

RUSPER PARISH COUNCIL

Minutes of the Ordinary Meeting held in the Village Hall on Tuesday 31st May 2016 at 8.00pm

Present: Cllrs. G. Hill (Chairman), G. Sallows (vice Chair), R. Allen, G. Hussey, V. Saunders, A. Sheridan, V. Sole, and R. Gatt
WSCC & HDC Cllr. E. Kitchen
L. Bannister (Clerk)
3 members of the public

1 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs. Bender and Forrest.

2 DECLARATIONS OF INTEREST

Cllr. Saunders declared an interest in item 6, planning application DC/16/1122 as the applicant. However, this is a prior notification application and therefore no decisions were made on this by Rusper PC.

3 MINUTES OF PREVIOUS MEETING

These were agreed and duly signed by Cllr. Sallows.

Regarding Streetlights, this is still outstanding. Cllrs. Hill and Sallows will review the maintenance needed before the next meeting.

Cllr. Saunders reported that an email has been sent to The Plough regarding the car park. He is awaiting a response.

Cllr. Sallows has received a quote for £280 to remove a tree at the sports club that looks as if it could fall, and remove all fallen wood. This was approved.

4 OPEN FORUM

A member of the public spoke regarding the speed limit on Horsham Road. He said the sign seems to be too close to the village centre, he feels it would be more appropriate to have the sign closer to Gardeners Green. Cllr. Sallows updated the meeting that Rusper PC have been trying for many years to reduce the speed limits in and around the centre of the village. There is currently an application with WSCC regarding this.

A vehicle activated sign was suggested. Cllr. Hill said that this would be something to look into.

Mr Turner has written to the Clerk about a couple of items he would like included in the Agenda – the speed limit in Lambs Green and fibre optic broadband.

Cllr. Saunders said that it is always worth members of the public lobbying their MPs regarding matters like this.

It was reported that there was a road traffic accident in Faygate Lane this week which caused a fatality.

Cllr. Kitchen said that as a member of the public, she isn't sure how fair it is asking The Plough to pay towards the car park, especially when everyone else is using it for free. Cllr. Sallows said that historically The Plough has paid towards the maintenance and rates of the car park, and it is part of their licence to do so. The maintenance charge being asked for per quarter is £75, which Cllrs. felt was not too high.

Cllr. Sole added that this has been ongoing for some time.

5 REPORTS FROM OTHER AUTHORITIES

Cllr. Kitchen reported that she has had correspondence from WSCC about the fatal accident in Faygate Lane. This is the first time this has happened in her Ward, and it seems to have been caused by speed.

Cllr. Hill asked Cllr. Kitchen for an update about Millfields. Rusper PC is aware that the case officer Tom Tanner has left HDC, and the latest news is that HDC were waiting to hear with more information on affordable housing from the applicant. Cllr. Hill is keen to ensure that it will not cause a problem if the deadline for HDC to deal with this has expired. Cllr. Kitchen was unaware that Tom Tanner had left HDC, but believed that HDC had notified the applicant that the deadline would not be met. Cllr. Kitchen is aware that this was supposed to go before the Committee in June, but it has not been included in the Agenda. Cllr. Kitchen will find out an update on this and let Cllr. Hill know.

Cllr. Kitchen explained that a lot of case officers have left HDC recently, and they are working to replace these with permanent members of staff.

Regarding the building on Langhurst Lane, Cllr. Hill reported that the trailers still have not been moved from this site.

6 PLANNING

DC/16/0889 Fern Cottage, Lambs Green

Mr Turner explained to the Council the history of this planning application. The previous application was refused because the case officer didn't like the plans and was concerned about the lack of a heritage statement. After that Cllr. Kitchen supported Mr Turner to meet with the planning consultant and case officer. The outcome of this meeting was to reduce the plans. They are now 20cm further back, with one window on the front, and the height of the extension has been reduced.

Cllr. Kitchen said that if Rusper PC is minded to support this application, this would be helpful as there are already a few objections to this application.

It was agreed to comment on this application as follows:-
'Rusper PC are strongly in support of this application'

DC/16/0911 West Laing, Horsham Road

It was agreed to comment on this application as follows:-
'Rusper PC does not have any objections to this application.'

DC/15/2784 Outaway, Bonnetts Lane

It was agreed to comment on this application as follows:-
'Rusper PC does not object to this application.'

DC/16/0477 Midwinter Farm, The Mount

It was agreed to comment on this application as follows:-
'Rusper PC believes that these plans are inadequate to make a decision. They request a formal, scale drawing showing more accurate information so that a view on this can be formed.'

DC/16/0939 East Lodge, Ifield Hall

It was agreed to comment on this application as follows:-
'Rusper PC does not object to this application.'

