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Minutes of the Parish Council Meeting on Tuesday 14th May 2024 at 7pm. This meeting was held at Rusper Village Hall.

Present: M Cooke (Chair), Cllrs G Hussey (Vice Chair), G Sallows, M Fillmore, F Maitland-Smith, R Gatt, S White, M Fenton, G Fleming. District Councillor Liz Kitchen,

Also present: There was 0 member of the public.

District Councillor Tony Hogben.

Meeting commenced 1900hrs

92-24 Appointment of Chairman and Vice 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.
- d. All Councillors signed a new Register of Interest form and **adopted** the Code of Conduct with one abstention.

93-24 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 M Fillmore.
- c. Gatwick representatives to include GATCOM and all Gatwick related meetings – Cllr M Fillmore, Cllr F Maitland-Smith.
- d. WSALC representative (two spaces) – Cllrs Cooke, Cllr G Hussey.
- e. HALC representative (two spaces) – Cllrs R Gatt and Cllr F Maitland-Smith.
- f. Playground – Cllr G Hussey.
- g. Traffic and Transport Working Group members and Chairman – Chairman will be Cllr S White and members will be Councillors.
- h. Sports Club representative (two spaces) – Cllrs G Sallows and Cllr S White.
- i. Village Hall Committee representative – Cllr R Gatt.
- j. Winter Management – Cllr M Fenton.
- k. Community Emergency Plan – Cllr G Hussey.
- l. Technology and Communication – Cllr M Cooke.
- m. Public Rights of Way – Cllr M Fenton.
- n. Trees (two representatives) – Cllrs G Sallows and F Maitland-Smith.
- o. Book swap (two volunteers) – Cllr G Sallows will look after the one in the High Street and Cllr G Fleming the one in Lambs Green.
- p. Land West of Ifield liaison – Cllr G Sallows, Cllr F Maitland-Smith.

- q. Land North of Horsham liaison – Cllr R Gatt.
- r. Wealdon Works – Cllr R Gatt
- s. Biodiversity/Environmental representative – Cllrs F Maitland-Smith and M Cooke.
- t. Police liaison – Cllr G Hussey.
- u. Speed awareness – Cllrs G Sallows, M Cooke and S White.
- v. Procurement – Cllr S White, Cllr M Cooke.
- w. Neighbourhood Plan Steering Group – Cllr G Sallows, Chair. All Councillors.
- x. Courage Dyers Trust – Cllr M Fillmore.
- y. Gatwick Transport Stakeholder Group – Cllr G Hussey
- z. The Grass Cutting Contracts – Cllr G Hussey.
- aa. Community Emergency Plan – Cllr G Hussey, Clerk, Cllr M Cooke.

Noted that Cllr M Cooke continues to advise the Parish Council on Training and Age UK, Cllr M Fillmore re-appointed to monitor possible sources of funding.

94-24 **Apologies**

Apologies were received in advance of the meeting from District Councillor Tony Hogben, Cllr M Fenton, Cllr M Fillmore.

The Council **accepted** the resignation of Cllr G Adams.

95-24 **Declaration of Interests**

Members were reminded to make any declarations of a personal and/or pecuniary interest that they may have in relation to items on the agenda. Cllr F Maitland-Smith is the Chair of SWOI.

96-24 **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.

97-24 **Minutes of previous meeting**

It was RESOLVED to approve the Minutes of the previous Council meeting held on 30th April 2024.

98-24 **Open Forum**

No members of the public present.

99-24 **Reports from other Authorities**

District Councillor Liz Kitchen – available for asking questions. Hope Keith trust question – anybody appointed yet for the role of village agent? No there is no one appointed but the agreement has been signed.

100-24 **Policies and Documents**

It was RESOLVED to approve the following:-

- a. Standing Orders
- b. New Financial Regulations 2024
- c. Planning Committee Terms of Reference
- d. Roads and Transport Working Group Terms of Reference

All other policies/procedures were approved without change.

101-24 **Insurance Policy**

The insurance policy renewal for 2023-24 was considered and it was **agreed** that the Council would move their policy to Clear Insurance.

