

# ROGATE PARISH COUNCIL

## FULL COUNCIL MEETING

4<sup>TH</sup> NOVEMBER 2013

Dear Councillor

**I HEREBY GIVE NOTICE** that a meeting of the **FULL COUNCIL** will be held on **Monday 11<sup>th</sup> November 2013** in **ROGATE VILLAGE HALL PAVILION** commencing at **7.30pm** sharp.

Cathryn Woolley  
Cathryn Woolley CILEX T.E.P  
CLERK

To contact the Clerk:  
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**Members of the Public welcome – any requests to make a public representation must be received by the Clerk in writing no less than 24 hours prior to the meeting.**

### **Full Council Members**

Cllr Elizabeth Brown (Chairman)	
Cllr Pauline Berrisford-Hill	Cllr Peter Howland
Cllr Pete Button	Cllr Sarah O'Brien-Twohig (Vice-Chairman)
Cllr Fiona Dix	Cllr Murray Spalding
Cllr Val Farren	Cllr Shon Sprackling
Cllr Max Harwood	Cllr Steve Williamson

- 1) **Representations from the public** (15 mins)  
Members of the public may ask the Chairman of the Council for permission to address the Council.
- 2) **Apologies for Absence**
- 3) **Declarations of Interest**
- 4) **Council Vacancies**  
To deal with the co-option of two Councillor vacancies, by way of a vote, by show of hands.
  - Candidates for co-option offered to provide a verbal report to Council **(EB)**;
  - Candidates for co-option to verbally declare they have no disclosable interests. **(EB)**
  - If candidates for co-option are co-opted then to sign including Declaration of Acceptance and Register of Member Interests. **(EB)**
- 5) **Reports from County and District Councillors**
- 6) **Minutes of last meeting**  
To approve and sign the minutes of the last planning meeting held on the **9 October 2013** as a true record. **(Appendix A)**. **(EB)**
- 7) **Matters arising from previous minutes**  
To deal with any matters arising from the minutes not already included on the agenda. **(EB)**
- 8) **Chairman's Report**
  - Proposal - to set up a small working party to look at RPC's Policies in regard to employment. **(EB)**
- 9) **Finance RFO/Clerk's report**
  - RFO/Clerk's Monthly Finance Report to Council **(Appendix B)**
  - Administration Protocol to be agreed by full Council **(FD)**.
  - Report conversation with Paddy Walker, Friday 25 October, including Grants (£3000 SDNPA & £7000 Locality) and 3-monthly monitoring reports to Community Development Foundation (Locality). **(EB)**
  - New bank accounts to receive and retain RATA, Neighbourhood Plan and Jubilee monies **(EB)**.
  - Historical documents and original title deeds – County Archivist - resolution required for EB to deliver these to County Archivist in Chichester **(EB)**
- 10) **Grants/Funding**
  - WSCC Members' Big Society Fund: **15 Nov 2013** deadline for Community Solutions Grant application: proposals re Rogate Youth Club application and/or Garbetts Wood Steps Project. **(SOBT/EB)**

- 11) **Committees and Working Parties' reports**  
**Finance** – report back following meeting **22<sup>nd</sup> October 2013** (copy of minutes and draft budget report to follow) **(SW)**  
**Open Spaces**  
  - Report following inspection of original title deeds of RPC held lands. **(SOBT)**
  - Garbetts' Wood Steps Project re; architects plan required for planning and meeting with Woodland Trust proposal **(PH)****RATA** – letter sent to Hamilton Baillie confirming acceptance to terms and conditions of project. **(FD)**  
**Website** – update **(EB)**  
**Winter management**  
  - Parish Council Emergency Response 2012 list to be updated **(EB)**;
  - Transfer of bin from A272 to Fyning Lane **(PH)**;
  - Delivery of grit by WSCC **(PH)**;
  - Outcome re: insurance for clearance of roads during winter as referred to at last meeting **(SS)**;
  - Overhanging Trees report **(PH)****Neighbourhood watch**  
  - Confirmation that MS and Mr David Ewing are now in touch re: Rake Neighbourhood Watch **(MS)**
- 12) **Maintenance of assets of RPC Owned Lands**  
  - Condition of bus shelters at Terwick Common and Fyning Lane/A272 **(SOBT)**
- 13) **Neighbourhood Plan: update**  
  - Report back on Public Meeting & Steering Committee 'Enquiry by Design Workshop' meetings **(EB, SOBT & SW)**
- 14) **SDNPA: report & update**  
  - Local Project List/CIL – update re: SDNPA External Funding Team **(SOBT)**
  - Update re SDNPA emails **(MH)**
- 15) **SALC: news & training (CAW)**  
  - Guide for Councillors – Openess & Transparency on Personal Interests
  - Standing Orders – October 2013 – to agree date of when to review any changes and a date of when to finalise these.
  - Good Councillors Guide
  - SALC Newsletter (copy circulated 05.11.2013)
- 16) **Fracking/energy**  
  - Oil/Gas Exploration: 23 October Milland Meeting report **(EB & SOBT)**
  - Update on Kirdford application by Celtique Energie **(SOBT)**;
  - Short presentation on the Fernhurst application by Marcus Adams and John Buchanan
- 17) **Correspondence**  
 \* CDC letter dated 9<sup>th</sup> October 2013  
 \* AON (Council Insurers) letter dated.15<sup>th</sup> October 2013  
 \* Emails as previously circulated.
- 18) **DATE OF NEXT MEETING**  
 To confirm the date of the next full Council meeting is scheduled **Monday 9<sup>th</sup> December 2013 at 7.30pm** at **Rogate Village Hall Pavilion** (with the **Planning Committee Meeting** scheduled on the same date but at the earlier time of **7pm**).