

# 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 13<sup>th</sup> January 2014 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 (SW); Cllr Val Farren (VF); Cllr Peter Howland (PH); Cllr Ann Arnold (AA) and Cllr Greg Carter (GC)

**In Attendance:** WSCC Cllr Gordon McAra and CDC Cllr John Kingston

**Councillors Not Present:** Cllr Shon Sprackling, Cllr Pete Button; Cllr Max Harwood; and Cllr Murray Spalding

**Clerk Present:** Cathryn Woolley (CAW) (Clerk)

#### 1. Representations by the public

1/14 None.

#### 2. Apologies for absence

2/14 Apologies received from Cllrs Sprackling, Button, Harwood and Spalding, which were all approved by Council.

#### 3. Declaration of Interests

3/14 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. Reports from County and District Councillor

4/14 County Cllr Gordon McAra

- Wishing all a Happy New Year.
- Chief Executive made redundant (2<sup>nd</sup> CE in 2 years); No-one at the helm.
- Next CLC meeting Tuesday 21 January 2014 at Rogate Primary School at 7pm and following CLC meeting is at Fernhurst Primary School on 19.3.2014.

NB: SOBT and FD arrived at 19.35pm

- Southern Water – VF brought to GM's attention flooding experienced by No.11 and No.12 Hugo Platt residents. VF will have a letter in a fortnight's time and will pass onto GM - JK referred to the fact that the water came up 3 years ago at the block by the water-tower and all the fields were flooded.
- Attended a meeting with FD; Highways and local residents to look into ways of red traffic problems on Habin Hill; cut back foliage; create passing places? Highways suggest possible ways forward.

NB: GM left at 19:39pm

5/14 District Cllr John Kingston

- Wishing all a Happy and successful New Year;
- Thanks given to the Clerk, CAW for her efforts taking over role as new Clerk for RPC;
- Reference made to transitional travellers at West Hampnett – they are able to stay for 3 months before having to move on again; well managed;
- Enabling Grant for small businesses should be available for RPC's website – CAW confirmed that she had made enquiries for this very purpose and was informed that a Parish Council does not fall within the definition of a small business. JK said that he would like into this.

**ACTION:** **CAW to forward email exchange re: enabling grant to JK, for him to look into.**

**CAW**

- Reference to the EU elections and Scottish referendum and greenhouse gas.

#### 5. Minutes of the last meeting

6/14 EB asked Council if she could sign the minutes of the last meeting dated **9<sup>th</sup> December 2013**, as a true record of the meeting, subject to the amendments, which are to be noted, as follows:-

- Minute 141/13, 4<sup>th</sup> bullet point, should refer to "senior representative of highways";
- Minute 143/13 makes reference to the transfer of the grit bin having taken place but it is actually still in the same place.

**RESOLVED:** **Unanimously - that the minutes of the Parish Council meeting held on 9<sup>th</sup> December 2013 are signed as a true and correct record, subject to the above amendment.**

#### 6. Matters arising from previous minutes not already on the agenda

7/14 None.

## 7. Chairman's Report

8/14 Some of the points discussed, are as follows:-

### Operation Watershed

- Cheque received for £6,767.75. Conditions attached; work to be completed within 6 months. Will cover areas: as outlined in RPC's first application;
- It is hoped that Langley Bridge is included within this funding.
- It was pointed out that there is still funding available and so further applications could be made to try and obtain funding for other areas of Parish;
- Concern was raised over "lake of water", in field by Fyning Lane.

**ACTION:** It was unanimously agreed that PH should make contact with Highways about this.

PH

- Concern was raised over Langley as a number of complaints have been received about this area.
- EB confirmed that she took Highways out to Langley and the BOAT, repair to the BOAT is not covered within this payment.
- EB confirmed that Terwick Church is covered within this payment.

### Potholes

- Concerns over various potholes in the Parish.

**ACTION:** It was unanimously agreed that the CAW should establish who to contact about potholes.

EB &  
CAW

Cllrs can then make contact with relevant department themselves.

Include details in Chairman's letter in R&T News so that residents have a form of contact also.

### Joint Scrutiny Task and Finish Group – Flooding Report

- Reference made to report received by EB;
- Task & Finish Groups do research countrywide and then makes recommendations to District/County;
- This report makes a number of recommendations; one which was highlighted was the fact that ownership of ditches and land close to water courses are the responsibility of the owners for clearing.
- It was agreed that RPC would raise awareness in the Parish of this fact.
- JK raised a question of how the older residents are to deal with any clearance and it was noted that employment of a contractor or enlisting someone's help, would be the appropriate action.

**ACTION:** This info to be included in R&T news.

EB

## 8. Finance RFO/Clerk's report

9/14 Payments for approval - Reference to **Appendix B** and requested Council's approval to all payments.

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

CAW

10/14 CAW confirmed that SW reviewed Finance file, in accordance with new protocol and also brought to RPC's attention certain matters, as illustrated on Appendix B.

**RESOLVED:** Transfer £1,980 from RPC reserves to N/Plan account, pending receipt of further grant monies from SDNP, when this sum will be reimbursed.

Transfer £5,640 from RPC N/Plan account to current account, to facilitate Studio LK 2<sup>nd</sup> invoice re: N/Plan;

CAW

## 9. Grants/Funding

11/14 FD confirmed that the Big Society Fund is no longer relevant to Garbetts Wood Steps Project, as another opportunity may be possible instead. FD will refer to this at Agenda item 10, mentioned below.

12/14 Reference was made to Rural Bulletin, which highlighted a number of potential grant opportunities, which may be relevant to the bowling/youth club for example.

