

RUDGWICK PARISH COUNCIL  
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**Date: 8th May 2018**

**To: All Members of the Parish Council**

You are duly summoned to the Annual Meeting of the Parish Council that will take place on **Monday 14th May 2018** at the **Rudgwick Hall, Bucks Green at 7p.m.**

*J Foote*

Mrs J Foote  
Clerk

*Members of the public have a right and are welcome to attend the meeting as observers.*

**AGENDA**

1. **Apologies for Absence:** to receive and approve apologies of absence.
2. **Election of the Chairman**  
Declaration of Acceptance to be signed.
3. **Election of the Vice Chairman**  
Declaration of Acceptance to be signed.
4. **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 Registers of Interest. ***Any clarification on whether a Member has an interest should be sought before attending the meeting.***  
Members to complete the update to Registers of Interest (previously circulated) and return to the Clerk by 21st May 2018.
5. **Minutes of the previous meeting of the Full Parish Council: To resolve minutes of the meeting** held on the 9th April 2018 (copy circulated) to be approved and signed as a correct record.
6. *Public participation – the meeting will be adjourned for up to ten minutes for members of the public to make a statement or give a view on any item on the agenda.*

## 7. Planning

i) Current Planning Applications to be considered for comment to Horsham District Council:

Application No	Applicant	Reason for Application	RPC Recommendation
DC/18/0683	Rudgwick Metals Ltd, Church Street, Rudgwick, Horsham	Non material amendment to previously permitted application DC/16/2917 (Demolition of 2 x existing dwellings, industrial and agricultural outbuildings and erection of 55 dwellings, x offices (B1 Use Class) and industrial building extension (B2 Use Class) with associated access, drainage and landscape works) alterations include erection of bin store, lay-by removal, amendments to car barn (Plot 55) and fenestration and door alterations (Plot 1-4).	
DC/18/0704	8 Buckhurst Cottages, Church Street, Rudgwick, Horsham	Erection of detached workshop to the rear of the property	
DC/18/0811	Rylands, Loxwood Road, Rudgwick, Horsham	Erection of a two storey infill side extension including dormer window to the North East elevation. Loft conversion including roof alterations and installation of roof lights and window with juliette balcony on the rear elevation.	
DC/18/0864	Hall House, The Haven, Billingshurst,	Erection of a new stable block and sandschool on land adjoining Hall House	

The above applications can be viewed through the Horsham District Council public access web page (<http://public-access.horsham.gov.uk/public-access/>)

- ii) To report any comments made on Planning Applications under delegated powers.
- iii) To report any decisions made by Horsham District Council on previous applications.

iv) To report on any appeal notices and decisions

<b>Appeals Lodged</b>				
<b>Application No</b>	<b>Applicant</b>	<b>Reason for Application</b>	<b>RPC Recommendation</b>	<b>Appeal Decision</b>
DC/17/2731	Mill House, Guildford Road, Rudgwick, Horsham	Erection of a two storey three bedroom detached dwelling with associated triple garage, hardstanding and driveway	Objection. The development is outside the built up area boundary. Future/amended planning applications should be subject to a legal agreement regarding the restoration of the barn.	

8. **Matters Arising** from the previous meeting (for noting only)
9. To receive **reports from County and District Councillors** (for noting only).
10. To **review the committees and working groups for 2018/19** and their terms of reference. (2017/18 details and recommendations circulated).
11. **Appointment of members to existing committees and working groups.**
12. To **review representation on or work with external bodies** and arrangements for reporting back.  
To receive report from:  
NALC meeting 18 April 2018                      Cllr Landeryou  
Youth Centre meeting 14 May 2018              Cllr Wild
13. **Resolution to confirm delegated powers to the Planning Committee.**
14. To **confirm the bank signatories and appoint a member**, other than the Chairman and the bank signatories, **to carry out the quarterly financial checks.**
15. To **confirm the arrangements for insurance cover in respect of all insured risks.**
16. To **receive the minutes (copy attached) of the Draft Finance Policy and Human Resources Committee Meeting held on the 3<sup>rd</sup> May and ratify the recommendations made therein with regard to the review of Parish Council documents and the Annual Return.**
17. To **review the effectiveness of the internal auditor.**
18. To **receive the year end income and expenditure figures for 2017/18.**
19. To **approve the time and dates of the Parish Council Meetings for 2018/19.**

20. **To resolve the appointment of Marshall Clark LLP** to undertake a Building Condition Survey of the Rudgwick Sports and Community Centre and produce a Report at a cost of £1850 plus VAT.
21. **To resolve expenditure of up to £1,500 regarding the required electrical inspection** of the ex-RSCC building.
22. **To resolve the proposed Heads of Term for the lease of part of the ex-RSCC building** to Little Street (BGP Enterprise Ltd).
23. **To resolve the appointment of Surrey Hills Solicitors to draw up the lease** for part of the ex-RSCC building, between Rudgwick Parish Council and BGP Enterprise Ltd and fees will be approximately £1500 plus VAT and disbursements,
24. **To resolve the procedures for consideration of S137 grants** - Local Government Act 1972.
25. **To discuss S137 application form Rudgwick Arts Society** regarding funding towards a projector and screen.
26. **To discuss S137 application from Ellens Green and Rudgwick Garden Association** regarding funding towards the Summer Show.
27. **S106 monies allocation** and possibility of changing projects update.
28. **General Data Protection Regulation Legislation; to resolve the appointment of Satswana Ltd as Data Protection Officer**, Bronze Service at a cost of £150 plus VAT p.a.
29. **Accounts:** To be presented and agreed.
30. **Staff Matters**

*The press and public may be excluded from this part of the meeting – reason staff in confidence*

- Resolve for the Assistant Clerk to be admitted (new employee) into the West Sussex Local Government Pension Scheme (LGPS).
- Resolve contractual conditions for Assistant Clerk.
- Resolve adoption of NALC pay scale 1 April 2018/19.
- Resolve salary point for Clerk.

31. **Date of the next meeting: Monday 11<sup>th</sup> June 2018**

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. Attendees are encouraged to let the Clerk know in advance if they wish to film. Mobile devices should be switched to silent for the duration of the meeting.