

MEMBERS OF RUSPER PARISH COUNCIL ARE HEREBY SUMMONED TO ATTEND THE PARISH COUNCIL MEETING OF RUSPER PARISH COUNCIL, WHICH WILL TAKE PLACE ON 29TH JULY 2025 AT 7:00 PM IN RUSPER VILLAGE HALL.

L Wilcock, Clerk to the Council, 23rd July 2025.

(Agenda documents are shared via a link or sent separately by email in accordance with GDPR).

AGENDA

1. Apologies

To **receive** apologies from absent Councillors.

2. Declaration of Interests

To **receive** declarations of interest in respect of items on the agenda.

3. Co-Option Application

To **review** and resolve on filling the casual vacancy by co-option. (attached)

4. Climate Crisis

To **acknowledge** that there is currently a climate crisis, and to ensure that all decisions made within the meeting have consideration to this.

5. Minutes of previous meetings

To **approve** the minutes of the previous Council meeting 24th June 2025. ([Document 1](#))

6. Open Forum

During the meeting and at the Chairman's discretion, members of the public will be allowed to ask questions of and make statements to the Council for a maximum time of 15 minutes. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next appropriate Parish Council or Committee meeting. Members of the public are asked to restrict their comments/ questions to three minutes.

7. Land West of Ifield – anticipated Planning Application

To agree on the allocation of roles and responsibilities among council members in preparation for the Homes England planning application, ensuring that all key aspects are addressed thoroughly.

Discussion Points:

1. **Transport** – Assessing access, traffic flow, public transport links, and parking provision.
2. **Landscape** – Reviewing visual impact, green space integration, and preservation of character.
3. **Biodiversity** – Evaluating ecological impact and opportunities for habitat enhancement.
4. **Water Supply** – Considering infrastructure capacity, drainage, and flood risk management.
5. **Section 106 Conditions** – Identifying potential obligations or contributions to be sought under Section 106 (e.g. community facilities).
6. **Expenditure** – costs for professional fees to support application response.

Recommendation:

That the council appoint working groups for each area to coordinate input for inclusion in the council's formal response to the planning application.

8. Rusper Stores – Grant Application ([Document 2](#), [Document 3](#))(supporting paperwork attached)

- a) To **consider** a grant application under Section 137 of the Local Government Act towards the cost of refrigeration equipment.
- b) To **consider** a grant application under Section 137 of the Local Government Act for the ongoing running costs of the defibrillator and security light.

9. Reports from other Authorities

To **receive** verbal reports from District and County Councillors.

10. Rusper Sports Club

To **receive** a verbal update on the sports club underlease.

11. Gatwick

To **note** the Gatwick report. ([On website](#))

12. Roads, Footpaths and Open Spaces Committee

Recommendations for Council Review:

Replacement Slide and Apparatus – Rusper Playground

- a) The Committee **recommends** the **resolution** to replace the slide equipment only proceeds in accordance with Rusper Parish Council's (RPC) Financial Regulation 5.7, which states:

For contracts estimated to exceed £30,000 including VAT, the Council must comply with any legislative requirements relating to the advertising of contract opportunities and the publication of notices regarding the award of contracts.

It is further **recommended** that the procurement process be initiated in line with RPC's Financial Regulations 5.1 to 5.21. ([Document 3](#))

This process will include:

- Reviewing and agreeing on the specification for the Contracts Finder listing, including setting a closing date for the submission of quotations to the Clerk. ([Document 4](#))
- Agree criteria for the evaluation ([Document 5](#))
- Publishing the contract opportunity on the **Contracts Finder** government website.
- Considering all quotations received after the advertisement's closing date.
- **Delegating** the evaluation of suppliers, using a scoring matrix, with a recommendation for approval to be presented at the **September Council meeting** following Open Spaces recommendation.
- Noting that current funding for the project is allocated in the **Earmarked Reserves (EMR)** at £30,000 and to **agree** a project upper limit.
- To approve the community engagement survey. ([Document 6](#))

b) Liz Kitchen Memorial Bench

Recommendation:

The Committee **recommends** a **resolution** to select the Playground as the most suitable location for the bench.

Actions:

- The Clerk will contact District Councillor Tony Hogben to:
 - Seek the family's permission for the installation.
 - Confirm the preferred wording for the commemorative plaque.
- The Clerk will liaise with the donors to agree on the bench's size and style.

c) Fingerposts Maintenance (attached)

The Committee **recommends** a **resolution** to appoint *Contractor R* to refurbish and maintain the fingerposts.

13. Rusper Parish Council – Application for Traffic Regulation Order (TRO): 20mph, 30mph, and 40mph Zones – WSCC Highways

Council to consider the following for resolution:

- Submission of a Traffic Regulation Order (TRO) application, including a map outlining the proposed speed zones (20mph, 30mph, and 40mph). ([Document 7](#), [Document 8](#))
- Review of the associated traffic accident report. ([Document 9](#))
- To note the results from the public consultation/survey which will form part of the submission. (attached)
- Noting the allocation of £5,000 from the Earmarked Reserve (EMR) to contribute towards the cost of the application. ([Document 10](#))
- To minute County Councillor Sam Raby decision on whether to support the TRO Application.

14. Reports from Representatives

Councillors to give feedback from any representations they made on behalf of the council in between meetings.

15. Code of Conduct Training ([Document 11](#))

Please note that Democratic Services at HDC have requested all councillors to reserve **2 October** for an **online Code of Conduct training session**.

16. New .gov.uk Website with new Email addresses and login details

The Clerk reminds councillors that transitioning to .gov.uk email addresses is a statutory requirement. HugoFox is available to support councillors with the setup and access of their new account.

17. Financial

- a) To **approve** the reports as attached - Reconciliation, Budget and Unity Bank statements, Transactions report June 2025. ([Document 12](#), [Document 13](#), [Document 14](#))
- b) To **consider** the appointment of Mulberry LAS to conduct an **Interim Audit** and the **end of year Audit FY25/26**. ([Document 15](#))
- c) To **acknowledge** receipt of the Notice of Conclusion of Audit for FY24/25 (website and parish noticeboards).
- d) To **note** the covering letter from the External Auditor addressed to the Clerk. ([Document 16](#))
- e) To **approve** the payment of External Audit fees. ([Document 17](#))
- f) To **consider** the delegation of Cllr M Fillmore and the Chair to meet with the Clerk and RFO to put together a report on CIL and S106 spend to date for HDC. ([Document 18](#))

18. Schedule of payments

To **approve** the payments as shown on the schedule. (to follow)

19. Matters Arising

To **note** any agenda items for the next meeting.

20. Staffing Matters

Recommendation: *That under the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of this item due to the confidential nature of the business to be discussed.*

- a) To formally acknowledge that the Clerk and Responsible Financial Officer has successfully achieved the Certificate in Local Council Administration ([Document 19](#)).
- b) To **consider** a pay increase in line with clause 9.3 of the Clerk's Contract of Employment.
In accordance with clause 9.3 of the Clerk's Contract of Employment, the Council is to consider awarding a pay increase. Clause 9.3 states: *"Subject to satisfactory performance, one salary point will be added to your salary on 1 April each year until you reach the maximum of four points for success in obtaining or already holding any of the following relevant qualifications..."*

The next meeting is scheduled for 30th September 2025.

Circulation: *All Parish Councillors Members of the public should be aware that being present at a meeting of the Council or one of its Committees or sub-Committees will be deemed as a person having given consent to being recorded (photographed, film or audio recording) at the meeting by any person present.*