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Minutes of the Ordinary Meeting on Tuesday 28<sup>th</sup> July at 7.30 pm. This meeting was held virtually on Zoom.

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

*Cllr. Hussey advised that the meeting is being recorded, and the recording will be deleted once the Minutes are approved.*

**1 Apologies for Absence**

Apologies were received from Cllrs. Gatt and Allen.

**2 Co-option of new Councillor**

**It was RESOLVED** to co-opt Valerie Bender to the vacant councillor seat.

Cllr. Bender signed the Acceptance of Office form, and the Clerk will sign once it has been collected.

**3 Declaration of Interests**

None.

**4 Approval of Minutes of the previous Meeting and Neighbourhood Plan meeting held on 22<sup>nd</sup> October 2019**

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

*Cllr. Fleming joined the meeting.*

**5 Open Forum**

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

No members of the public were present.

*The meeting was resumed.*

**6 Cancellation of August meeting**

**It was RESOLVED** to:-

- Cancel the meeting unless an urgent matter emerges
- Delegate the approval for payments to be made to the Chairman in accordance with Standing Orders (£500 maximum)
- Delegate the approval for salary payments to be made to the Chairman

*Cllr. Kitchen joined the meeting*

**7 Reports from other Authorities**

Cllr. Kitchen reported as follows:-

- The planning application for Stafford House will be considered by committee next week. This is recommended for refusal by the officer.
- There is a licence application for the Frog and Nightgown, asking for a music licence for 7 days a week from 9am to 11pm. This is due to be decided at a committee meeting next week. Rusper Parish Council was not consulted on this application and should have had an opportunity to comment. Cllr. Kitchen recommended that the Clerk contact the licensing department as soon as possible and ask for their comment to be considered.

It was agreed that the Clerk will contact the licensing department and ask for RPC's comment to be considered. The Clerk will query why the consultation was overlooked. The agreed comment was:

Rusper Parish Council requests that this is agreed on a probationary period of 6 months so that the impact to neighbouring residents can be considered. RPC also requests that music on Sundays is restricted to an 8pm finish.

- Cllr. Kitchen asked if RPC has heard from Legal and General about the traffic survey. The Clerk will chase them and Highways.
- Cllr. Kitchen has not yet had a meeting with Highways about the layby in Lambs Green and has complained to Highways about this.

## **8 Decide on supplier for new notice boards**

Two quotes were received from local suppliers, and one from an online supplier. **It was RESOLVED** to:-

- Appoint Sherlock and Neal to do the work at a cost of £3670 plus VAT, however the Clerk will try to negotiate a lower price.
- Transfer £1000 from the finger posts budget heading, and £1000 from playgrounds to the notice board budget heading.

## **9 Proposal for VE Day commemoration**

£1000 was budgeted to put towards the VE Day commemoration event to be held. This had to be cancelled due to the Covid-19 restrictions. It was proposed that the money be spent on either:-

- A new VE Day commemoration gate for the playground
- A WW1/WW2 information board for the playground
- A VE Day commemoration bench for the playground

It was agreed to ask the history group if they can find any relevant information, then look into whether or not an information board is worthwhile.

## **10 Decide on reopening playground, based on risk assessment and costs**

**It was RESOLVED** to:-

- Approve the risk assessment, removing the requirement to do an initial clean.
- Reopen the playground once the mitigations are in place.
- Buy signs and tape at a cost of approximately £110.

## **11 Playground inspection**

Cllr. Hussey reported that this was done in February. All items are showing as low risk. The soft play surface needs replacing soon, and some of the stepping logs are rotting. Cllr. Hussey will get quotes for the work required.

## **12 County Local Committee**

WSCC want to resume these meetings in September. They would like ideas for how to meet and how they should advertise. RPC did not want to make any comments.

## **13 Approve updated risk assessment for Litter Warden**

**It was RESOLVED** to approve this, subject to amending the wording so that RPC is notified if the litter warden has symptoms of Covid-19 while in Rusper.

