

Rusper Parish Council



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Minutes of the Annual General Meeting and Parish Council on Tuesday 16th May 2023 at 7.30 pm. This meeting was held at Rusper Village Hall.

Present: M Cooke (Chair), Cllrs G Hussey (Vice Chair), V Hanstad-Pilcher, F Maitland-Smith, S White, M Fillmore, R Gatt, G Adams, Vic Saunders, G Sallows.

Absent: Cllrs T Hogben (HDC), E Kitchen (HDC) K Nagle (WSCC), G Fleming.

1. **Appointment of Chairman and Vice Chairman**

Cllr Hussey thanked Cllr M Cooke for standing in for the Chairman.

- a. **It was RESOLVED** to elect Cllr Cooke as Chairman.
- b. The Chairman signed the Declaration of Acceptance of Office.
- c. **It was RESOLVED** to elect Cllr Hussey as Vice Chairman.

Co-option of New Members

- d. **It was RESOLVED** to co-opt Cllrs Gatt, White and Adams all signed the Declaration of Acceptance of Office. There is one seat remaining which will be re-advertised.

2. **All Co-opted and Elected Councillors to Sign Declaration of Interest form and Acceptance of Office Form.**

These were completed and passed to the Clerk except for Cllr Fleming.

3. **Minutes of previous meeting**

It was **RESOLVED** to approve the minutes of the Council meeting held on 25th April 2023.

4. **Appointment of Roles**

It was RESOLVED to appoint councillors to the following roles:-

- a. Planning Committee, Chairman and Vice Chairman – The Chairman will be Cllr Sallows, Vice Chairman will be Cllr Gatt and all councillors will be members of the Committee.
- b. Accounts verification – Cllr Fillmore.
- c. Gatwick representatives to include GATCOM and all Gatwick related meetings – Cllr Fillmore, Cllr Maitland-Smith.
- d. WSALC representative (two spaces) – Cllrs Cooke and Hanstad-Pilcher.
- e. HALC representative (two spaces) – Cllrs Gatt and Maitland-Smith.
- f. Playground – Cllr Hussey.
- g. Traffic and Transport Working Group members and Chairman – Chairman will be Cllr White and members will be Cllrs Adams, Hanstad-Pilcher, Hussey, Cooke and Gatt.
- h. Sports Club representative (two spaces) – Cllrs Sallows and White.
- i. Village Hall Committee representative – Cllr Gatt.

- j. Winter Management – Cllr G Adams.
- k. Technology and Communication – Cllr M Cooke.
- l. Public Rights of Way – Cllr Hussey.
- m. Trees (two representatives) – Cllrs Sallows and Maitland-Smith.
- n. Book swap (two volunteers) – Cllr Sallows will look after the one in the High Street and Cllr Fleming the one in Lambs Green.
- o. Land West of Ifield liaison – Cllr Sallows.
- p. Land North of Horsham liaison – Cllrs Hanstad-Pilcher, Adams and Gatt.
- q. Britaniacrest liaison – Clerk.
- r. Biodiversity/Environmental representative – Cllrs Maitland-Smith and Cooke.
- s. Police liaison – Cllr Hanstad-Pilcher, Cllr Hussey.
- t. Litter and general volunteer coordinator – Cllr Maitland-Smith.
- u. Speed awareness – Cllrs Sallows, Cooke and White.
- v. Neighbourhood Plan Steering Group – Chairman Cllr Sallows with Cllr Maitland-Smith as project management, Vice Chairman to be appointed at next NPSG meeting.
- w. Community Transport Stakeholder Group – Cllr Hussey.
- x. Courage Dyers Trust – Cllr Fillmore.

During the February meeting Cllr Cooke was appointed to advise the Parish Council on Training, Cllr Viv Hanstad-Pilcher appointed Procurement, Cllr Fillmore appointed Grants/Funding.

5. **Apologies for Absence**

Apologies were received from County Councillor K Nagel and HDC Cllrs Hogben, E Kitchen and Cllr Fleming.

6. **Declaration of interests**

None.

7. **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

8. **Minutes of previous meeting**

It was RESOLVED to approve the Minutes of the previous Council meeting held on 26th April 2022 and these were duly signed by the Chairman.

9. **Open Forum**

No comments made/questions raised.

10. **Approval of policies and documents**

It was RESOLVED to approve the following:-

- a. Standing Orders
- b. Financial Regulations (*Procurement added to Regulations*)
- c. Risk Assessment
- d. Planning Committee Terms of Reference
- e. Roads and Transport Working Group Terms of Reference
- f. SWOI Terms of Reference
- g. Neighbourhood Plan Steering Group Terms of Reference
- h. Sports Club Committee TOR
- i. Litter Warden Risk Assessment
- j. Risk Assessment Playground
- k. Asset Register

I. Policies and Procedures

It was **agreed** to add the revised NPGS ToR to the website. Sports Club ToR to be raised at the next meeting for final approval.

