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Minutes of the Annual General Meeting held in the Village Hall on Tuesday 21<sup>st</sup> May 2019 at 7.30 pm

**Present:** G. Hussey (Chairman), G. Sallows (Vice Chair), R. Allen, C. Forrest, V. Saunders, R. Gatt, G. Fleming, M. Cooke and M. Fillmore  
L. Bannister (Clerk)  
WSCC & HDC Cllr. L. Kitchen, HDC Cllr. T. Hogben

**1 Appointment of Chair**

**It was RESOLVED** to appoint Cllr. Hussey as Chairman.

**2 Signing of Declarations of Acceptance of Office & collection of Register of Interests**

All Members present signed their Declarations.

Cllr. Vance-Webb will sign her Declaration at the next meeting she attends.

The Clerk reminded Members that were elected to return their expenses forms to HDC.

**3 Co-option of new Members**

**It was RESOLVED** to co-opt Vic Saunders, Michelle Cooke and Malcolm Fillmore.

There is still one position available, which Alan Sheridan would like to fill. This will be considered at the next meeting.

**4 Appointment of roles:**

**It was RESOLVED** to appoint the following roles:

Vice Chairman – Cllr. Sallows

Neighbourhood Plan Committee & Chairman – Cllr. Sallows will remain as Chair, with all members of the Parish Council being members of the Neighbourhood Planning Committee

*Cllr. Kitchen arrived*

Gatwick representative – Cllr. Fillmore with Cllr. Fleming as a second

WSALC representative – Cllr. Cooke

HALC representative – Cllrs. Gatt and Fleming

Playground – Cllr. Hussey

Highways & road safety – Cllr. Forrest

Sports Club representative – Cllr. Sallows

Village Hall Committee – Cllr. Allen

Winter management – Cllr. Saunders

Technology & communications – Cllr. Allen

Public Rights of Way – Cllr. Vance-Webb

Trees – Cllr. Vance-Webb and Cllr. Allen

**5 Apologies for Absence**

Apologies were received from Cllr. Vance-Webb.

## 6 Declaration of Interests

Cllr. Gatt declared an interest in planning application DC/19/0932 as the applicant.

## 7 Approval of Minutes of previous Meeting

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

## 8 Appointment of roles (cont.)

**It was RESOLVED** to appoint Cllr. Forrest to inspect planning applications in the north of the Parish and Cllr. Saunders in the south. This will involve visiting the sites and speaking to people concerned, and then reporting back to Council.

## 9 Open Forum

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

Cllr. Kitchen has been in touch with the applicant at Winterfold Farm and wanted to find out if Rusper PC would still stand by their objection. Council confirmed that they would.

Cllr. Gatt explained about planning application DC/19/0932 and answered questions from Council.

*The meeting was resumed.*

## 10 Planning

*Cllr. Gatt left the meeting*

DC/19/0932 Owls Castle Farm

**It was RESOLVED** to comment on this application as follows:-

'Rusper Parish Council believes that this application would be acceptable once the infrastructure of the development North of Horsham is brought forward which would make it a sustainable dwelling.'

*Cllr. Gatt returned to the meeting*

DC/19/0745 Stud Farm New

**It was RESOLVED** to comment on this application as follows:-

'Rusper Parish Council objects to this application on the basis that the applicant did not comply with the original conditions that were set. Council would also request that a survey is done on the local watercourses to find out the impact of this development, and that the recommendations made by the arboriculturalist are put in place.'

Appeal of DC/18/1584 Stafford House

This is being dealt with by written representation, deadline 3<sup>rd</sup> June. Council did not want to add to their original comment on this application.

Appeal of DC/17/2835 Sports House International Ltd, Stud Farm

This is being dealt with by written representation, deadline 30<sup>th</sup> May. Council did not want to add to their original comment on this application.

Applications received since publication of the Agenda

DC/19/0716 4 Chalice Walk, High Street

New plans have been submitted for this application. Council still does not object to this.

DC/19/1045 Faygate Place, Wimland Lane

**It was RESOLVED** to comment on this application as follows:-

'Rusper Parish Council does not object to this application, but would ask that a condition is added so that this development must stay annexed to the main house and is only for the use of the residents.'

## **11 Planning updates**

The following planning decisions have been made:

DC/19/0527 The Old Rectory – permitted

DC/19/0292 Bensons Farm – permitted

DC/19/0059 1 Chalice Walk – permitted

DC/19/0584 Thatched Barn Cottage - permitted

DC/17/1852 Bonwycks Lodge Farm - permitted

## **12 Reports from other authorities**

Nothing to report.

*Cllrs. Kitchen and Hogben left the meeting*

## **13 Adoption of General Power of Competence**

**It was RESOLVED** that:

- Rusper Parish Council meets the criteria for eligibility relating to the electoral mandate as 7 out of 10 Members of the Council hold office as a result of being declared elected.
- The Clerk holds the Certificate in Local Council Administration and has completed training in the exercise of this power.
- Rusper Parish Council adopts the General Power of Competence.

## **14 Approval of Standing Orders, Financial Regulations, Risk Assessment, Asset Register, Policies & Procedures**

**It was RESOLVED** to approve these.

The Clerk will ask Sussex Land Services for a copy of their Public Liability Insurance.

