

Rudgwick Parish Council

Minutes of the Meeting of the Parish Council held on Monday 10th September 2018 at Rudgwick Hall, Bucks Green, RH12 3JJ at 7 pm.

Present: Councillors D Buckley (Chairman), P Thompson (Vice-Chairman), R. Bookham, V Davis, A Haynes, R Landeryou, R Wild.
Clerk: J Foote

Nine members of the public

110/18. **Apologies for Absence** had been received from Cllrs Brown, Ellis, Gilmour and Maclachlan and reasons for absence were noted and unanimously approved.

111/18. No **Declarations of Interest** from councillors on any matters to be considered at the meeting or notifications of changes to members were received.

7.05 pm Cllr Haynes arrived. On arrival he declared an interest in Planning Application DC/18/1823.

112/18. It was resolved that **Minutes of the Extraordinary Parish Meeting held on 6th August** (previously circulated) **could be approved as a correct record** and this was unanimously agreed, and the Chairman signed the minutes.

113/18. Chairman's announcements.

The Chairman drew attention to correspondence received by the Council:

- from the Horsham District Council Chief Executive, Mr Glenn Chip offering to meet with the Council. It was agreed to invite Mr Chip to speak at next year's Annual Parish Meeting.
- from a resident concerned about speed of traffic on the Loxwood Road. It was agreed to extend an invitation to join the meeting of the Traffic Calming Group.
- from a member of the public regarding commemorating his great uncle's death when his B25 Mitchell Bomber collided with another plane during the Second World War. The site where the planes came down has recently been located.

114/18. **Reports from Horsham District (HDC) Councillor/ West Sussex County Council (WSCC) Councillor** County Councillor Christian Mitchell and District Councillor John Bailey sent their apologies with brief reports.

District Councillor Bailey's report:

- HDC is looking into food waste collection scheme but as WSCC has not yet have a contract for disposing the waste, little progress has been made.
- Recycling percentage has increased to 54%.
- Mrs Barbara Childs has been appointed as Director of Place.

County Councillor Mitchell's report:

- Nothing to report from meetings (summer break).
- The Budget setting process is just commencing now, this year will not be any easier than last year.

115/18. **Public Session**

A Cox Green resident spoke in favour of the restarting of the Neighbourhood Plan.

A The Haven resident spoke about the Velo South event and the negative impact the road closures have on the Rudgwick Parish community, both people and businesses; the lack of organisation and consultation.

116/18. Planning

The following was reported:

- i) Current Planning Applications were considered for comment to Horsham District.

Current Planning Applications			
Application No	Applicant	Reason for Application	Recommendation
DC/18/1752	Hurstlands Cottage The Haven Billingshurst	Erection of a single storey outbuilding to replace existing stables (listed building consent)	No objection
DC/18/1753	Hurstlands Cottage The Haven Billingshurst	Erection of a single storey outbuilding to replace existing stables (listed building consent)	No objection
DC/18/1711	Garlands The Haven Billingshurst	Repairs, refurbishment and insertion of mezzanine floor within the existing granary/playroom and the installation of an underground LPG tank. (Resubmission of DC/10/2452).	No objection
DC/18/1823	Rudgwick Metals Ltd Church Street Rudgwick RH12 3EB	Non material amendment to previously approved DC/16/2917 (Demolition of 2 x existing dwellings, industrial and agricultural outbuildings and erection of 55 dwellings, 3 x offices (B1 Use Class) and industrial building extension (B2 Use Class) with associated access, drainage and landscape works) approval for the separation of the bin store from the substation	No objection – NB the planning application was not easy to review as not all information (referred to) had not been supplied on the planning website.

The decisions on the above planning applications were unanimously agreed. Cllr Haynes did not partake in the discussion or voting process on DC18/18/1823.

Comments made on Planning Applications under delegated powers were noted.

