

ROGATE PARISH COUNCIL

MEETING OF FULL COUNCIL

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DRAFT minutes subject to approval

MINUTES OF THE MEETING OF ROGATE PARISH COUNCIL HELD ON Monday 11th November 2013 at 7.30pm In ROGATE VILLAGE HALL PAVILION

Councillors Present: Cllr Elizabeth Brown (EB) (Chairman); Cllr Sarah O'Brien-Twohig (SOBT) (Vice-Chairman); Cllr Fiona Dix (FD); Cllr Pauline Berrisford-Hill (PBH); Cllr Steve Williamson; Cllr Max Harwood; Cllr Val Farren and Cllr Peter Howland (PH)

Councillors Not Present: Cllr Shon Sprackling and Cllr Pete Button; District Cllr John Kingston and County Councillor Gordon McAra;

Clerk Present: Cathryn Woolley (CAW) (Clerk)

1. **Representations by the public**
96/13 None.
2. **Apologies for absence**
97/13 Apologies received from Cllrs Sprackling & Button, which were approved by Council. Apologies received from District Cllr Kingston.
3. **Declaration of Interests**
98/13 There were no declarations of pecuniary or non-pecuniary interests in relation to any items included on the agenda for this meeting in accordance with **THE LOCALISM ACT 2011** and the **Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012**.
4. **Council Vacancies**
99/13 Prospective candidates for co-option, namely Ms Ann Arnold and Mr Greg Carter were introduced to Council. Both candidates were offered to provide a verbal report, but, both candidates deemed this unnecessary. Council were invited to vote, by way of a show of hands, as to whether or not to co-opt the two prospective candidates.

RESOLVED: Unanimously

- Ms Ann Arnold and Mr Greg Carter be co-opted to Rogate Parish Council with immediate effect;
- Both Cllrs were asked to verbally declare any pecuniary or non-pecuniary interests, which there were no declarations made;
- Both newly co-opted Cllrs signed Declarations of Acceptance of Office forms and handed to Clerk, for her signature;
- Both Cllrs were provided with Register of Members' interests forms, which can be completed and returned at the next full Council meeting.

ACTION: CAW to send Code of Conduct and current Standing Orders via email to both newly co-opted Cllrs Arnold and Carter (1)
Cllrs Arnold and Carter to return completed Register of Members' Interest forms to Clerk at next full Council meeting (2)

5. **Reports from District and County Councillors**
100/13 This agenda item was cancelled as District Cllr Kingston had provided his apologies, as referred to at minute 97/13 above and non-attendance by County Cllr McAra.

CAW
GC &
AA

6. Minutes of the last meeting

101/13 EB asked Council if she could sign the minutes of the last meeting dated 14th October 2013, as a true record of the meeting, subject to the amendments, which are to be noted, as follows:-

- Attendees of Councillors present to include Cllrs Williamson, Harwood and Farren.

RESOLVED: Unanimously - that the minutes of the Parish Council meeting held on 14th October 2013 are signed as a true and correct record, subject to the above amendment.

7. Matters arising from previous minutes not already on the agenda

102/13 A summary of the following matters, where discussed, as follows:

- SOBT referred to the monthly flow list (copy of which is filed with a copy of these minutes), was approved by Council. It was noted that this was to be a helpful guide.
- SW enquired the last date for when reports should be submitted for inclusion for that full Council meeting. It was agreed that the Thursday before the meeting, unless in exceptional circumstances.
- It was agreed that both the OSC and Finance Committees minutes should follow the same monthly flow for approval.

ACTION: OSC Chair and Finance Chair need to set dates for the remainder of the Council year for committee meetings.

PBH
SW &
CAW

8. Chairman's Report

103/13 Some of the points discussed, were as follows:-

- Lockable filing cabinet has been provided to RPC by Mr & Mrs Tyrrell, for the storage of Council documents, in loft of RPC Village Hall. Not for Cllrs to have access, just the Clerk to have a key.

ACTION: Letter of thanks to be sent by CAW to Mr & Mrs Tyrrell. EB to provide address details.

