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Minutes of the Ordinary Meeting on Tuesday 30th June at 7.30 pm. This meeting was held virtually on Zoom.

Present: G. Hussey (Chairman), G. Sallows (Vice Chairman) R. Allen, M. Cooke, R. Gatt, C. Forrest, M. Fillmore, G. Fleming and N. Vance-Webb
L. Bannister (Clerk)
HDC Cllr. Hogben
HDC & WSCC Cllr. Kitchen

Cllr. Hussey advised that the meeting is being recorded.

1 Apologies for Absence

Cllr. Saunders gave his apologies.

2 Declaration of Interests

None.

3 Approval of Minutes of the previous Meeting

These were agreed by Council and duly signed by Cllr. Hussey.

4 Business Continuity Policy

Approval of decisions made under policy

All decisions made were approved.

Use of policy

It was agreed to keep the policy in place throughout the pandemic in case there is any disruption to the business of the Council due to illness of the Clerk/Members.

5 Open Forum

The meeting was adjourned to allow members of the public to speak.

Cllr. Fleming joined the meeting.

No members of the public were present.

The meeting was resumed.

6 Reports from other authorities

Cllr. Hogben reported that HDC's budget has been affected by the pandemic as HDC has lost revenue from car parks and footfall in High Streets. Their leisure centres are costing them money even though they are closed with all staff furloughed.

The Lambs Green layby planning application was approved subject to further consultation with Cllr. Hogben and Cllr. Kitchen. Cllr. Hussey has shown Cllr. Kitchen evidence of poor sight lines of HGVs pulling out from the layby.

7 Accessibility for website

The websites need to comply with accessibility legislation from September 2020. **It was RESOLVED** to appoint All Able to assess both websites and provide accessibility statements at a cost of £200 plus VAT.

8 Replacement lantern for streetlight at Cooks Meadow

The first lantern on Cooks Meadow has fallen into disrepair. SSE Contracting has quoted £465.60 to repair this. **It was RESOLVED** to approve this.

Cllr. Sallows suggested looking to remove lights in the distant future.

9 Replacement of posts on High Street outside Church Cottages

Residents have requested that these posts are replaced. Quotes received in 2018 for these range from 700 to several thousand.

It was RESOLVED to replace these, subject to satisfactory quotes being obtained.

10 Upgrade to Dropbox

It was RESOLVED to upgrade Dropbox at a cost of £95.88 per year.

The Clerk will set up access for Members to folders where there is no confidential information being stored.

11 Infrastructure Delivery Plan

HDC has requested details regarding the infrastructure plans for Rusper. The Clerk will put together a response, request an extension to the deadline and work with Cllr. Cooke to ensure it is satisfactory.

12 Approval of Risk Assessment

It was RESOLVED to approve this.

Cllr. Fillmore asked who was liable for the Recreation Ground. The Clerk confirmed that the risk lays with the Parish Council.

13 Neighbourhood Plan update

The examiner has raised several questions on the Plan. Cllr. Sallows will respond to these.

14 Update on community response to pandemic and ongoing community support

Cllr. Allen reported that an immediate need to offer local help is diminishing now that shops and businesses are reopening. Volunteers will be used to provide more general help.

Cllr. Kitchen joined the meeting

15 Report from other Authorities (continued)

Cllr. Kitchen has heard concerns from residents of Old Park about the speed of traffic travelling from Rusper to Horsham. Cllr. Kitchen will put these residents in touch with RPC.

HDC's Members from the south of the District are pushing for the West of Ifield development to be approved. Some Members have called into question the impartiality of the QC advising HDC.

Cllr. Kitchen has contacted Highways to arrange a meeting regarding the layby, and is expecting to hear from them this week. Planning officers understand not to issue permission until the meeting has taken place.

Cllr. Kitchen met with the landowner of Winterfold Farm to discuss the planning applications there.