Delegated Decisions			
Application No	Applicant	Reason for Application	Recommendation
DC/18/0150	Farnbrakes Church Street Rudgwick	Variation of condition 1 to previously approved application DC/16/2668 (Demolition of existing dwelling and erection of 2 no 4 bedroom houses, garages, parking and associated external works). Minor-material amendments to approved floor plans, elevations, boundary treatments and site plan.	Rudgwick Parish Council offers an objection against this application as it is a departure from original plan.
DC/18/1563	Windacres Farm Development Site Church Street Rudgwick	Erection of a side extension to existing agricultural building for storage of agricultural machinery and animal feed.	Rudgwick Parish Council offers an objection as the associated building has not been approved. There are no animals to feed.
DC/18/1565	Hermongers Barn Hermongers Rudgwick	Replacement of sub-standard annexe with extension (resubmission of DC/15/0592 with amendments).	No objection

DC/18/1611	1 Gaskyns Close Rudgwick	Demolition of existing conservatory and erection of a single storey rear extension.	No objection
DC/18/1427	Canfields Farm Lynwick Street Rudgwick	Erection of 2no holiday let log cabins, creation of a new vehicular access onto Lynwick Street with associated parking, and the permanent siting of the remaining 3 no. tent structures for use year round	No objection
DC/18/1663	Field House The Haven Billingshurst	Conversion of the existing single storey garage to form two storey ancillary accommodation including the erection of a two storey front extension and first floor extension and erection of glazed link to main house	No objection provided the building is tied to the existing i.e. not a separate dwelling
DC/18/1641	Field House The Haven Billingshurst	Amendment to DC/07/105 (Re-location of stables and riding arena approved under reference DC/05/2468) re-location of existing stables and riding arena	No objection
DC/18/1728	Hurstlands Cottage The Haven Billingshurst	Proposed installation of 4 oven Aga, with stainless steel flue (Listed Building)	No objection

- ii) It was noted that decisions made by HDC on previous applications can be found on the HDC Planning website.
- iii) No appeal notices and decisions were reported.

117/18. Clerk's announcements were noted.

- Churchman's Meadows Playground has been removed, Kompan starting with installation of new playground equipment 10.10.2018.
- Fire Risk Assessment for King George V Building has been undertaken (report circulated).
- Outsourcing of payroll is shown to be very effective.
- Decision has been made to keep Rudgwick Hall gates locked at night until the end of September.
- Clerk has received Lloyds Debit card.
- RoSPA inspections of playgrounds/field and skate board have been undertaken (reports circulated)
- Jubilee Hall: insurance assessor has been (report circulated); letters have been written to neighbouring residents, requesting maintenance of trees.
- Training: Clerk to access Legal and Financial training on 27th September 2018 and the SSALC Technical Networking Event on 6th November 2018.
- Brighton & Hove Energy Services Cooperative (BHESCo) have been informed of the Council's decision not to pursue with an air source heat pump heat system for Rudgwick Hall. Organisation has enquired after the Council's decision on LED lighting. To be put on October Meeting Agenda.
- To start a weekly update regarding clerk's announcements/decisions to be sent to councillors and to be published on website.

118/18. Reports from Parish Council representatives on outside organisations were received:

HALC – meeting on 26th July 2018. Cllr Thompson provided a brief resume of GDPR information provided and the presentation/visit to Rudgwick Parish Council by a Police Community Support Officer (PCSO) outlining a reduction in manpower resulting in the need for more effective working.

Residents are encouraged to sign up for “In the Know” which gives information about crime in your area – www.intheknow.community 3 as well as reporting incidents so that the police can build up a picture of all crimes. Information is provided on the Council’s website and notice boards.

Youth Centre –The Youth Worker is on a sabbatical until half term, next meeting in two weeks.

CAGNE - Nothing to report – a CAGNE representative will be speaking at the next HALC meeting.

119/18. Rudgwick Lawn Tennis Club (RLTC) lease.

There are currently some outstanding issues which will hopefully be resolved in the next few weeks. It was agreed that the Tennis Club should be invoiced the usual annual rent for the last 12 months rather than the lease amount.

120/18. King George V (KGV) building lease.

Relevant lease documentation has been sent to solicitors and a draft lease received – some issues were identified, and these require addressing before lease can be sent to the other party.

121/18. Neighbourhood Plan.

Two councillors are attending the HDC Neighbourhood Planning Conference on 26th September 2018 and after that the Steering Group will meet to re-start the plan. Cllr Thompson indicated that when work restarted expenditure should be kept to a minimum with housing site selection the first priority.

122/18. VELO South event, 23rd September 2018.

It was agreed for the Clerk to write to the Leader of WSCC with the issues that were addressed during the public speaking session. It was agreed to evaluate the impact of the event on Rudgwick Parish residents and business after the event.

123/18. Rudgwick Football Club’s proposal for pitch improvements.

It was agreed to seek further detailed information regarding the proposed pitch improvements before a final decision is to be made.

124/18. Data Protection and Information Policy and Litter Warden/ Volunteering Risk Assessment Policy.

