (maternity) and the reasons for absence were approved.

2/17. Election of the Chairman

Cllr Landeryou was happy to continue as Chairman of the Parish Council. Cllr Landeryou was proposed by Cllr Haynes seconded by Cllr Maclachlan and unanimously agreed. Cllr Landeryou signed a Declaration of Acceptance of Office.

3/17. Election of the Vice Chairman

Cllr Buckley was proposed by Cllr Maclachlan seconded by Cllr Wild and unanimously agreed. Cllr Buckley signed a Declaration of Acceptance of Office.

Cllr Bookham joined the meeting and confirmed agreement with the elections of Chairman and Vice Chairman.

4/17. There were no DECLARATIONS OF INTEREST BY COUNCILLORS on any matters to be considered at the meeting and notification of changes to members' Registers of Interest.

Members were given forms for updating their Registers of Interest for return to the Clerk by 12th June 2017.

5/17. It was resolved that the MINUTES OF THE PREVIOUS MEETING held on the 10th April 2017 (copies previously circulated to members) be approved and signed as a correct record. Proposed by Cllr Wild seconded by Cllr Ellis and unanimously agreed.

It was resolved that the MINUTES OF THE EXTRAORDINARY MEETING held on the 20th March 2017 (copies distributed to members) be approved and signed as a correct record. Proposed by Cllr Wild seconded by Cllr Buckley and unanimously agreed.

6/17. Public participation. The meeting was adjourned for up to 10 minutes to allow members of the public present to make statements and give views on an agenda item,

Agenda Item 7 HDC Gypsy, Traveller and Travelling Showpeople (GTTS) Draft Site Allocations Development Plan Document – Preferred Strategy.

Residents from Guildford Road commented on the history of the site with regard to it being judged to be inappropriate for development due to Highway issues (road undulating affecting visibility, high levels of traffic, no safe access). None of this has changed and traffic had increased considerably (by eight times since 1982) since the last time the site was proposed for development. It was mentioned that the site, also known as Lower Godley Copse may be part of an ancient wood and therefore of ecological importance. This should be investigated further.

The proposed site seems to be in contravention of current planning regulations as planning applications for development on that stretch of road have been refused on the grounds of access.

A representative of Rudgwick Action Group (RAG) mentioned that conversations had taken place with HDC Strategic Planning and the Highways Department. The site is attractive to HDC due to the fact that it is easily deliverable. With the National Planning Framework in place, levels of traffic have now to be judged as severe. RAG has commissioned an updated traffic survey, results will be available soon and shared with WSCC Highways, who have agreed to a site visit. Cllr Buckley asked if the RPC could be copied into the results of the traffic survey.

In the 2012 review the site was considered to be undeliverable due to Highway concerns. WSCC did not support the proposal due to Highway safety reasons.

A resident of Bucks Green raised the fact that the two potholes in the Co-op car park had not been repaired despite being reported several times. He also mentioned that lorries delivering material to the old Brickwork site are operating outside the agreed time period. Deliveries have taken place at 7 am on Saturday and also on Bank Holiday Sunday. He has tried to contact the Committee to discuss the matter and would appreciate a response which, to date, he has not yet received. He asked the Parish Council for their assistance in this matter.

7.25 pm - thirteen members of the public left the meeting.

7/17. Members considered comments to be made on the HDC Gypsy, Traveller and Travelling Show People Draft Site Allocations Development Plan Document – Preferred Strategy. Comments to be made by 2nd June 2017.

<https://www.horsham.gov.uk/planningpolicy/planning-policy/site-allocations-document>

The Parish Council objected to the proposal to include the site of Smithers Rough in the Site Allocations Document.

The road is significantly more dangerous than five years ago, with an increased volume of traffic from developments in Horsham and Broadbridge Heath and no safe pedestrian access.

8/17. There were no Matters arising from the previous meeting. The Action Point List was reviewed.

52/7/15-86 Refurbish toilets RH. Clerk confirmed that work will commence on 31st July and will probably last for most of August.

154/12/15-117 Traffic calming measures. Clerk confirmed nearly all 30 mph signs had been distributed, a few to Loxwood Road residents and a further 200 should be ordered. A 30 mph sticker has been put on a lamppost – this needs to be removed as the use of the stickers for this purpose is illegal.

220/4/17-20 Half yearly walking audits had been carried out. Cllr Bookham suggested a driving audit in the autumn ensuring coverage of all village roads. Issues with overgrown hedge in Thurne Way reported by residents. Clerk had contacted relatives of owner to arrange for hedge to be cut on a regular basis.

9/17. Reports from County and District Councillors (for noting only)

Cllr Landeryou asked the Clerk to congratulate newly elected County Councillor Christian Mitchell, and invite him to RPC meetings (dates to be included).

10/17. The committees and working groups for 2017/18 and their terms of reference were reviewed. (2016/17 details and recommendations circulated).