102-24 Rusper Sports Ground

- a) **The Council received a verbal update** on the S106 project – Tennis Court. The works are progressing well however someone stole cement on Friday evening but were disturbed by a passer by. Police were informed with a description and a partial number plate, but they did not attend. The court fencing will commence early next week. The Council had concern that the fencing could also be stolen but did advise that the smaller items could be stored in the Pavilion overnight.
- b) **The Council received a verbal update** on the Courage Dyers Grant project – the project is due to be completed in the second week of June.
- c) **The update** on the Tenure for Rusper Sports Club was carried to the next meeting.
- d) The Council **considered** a S106 application for a new basketball hoop. The project is to replace one basketball post. It was agreed that the Sports Committee would apply for S106 funding but if it is not possible it was **proposed** that the Parish Council Clerk would be approached to apply for the S106 application basketball net subject HDC advice. It was **RESOLVED** that the Clerk would apply S106 money subject to HDC advice and the Council does support the S106 application of the Sports Club should HDC advise an application can be applied for directly.

103-24 Streetlights

The update on the progress of grant funding for the Streetlights in Cooks Meadow was carried to next meeting.

104-24 May Day

The Council discussed the future road closure planning of the May Day celebrations. It was agreed that the Council will apply for the road closure but the signage for this is to be organised by the May Day Committee themselves. This year was an exception as there were failures within the road closure process which was out of the Parish Councils hands. It was **agreed** that the costs are sent back to the May Day Committee and that Cllr S White will liaise with the Committee about costs in the future.

105-24 GATWICK

The Gatwick report was received in advance of the meeting and can be found on the Council website. The Council **note** the membership of Malcom Fillmore on GACC as a personal member of the Committee.

106-24 Reports from Representatives

- a) It was **agreed** that the **HDC Biodiversity** response was delegated to Chair and Cllr F Maitland-Smith.
- b) Cllr R Gatt – noted that the new WSCC sign location has to be applied for by the Council however is installation is being paid for by the developer. Cllr Gatt to send the information to the Clerk for processing to WSCC Highways.
- c) Cllr S White – the application to reduce the speed through the High Street to 20mph speed limit has been passed to the PSCO for Police section of the application to be completed.
- d) Cllr G Hussey - Noted the shop was broken into again early hours of Saturday morning by a 2 people on one motorbike by ramming the door. Police were called as the noise caused a disturbance but did not respond in time. Noted there is a crowd funding in place which is being raised for the installation of new shutters. This is to be raised again at the next meeting.

107-24 Subscriptions

- a) West Sussex/National Association of Local Councils - £700
- b) SLCC - £146
- c) Horsham Association of Local Councils - £15
- d) Information Commissioners Office - £40
- e) Gatwick Area Conservation Campaign - £15
- f) Communities Against Gatwick Noise and Emissions PC Forum - £4
- g) Parish OnLine - £60
- h) Microsoft 365 - £59.99
- i) Clerk and Councils Direct £120

108-24 Finances

- a) **It was RESOLVED** to approve the report for April 2024.
- b) **It was RESOLVED** to approve the Internal Audit report FY23-24.
- c) **It was RESOLVED** to approve the to **approve** the AGAR form FY23-24 and the Annual Governance Statement 2023/2024. This was signed by the Chair and the Clerk.
- d) **It was RESOLVED** to approve the Notice of Public Rights.
- e) **It was RESOLVED** to approve the to **approve** grant applications for Air Ambulance £350 and Citizens Advice Bureau - £100.

109-24 Direct Debits and Standing Orders

It was RESOLVED to approve the **approve direct debits and standing orders** for coming financial year.

- a) IONOS
- b) BT
- c) SSE
- d) Horsham District Council Car Park Rates
- e) Horsham District Council Dog Bin waste collection

110 -24 Schedule of payments

It was RESOLVED to **approve** the payments as shown on the schedule.

Next meeting is the Planning Committee meeting on 28th May 2024 at 7.00pm.

Meeting closes 2030hrs

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