



Lisa Wilcock
Clerk to Council
c/o Rusper Village Stores
East Street
Rusper, RH12 4PX
Tel: 07380 468256
clerk@rusper-pc.org.uk
www.rusper-pc.org.uk

Minutes of the Parish Council Meeting on Tuesday 25th March 2025 at 7.00pm. This meeting was held at Rusper Village Hall.

Present: Cllrs M Cooke (Chair), G Sallows, R Gatt, F Maitland-Smith, S White, G Fleming, M Fillmore. District Councillor Tony Hogben.

Apologies: Cllrs D Matthews, G Hussey (Vice Chair), M Fenton and County Councillor Katie Nagel.

Also present: There were 6 members of the public for part of the meeting.

Meeting commenced 1900hrs

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270-25 **Apologies**

It was resolved to accept apologies in advance of the meeting from County Councillor Katie Nagle, D Matthews, G Hussey (Vice Chair), M Fenton.

271-25 **Declarations of Interest** None.

272-25 **Climate Crisis**

The Council **acknowledged** that there is currently a climate crisis, and to ensure that all decisions made within meeting have consideration to this.

273-25 **Minutes of previous meeting**

It was **RESOLVED** to approve the Minutes of the previous Council meeting held on 25th February 2025. The Chair signed the minutes.

274-25 **Open Forum**

- MOP representing CAGNE – application for funding and was available for questions.
- MOP offered the parish council a donation to commemorate Liz Kitchen with a park bench with a plaque on it. The councillors thanked the MOP and agreed to add the item to the next meeting for consideration.
- District Councillor - noted that 9th May 2025 at 12 noon is the date for Liz Kitchens memorial service at St Mary Magdelene, Rusper. Do come early as there will be a large attendance.
- MOP indicated that they would like to join the litter pick again this year.

275-25 **Reports from other Authorities**

District Councillor Tony Hogben –

- Devolution - the proposal is to have a unitary authority for West Sussex. Horsham Council have submitted a report but at the moment there are more questions than answers and none of the other authorities have enough information at this stage to make any comments. It is anticipated that West Sussex would be too large for a unitary authority but the government has not provided sufficient detail at this stage. A Director, and data analyst have been hired to put together a costed proposal and to identify where any savings can be made.
- Liz Kitchen's memorial service is 9th May at 12 noon St Mary Magdalene, Rusper. Attendees advised to be early.
- Colgate and Rusper Byelection – HDC is now in election purdah ahead of the election on 17th April. There are 5 candidates, 3 live in the District and the other 2 do not. Election marketing is selective, so prospective councillors do not put leaflets through letter boxes of electors who have not voted in recent elections.
- Horsham District Council – constitutional changes. The Liberal Democrat leadership is planning on having one planning committee for the entire District; by training DC's and employing highly trained officers to consider planning applications. The Policy Advisory Groups are being scrapped. Government is also expected to announce organisational changes to the Local Government planning committees, suggesting a lot more power goes to officers and only serious applications will go to committees.
- Questions - are hustings proposed for the Rusper by election? No. Election is on 17th April 2025.

276-25 **Gatwick**

- i) It was resolved to note the Gatwick report. (On website)
- ii) CAGNE have asked council to consider making a donation towards legal costs. The Northern runway decision has been delayed until October. The Secretary of State has said she is minded to approve the application, although the Planning Inspectorate has suggested modifications. A response is due from Gatwick by 24th April on whether to agree to the modifications, or suggest alternatives. The modifications would require 54% of passengers to travel to/from Gatwick by surface transport (trains). The present figure is under 44%, and Gatwick are not sure that 54% can be achieved. This may add to rogue parking in the area which is already a local issue already.
- iii) Chairman invited the CAGNE representative to answer questions. Regarding noise mitigation and whether Gatwick will pay for this mitigation, it was noted that a lot of properties in rural areas cannot have triple glazing as they are old or listed buildings. The impact of construction and increase of traffic movements generally were noted. Also, waste water treatment is an issue locally as existing treatment works are already under stress.
- iv) CAGNE suggest their legal team needs to respond in April to make sure planning is "kept tight" and ensure constraints are put in place. CAGNE warned that judicial reviews are usually unsuccessful and cost around £100,000. . It was RESOLVED to carry the item until the parish council receive a formal proposal. GACC are also expected to submit a similar request and until the council are aware of the campaign funding the council are unable to make a decision on donations to either group.

277-25 Devine Homes

The council considered the proposed highway changes as part of a proposed planning application along East Street. Noted this is part of HDC's Local Plan (Regulation 19) which is currently on hold. The Clerk reminded councillors that this was not a planning application and councillors should consider a response that would not inhibit their comments as the Parish Council are a statutory consultee for all planning applications in the parish. It was **RESOLVED** that the response is 'with no pedestrian access on both sides of the road the development is not a viable option'.

278-25 Annual Parish Meeting.

The Council considered guest speakers for the APM on 29th May 2025. It was proposed that AiRS representative, Millfields, New Playground ideas, Rural Crime officer, local Wild Animal Hospital, Turning Tides, Sussex Wildlife Trust, a Gatwick speaker, a section on traffic in the area were to be invited to speak. It was **agreed** to consult over email. Noted that the Clerk and Chair would provide refreshments during the evening. It was agreed that table presentations would be set out for the public to look around and ask questions.

