



Rusper Parish Council  
c/o Rusper Village Stores  
East Street  
Rusper, RH12 4PX  
Tel: 07380 468256  
clerk@rusper-pc.org.uk  
www.rusper-pc.org.uk

MEMBERS OF RUSPER PARISH COUNCIL ARE SUMMONED TO THE PARISH COUNCIL MEETING OF RUSPER PARISH COUNCIL TO BE HELD ON 25<sup>th</sup> March 2025 AT **7.00 pm** IN RUSPER VILLAGE HALL

*L Wilcock, Clerk to the Council, 18<sup>th</sup> March 2025.*

## 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. 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.

### 4. Minutes of previous meetings ([Document 1](#))

To **approve** the minutes of the previous Council meeting 25<sup>th</sup> February 2025.

### 5. 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.

### 6. Reports from other Authorities

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

### 7. Devine Homes

To **agree** a response to Devine Homes following the Highways plan email. (*Documents attached to email*)

### 8. Annual Parish Meeting.

To **agree** any guest speakers for the APM on 29<sup>th</sup> May 2025.

### 9. Rusper Sports Club

To **receive** an update from Cllr Simon White and Cllr Malcolm Fillmore on the sports committee CIO and underlease.

### 10. Gatwick

10.1 To **note** the Gatwick report. (On website)

10.2 CAGNE have asked council to consider a donation.

### 11. Fingerposts ([Report](#), [Costs](#))

To **receive** an **update** on the plans for the fingerpost refurbishment programme.

### 12. WSCC Highways - TRO application – 20mph zone

To receive an update on the TRO application.

### 13. Rusper Noise Monitoring Terminal

To **agree** a response to the email regarding the re-siting of the noise terminal. ([Document 2](#))

#### **14. Playground Safety Report**

To **accept** the playground report and agree to **agree** any maintenance requirements. ([Document 3](#))

#### **15. Tree Survey**

To accept the professional trees survey and to **agree** any maintenance requirements. ([Document 4](#), [5](#), [6](#), [7](#), [8](#))

#### **16. Parish Litter Pick – 6<sup>th</sup> April 2025**

16.1 To **agree** the arrangements for the litter pick in April 2025.

#### **17. 80<sup>th</sup> VE Day 8<sup>th</sup> May 2025 and May Day Road Closure**

17.1 To **agree** on a beacon lighting event. Items to be discussed are conditions of beacon basket, timings (other parishes are 9pm for a 9.30pm light up), refreshments and any other discussion point.

#### **18. Risk Assessments**

To **adopt** the following risk assessments:-

18.1 To **adopt** the Beacon Lighting risk assessment. ([Document 9](#))

18.2 To **adopt** the SID risk assessment. ([Document 10](#))

18.3 To **adopt** the Litter Warden Risk Assessment. ([Document 11](#))

18.4 To **adopt** the Annual Litter Pick Risk Assessment. ([Document 12](#))

18.5 To **adopt** the General Risk Assessment for Councillors, Staff and Volunteers ([Document 13](#))

#### **19. Reports from Representatives**

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

19.1 To agree a response to the Mowbray road name – note it has to be on the original supplied list. (email attached with list)

#### **20. Financial**

20.1 To **approve** the reports as attached - Reconciliation, Budget and Unity Bank statement February 2025. ([Document 14](#), [Document 15](#), [Document 16](#)).

20.2 To **adopt** the new NALC model Financial Regulations England March 2025. The regulations were updated because of The Procurement Act 2023 and The Procurement Regulation 2024, which came into force last week. The changes are to Model Financial Regulations 5.4, 5.7 and 5.11. ([Document 17](#))

20.3 To **agree** the cost of supplying a new Salt/Grit Bin in Ifield Wood similar to the one in The Mount, following its licence approval. ([Document 18](#))

20.4 To **consider** and **resolve** to appoint a new website and email provider to enable the council to have a 'gov.uk' email and website address following Government advice, please read summary section. ([Document 19](#))

20.5 To **note** the Clerk has applied for a road closure on 5<sup>th</sup> May 2025 from 8am to 6pm at a cost of £100.

#### **21. Schedule of payments**

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

#### **22. Matters Arising**

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

*EXCLUSION OF PRESS AND PUBLIC In accordance with the Public Bodies (Admission to Meetings) Act 1960, the Council have the right to exclude the public and press from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest and may pass a resolution, without notice, to do so.*

#### **23. Staff Matters**

23.1 To **consider** increasing the Clerks hours by 2 hours per week.

23.2 To **note** Minimum Wage requirements effective April 2025.

23.3 To **agree** to supply the Litter Warden with a first aid kit and access to hand sanitiser.

***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.*