## **15 Approval of insurance policy**

Three quotes have been received as follows:

BHIB - £865.30 will they match price

Zurich - £1023.87

Came & Co - £833.27

**It was RESOLVED** to go ahead with BHIB, but ask if they will match the price of Came & Co.

## **16 Approval of risk assessment for Litter Warden**

**It was RESOLVED** to approve this.

## **17 Approval of quote for Speed Indicator Device**

Various quotes have been received from Westcotec and Messagemaker ranging from £2280 to £2995.

**It was RESOLVED** to go ahead with the SLR device from Messagemaker at a total cost of £2472 including an extra battery and delivery.

## **18 Funding for No Incinerator 4 Horsham**

No Incinerator 4 Horsham has approached Rusper PC to ask for funding to defend the appeal against the incinerator. The Clerk advised Council that they should be cautious about aligning themselves with pressure groups because there are certainly some people within the Parish that would not be against the incinerator and they would also lose control of the process.

However, North Horsham PC has been in touch to say that they are looking into engaging a junior planning barrister. They have asked if Rusper PC wants to join them and share some of the costs. They haven't made a final decision about this yet and are still exploring options.

**It was RESOLVED** to speak to North Horsham PC with a view to working with them.

**19 Rusper's Big Clean & litter generally**

This will be on 9<sup>th</sup> June at 11am. HDC will supply equipment for 30 and collect the rubbish from the sports field. Cllr. Saunders will collect the equipment from HDC.

A member of the public from Lambs Green has been in touch to say how dispirited she is. She is part of the Adopt a Road scheme and collects rubbish from lower East Street into Faygate Lane, but doesn't manage to collect everything. She suggested some signage to prevent people littering, and letters to the local cycle clubs asking riders not to throw their rubbish out.

**20 Service of defibrillator**

A member of the public has been in touch to warn that this is due a service and replacement of parts. She has a daughter starting school in September with a heart condition and asked if paediatric pads would be possible.

Cllr. Hussey will check the machine regularly to see if it needs replacement parts. It already has pads suitable for adults and children.

**21 Playground inspection & next steps**

The inspection took place in March and only showed one moderate risk. Cllr. Hussey suggested the following work takes place:

- A new gate
- Replace the support pole for the swings
- Add a sign showing emergency contact details

This was all agreed.

**22 Strategic Transport Investment Program**

Since this was refused, WSCC has recommended taking the plan forward to the next County Local Committee meeting on 17<sup>th</sup> June. Cllr. Sallows will attend.

**23 Consultation: Local requirements for the validation of planning applications**

No comments will be made on this.

**24 Recreation ground**

*Rusper Parish Council closed the meeting to members of the public to discuss this item as it is sensitive and confidential*

The Clerk will send another reminder to the landlord's attorney, and if no response is received this will be reviewed at the next meeting.

**25 Neighbourhood Plan update**

Cllr. Sallows reported that the Committee is getting close to having a draft Plan in place.

**26 Report from Representatives**

Cllrs. Saunders and Gatt will be attending the North Horsham Liaison meeting next week.

Cllr. Sallows reported that the Sports Club had their AGM last week and are continuing business as usual for the time being. They have been approached by at least 3 football clubs who want to use the pitch. Also, a fitness group wants to run evening sessions at the ground.

A pizza van has been in touch wanting to use the recreation ground. It will be suggested to them that they use the car park by the Church instead.

Cllr. Hussey reported that the last finger post will be installed in the next month at the junction with Faygate Lane and Lambs Green.

The heritage information outside the car park is due to be refurbished.

## **27 Clerk's report**

Traffic survey data has been received and will be sent around to everyone.

The PCSO has sent around some useful information about Community Speedwatch. This will be advertised.

## **28 Parish News**

It was agreed to include the following:

- Community Speedwatch scheme
- Litter collection day information
- New Members of Parish Council

## **29 Finances**

Reconciled accounts & bank statements

**It was RESOLVED** to agree these and they were duly signed by Cllr. Gatt.

Bank mandate

The current bank signatories are Cllrs. Saunders, Forrest, Sallows, Hussey, Allen and Sheridan. This will not be amended.

Internal & External Audits

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

- a. Internal Audit Report. This showed that everything is in order, but Council could be seen to be holding on to too many reserves.
- b. Annual Governance Statement
- c. Accounting Statements
- d. Dates for Exercise of Public Rights – this will run from Monday 3<sup>rd</sup> June to Friday 12<sup>th</sup> July, and the notice will be published by 31<sup>st</sup> May

Invoices to pay

**It was RESOLVED** to pay the following:

Salary for Clerk (May) & overtime – £572.48 + overtime £132.11 = £704.59 total

Litter warden salary and expenses – £110 max + £23.48 travel expenses £135 max

PAYE - £15 max

Stocksigns - £79.78

6-10 Traffic Management - £360

BHIB - £865.30 max

All of these payments will be sent via bank transfer.

## **30 Other business**

Cllr. Forrest asked if Rusper PC would like to donate to a Remembrance Day fund. Details of this will be sent around and Members will decide at the next meeting.

Cllr. Allen will set up email accounts for the new Members.

## **31 Date of Next Meeting**

The next Council meeting will be held on 25<sup>th</sup> June 2019 at 7.30 pm. The next Neighbourhood Plan Committee meeting will be held on 28<sup>th</sup> May 2019 at 8 pm.

The meeting closed at 10 pm

LEANNE BANNISTER

CLERK