

MEMBERS OF RUSPER PARISH COUNCIL ARE HEREBY SUMMONED TO ATTEND THE PARISH COUNCIL MEETING OF RUSPER PARISH COUNCIL, WHICH WILL TAKE PLACE ON 25th NOVEMBER 2025 AT 7:00 PM IN RUSPER VILLAGE HALL.

L Wilcock, Clerk to the Council, 19th November 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 Meeting

To approve the minutes of the Extraordinary Council meeting held on 18th September 2025 and Council meeting held on 30th September 2025. ([Document 1](#)) and ([Document 2](#))

5. Open Forum

At the Chairman's discretion, members of the public may ask questions or make statements for up to 15 minutes. Individual contributions should be limited to three minutes. Questions not answered during the meeting will be addressed in writing or added to the agenda of a future meeting.

6. Reports from Other Authorities

To receive verbal reports from District and County Councillors.

7. Financial

a) To approve the following reports: Reconciliation, Budget Report, Transactions Reports for September and October 2025. ([Document 3](#), [Document 4](#), [Document 5](#), [Document 6](#), [Document 7](#), [Document 8](#)).

b) To **approve** the schedule of payments. (to follow)

c) To **consider** allocating a budget for potential legal action relating to a recent planning matter, up to an estimated amount of £35,000. (attached)

d) To **consider** the Budget FY26/27 and **discuss** the Precept FY26/27. ([Document 9](#))

e) To **note** the finances for the playground project and to **accept** the Courage Dyers Grant offer as attached in the document. ([Document 10](#))

f) To note the quarterly Section 106 and CIL funding report from HDC. ([Document 11](#))

8. New .gov.uk Website and Email Transition

To consider to terminate the contract with IONOS subject to all councillors migrating to the new .gov.uk email.

9. Assertion 10 ([website – Policies section](#))

Background: Recent updates to the AGAR and relevant local government legislation outline specific responsibilities for councils acting as sole managing trustee. The Council is required to formally adopt these responsibilities to ensure compliance. Any IT-related obligations under Assertion 10 focus on secure, accurate, and transparent management of trust fund records and data. It's about digital record integrity, accessibility, auditability, and compliance rather than specific hardware or software products.

To adopt the following updated policies and procedures in line with Assertion 10.

- IT Policy
- Website Accessibility Statement
- GDPR Data Protection Policy
- GDPR Data Protection and GDPR Security Training Policy

To note the following policies in line with Assertion 10.

- ICO Publication Scheme

11. Rusper Sports Club

- a) To **receive** a verbal update on the Sports Club underlease from the Clerk.
- b) To **discuss** that the Sports Club committee in accordance with the council's duty to ensure transparency, to **consider** next steps in relation to monitoring compliance with the lease terms and financial reporting obligations.
- c) To **receive an update** Sports Club security following cars accessing the pitch at night on 2 occasions.

12. Gatwick

To note the Gatwick report (published on the Parish Council website).

13. Roads, Footpaths and Open Spaces Committee – Update on previous recommendations.

- a) **Liz Kitchen Memorial Bench** – To receive an update on the confirmed location of the bench and feedback from the donors regarding the chosen bench style.
- b) **Fingerpost Maintenance** – To note the progress update on the fingerpost maintenance project.
- c) **Defibrillator** – To receive an update from the Clerk on the defibrillator, including any required maintenance.
- d) **Remembrance Sunday** – To agree the wording of a thank-you letter to Ray Butler for his services to the village.

14. Rusper Parish Council – SID Licence Horsham Road

- a) To **accept** the SID Licence in Horsham Road. ([Document 12](#))
- b) To **agree** the costs for installation of the SID socket and relocation of SID in Gardeners Green to new socket location. ([Document 13](#))

15. Reports from Representatives

Councillors to provide updates on any representation or working party activity since the last meeting.

16. Parish Owned Land ([Document 14](#))

To note the report from Cllr Fillmore on the box of parish assets documentation and agree any actions.

17. Planning Matters

- a) To **consider** any planning matters since publication of the agenda (if any).
- b) To **note** the enforcement update report. (to follow)

18. Matters Arising

To note any items for inclusion on the agenda of the next meeting.

Next Meeting: Combined Planning and Council meeting 16th December 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.