- EB, SW & SOBT attended the All Parishes Meeting on 17th October 2013. Very interesting presentation by Katie Bourne (Police Commissioner) and reference made to statistics relevant to Chichester & Rogate area, all of which can be accessed online. Details of how has recently been circulated by email.
- SW referred to his recent email concerning precept. Noting that it is up to RPC to decide the rate of precept not CDC;
- EB referring to the fact that a contract is still not in place for CAW. The reasons for this are as follows: a) Contract is more complex than the last Clerk's contract;
b) Position on pensions was unclear but has recently been clarified;
c) Policies referred to in contract RPC do not have a record of.

RESOLVED: EB proposed, seconder PBH and unanimously agreed that a working party be formed to review policies and working party to consist of EB, SOBT & FD.

ACTION: Working party to deal with said policies and report to full Council at next meeting 9 December 2013

CAW &
EB

EB
SOBT
& FD

16. Fracking/energy

104/13 It was unanimously agreed for item 16 of the Agenda to be brought forward to receive short presentation from Marcus Adams of 'FrackFreeFernhurst'.

- Short presentation given by Marcus Adams of 'FrackFreeFernhurst' reference made to his handout entitled 'Untangling some "myths"' – copy provided to all Cllrs and CAW filed with minutes of this meeting;

RESOLVED: Unanimously

- To work towards organising a public meeting teaming up with other local parishes, such as Trotton; Chithurst; Milland; Elsted; Liss; Wisborough Green;
- To receive reports from both, in favour and opposing views to 'fracking', in order to inform the public in a balanced, unemotional, factual and logical format;
- To invite attendees such as Trevor Beatty from SDNPA; Marcus Adams from FrackFreeFernhurst and Celtique Energie

ACTION: SOBT to speak with other parishes and put together contact list of proposed invitees (1) CAW to write letters of invitation, once invitees agreed by RPC (2)

SOBT
&
CAW

9. Finance RFO/Clerk's report

105/13 Payments for approval - CAW made reference to **Appendix B** and requested Council's approval to all payments.

- Query was raised with regard to Rogate Village Hall Committee's invoice no: **13/103** and it was **unanimously** agreed that CAW should seek clarification for £125 before payment made.

CAW

RESOLVED: That subject to 9(a) above that all other payments scheduled on Appendix B were **unanimously** approved for payment.

CAW

106/13 Administration Protocol - reference made to FD's administration protocol.

RESOLVED: That the administration protocol was **unanimously** approved and would form an appendix of RPC's Standing Orders.

CAW

107/13 Neighbourhood Plan Funds - CAW confirmed that the majority of the Neighbourhood Plan monies had been received (£700 o/s) and that an interim report to CDC will be necessary in February 2014.

CAW

RESOLVED: SW proposed, GC seconded and unanimously agreed for 2 separate accounts be opened for Neighbourhood Plan funds (1) and RATA funds (2). Agreed not necessary to have a separate account for balance of Jubilee funds (£806) – these to be earmarked in reserve a/c accordingly.

CAW

108/13 Historical documents

RESOLVED: EB proposed, FD seconded, 10 Cllrs in favour (one abstention from AA who would like copies in Heritage Centre) re: historical documents, including various ledgers dating back to 1894, 5 x minute books and payment books to be deposited with County Archivist.

RESOLVED: EB & AA to look into costing for copies to be made, which may be covered by the Heritage Centre and report back to RPC before any action further action taken.

EB &
AA

NB: In relation to the above resolution, CAW raised concerns over the practical side of how these documents would be copied for the purpose of filing with the Heritage Centre, which were noted.

109/13 Original Title Deeds – EB confirmed that the County Archivist will only accept pre-registered title deeds, provided the RPC lands are registered. CAW advised RPC that in her opinion, all original title deeds should be stored with Council's solicitors, Hedleys (as this can be done at no cost to RPC and also raised the point that a legally qualified conveyancer should organise the title deeds and confirm which land is registered and which is not, and determine costs for voluntary registration of any RPC lands, which remain unregistered.

RESOLVED: Unanimously

- CAW to arrange a formal OSC meeting, for Cllrs to go through the original title deeds, to ascertain which of the 4 pieces of RPC owned lands are registered; to instruct CAW to obtain copies of appropriate title registers and plans from HM Land Registry; Depending on outcome of meeting, to enquire of HM Land Registry regarding unregistered land (Index Map Search) if suitable plans available; to enquire from HM Land Registry what the cost would be to voluntary register these unregistered RPC lands.
- CAW to write to Mackarness & Lunt Solicitors in Petersfield regarding Oliver's Piece, to ascertain if they are holding any registered documents in their possession or can inform RPC if the land is registered, to enable an updated title register and plan to be obtained from HM Land Registry.
- Confirmed that the 'COPIES' of the RPC title deeds can remain with PBH for the time-being.