Planning committee – applications are to be considered at the Parish Council Meetings and a Committee meeting approximately two weeks later (subject to Planning Applications received).

8.00 pm – last member of the public left the meeting.

Community Safety and Emergency Planning – to stand alone and to include residents. A working group to be set up with a view to looking at in September.

Recreation and Halls – to continue whilst the new Clerk is getting established and to oversee any changes. It has been suggested that individual members take responsibility for the various parish resources.

11/17. Appointment of members to existing committees and working groups 2017/18

Planning

Cllr Wild proposed Cllr Buckley as Chairman, Cllr Haynes seconded and unanimously agreed.

Cllr Maclachlan proposed Cllr Ellis as Vice Chairman, Cllr Wild seconded and unanimously agreed.

Cllrs Brown, Davis, Dove, Gilmour, Haynes, Landeryou, Maclachlan and Wild would also sit on the committee.

Finance, Policy and Human Resources

Cllr Landeryou proposed Cllr Wild as Chairman, Cllr Bookham seconded and unanimously agreed.

Cllrs Bookham, Buckley, Davis and Landeryou would also sit on the committee.

Recreation and Halls

Cllr Bookham proposed Cllr Landeryou as Chairman, Cllr Haynes seconded and unanimously agreed. Cllrs Bookham, Brown, Ellis, Gilmour and Haynes would also sit on the committee.

Complaints – Cllrs Buckley, Dove, Gilmour and Landeryou

Confirmed that the committee would continue in its current format.

8.00 pm - remaining member of the public left the meeting.

Working Groups

Parish Council website – Cllrs Bookham, Buckley, Maclachlan and the Clerk.

Traffic Calming – Cllrs Bookham, Gilmour, Landeryou, Maclachlan and Dove

Emergency Planning and Community Safety 2017/18 (new) – Cllrs Brown and Buckley.

12/17. The representatives on/or work with external bodies and arrangements for reporting back for 2017/18 was reviewed.

Horsham Association of Local Councils (HALC) – Cllrs Landeryou and Haynes

Rudgwick Youth Club – Cllr Wild

Rudgwick Brickworks Liaison Group – Cllr Maclachlan

RSCC – Cllr Wild suggested RSCC to consider an invitation for the RPC to be invited as an observer.

The invitation to come through the Clerk and to be circulated amongst Councillors.

CAGNE (Communities against Gatwick Noise and Emissions) – Cllr Dove

West Sussex ALC Ltd – up to 2 representatives Cllr Landeryou

Representatives can attend, speak and vote at the ALC's AGM.

Minutes of external bodies (as appropriate) to be circulated to the full Parish Council.

13/17. Resolution to confirm delegated powers to the Planning Committee

It was resolved to delegate powers of planning decisions to the Planning Committee and that,

where it is not possible for the Planning Committee of the Council to comment on planning

applications, powers to be delegated to the Clerk to do so in consultation with the Chairman of the

Planning Committee or the Chairman of the Council.

Proposed by Cllr Wild, seconded by Cllr Bookham and unanimously agreed.

14/17. The Parish Council Bank Signatories were confirmed as Cllrs Buckley, Gilmour, Landeryou, Maclachlan and the Clerk and Cllr Wild would continue to carry out the quarterly financial checks. Proposed by Cllr R Wild, seconded by Cllr Bookham and unanimously agreed.

15/17. The arrangements for insurance cover in respect of all insured risks were confirmed. Parish Council insurance cover through Hiscox with a 3-year long term agreement from 1st October 2015.

16/17. Members had received the minutes of the Finance Policy and Human Resources Committee meeting held on 24th April 2017. The recommendations made therein with regard to the review of Parish Council documents and the Annual Return were ratified. The changes made to the Financial Regulations were agreed and adopted. Cllr Davis proposed, seconded by Cllr Bookham and unanimously agreed.

17/17. Members had received a copy of the RPC Local Government Pension Scheme (LPGS) Discretions Policy prepared by Cllr Wild. Proposed by Cllr Ellis, seconded by Cllr Maclachlan and unanimously agreed to approve the Discretion Policy.

18/17. Members reviewed the effectiveness and appointment of the internal auditor. The twice yearly internal audits had been carried out by Mr Peter Frost, who is independent of the financial operations of the council and had no connection to any member of the parish council or any involvement in the financial decision making, management or control of the council. Reports were received after each audit and members were given copies of the audit plans. Proposed by Cllr Wild, seconded by Cllr Maclachlan and unanimously agreed.

19/17. It was resolved to approve the Annual Governance Statement for the year ending 31st March 2017. Proposed by Cllr Wild, seconded by Cllr Brown and unanimously agreed. The Finance Policy and Human Resources Committee had reviewed the effectiveness of the system of internal control and agreed that the actions taken by the Parish Council met the requirements and recommended that Annual Governance statement be approved.

