

Rusper Parish Council



Working with and for the community

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Minutes of the Ordinary Meeting on Tuesday 28th March 2023 at 7.30 pm. This meeting was held at Rusper Village Hall.

Present: Cllrs M Cooke (Vice Chairman), V Hanstad-Pilcher, F Maitland-Smith, G Sallows, S White, M Fillmore, R Gatt, G Fleming, V Saunders, E Kitchen (HDC).

Absent: Cllrs G Hussey (Chairman), T Hogben (HDC), G Adams, K Nagle (WSCC).

1. **Apologies**

Cllrs G Hussey (Chairman RPC), T Hogben (HDC), G Adams, K Nagle.

2. **Declaration of interests**

Cllr Maitland-Smith expressed an interest in Agenda item 8.

3. **Minutes of previous meeting**

It was **RESOLVED** to approve the minutes of the Council meeting held on 28th February 2023.

4. **Open Forum**

No members of the public were present at this time.

5. **Report from other Authorities**

- Cllr Kitchen reported that some Parish Councils who have a Neighbourhood Plan in place are not guaranteed their CIL payments because of water neutrality issue and the delay to the Local Plan.

6. **Climate Emergency**

To **ACKNOWLEDGE** that there is currently a climate emergency, and to ensure that all decisions made within the meeting have consideration to this.

7. **Courage Dyers Grant/Procurement**

- The Council **acknowledge** the grant of £5725 from Courage Dyers and thank them for their support towards the project.
- It was **agreed** that all three quotes will be put into a pack as part of the procurement process to ensure the documents are present for an audit trail. Noted that scope of works does not need to go through the lease holder.
- It was **agreed** that the completed procurement form will be submitted to the Clerk. The final invoice will be submitted to Courage Dyers upon completion of the procurement process.

8. **Proposed Expenditure on Transport Consultation**

- Two Councillors met with Alan Bailes Consultancy to discuss a Transport survey for benefit of the NP process particularly when the LP moves into regulation 19. It was **proposed** that £2500 be granted to the Transport Consultation. 5 Councillors were in favour 2 abstained. It was **resolved** that the monies will be taken from the SWOI budget.
- Cllr Hanstad-Pilcher to update and circulate the procurement documents.

9. **Rusper Sports Clubs Terms of Reference**

- Noted there are 2 parts to the document, how it is managed and how that arrangement works. The Council discussed the document and several points were raised.
- It was **agreed** that Cllr Viv Hanstad-Pilcher to meet with Surrey Hills Solicitors to understand the implications of the signed lease. This item is carried to the next meeting.

10. **Reports from Representatives**

- **Cllr Sallows** reported the proposal to put an extra D outside of the tennis court with one basketball hoop. 3 quotes to resurface the courts are being currently being reviewed. Repairs to the car park and higher fencing around the court is also being discussed. **Action** Clerk to enquire if the CIL money can be spent on this project.
- **Cllr Hanstad-Pilcher** reported that the WSCC Highways meeting is on 6th April in the Council offices in Horsham. A meeting with WSCC Highways steward was held to discuss parking issues. Cllr Cooke and Cllr Handstad-Pilcher will attend the Police focus group meeting on 15th May 2.30pm in Southwater.
- **Cllr Maitland-Smith** – Litter pick on Sunday 2nd April 2023 at 11am all welcome.
- **Cllr Saunders** – reported that the mud on road from the North Horsham development do not require any wheel washes from site as there is nothing detailed within the planning conditions. **Action** Clerk to escalate this with County Councillor Katie Nagle.
- **Cllr Gatt** – Village Hall quotes for the roof have been received but further discussion whether the roof needs repairing or full replacement is ongoing. The Keith Hope Trust plan to convert the snooker room into a hub. Noted that the 106 money from the Bovis development could be managed within the transport survey and neighbourhood plan meeting and for transport improvement to Rusper Primary School.

11. **Procurement Workbook**

The blank procurement forms were distributed in advance of the meeting. Councillors were advised on how to complete the form and how this will enable the Council to track preferred suppliers, track payment and to ultimately sign off the work. The Council were referred to the Financial Regulations as guidance on costs and whether 3 quotes are required.

12. **Neighbourhood Plan Steering Group (NPSG)**

The terms of reference document was distributed in advance of the meeting. The Council considered the revised ToR with some changes. It was **resolved** to adopt the adjusted NPSG Terms of Reference. It was **agreed** Cllr Sallows to be the interim Chair of the NPSG until the first meeting. Next meeting 4th April 2023 at The Plough, Rusper.

13. **Annual Parish Meeting 20th April 2023**

Advertisement of the event has started. Tea and Coffee will be provided at the meeting by Cllr Cooke and the Clerk.

14. **Clerks Report**

A report was sent in advance of the meeting.

15. **Financial**

It was **RESOLVED** to approve the report, including the bank reconciliation.

Date	Payee	Invoice no./ reason for payment	Total	VAT/ deductions	Amount due
28.03.23	Various	Salaries	1235.21	0.00	1235.21
28.03.23	HMRC	PAYE	450.31	0.00	450.31
28.03.23	L Bannister	Subscription Office	59.99	0.00	59.99
28.03.23	CAGNE	Annual Subscription	4.00	0.00	4.00
		TOTAL	1749.51	0.00	1749.51

Meeting ends 2145hrs