279-25 Rusper Sports Club

The Sports Club AGM is on 7th April. The underlease is written and will be approved by the club on that date. It was agreed that the Clerk would then ask permission from the landowner as per the clauses on the lease and then take it to Surrey Hills Solicitor for their review. After this it will be brought back to council to adoption and then issued back to the Sports Club. Carry to next meeting.

280-25 Fingerposts

Cllr Fenella Maitland-Smith presented a report covering the quotations and the assessments of repairs needed. 2 quotes were available for review under the survey made by Cllr Fenton and Cllr Fleming. Some posts need little work and councillors have volunteered to clean these themselves. In conclusion professional work may only be needed for 8 posts. It was agreed to continue with the project over email and report back at the next meeting. Carry to the next meeting.

281-25 WSCC Highways - TRO application – 20mph zone

Cllr S White has concerns that the speed monitor unit by Ghyll Manor is pointing down Capel Road and picking up false information. It was proposed to move the sign to a new licenced spot. It was **agreed** that Clerk and Simon will find a suitable licenced spot and refer to WSCC Highways. Carry to next meeting.

282-24 Rusper Gatwick Noise Monitoring Terminal

An email requesting that the parish council find a new location for the Rusper Noise Monitoring Terminal was received. Noted that there is a specific zone in yellow on the map where it can be placed. There is a meeting being arranged, and therefore council agreed to carry this item to the next meeting for an update. ([Document 2](#))

283-24 Playground Safety Report

It was **resolved** to **accept** the playground report to carry to the next meeting.

284-25 Tree Survey

It was **resolved** to **accept** the professional tree survey and to it was **agreed** to consider urgent maintenance requirements at the next meeting. Item carried to the next meeting.

285-25 **Parish Litter Pick – 6th April 2025**

It was noted that the Clerk has arranged to use HDC equipment for the annual litter pick, Cllr Maitland-Smith to collect the equipment. It was **agreed** that the annual litter pick on 6th April 2025 10am will be advertised via poster and a banner would be put up. This will be shared on the Facebook page and website. Clerk to organise the posters.

286-25 **80th VE Day 8th May 2025 and May Day Road Closure**

It was **agreed** to hold a beacon lighting event at 9pm for a 9.30pm light up, refreshments of tea and coffee will be provided. It was noted that Cllr White will organise a fund raising event for the Sports Club the same evening and then invite attendees along to the event afterwards. Clerk to send poster out. Carry to next meeting.

287-25 **Risk Assessments**

It was resolved to adopt the updated risk assessments as follows:-

- i) To **adopt** the following risk assessments:-
- ii) To **adopt** the Beacon Lighting risk assessment. Council used Cllr Sallows updated version.
- iii) To **adopt** the SID risk assessment. iv) To **adopt** the Litter Warden Risk Assessment.
- iv) To **adopt** the Annual Litter Pick Risk Assessment.
- v) To **adopt** the General Risk Assessment for Councillors, Staff and Volunteers.

288-25 **Reports from Representatives**

Councillors to give feedback from any representations they made on behalf of the council in between meetings.

- i) It was **resolved** to name the road in the Mowbray development - Palisade Road agreed. Clerk to inform Mowbray.
- ii) WSALC Chairs' Forum – the Chair gave feedback from the forum attended. It was noted that many footpaths in the area have been closed and until money is made available for them, they would remain closed.
- iii) Councils were urged to review their policies so that documents in meetings were made available for councillors who may be neuro diverse or who are visually impaired. There was also a discussion around bad behaviour from both members of the public and councillors.

289-25 **Financial**

- i) It was **resolved** to **approve** the reports as attached - Reconciliation, Budget, EMR and Unity Bank transactions for January. The Chair signed the bank statements and reconciliation.
- ii) It was **resolved** to **adopt** the new NALC model Financial Regulations England March 2025. The regulations were updated because of The Procurement Act 2023 and The Procurement Regulation 2024, which came into force the previous week.
- iii) It was **resolved** to purchase a new Salt/Grit Bin in Ifield Wood the same as the bin at The Mount, following its licence approval.
- iv) The council considered 4 quotations for a new website and email provider which were sent in advance of the meeting. The Clerk, Chair and incumbent website support reviewed each quotation as asked questions as to the service each provided. Councillors were reminded that to move to a .gov.uk domain was strongly recommended. The Clerk attended a course which was organised via central government to enable her to understand what the council would need to transfer over. It was **resolved** to use Hugo Fox Gold Service with 20 email accounts.
- v) It was **noted** that the Clerk had successfully applied for the May Day road closure on 5th May 2025 from 8am to 6pm at a cost of £100. Poster for this need to be displayed by the council and the May Day committee.

- vi) It was agreed that the financial representative Cllr Fillmore, Clerk and Chair would meet after the financial year end to propose new EMRs.

290-24 Schedule of payments

It was RESOLVED to approve the schedule of payments but to include lease payments for the new financial year. Clerk to action.

291-24 Matters Arising

None.

EXCLUSION OF PRESS AND PUBLIC In accordance with the Public Bodies (Admission to Meetings) Act 1960, the Council have the right to exclude the public and press from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest and may pass a resolution, without notice, to do so.

292-25 Staff Matters

- i) It was **considered** to increase the Clerks hours by 2 hours per week. It was **resolved** to increase the Clerk hours from 1st April 2025.
- ii) It was **noted** that Minimum Wage changes were effective from April 2025.
- iii) It was **agreed** to supply the Litter Warden with a first aid kit and access to hand sanitiser.

Next meeting is the planning committee meeting on 15th April 2025.

Meeting closed hrs 2112hrs

Signed..... Date.....