20/17. It was resolved to approve the Accounting Statements for the year ending 31st March 2017. Proposed by Cllr Wild, seconded by Cllr Buckley and unanimously agreed.

21/17. Members had received the year end income and expenditure figures for 2016/17 for information.

22/17. Time and dates of the Parish Council Meeting proposed for 2017/18 were agreed. Proposed by Cllr Ellis, seconded by Cllr Davis and unanimously agreed. Meetings usually to be held on the second Monday of each month at 7pm in Rudgwick Hall. Bucks Green. No meetings to be held in August and March (Annual Parish Meeting).

23/17. Neighbourhood Plan – update.

Cllr Maclachlan reported that he had received correspondence from Chris Lyons, HDC Director of Planning with details on the Mandate for the Housing Requirement Analysis using the AECOM methodology. The NP Housing Group are going through the housing requirement assessment and will be completing the process with SDNP Consultants for presentation to HDC by early June. HDC has started to review their Planning Framework which will take a year. If HDC disagrees with RPC housing development numbers, the Neighbour Plan will not continue until a number is agreed upon.

24/17. There were no items received after publication of this agenda requiring urgent attention.

25/17. ACCOUNTS

The following accounts had been paid:

Business Stream Annual Water Bill Jubilee Hall	173.82
Netcom IT Solutions-Office 365	89.88
Post Office Ltd (British Gas) Jubilee Hall	226.31
Action in Rural Sussex – Village Hall Service Subscription	144.00
Salaries – April	1,952.53
Weald Cleaning Services – RH cleaning and Hall checks	<u>246.50</u>
	£ 2,833.04

It was agreed to pay the following accounts:

Post Office Ltd (HMR&C) IT and NI contributions	415.08
Rudgwick Village Day Fund – contribution to Village Day	250.00
Viking Payments – office supplies	121.13
HMR&C – valuation for tennis club lease	840.18
HALC – subscription (£15.00) and conference fee (£5)	20.00
Professional Weed Solutions Ltd - hogweed control	216.00
Peter Frost – internal audit	145.14
B Kenward – reimbursed expenditure (21.1-12.5.2017)	<u>444.77</u>
	£ 2,452.30

Proposed by Cllr Wild, seconded by Cllr Bookham and unanimously agreed.

26/17. DATE OF NEXT MEETING MONDAY 12th JUNE 2017.

Information added since last meeting: *in Italic*

Items closed at last RPC meeting for the record: highlighted grey

ACTION ITEM LIST

ITEM NUMBER	DESCRIPTION	RESPONSIBLE PERSON/ COMMITTEE	DUE DATE	STATUS	COMMENT/ACTION
76/9/13-9	Rudgwick Business Directory	Cllrs Ellis, Landeryou, Maclachlan		closed	Could be included in Neighbourhood Plan
37/6/15-76	Actions from RoSPA inspections	Clerk	July 2015	on-going	Local contractor to carry out painting and repairs to wetpour in Spring 2017. <i>Delay until RoSPa report.</i>
52/7/15-86	Ramp for RH	Cllr Haynes		on-going	<i>Cllr Haynes to progress.</i>
52/7/15-89	Refurbish toilets RH	Clerk/Cllr Landeryou		on-going	<i>Work to commence Monday 31st July.</i>
90/9/15-98	Review of bus shelters	Cllr Haynes Cllr Brown		closed	WSCC need public consultation <i>to be part of NP.</i>
114/10/15-106	Crossing A281/Downslink	Traffic Calming Working Group	Oct/Dec	on-going	Funding received work to be done after bridge repairs possibly Feb 2017. <i>New sign placed but obscured by hedge, owner to be located. .</i>
154/12/15-117	Traffic calming measures	Working Group	Dec/Jan	on-going	Working group looking at 40mph signs on A281 and The Haven and Loxwood Road. <i>Meeting to be arranged.200 30mph stickers to be purchased.</i>
43/6/16-1	Website upgrade	Working group	July/Aug	on-going	Template to be received end of <i>May 2017</i>
70/7/16-5	Tennis Club lease	Cllr Wild/Clerk	September	on-going	<i>Valuation obtained, heads of terms to be formulated.</i>
180/1/17-12	School crossing patrol	Clerk	Jan/Feb	on-going	WSCC looking at proposal for permanent crossing with S106 funding.
196/2/17-15	Update S106 list of projects and obtain quotes	Council	Feb onwards	on-going	
202/2/17-18	Phone box Naldretts Lane – contact resident	Clerk	Feb/March	opened	<i>To be pursued</i>
220/4/17-20	Half yearly walking audit	Cllrs Ellis Bookham, Wild, Landeryou (village) Cllrs Buckley and Maclachlan (The Haven and Tismans Common	April/May	on-going	<i>To undertake an autumn driving audit of all village streets.</i>
229/4/17-21	Entry to WSCC Pension scheme	Clerk/Cllr Wild	April/May	on-going	<i>Policy formulated, paperwork to be submitted to WSCC</i>