CAW

CAW

10. Grants/Funding

110/13 Council considered whether WSCC Members' Big Society Fund could be applied and utilised for any RPC projects – deadline 15th November.

- As funding to do with infrastructure, it was agreed that a youth worker's salary would not fall within the definition and so would not be suitable for Rogate Youth Club;
- Garbetts Wood Steps Project – would not have time to apply for funding by 15th November.

RESOLVED: OSC to add to their next Committee Meeting Agenda to progress Garbetts' Wood Steps Project, noting that Stephen Allberry had recommended a meeting with Woodland Trust

,SDNPA et al and that costs/architect plans would need to be put together to seek grant and planning permission.

CAW

11. Committee and Working Party Reports

111/13 FINANCE

- SW apologised for the minutes of the last finance meeting having not been circulated as yet, but confirmed that they would be, in due course;
- SW confirmed that the Finance Committee reviewed budget against expenditure. The 2013/14 budget of £18,310 and income from precept of £15,061, was planned to leave a shortfall of circa. £3,000 to be met from RPC's reserve account.
- Monitored expenditure up to 7-10.13 was noted to be £12,103. The estimated end of year expenditure of £20,917 (against an income of £15,915) taking into account a small profit to be made from VAT recovery will result in a £5,000 shortfall.
- Confirmed that last financial year RPC carried over £25,000 and the end of this financial year, RPC will likely carry over £20,000.
- Research into what Council should hold in reserves. One source stating that reserve should be equal to precept (i.e. £15,000) or equal to expenditure (i.e. £20,000). RPC noting that it cannot keep dipping into reserves.
- Confirmed that monies will continue to be monitored on a regular basis at each RPC full Council meeting;
- Budget and setting precept is RPC's next challenge. It is up to RPC to set the precept. Awaiting 2 pieces of information which should arrive early to mid December, one from Government the other from CDC. RPC noting that precept has been increased very little for many years.

CAW

RESOLVED: Unanimously – for Finance Committee to next meet on 25 November 2013 to discuss budget and to meet again in December, in order to make recommendations to full Council on budget.

112/13 OSC – RPC notes the various points already discussed and resolutions made in respect of OSC at minutes 109/13 and 110/13 referred to above.

113/13 RATA

- FD referring to her two reports dated 18 October and 25 October 2013 respectively, which are filed with minutes.

RESOLVED: FD proposed, AA seconded and it was unanimously agreed for RPC to agree the terms of Hamilton Baillee's proposal dated August 2013 and it is hoped that implementation will take place in 2015/2016;

114/13 FD further reporting on other RATA matters as follows:

- Meeting with SDNPA to take place 21 November 2013 to recommend Rogate to be used a pilot village and this may result in further funding from SDNPA.
- FD/SW met with Dan Sanders of WSCC last week and an objective has been initiated (thanks to SW) for a speed device to be installed (TSR) Rake/Bull Hill area to reduce speed to 30 mph.
- SW in consultation with WSCC for a device to be used so as to avoid paying £300 to Liss.
- FD confirmed that traffic at Haben Hill is being reviewed by Highways Engineer and Dan Sanders and a review of this whole area is being initiated.

115/13 WEBSITE

- EB confirming that [.gov.uk](http://www.gov.uk) web address has been registered.
- Unable to renegotiate a reduced sum to R T Hayes (former website designer) - invoice of £600 has been paid and arrangements to close existing website down are underway.
- Peter Stike is working on the new website. Its current work-in-progress format can be viewed at: <http://S6329.P9.SITES.PRESSDNS.com>

ACTION: CAW to send link of website to Cllrs (1)
CAW to send Peter Strike's email address to Cllrs so they can submit their photograph and up to 300 word profile for Cllrs (2)

