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Minutes of the Annual General Meeting held in the Village Hall on Tuesday 29th May 2018 at 7.30 pm

Present: Cllrs. G. Hill (Chairman) G. Sallows (Vice Chairman), A. Sheridan, R. Gatt, C. Forrest, N. Vance-Webb and V. Bender
L. Bannister (Clerk)

1 Election of Chairman & Vice Chairman

Cllr. Hill was elected as Chairman, and Cllr. Sallows as Vice Chairman.

2 Appointment of posts

The following Councillors were elected to the following posts:-

- Neighbourhood Plan Committee Chairman – Cllr. Sallows
- Gatwick representative – Cllr. Lawton, with Cllr. Sheridan as a second
- WSALC representative – Cllr. Forrest
- HALC representative – Cllr. Allen
- Playground – Cllr. Hussey
- Highways and road safety – Cllr. Hussey
- Sports Club representative – Cllr. Sallows
- Winter management – Cllr. Allen
- Technology & Communications – Cllr. Allen
- Public Rights of Way – Cllr. Vance-Webb

3 Apologies for Absence

Apologies were received from Cllrs. Allen, Hussey, Saunders and Lawton.

4 Declarations of Interest

None.

5 Minutes of previous Meeting

These were agreed and duly signed by Cllr. Hill.

6 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.

7 Planning

DC/18/0838 Dial Post Park, Horsham Road

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

'Rusper Parish Council does not object to this application, but would request that the hours of operation are reduced and working on Sundays is not allowed.'

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

'Rusper Parish Council does not object to this application.'

Report on Rusper Road developments

Cllr. Bender reported that at the Martin Grant site, most of the houses are being occupied now. One of the occupants appears to have already converted their garage to use as a room. There is a concern that this will cause a parking problem if all garages are converted. The Clerk will report this to HDC.

The dust from the construction is horrendous and many residents have complained of coughs.

At the Bovis Homes site, WSCC want to put in street lights from opposite the site up to the mini roundabout at Ifield. Cllr. Bender will arrange a meeting between the site manager and Cllr. Hill.

The field behind the Bovis Homes site has had rodent/bat survey boxes installed. Residents are concerned that someone may be scoping out this area to put in a planning application.

8 Planning updates

None.

9 Reports from other authorities

Cllr. Kitchen only attends every other meeting, and so was not present.

10 Terms of Business for Gardeners Green solicitor

The fees for the solicitor will include the following:

- £850 plus VAT legal fees
- £20 for any BACS transfer
- £40 for any CHAPS transfer
- £23 Land Registry search

It was RESOLVED to agree these, and to inform the solicitor that searches will not be necessary.

ID must be taken into the branch for two councillors. The Clerk will arrange a time for this.

11 Rusper car boot sale

Cllr. Allen put this forward as an item for discussion due to the traffic caused by this event. Cllr. Hussey also has issues with this event due to the area being unusable for horse riders when the event is on. Cllr. Hussey suggested asking HDC to only allow this event once a month.

This matter was discussed, and evidence shows that these types of event are allowed to take place 14 times a year without needing permission. **It was RESOLVED** to take no action on this item.

12 Vehicle Activated Signs

The Clerk and Cllr. Allen found sites for the signs. The Clerk will now apply to WSCC for permission for these locations.

13 Sports field

The situation has not progressed as the Clerk has been unable to contact the landowner.

There is concern that when the lease expires in 2019, Rusper will be left without a recreation ground. The Clerk will ask for advice from SALC, the National Playing Fields Association and will also look into applying to make the land an Asset of Community Value.

14 General Data Protection Regulations (GDPR)

Update from Clerk

The audit of electronic files is complete, and the paperwork is due to be done on Friday. As expected, Rusper PC is not holding a lot of personal data.

The regulations have removed the requirement for a Data Protection Officer to be appointed. Recommendation from SALC is that this is still done. This doesn't remove the requirement to ensure compliance.

Actions needed

To follow.

15 Maintenance of phone booth

It was RESOLVED that parts can be purchased up to a cost of £200.