16 Report from representatives

Cllr. Sallows attended the appeal hearing for The Mount planning application appeal. He reiterated the objections about the impact on the landscape and the impact from the boarding kennels, and added information about RPC's dark skies policy.

The Sports Club has been asked if they will make their toilets available. Members were in agreement that these should remain closed.

17 Clerk's report

The Operation Watershed works at Wimland Road has been instructed. The contractor will book in a date and the Clerk will notify the residents.

The vacancy has been advertised and one application has been received so far.

Quotes for two new oak notice boards have been requested from several local firms. These will be available by the next meeting.

Neighbourhood Watch signs were due to be put up by Mr Sheridan. Cllrs. Allen and Gatt will now do these.

Community Speedwatch is now allowed to take place, so the Clerk advised that the first session could go ahead.

Correspondence has been received as follows:

- CAGNE newsletter
- CAGNE PC Forum minutes
- Horsham District Cycling Forum emails
- GACC newsletter
- Letter from bank re. interest rates

Government has advised that playgrounds can reopen from 4th July. The advice on how to reduce the risks of Covid-19 transmission is extensive puts responsibility on RPC to prepare a risk assessment, display instructions, undertake cleaning and ensure that users maintain social distancing.

It was agreed that the playground will remain closed while the Clerk puts the necessary mitigations in place and advice is received from RPC's insurers. An updated sign will be put on the gate and the gate will be locked. No information will be posted on social media. This decision will be reviewed at the July meeting.

Cllrs. Kitchen and Hogben left the meeting

18 Finances

Reconciled accounts & bank statements

These were verified by Cllr. Fillmore, who prepared a report on the transactions. Cllr. Fillmore encouraged Members to consider what they would like to spend money on.

Cllr. Forrest reported that the wooden Rusper sign needs looking at as it is rotting.

The Clerk reported that an online payment was accidentally made to the wrong company (payment was made to SSE Contractors instead of SSE electricity company). The money was returned and then paid correctly. This has prompted a review of the payment system and the following controls will be put in place:

1. Online payments will be setup with a payment date in advance.
2. These payments will be circulated to two signatories with the invoices who will check that the amounts entered and account details have been input correctly.

Cllrs. Fillmore and Forrest are willing to do these checks. If they are unavailable, other signatories will do this.

To update the bank mandate

Mr Sheridan will be removed from the mandate, and Cllr. Fillmore will be added. During this process the Clerk will request online banking access for the new signatory.

Annual Governance and Accountability Return 2019-20

It was RESOLVED to approve the following:

- a. Internal Audit Report
- b. Annual Governance Statement
- c. Accounting Statements

The Return will be signed by the Chairman and Clerk.

Invoices to pay

It was RESOLVED to pay the following:

Salaries – £676.78

Zoom subscription - £143.88

Recreation Ground rent - £50

Air Ambulance donation - £200

Citizens Advice donation - £100

Mulberry & Co audit fee - £180

Bray Estates surveyor fee - £1620

Sussex Land Services grass cutting (May) - £457.34

SSE electricity - £36.19

Surrey Hills Solicitors legal fee - £510

All of these payments will be sent via bank transfer.

19 Rusper Recreation Ground lease

The meeting was closed to members of the public

Negotiations with the landlord's surveyors have begun.

The meeting was reopened to members of the public

20 Other business

Cllr. Gatt asked if there had been any progress made on the Operation Watershed application on Wimland Road (by Bensons Farm). The Clerk advised that she is still chasing this, but the staff member at WSCC is busy dealing with work related to the pandemic at the moment.

Cllr. Sallows has been contacted by a member of the public about a neighbour dispute, who has also emailed the Clerk. Both Cllr. Sallows and the Clerk pointed him in the direction of HDC/Government advice on neighbour disputes. Cllr. Sallows recommended that RPC could get involved if there was a planning issue.

21 Date of Next Meeting

The next Council meeting will be held on 28th July 2020 at 7.30 pm.

The meeting closed at 9.20 pm

LEANNE BANNISTER
CLERK