CAW
CAW

116/13 WINTER MANAGEMENT

- Transfer of bin A272 – need to await confirmation from SS whether this has been done along with confirmation re: insurance requirements as referred to at last meeting;
- Delivery of grit bins has been done;
- Overhanging trees report – PH referred to CAW's advice re: need to check with WSCC before writing letters to residents for legal reasons and as a result nothing has been done.
- 2012 Emergency Contact List - **ACTION: GC to create a small card which details emergency contact details, which once approved by full Council at next meeting can feature in R&T news, can go on RPC website, Rake & Rogate village stores and Parish noticeboards.**

SS

GC

117/13 **NEIGHBOURHOOD WATCH**

ACTION: MS meeting with David Ewing (resident of Rake) next Tuesday with an objective of best way to reinstate Neighbourhood Watch around the parish. MS will report back by next full Council meeting.

MS

12. **Maintenance of Assets**

118/13 SOBT referred to the RPC ownership of bus shelters;
Fyning Lane – Terwick Common (1)

- Locals to clear all leaves;
- Leaves to be taken away;
- Replace wooden planks on the bus shelter

RESOLVED Unanimously for SOBT to obtain three quotes for the above.

SOBT

Main road – South of Fyning Lane (2)

- Overhanging beech hedge, this needs to be dealt with.
- Queried ownership

RESOLVED AA to make enquiries as to ownership of the hedge

AA

13. **Neighbourhood Plan Update**

119/13 EB provided RPC with an update on the Neighbourhood Plan, some of the main points, as follows:-

- Presentation from Studio LK on Sun 27 Oct went well;
- Studio LK in process drawing up plans – idea about the recreation ground to look like a village green with building around the village green, which takes the building away from A272. Looked at ideas in Fyning Lane and in Rake. In an aide to slow down traffic, an idea to create a boulevard on designated land opposite the garden centre with appropriate building along there, which could fit in and join
- Reminding RPC that if N/Plan can be accepted through a referendum at some point, in the future, it would enable the Parish to control the use of building land.
- There is a large standing committee, when plans are produced and more meetings will follow. RPC encourage people to come to public meetings.
- The numbers of local residents attending have been encouraging to date, with all quarters of the Parish being in attendance.
- It is hoped that following further presentations in December, that the N/Plan will be written by the beginning of March 2014 and to ideally complete this by May 2014.

14. **South Downs National Park Authority (SDNPA)**

120/13 SOBT spoke with Neil Slater in the external funding team (which is a new team to establish new funding) for the projector and a dropdown screen, in readiness for planning purposes come April 2014 and noting there appears to be no funding available. SOBT obtained a quote for £2.600 for both items of equipment, which is too high.

ACTION GC to obtain quotes for projector and dropdown screen and report back to RPC.

GC

15. **SALC News & Training**

121/13 The following points were confirmed:-

- Guide for Councillors – Openness and Transparency on Personal Interests is available for Cllrs for free;

CAW

- Standing Orders have been updated as October 2013. **ACTION CAW to review existing standing orders against the amended standing orders and report back to full Council at next meeting.**
- Good Councillors Guides – can be downloaded for free and relevant pages printed or purchased at a cost £1.50 per booklet with postage on top of approx £15. Could be collected from NALC in London for free. **CAW**
- SALC Newsletter circulated by email with summary (05.11.2013). CAW confirmed that there are a number of NALC legal topic updates and offered to make a summary of important changes for RPC. It was agreed that a summary was unnecessary and to just email the legal topic notes to Cllrs, for their information. **CAW**

17. Correspondence

122/13 In addition to various email correspondences, which have been circulated within the month to RPC, the following items are correspondence received by post, as follows:

- CDC letter dated 9th October 2013 – no action required;
- AON (Council Insurers) dated 15th October 2013 – no action required;
- Email re: George Street Trust with attachments (previously circulated to RPC Members) re: retirement of Trustee.

RESOLVED: Unanimously agreed, EB proposed, PBH seconded, that Susan Lawrie would make an excellent Trustee for the George Street Trust

ACTION: CAW to provide reply by email to confirm RPC's agreement to new Trustee. **CAW**

18. Date of next meeting

123/13 The date of the next full Council meeting will be **Monday 9th December 2013** at **7.30pm** in Rogate Village Hall Pavilion.

There being no further business, the meeting ended at 22.16pm

CATHRYN WOOLLEY CILEX T.E.P
Clerk to Rogate Parish Council