It was **resolved to adopt** these policies, proposed by Cllr Wild seconded by Cllr Landeryou and unanimously agreed.

125/18. Individual email addresses for councillors.

It was **resolved to proceed** with individual e-mail addresses for councillors and to further investigate the “drop box” access/storage option. Proposed by Cllr Thompson seconded by Cllr Landeryou and unanimously agreed.

126/18. Closure of National Westminster Current Account.

It was **resolved to close the account**, proposed by Cllr Bookham, seconded by Cllr Wild and unanimously agreed.

127/18. King George V Building roof repair.

It was **resolved to have the roof repaired** by Hazelhurst Roofing at a cost of £3,060.00 plus VAT with the work attracting a 20-year guarantee. Proposed by Cllr Bookham seconded by Cllr Landeryou.

128/18. Rudgwick Lawn Tennis Club (RLTC) lease income to be re-invested in KGV field in accordance with Field in Trust requirements.

It was resolved that lease income is invested in KGV field, proposed by Cllr Thompson seconded by Cllr Wild and unanimously agreed.

8.30 pm Cllr Bookham left the meeting.

129/18. Rudgwick Hall playground repair.

It was **resolved to have the wet pour repaired** by RTC Safety Service Ltd at a cost of £2,051.00 plus VAT **and the apparatus repaired** by Playfix Ltd at a cost of £250.00.

129/18 Jubilee Hall drainage repair.

It was **resolved to spend up to £1,000** – this is in addition to the £2,000 (proposed element of repairs caused by root damage) from Hiscox Insurance Company. Proposed by Cllr Davies seconded by Cllr Wild and unanimously agreed.

130/18. Re-new insurance cover for Rudgwick Parish Council

It was **resolved to continue insurance cover** with Hiscox on the current basis (three years) at £3,763.64 p.a. Proposed by Cllr Wild seconded by Cllr Thompson and unanimously agreed.

131/18. Campaign to Protect Rural England annual membership for 2018/19 at £36.00.

It was **resolved to continue membership** proposed by Cllr Landeryou seconded by Cllr Thompson and unanimously agreed.

131/18. Accounts – to be presented and approved.

Reconciliation of First Quarter 2018/19, accounts (income and expenditure) and payments to be made were agreed. Proposed by Cllr Wild seconded by Cllr Thompson and unanimously agreed.

Lloyds Current Account - September meeting					
Payments made/received					
Transaction Date	Transaction Type	Transaction Description	Debit Amount	Credit Amount	Closing Balance
03/09/2018	FPI	RH Hall hire		£90.00	£24,148.31
23/08/2018	FPO	Dep Refund	£50.00		
23/08/2018	FPO	FIRE RISK UK	£318.00		
23/08/2018	FPO	BHESCO	£126.72		
23/08/2018	FPO	Salaries August	£2,219.16		
23/08/2018	FPO	WSCC PENSION FUND	£453.22		
23/08/2018	FPO	SURREY HILLS	£690.00		
23/08/2018	FPO	SCJS LTD	£100.99		
23/08/2018	DEP	BANK Deposit Hall hire		£496.80	
22/08/2018	DD	O2	£6.00		
21/08/2018	FPI	THE BILLINGSHURST DOG CLUB		£337.50	
17/08/2018	DD	ONEBILL LIMITED	£26.16		
14/08/2018	FPI	RH Hall hire		£92.50	
13/08/2018	FPI	RH Hall hire		£92.50	
13/08/2018	DD	YOUR ENERGY BILL	£100.00		
09/08/2018	FPI	JH Hall hire		£22.00	
08/08/2018	TFR	WEALD SERVICES RPC/INVOICE 398	£394.50		
08/08/2018	FPO	GAZPROM	£130.50		
08/08/2018	FPO	ROBOTRONIC	£179.00		
08/08/2018	FPO	SEOFON July	£52.80		
08/08/2018	FPO	WSCC PENSION FUND July	£453.22		