DC/16/1122 Hawkesbourne House, Rusper Road

This is a prior notification application and so Rusper PC does not need to comment on this

application.

Wayside Garage, High Street

The new owners would like to meet with the PC to discuss this site and how best to incorporate it back into the Parish again. They have been invited to next full meeting. Cllr. Sallows made the comment that it may be good to have a site which may provide employment for the Parish.

7 STREETLIGHTS – MAINTENANCE REQUIRED

Cllrs. Sallows and Hill have been unable to go around and look at the streetlights, so this will be decided at the next meeting.

8 VILLAGE PARKING

Some members of the public have complained about the parking notices on Facebook. The people involved in these complaints have not heeded the notices.

The policy agreed by Rusper PC was to have a notice in the Parish Magazine, followed by a polite notice placed on the cars, and then there is a more formal notice which informs that the police would be notified. So far, Rusper PC has only placed the polite notices. Most residents have listened to this and now park their vehicles on the road.

Cllr. Hill has tried to speak to the family that have complained, but they haven't called him to arrange a time to meet. Cllr. Sallows has already offered to meet with the family, but they haven't responded to this offer.

Cllr. Hill voiced a concern that if Rusper PC continues with the notices, this could cause discord in the village. Cllr. Sallows has heard that some residents have issues with the vehicles parking on the pavement, and feels that Rusper PC should continue with the notices so that these people are being represented.

Cllr. Allen read the most recent comment on Facebook, that asked who is policing the cars parked on the pavements that don't belong to residents.

It was agreed that the Clerk will write to the residents that have complained and ask them to meet with Cllrs. Hill and Sallows to resolve the issue. Clerk

Cllr. Kitchen left the meeting

9 PUBLIC SPACES PROTECTION ORDER CONSULTATION

It was discussed whether this order could be used to solve the issues with parking in the Parish. The Clerk has already asked HDC if this could be the case.

10 CONSULTATION ON HOUSEHOLD WASTE RECYCLING SITES

It was agreed to respond to this consultation as follows:-

'Rusper PC believes it is wrong to reduce the opportunity for recycling. We commend the facilities as this is a valuable asset to the area, but we object to the reduction in hours as we believe this will increase fly tipping in Rusper.' Clerk

11 STRATEGIC HOUSING & LAND AVAILABILITY ASSESSMENT

This has been submitted to Rusper PC by HDC. The sites included can be overwritten by neighbourhood planning and planning decisions.

Cllr. Sallows has two concerns about this document. Firstly, that there was no consultation with the Parish before this was put together, and secondly regarding Millfields - the road onto East Street has already been identified by Rusper PC as unsuitable. The Clerk advised that the closing date for comments on this application has passed, and that is why it was sent to Clerk

Members by email. However, the Clerk will feedback these comments to HDC and copy in Cllr. Kitchen.

Cllr. Sole left the meeting

All members of the public left the meeting

12 NEIGHBOURHOOD PLAN

At the last NP meeting the format of the flyer was agreed upon. Members suggested a few more amendments to this including adding dates of the next two meetings (21st June and 19th July), and including a positive picture of the Parish. Cllr. Allen will make these final changes to the flyer, and circulate to all Members for final agreement.

RA

Cllr. Sallows will put together a covering letter to be sent with this flyer. Cllr. Sheridan will put together a logo for the letter (as previously discussed).

GS
AS

The Clerk will prepare the labels and envelopes for the flyer to be sent.

Clerk

13 LITTER

Warden

The Clerk informed Council the areas that are already covered by the warden. This is seen as satisfactory.

The warden has reported fly tipping at the playing field, which the Clerk has reported to HDC for collection. And she has also reported she found what looked like 2 drug packets, a full can of unopened beer matches and a small pair of scissors in the little hut in the children's play park.

A resident has also reported fly tipping down Green Lane (apparently a sheet of asbestos). The Clerk has reported this to HDC.

Clean up day

This is arranged for Sunday 26th June. Meet at sports club at 11am.

Cllr. Hill will arrange for the rubbish to be collected from each area and delivered to the sports club. The Clerk will send out Cllr. Hill's phone number.

Clerk

Signs advertising this day will be put on the notice boards, in the shop and in the pubs. Cllr. Sheridan will design these.

AS

Cllr. Allen will set this up as an event on Facebook.

RA

As requested by HDC, a risk assessment will be prepared and circulated to all Members.

Clerk

14 REPORTS FROM REPRESENTATIVES

Cllr. Hussey reported that the playground has been inspected, but everything is very low risk. There are a few items to deal with and Cllr. Hussey will deal with these.

GH

The maintenance of the finger posts is still going forward. Cllr. Sheridan suggested asking Mayday to refurbish one of these.

