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Minutes of the Parish Council Meeting on Tuesday 26<sup>th</sup> November 2024 at 7.00pm. This meeting was held at Rusper Village Hall.

**Present:** Cllrs M Cooke (Chair), G Hussey (Vice Chair), G Sallows, M Fenton, , R Gatt, M Fillmore, Cllr G Fleming,.

**Also present:** There was 1 member of the public.

*Meeting commenced 1901hrs*

#### 193-24 **Apologies**

It was resolved to accept apologies in advance of the meeting from County Councillor Katie Nagle, District Councillors Liz Kitchen and Tony Hogben, Cllr Fenella Maitland-Smith, Cllr Simon White, Cllr D Matthews.

#### 194-24 **Declarations of Interest**

No declarations were made.

#### 194-24a **Co-Option to Vacancy of Office for Parish Councillor and Declaration of acceptance of office.**

No candidate was present.

#### 195-24 **Climate Crisis**

The Council **acknowledged** that there is currently a climate crisis, and to ensure that all decisions made within meeting have consideration to this.

#### 196-24 **Minutes of previous meeting**

It was **RESOLVED** to approve the Minutes of the previous Council meeting held on 29<sup>th</sup> October 2024. The Chair signed the minutes.

#### 197-24 **Open Forum**

No comments were made.

#### 198-24 **Reports from other Authorities**

Update from Clerk regarding cost rises at the Capitol Theatre have been estimated at 25% of the original budget, HDC are now considering a scaled down refurb of the theatre. Car parking charges have been increased in Horsham Town on a Sunday due to popularity of Sunday trading.

#### 199-24 **Rusper Sports Club Management**

It was **discussed** that the next step is to write a sub agreement for the Rusper Sports Club to read. There are two areas, one is the rent and the other is grass cutting, which are reviewed annually therefor a sub agreement needs to be written. Noted that the Sports Club can offered to pay at

least half of the current rent. Noted that council may wish to use the pitch for parish events which needs to be put into the agreement. It was **agreed** that there will be a meeting with Charity specialist to understand how to set up a Charity for the Sports Club. The agreement between the sports club and the parish will need to be in the form of a working document or a memorandum of understanding; the rent is to be handled separately but can be documented within the new sub lease. Carry to December meeting.

#### 200-24 **GATWICK**

- a) It was **noted** the joint Parish Council response to the Gatwick consultation *minute ref 177/24 (ii)*. along with 3 further emails distributed to Councillor and this was accepted.
- b) The **response** to the CAA consultation on the Future Direction of the UK Aviation Environmental Review was noted and if there were any further comments contact Cllr M Fillmore.
- c) It was **noted** that Cllr M Fillmore has attended 7 meetings related to Gatwick. It was noted that the Gatwick report is on the parish council website. GATCOM meeting notes to be distributed after the meeting.
- d) It was **RESOLVED** to appoint Cllr M Fillmore to the Noise Management Board of Gatwick airport and to receive any updates. Vote was unanimous. The next meeting is on 11<sup>th</sup> December 2024.

#### 201-24 **Tree Survey**

The Clerk **advised** council that they have a duty to provide a professional tree survey bi-annually. Cllr G Sallows reported that the tree survey was conducted by himself as a trained tree warden and there are 5 oaks that need work and there are 3 quotes for this work, and they range from £570 to £1220. Clerk notes that no details of the quotes or survey have been issued and the advice to council is that it is a requirement that a professional tree surgeon surveys the trees, and this is now overdue. Item carried to the next meeting.

#### 202-24 **Representatives**

- a) **Fingerposts** – Cllr M Fenton and Cllr G Fleming did the survey in October and a report was issued to Clerk and council. Item carried to next meeting as an agenda item.
- b) **Bus Shelters** – Clerk reissued the report to council, item carried to next meeting.
- c) **Parish Gateway Sign (near Bohunt School)** – Cllr R Gatt liaised with George Fort (WSCC) to discuss the installation of the replacement sign following development works in the area. L&G are funding the purchase and installation of the sign, the Clerk is to invoice L&G and it will be refunded back to council. It was **proposed** costs of up to £5000 would be set aside to fund the process with the refund coming back from L&G after the project is completed. It was **RESOLVED** that the Clerk and Cllr R Gatt will progress with the sign installation on behalf of the council. Clerk to contact WSCC George Fort for his advice on precise location and to L&G to ensure payment terms are within 14 days.
- d) **Playground Maintenance** – quotes for the slides are coming to council for council consideration. One quote is currently being received and 2 more are being worked on. Chat room will be repaired with wood, waney wood is being considered but further consultation is required. Lining to be put inside the playground Chat Room. Carried to next meeting.
- e) **Parish Council Tree Survey** – Cllr G Sallows, Cllr F Maitland-Smith. See minute 201-24.
- f) **Courage Dyers Trust** – Courage Dyers wrote to the Clerk informing her that Cllr M Fillmore term is over and would Cllr Fillmore like to continue for another term. This was proposed. It was **RESOLVED** that Cllr M Fillmore will be formally appointed as the council representative for the next 3 years.
- g) **WSALC AGM update** – Cllr M Cooke and Cllr G Hussey attended the AGM. Jo Shiner the Chief Constable spoke about crime, noted to report all crime to Police not social media, Rosie Ross Deputy Constable was also present, Rupert Clubb from Highways Transport Survey mentioned the Gatwick expansion and stated that the majority of extra movement is expected to be via public transport. Keith Stevens, Chair of NALC, addressed bullying within parish councils and how this is being dealt with. Martyns Law was also covered but it was noted that the council