08/08/2018	FPO	PHILIP JUNIPER	£521.20		
08/08/2018	FPO	HMRC - July	£562.49		
08/08/2018	FPO	SLCC CILCA	£250.00		
08/08/2018	FPO	WSCC Streetlighting maintenance	£2,258.51		
08/08/2018	FPO	HALC SUBS18/19	£15.00		
08/08/2018	FPI	RH Hall hire		£92.50	
03/08/2018	FPO	AERO HEALTHCARE Defib battery	£118.80		
02/08/2018	DEP	BANK Deposit Hall hire		£7,821.00	
01/08/2018	TFR	RH Hall hire		£92.50	
01/08/2018	TFR	RH Hall hire	£275.00		
01/08/2018	DD	BRGAS-GAS	£96.78		
30/07/2018	TFR	RH Hall hire		£92.50	
27/07/2018	FPI	JH Hall hire		£118.00	
26/07/2018	FPI	JH Hall hire		£108.00	
26/07/2018	BP	Salaries July	£2,148.86		
24/07/2018	FPI	RH Hall hire		£138.60	
24/07/2018	DD	Business Stream water	£312.62		
23/07/2018	FPO	GARY STEER BLDG	£7,042.00		
23/07/2018	DD	O2	£6.00		
19/07/2018	FPI	RH Hall hire		£180.00	
19/07/2018	FPO	Dep Refund	£50.00		
19/07/2018	FPO	Dep Refund	£50.00		
19/07/2018	FPO	SSALC LIMITED training (March/April training a	£488.00		
19/07/2018	FPO	ROSPA inspections	£399.00		
19/07/2018	FPO	IT NETCOM SOLUTION	£47.40		
17/07/2018	DD	ONEBILL LIMITED	£25.51		
16/07/2018	FPI	RH Hall hire		£70.80	
13/07/2018	DD	YOUR ENERGY BILL	£163.00		
13/07/2018	BGC	Dep Refund		£175.00	
12/07/2018	TFR	RH Hall hire		£69.80	
11/07/2018	FPI	RH Hall hire		£37.50	
11/07/2018	FPI	RH Hall hire		£129.80	
11/07/2018	TFR	RH Hall hire		£213.50	
11/07/2018	TFR	RH Hall hire		£207.90	
11/07/2018	FPI	RH Hall hire		£92.50	
11/07/2018	FPI	JH Hall hire		£175.00	
09/07/2018	FPI	RH Hall hire		£92.50	
		Expenditure/Income	£20,130.44	£11,038.70	

National Westminster Account				
09/07/2018	DD	Southern Electric	£667.36	£7,302.39
12/07/2018	DD	HDC - rates	£690.00	
16/07/2018	DD	Funds transfer - Savings Account		£7,496.38
19/07/2018	DD	Funds transfer - Savings Account interest		£0.21
01/08/2018	DD	BT Group plc	£59.88	
01/08/2018	DD	HDC -rates	£52.00	
06/08/2018	DD	cheque	£7,496.00	
06/08/2018	DD	BT Group plc	£40.08	closing bal.
		Expenditure/Income	£9,005.32	£7,496.59
				£5,793.66
Payments to be approved				
Invoice Date			BACS	DD
23/08/2018	BT Group plc			£40.08
13/08/2018	Gazprom energy KGV		£123.93	
17/08/2018	CPRE Annual membership		£36.00	
22/08/2018	Rialtas annual sub		£142.80	
31/08/2018	Seofon Payroll August		£22.80	
03/09/2018	Weald Services - August		£357.00	
04/09/2018	RH Hall Hire deposit refund 064/18/19		£50.00	
04/09/2018	RH Hall Hire deposit refund 073/18/19		£50.00	
05/09/2018	RH Hall Hire refund 036/18/19		£54.00	
05/09/2018	Viking Office Supplies		£98.12	
05/09/2018	Dual Energy (DD)			£31.79
05/09/2108	SSE Southern Electric		£44.79	
06/09/2018	Viking Office Supplies		£2.60	
06/09/2018	Viking Office Supplies		£6.44	
06/09/2018	SSE Southern Electric (DD)			£135.05
08/09/2018	O2 Sept - September (DD)			£12.19
10/09/2018	RH Hall Hire deposit refund 065/18/19		£50.00	
10/09/2018	RH Hall Hire deposit refund 063/18/19		£50.00	
10/09/2018	HDC refuse collection RH			£403.00
10/09/2018	HMRC August		£579.69	
		Expenditure	£1,668.17	£622.11

132/18. Staff Matters

It was resolved to appoint the assistant clerk, Mrs N McGill on a permanent contract, attracting a one point salary increase; with the next salary increase to take place on the anniversary of her starting date. Proposed by Cllr Thompson seconded by Cllr Landeryou.

133/18. **Date of Next Meeting:** Monday 8th October, 2018.

The Chairman closed the meeting at 8.40 pm

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Chairman

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Date