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Minutes of the Annual Meeting on Tuesday 31st May 2022 at 7.30 pm. This meeting was held at Rusper Village Hall.

Present: Cllrs G. Hussey (Chairman), M. Cooke (Vice Chairman), V. Hanstad-Pilcher, G. Fleming, F. Maitland-Smith, G. Adams and R. Gatt
L. Bannister (Clerk)
HDC Cllr Kitchen

Absent: Cllrs G. Sallows, M. Fillmore, V. Saunders and C. Hill

1. Appointment of Chairman and Vice Chairman

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

2. Apologies

Apologies were received from Cllrs Fillmore, Sallows, Saunders and Hill. Apologies were also received from WSCC Cllr Nagel and HDC Cllr Hogben.

3. Declaration of interests

Cllr Maitland-Smith declared an interest in item 20 as the chairman of the Save West of Ifield Group.

4. 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.

5. Open Forum

No comments made/questions raised.

6. Reports from other Authorities

This item was adjourned until Cllr Kitchen could attend.

7. Climate Emergency

It was acknowledged that there is currently a climate emergency, and to ensure that all decisions made within the meeting have consideration to this.

8. 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.

Cllr Kitchen arrived

- c. Gatwick representative and a substitute, to include GATCOM and all Gatwick related meetings – Cllr Fillmore, with Cllr Fleming as substitute.
- d. WSALC representative (two spaces) – Cllrs Cooke and Hanstad-Pilcher.
- e. HALC representative (two spaces) – Cllrs Gatt and Fleming.
- f. Playground – Cllr Hussey.
- g. Traffic and Transport Working Group members and Chairman – Chairman will be Cllr Hanstad-Pilcher and members will be Cllrs Adams, Saunders, Hussey, Cooke and Gatt.
- h. Sports Club representative (two spaces) – Cllrs Sallows and Hill.
- i. Village Hall Committee representative – this was not decided and will be added to next month's agenda.
- j. Winter Management – Cllr Hill.
- k. Technology and Communications – this is no longer a role as it is fulfilled by Mr Allen.
- l. Public Rights of Way – Cllr Adams.
- 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 Saunders, Adams and Gatt.
- q. Britaniacrest liaison – Cllr Saunders.
- r. Biodiversity/Environmental representative – Cllrs Maitland-Smith and Cooke.
- s. Police liaison – Cllr Hanstad-Pilcher.
- t. Litter and general volunteer coordinator – Cllr Maitland-Smith.
- u. Speed awareness – Cllrs Sallows and Cooke.

9. Reports from other Authorities (cont)

Cllr Kitchen reported a potential planning compliance matter on Horsham Road, and also that there is water running down Capel Road.

Cllr Kitchen believes that HDC should be working on a new Local Plan now.

10. Approval of policies and documents

It was RESOLVED to approve the following:-

- a. Standing Orders (subject to a minor review since the previous approval to Standing Order 18)
- b. Financial Regulations
- c. Planning Committee Terms of Reference
- d. Roads and Transport Working Group Terms of Reference

All other policies/procedures to be approved following the 2023 elections (unless required to do so sooner).

11. Insurance policy

The insurance policy for 2022-23 was noted.

12. Subscriptions

It was RESOLVED to approve the following subscriptions:-

- a. West Sussex/National Association of Local Councils - £654.21
- b. Horsham Association of Local Councils - £15
- 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 (note that the group discount via WSALC is no longer available)

13. Audit requirements

It was RESOLVED to:-

- a. Approve the Internal Audit report by Mulberry and Co.
- b. Approve the Annual Governance Statement. This was signed by the Clerk and Chairman.
- c. Approve the Accounting Statement. This was signed by the Chairman.
- d. Approve the dates of the Exercise of Public Rights to be 8th June to 19th July 2022.

14. Car park Rates

It was considered whether or not The Plough should be asked to make a contribution to the Rates paid for the car park. It was decided not to do this.

15. Lease of Recreation Ground

It was RESOLVED that the lease (terms as previously agreed) can be signed by Cllrs Sallows and Saunders.

16. Road Safety Plan

It was RESOLVED to:-

- a. Approve the creation of a Road Safety Plan, to be fully developed by the Roads and Transport Working Group (including communicating with and canvassing the community) with final approval by Council.
- b. Support and promote the plan once agreed.

17. Grounds maintenance contract

The arrangement for cutting back the high hedge on East Street was reviewed. **It was RESOLVED** that this hedge will no longer be included in the grounds maintenance contract.