11. **Insurance policy**

The insurance policy for 2023-24 was noted.

12. **Playground Inspection and Next Steps.**

The playground inspection was noted. Low risks and very low risks are noted within the report. One moderate risk is the cradle chairs on the swings being wear and tear on the swings. The chat room needs wainey wood and replace what is rotten on the shed. Action Cllr Hussey to get one quote for the chains and the wood for the chat room.

13. **Recreation Ground**

a) Receipt of third quote from Cllr White is being sent to the Clerk.

b) Update given to the Council from Clerk. The Clerk is waiting for Surrey Hills to confirm payment to the landowners Solicitor.

14. **Neighbourhood Plan Steering Group Update**

Next meeting is on 17th May 2023 but will be postponed until later in the month.

15. **Reports from Representatives**

Cllr Viv Hanstad-Pilcher – WSCC Highways attended a meeting with Cllr Cooke and WSCC Highways James Strachen. Notes were taken during the meeting to formulate a way forward. Several areas were discussed including speed limits and traffic calming measures. All aspects including dark skies policies and local farm traffic were taken in consideration. Car counting is to take place and the results will be passed to the Parish Council.

Potholes – reports were sent to WSCC Highways via the public online system.

Responses have been received on 2 potholes which have been submitted for repair.

SID – one battery will not take a charge so a new battery will be required.

Police – attended meeting with Police Crime Commissioner – Neil Durkan who is the new Inspector. A survey has been sent to all Councillors for feedback and areas of concern which everyone is encouraged to respond. Neil Durkan has a further meeting set on 17th May 2023 to discuss issues within the Parish. A report on both meetings will be given at the next Parish Council meeting.

Cllr Gatt – The snooker club have moved out of the Village Hall. Schedule of work will commence in the former snooker room.

Cllr Fillmore – A consultation regarding Gatwick airport is expected in June/July with a noise consultation to be carried out later in the year. Jeremy Quin MP has called a meeting on 16th June to discuss Gatwick expansion plans concerns. It was **agreed** that Cllr Maitland-Smith and Cllr Fillmore would attend. Noted that the next GATCOM meeting is on 5th June at 7pm which Cllr Fillmore cannot attend. It was **agreed** Cllr Maitland-Smith would attend the meeting.

16. **Parish Council Meeting Proposal**

This item is to be carried to the next meeting.

17. **Clerks Report**

a. An enquiry made by a resident with regard to a large pothole and general state of the road in Gardeners Green. The Clerk looked up the location and it is not WSCC owned. The Clerk advised the caller that the homeowner may be responsible for the maintenance of the road. It was **agreed** that the Clerk would

contact Saxon Weald Housing Association to see who owns the road.

- b. The Clerk will investigate the costs of Picket Village Gates and report back to Cllr Hanstad-Pilcher

17a. **Subscriptions**

It was **RESOLVED** to approve the following subscriptions:-

- a. West Sussex/National Association of Local Councils - £660.57
- b. Horsham Association of Local Councils - £20
- c. Information Commissioners Office - £35
- d. Gatwick Area Conservation Campaign - £10
- e. Communities against Gatwick Noise and Emissions PC Forum - £4
- f. Parish Online - £60

18. **Finances**

It was **RESOLVED** to approve the financial report, this was signed by the Chairman.

It was **RESOLVED** to approve the Internal Audit report by Mulberry and Co 2022/3.

It was **RESOLVED** to approve the AGAR. This was signed by the Chairman.

It was **RESOLVED** to approve the Direct Debits and Standing Orders for the Financial Year.

- a. IONOS £104.75 (Parish email and website)
- b. BT £49.50 variable (Village Hall Internet)
- c. SSE £38.51 (Street light electricity)
- d. Horsham District Council £100 (Car Park Rates)
- e. Horsham District Council £25.30 (Dog bins)

19. **Schedule of Payments**

It was **RESOLVED** to approve the schedule of payments.

Date	Payee	Invoice no./ reason for payment	Total	VAT/ deductions	Amount due
24/05/2023	WSALC	Subscription	542.38	118.19	660.57
24/05/2023	Mulberry & Co	Internal Audit fee	135.00	27.00	162.00
24/05/2023	Countrymans	Maintenance	568.08	113.61	681.69
24/05/2023	Zurich Insurance	Insurance	1334.64	160.16	1494.80
24/05/2023	Various	Salaries	1153.88	0.00	1153.88
24/05/2023	HMRC	Tax	449.11	0.00	449.11
24/05/2023	Nest	Pension	64.07	0.00	64.07
25/05/2023	Rusper MayDay Community Fund	Coronation Street Party donation and £200 HDC grant	400.00	0.00	400.00
24/05/2023	Roland Allen	Website Support	90.00	0.00	90.00
		TOTAL	4737.16	418.96	5156.12

The date of next meeting is 27th June 2023.

Meeting ends 2115hrs