16 Neighbourhood Watch signs

Three locations around the village were agreed for signs at Ghyll Manor, Gardeners Green and East Street. **It was RESOLVED** to purchase two more signs for Lambs Green and Ifield.

17 Bollards on High Street

A grant application is being made through Hope Keith to pay for these. Cllr. Hill suggested putting in cast iron posts instead.

18 Agree a date for Rusper litter pick

This will be held on Sunday 29th July at 10am.

19 Approval of insurance policy

Three quotes have been received as follows:-

- BHIB - £869
- Zurich – £934
- Norris & Fisher - £833

It was RESOLVED to go ahead with BHIB.

20 Approval of Standing Orders, Financial Regulations, Policies & Procedures, Risk Assessment & Asset Register

These were all approved.

21 Neighbourhood Plan update

Cllr. Sallows reported that the Committee has had its first meeting with the consultant, and a brainstorming session to establish the key direction the Plan should take.

22 Report From Representatives

Cllr. Forrest reported that the trees/bushes on Horsham Road are growing over the road causing vehicles to swerve into the centre of the road. The Clerk will write to the landowner to ask them to cut these back, and will also report them to Highways.

23 Clerk's Report

Nothing to report.

24 Meeting with PCSO

The Clerk met with a PCSO who is responsible for the parishes in Horsham. She is keen to stay in contact with Rusper PC, and would like to hear about anything significant that happens.

25 Training for Clerk & Councillors

It was RESOLVED that the Clerk can go on the course for budget and finance. Any Councillors who would like to attend a course can let the Clerk know.

26 August meeting & annual leave for Clerk

The Clerk requested annual leave on 6-10 August & 28-4 sept.

Council will not meet in August.

27 Parish Magazine

The following items will be included:

- Litter pick date

28 Finances

Reconciled accounts & bank statements

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

Internal audit report

This recommends a grant making policy is put in place, but otherwise everything was in order.

Approval of Annual Governance Statement

This was approved and signed by Cllr. Hill.

Cllr. Vance-Webb left the meeting

Approval of Accounting Statements

This was approved and signed by Cllr. Hill.

Dates for Exercise of Public Rights

The dates were set from 4th June for six weeks.

Online banking

The current arrangement is that the Clerk sets up and makes all of the payments, and then the bank statements are checked at the monthly meeting to ensure extra payments have not been made. It would be better to change this to have the Clerk set up the payments, and a signatory release them. Cllr. Sheridan has been added to the online banking system, but has 'view only' rights. The Clerk will try to add other signatories, and will send an email to find out who is willing to do this.

Invoices to pay

It was RESOLVED to pay the following:

Salary for Clerk (May) – £494.43

Overtime for Clerk for NP admin/GDPR (April) – £125.51

Litter Warden salary & expenses – £83 & £23.48 (£106.48)

PAYE - £1.00

Sherlock & Neal invoice for bollards - £5151.72

Mulberry & Co invoice for internal audit - £108.90

Expenses for G. Hill - £14.40

ONeill Homer invoice for consultancy - £1350

6-10 Traffic Management invoice for Mayday road closure - £360

SSE Enterprise - £422.11

All of these payments will be sent via bank transfer.

29 Other Business

Cllr. Sallows reported that the pavement alongside the playground is collapsing. This will be reported to Love West Sussex. Also, water is collecting outside Wayside. Cllr. Hill will try to find out who is responsible for this.

A car wash business has been started in The Star car park and signs have been put in Rusper PC's flower pots. Cllr. Sallows will deal with this.

The notice board on the High Street has been smashed. The Clerk will get a quote from Sherlock & Neale to fix this.

Cllr. Sallows reported that bottles have been smashed in the playground, but these have now been picked up.

30 Date of Next Meeting

The next Council meeting will be held on 26th June 2018 at 7.30 pm. The next Neighbourhood Plan Committee meeting will be held on 19th June 2018.

The meeting closed at 9.30 pm

LEANNE BANNISTER
CLERK