18. Grants

It was RESOLVED to award a further £200 to the group organising the street party for the Queen's Platinum Jubilee.

19. Defibrillator

It was RESOLVED to apply for funding for an iPad SP1 fully automatic defibrillator and DS4000 external heated cabinet, with the British Heart Foundation being the supplier. This will be placed at the pavilion at the Recreation Ground.

It was RESOLVED to apply for funding for the same model of defibrillator/cabinet from the British Heart Foundation to go in the phone booth in Lambs Green. Further work needs to be done regarding this before funding can be applied for.

20. Correspondence/Consultations/Reports/Meetings

- a. The notes of the HDC Big Conversation meeting were reviewed.

Cllr Kitchen left the meeting

- b. The County Local Forum will be held on Thursday 7th July at 7pm. If members have questions that they want to submit they should send them to the Clerk as soon as possible.
- c. **It was RESOLVED** to send a letter to the Leader of HDC regarding the recent Big Conversation meeting and a letter to HDC Cllr Noel regarding golf. Cllr Kitchen will put the councillors in touch with another HDC councillor to meet and show around Rusper.

- d. Cllr Maitland-Smith updated that the meeting with Cerda held on 24th May 2022 was informative. Cerda recommended that Rusper PC should be preparing a response to planning applications and the Local Plan now.

21. Reports from representatives

Councillors updated as follows:-

- Cala Homes has been flying commercial drones around the housing site and ecological surveys have been taking place.
- Cllr Fleming attended the CAGNE PC Forum. They discussed aircraft noise and flight paths. Someone from DEFRA will be invited to attend a future meeting.
- Cllr Hanstad-Pilcher reported that the Village Hall Committee has appointed a project manager to help with the roof work that is needed.
- Cllr Hanstad-Pilcher attended the following meetings:-
 - Police and Crime Commissioner focus group to discuss road safety and specific roads in each parish, crime tendencies and police response, fly tipping, and the top areas of concern for Rusper.
 - With the new PCSO Steve Evans who is the newly allocated and very experienced PCSO for Rusper. They toured the village and observed/discussed construction and HGV traffic levels, excessive speed generally, traffic management, vulnerable properties, crime reporting, visit and liaison planning, and attendance at future Rusper PC meetings.
 - PCSO Erica Baxter from the Rural Crime Unit. They discussed fly tipping and vulnerable sites, assistance with traffic control, incident reporting (every crime and nuisance must be reported so that resources can be allocated where they are needed), data sharing for rural businesses, and general measures that country residential properties should be taking to avoid and discourage crime.
- Cllr Cooke will be attending the upcoming Horsham District Older People's Forum. Someone from BT will be speaking about the ending of the old phone service.
- Cllr Hussey met with the British Horse Society. They are willing to help with campaigns to get more road signs but acknowledged that there is always a battle with Highways.
- Cllr Hussey also attended the A24 feasibility corridor meeting. There is a plan to improve the A24 from Warnham to Dorking. Cllr Hussey raised the point of inappropriate diversions through countryside. There was a discussion about a bus route from Warnham into Rusper, this is a potential possibility.

22. Clerk's report

- An informal meeting has been arranged with Colgate PC to discuss the Land West of Ifield site on 15th June.
- The next Roads and Transport Working Group is due in June, but will be set when the new Clerk has been appointed.
- If a new clerk is not appointed by 1st July, Mulberry & Co offer a locum service (via WSALC). The charge for this is £35 per hour plus travel costs and council will need to decide how many hours they need covered for an interim period.

23. Financial

It was RESOLVED to approve the report for April 2022.

24. Schedule of payments (document circulated separately)

It was RESOLVED to approve the following payments:-

Payee	Reason for payment	Amount due
Various	Salaries	1,356.91
WSALC Limited	WSALC/NALC subscription	654.21
Parish Online	Annual subscription	60.00
Mulberry & Co	Internal audit	142.74

Mulberry & Co	Training courses	102.00
Zurich	Insurance premium	1,371.49
GACC	Annual subscription	10.00
Countrymans	Grounds maintenance	352.54
Air Ambulance	Donation	100.00
Rusper Parish News	Advertising	110.00
Jubilee celebrations	Donation	400.00
	TOTAL	£4,259.89

Cllr Hussey will authorise these payments.

The meeting closed at 9.30 pm