pavilion and village hall is not big enough to come under the law. The NALC website has been updated and is much easier to use. Steve Tilbury covered the same planning as per the council training in September. The NPPF changes should be out before Christmas and is expected to be put back to the previous version.

- h) **Climate Action Group update** – Cllr M Cooke attend 2 meeting HDC Parish Action Plan and talking about Wilder Horsham District Project/Climate Action Strategy/ and how actions by stakeholders, community groups, and businesses can contribute to a shared vision of climate action for Horsham District. Cllr M Cooke felt that it was difficult carbon neutral, sustainable to engage with this view as HDC Planning seem to approve planning in the area which goes against this strategy. It was agreed to see if Victoria Wyllie de Echeverria, the Sustainability Officer at HDC would agree to attending a Parish Council meeting.
- i) **North Horsham Parish Liaison Group** – Noted the document was distributed in advance of the meeting and council discussed the points raised.
- j) **Police and Crime Commissioner meeting on 4<sup>th</sup> December 2024** Cllr G Hussey asked councillors if they had any points they wanted to raise at the meeting.

#### 203-24 **Water Neutrality Question**

The response to correspondence to HDC regarding water neutrality was **considered** and **accepted**. Carry to next meeting for further discussion and response. ([Document](#))

#### 213-24 **Financial**

- a) It was **resolved** to **approve** the reports as attached - Reconciliation, Budget and Unity Bank transactions for October. ([Document 7](#), [Document 8](#), [Document 9](#)). The finance appointed councillor signed the reconciliation, Chair signed the bank statements.
- b) To **agree** the final draft Budget FY25-26 and set the Precept. ([Document 11](#)). It was discussed how HDC will acknowledge the error on the Tax Base information last year and how the percentage difference will impact the new Precept increase. Council considered each item on the report, noted that most increases were cost of living, employers NI and energy increases. It was proposed to increase the Precept to £63,980 as reported. It was **RESOLVED** to approve the Budget and to set the Precept FY25-26 to £63,980.00.
- c) The Parish Action Plan was **considered**. It was **noted** that one project was to erect SIDs, the Clerk had contacted WSCC Highways who confirmed that the current SID licences allow for a solar powered SID similar to the one in Faygate. It was **agreed** that the Clerk would source 3 quotes and provide them to council for consideration at the next meeting. Item carried.
- d) The grass cutting and hedge cutting tender document was **considered** by council. It was noted that procurement procedure will be followed; it was noted that as the project is under £30,000 there is not a requirement to advertise the contracts on the Government website Contracts Finder. It was noted that hedge 7 in the scope of works document was not run by the parish council and the Clerk is to amend this part of the tender documentation. It was **proposed** that the documents were ready to be published. It was **RESOLVED** that the tender documents are to be published, and the Clerk is to send an email to all on the previous suppliers. The Chair and Cllr M Fillmore will receive the responses with the Clerk. Council will **consider** a new agreement at the December meeting subject to response. Item carried. ([Document 13](#), [Document 14](#), [Document 15](#))
- e) It was **proposed** that the council need to purchase new Hi-Vis safety vests. It was **RESOLVED** to purchase new Hi-Vis safety vests up to the value of £150. (Verbal proposal)
- f) The council **considered** a grant application from CAGNE. The grant was discussed as well as the DCO and its status. It was **proposed** to reject the grant application for now and revisit it later, on the basis that the council have represented the views of the residents and until the process allows the council to see what has been proposed, council cannot make an informed decision. It was **agreed** that this item will be carried to a future meeting once council will know what the

challenge will be. It was RESOLVED to raise the grant application again in March 2025. Carried to March 2025, Clerk to respond to GAGNE.

**214-24 Schedule of payments**

It was RESOLVED to approve the schedule of payments.

**215-24 Meeting Dates 2025**

- a) It was proposed to rename the Annual Parish Meeting to the Annual Parish Assembly. This was rejected. It was agreed to hold the APM on 23<sup>rd</sup> April 2025.
- b) The Annual Litter Pick date for 2025 was carried to the next meeting.

**216-25 Matters Arising**

Items for the next agenda are.

- a) Councillors informing the Clerk of informal meetings and acting on behalf of the council.
- b) Parish Gates across the Parish
- c) Tree Survey
- d) EMR Report to be recalculated
- e) Action plan to be recalculated in line with EMR as agreed

**Next meeting is a combined meeting of the planning committee and the parish council on 17<sup>th</sup> December 2024**

*Meeting closed 2051hrs*

*Signed..... Date.....*