Rusper PC thanked Cllr. Hussey for his work with playground and car park fencing.

15 CLERK'S REPORT

Cllr. Allen has asked that all Members have pictures against their names on the website, so everyone needs to supply a picture of themselves.

All

Jeremy Quin has responded to RPC's letter about the incinerator as follows:

Thank you for your letter of 25th April. This is a matter that will be decided, as you are aware, by the County Council. MPs do not have any part of the decision making process. I have however read your letter carefully and I have written to WSCC asking for more information on aspects of this proposal.

A resident has sent an email to say that the fingerpost at the junction of Green Lane/Langhurstwood Road is broken. This is already scheduled to be fixed.

Regarding the parking by the developers behind Wayside, the Clerk has reported this to HDC. HDC have said that the construction management plan has been written just so that HDC can't enforce where the vehicles are parked. They were going to try and get the compliance officer to make a call to the developer, but they can't enforce anything.

The playgroup has asked if they can have use of the broadband. They are prepared to pay towards this, but would like to know the speed and that it will be consistent. This was agreed, and Ruser PC will not ask for payment towards this.

The Government has set up the Councillors' Commission. The Commission has now reached the stage of reviewing the role of town and parish councillors and Ruser PC has been invited to contribute evidence. SALC has arranged for the Commission to visit the Billingshurst Centre (RH14 9QW) on the morning of 8th July and invite expressions of interest from councils / councillors in West Sussex & Surrey who wish to be involved. It was agreed that Cllrs. Hill and Sallows will be put forward for this.

Simon Turner has sent the following email to ask for two items to be included in the next Agenda:

The first is a suggestion that a clear speed limit be notified on the road into Lambs Green at each end. I think a limit of 30mph would be appropriate given that it is a residential area with no pathways at the side of the road. If that were not possible then 40mph should be the absolute maximum. To modify road users of the limit I'd like to see an electronic LED 'smiley' sign at each end of Lambs Green Rd as I believe these are quite an effective and acceptable means of advertising and helping to enforce a speed limit without being overly obtrusive for the residents.

The second suggestion is that fibre optic broadband be made available in Lambs Green Rd. I think BT recently installed fibre optic capability in the Ruser Exchange and it should therefore be possible to make it available in Lambs Green. Currently the internet speed is dreadfully slow to in the hamlet.

Cllr. Allen has already spoken to Mr Turner about broadband.

The Clerk has booked the 14th-18th July as annual leave (three days).

16 RISK ASSESSMENT

This has been prepared by the Clerk and was handed out to all Members. Each Member will read this and suggest any changes to the Clerk. This document will be agreed at the next meeting.

17 FINANCES

Reconciled accounts & bank statements

These were agreed and duly signed by Cllr. Hussey.

Online banking

It was agreed that online banking will be set up so that future payments can be made by bank

transfer. It was agreed that the Clerk will have authority to make these payments. Only payments that have been agreed at the Council meeting can be made.

The form to set this up was signed by Cllrs. Sallows and Saunders, and will be posted to Lloyds. Clerk

External audit

This has now been completed. The following sections were approved and signed:-

- 1 - Annual governance statement
- 2 - Accounting statements

The date for the exercise of public rights was set at 6th June to 15th July. A notice will be posted on the notice boards and website. Clerk

Now that the end of year accounts have been agreed by the internal auditor, the year end accounts will be added to the website. Clerk

Items from internal audit

There are various systems that need to be in place such as:

- Documented Procedure for dealing with Enquiries/Complaints
- Documented Procedure for Responses to Consultation Requests
- Documented Procedure re the handling of Correspondence, Circulation, Responses, Filing and Retention
- Code of conduct for employees

The Clerk will prepare these documents and bring to the next meeting to be adopted. Clerk

Cancellation of cheques

It was agreed to cancel the following cheques:-

- 1434 R Hurst £50
- 1568 R Hurst £50
- 1465 HDC £13

Invoices to pay

It was agreed to pay the following:-

- Salary for Clerk (April) – £469.30
- Litter Warden - £69.20 + £11.74 expenses
- Expenses for Clerk - £135.52
- Zurich - £1,081.58
- R Hurst - £100
- Streetlights - £230.26
- Bel Signs - £76.80
- Expenses for Cllr. Allen - £40.24
- Peter Frost for internal audit - £178.77
- Sussex Land Services for grass cutting March & April - £873.12

Cheques were written for all of these payments and duly signed.

18 DATE OF NEXT MEETING:

The next Council meeting will be held on 28th June 2016. There will be a Neighbourhood Plan meeting on Tuesday 21st June 2016.

The meeting closed at 10.50 pm

LEANNE BANNISTER
CLERK