#### **14 Neighbourhood Plan update**

Cllr. Sallows reported that the Independent Examiner has raised questions, which have now been responded to. The Independent Examiner should make a decision on whether to make any changes soon.

#### **15 Report from representatives**

##### Gatwick Airport related correspondence and reports

Cllr. Fillmore has circulated the reports from GATCOM and various other correspondence. There is quite a lot of activity relating to pollution and noise. Gatwick seem to be taking this seriously. Plans for the northern runway are moving ahead, but these are dependent on the restoration of air travel.

##### Horsham Association of Local Councils report

It was agreed that:-

- Two councillors should attend the What If training.
- RPC will write to their MP to ask them to put pressure on the Secretary of State to allow the Local Plan to be delayed

Cllr. Forrest has inspected the Rusper sign. It needs a preservative treatment. It was agreed that Cllr. Forrest could treat it with Cuprinol.

Cllr. Sallows reported that the pavilion closure will be reviewed in September.

Cllr. Cooke reported that the volunteer deliveries for the shop will be stopping now. The volunteers' details will be kept on file in case of another Covid-19 outbreak. The Age UK representative has been made aware in case anyone is in need of support.

#### **16 Clerk's report**

##### Website accessibility

All Able completed a report on the two websites. The websites failed the audit, but there are only a few things to correct to make them compliant. The Clerk and Cllr. Allen will make the corrections and publish the accessibility statement that All Able has drafted.

##### Correspondence

Various newsletters, bulletins and forum minutes have been received from Communities Against Gatwick Noise and Emissions.

##### Other

The Clerk is getting updated quotes from various companies to replace the wooden posts on the High Street. An officer from Highways has advised that they are happy to give their permission for this. The agreement will say that RPC is responsible for maintenance but this will not be a licence and so not legally binding. In reality if there is a problem that poses a danger to the public and RPC couldn't deal with it, WSCC would make it safe.

The ground sockets for the Speed Indicator Device have now been ordered by Highways. The contractor will supply an up to date price for RPC to consider within two weeks. If this is more than expected it will come back to full council for agreement.

The litter officer at HDC who promised stickers for the bins is no longer in the same post. HDC do not have stickers for RPC to use, but they have no problem with RPC putting on their own stickers (although they need to approve the design).

An estate management plan for Land North of Horsham has been submitted to RPC. This will come forward at the next Planning Committee.

Community Speedwatch needs to be setup now. If councillors don't have time to do this the Clerk recommended that the co-ordinator role is passed to a member of the public.

## **17 Finances**

### Reconciled accounts & bank statements

These were verified by Cllr. Fillmore, who produced a report on the accounts. The production of the accounting reports were debated, and it was concluded that Members were happy with the reports produced by the Clerk.

### Budget report

This shows that the budget amount for legal fees on the recreation ground has been spent. The further amount needs to be taken from the recreation ground earmarked reserve.

### Invoices to pay

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

Salaries – £709.38

Clerk expenses (inc. Dropbox upgrade) - £107.86

Sussex Land Services - £457.34

HALC subscription - £15

All Able - £240

SSE (electricity) - £30.60

SSE (electricity) - £4.72

SSE (contractors) - £126.53

All of these payments will be sent via bank transfer.

## **18 Rusper Recreation Ground lease**

*The meeting was closed to members of the public*

**It was RESOLVED** to:-

- Accept the proposal put forward by Cllr. Sallows.
- Move £5000 from the earmarked reserves for the recreation ground to the legal fees budget heading.

The Clerk reported that a directions hearing has been set for Tuesday 4<sup>th</sup> August, via telephone conference. This is just to set out a timeline in the lead up to the hearing.

*The meeting was reopened to members of the public*

## **19 Horsham Blueprint Neighbourhood Plan consultation**

It was agreed not to submit a comment.

## **20 Other business**

Cllr. Hussey requested that an updated contact list for Members is circulated.

## **21 Date of Next Meeting**

The next Council meeting will be held on 29<sup>th</sup> September 2020 at 7.30 pm.

The meeting closed at 9.40 pm

LEANNE BANNISTER  
CLERK