**RESOLVED:** SW (and possibly MH) to review the Rural Bulletins and prepare a report of the potential grant opportunities and report back to RPC.

SW &  
MH

## 10. Committee and Working Party Reports

### FINANCE

13/14 Reference was made to the parish precept expenditure/budget report for 2014/15 and minutes of the last Finance Committee meeting dated 18<sup>th</sup> December 2014;

**RESOLVED:** It was unanimously agreed to receive the finance minutes dated 18 December 2013;

**RESOLVED:** It was unanimously agreed to approve the Finance Committee's recommendations to agree 2014/15's annual budget, in the sum of £22,994.

CAW

**RESOLVED:** It was unanimously agreed to set a parish precept for 2014/15 at £29.60 for the year (which reflects a £10/year increase per household).

**RESOLVED:** It was unanimously agreed that the Clerk should notify Chichester District Council (CDC) of the precept for 2014/15.

CAW

**RESOLVED:** It was unanimously agreed to approve the draft terms of reference for the Finance Committee, subject to a minor amendment, and to utilise this as a template for the planning and open spaces committees.

SW

**ACTION:** To circulate final copy of terms of reference for Finance Committee to Clerk.

SW

### PLANNING

**RESOLVED:** It was unanimously agreed to receive the planning minutes dated 9 December 2013;

### OPEN SPACES COMMITTEE

**RESOLVED:** It was unanimously agreed for OSC to reach its own decisions regarding felling of dangerous trees, and arranging for someone to do this, free of charge, in exchange for retaining the wood, free of charge.

### RATA

14/14 Some of the points made, were as follows:-

- Detailed objectives letter sent to BHB. BHB started on project already. Certain key sites have been highlighted, such as the "pinch point" at East Lodge and crossing at the School;
- Awaiting data following site visit; It is hoped that a draft will be ready mid-February;
- Referring to meeting Habin Hill (County Cllr GM, in attendance) and potential encroachment onto private land.
- Garbetts Wood Steps – FD has spoken with Dan Sanders and has been put in contact with Nina Williams of Woodland Trust; with talks about possibly making this a community project and possible funding being available to RPC.

### WEBSITE

15/14 Thanks given to the Clerk for her work to date on the new website and reminder for all Cllr profiles to be submitted to Clerk. General impressions of RPC were that it was a huge improvement but it is very much accepted that it is a work-in-progress. The Clerk managing site makes all the difference.

### WINTER MANAGEMENT

16/14 GC had created an A5 card, which could be placed on noticeboards in the Parish, distributed in the parish magazine and available in shops and churches.

*It should be noted that JK left at 20:45pm*

**RESOLVED:** To arrange for 1000 copies of A5 card (in larger font) to be printed by R&T News;  
To arrange for card to be enlarged and placed on village shops in parish;  
To place in bus shelter and notice-boards;  
SW & GC to be contacts in Rake and PH and VF to be contacts in Rogate.

EB

AA &  
EB

### NEIGHBOURHOOD WATCH

18/14 To carry forward to next RPC meeting, in February.

CAW

### HISTORICAL DOCUMENTS

19/14 It was confirmed that it was not practical to microfiche the historical documents (i.e.) 4 x old minute books.

**RESOLVED:** It was agreed, by way of a majority vote (subject to AA, VF and PH abstention) for EB to lodge minute books with Central Records Office and provide a receipt for documents to Clerk.

EB

### PROJECTOR/SCREEN

20/14 Various quotations were provided to the Clerk for projectors and screens.

**RESOLVED:** It was unanimously agreed for GC to purchase projector and screen from this year's budget and the cost agreed was £76 for screen and £214 for projector. RPC will then reimburse GC on production of invoice and confirmation of payment.

GC

## **12. Maintenance of Assets**

### Bus Shelters

SO'BT confirmed that she had received quote by John Booker and Rogate Builders, but, she will need to obtain paper copies and forward to Clerk. AA provided Clerk with a quote for Fyning Lane bus shelter £230 no VAT.

SO'B  
T

**RESOLVED:** Quotations to be reviewed in April 2014 (next financial year).

### Noticeboards

- It was noted that a trial of recent minutes will be carried forward to next RPC meeting, in February.
- Quotations provided to clerk but it was noted that the dimensions were incorrect.

AA

## **13. Neighbourhood Plan Update**

CAW

23/14 A brief update on the Neighbourhood Plan, as follows:-

- Next public meeting 9.2.14 at 4pm in Rogate Village Hall; Questionnaires being circulated to everyone in village;
- Concerns raised by some Cllrs as to how N/Plan is being managed and making sure the residents' opinions are being taken into account.

- Reassurance was provided in that the process is a structured approach with many opportunities for residents to be involved in the decision making process and opinions counted.

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

24/14 To carry forward any updates until next meeting, in February.

MH

**15. SALC News & Training/NALC and SLCC updates**

25/14 Some of the following points were confirmed:-

- No RPC interest in partaking in the S. of England Show;
- New Cllr & Refresher Training dates/locations referred to. **Query re: costs – CAW to confirm:**
- AON's insurance 30% reduction – **CAW to notify MH when he undertakes review of RPC insurance.**
- NALC Legal Topic update re: expenditure limits for 2014/15. **CAW to circulate.**
- West Sussex Planning Event confirmed.
- EU VAT rules for public sector reviewed;
- People's Postcode Trust for small grants programme – may be applicable to Youth Club;

CAW

CAW

CAW

**ACTION:**

**To circulate links and further info on certain other matters, which may be of interest.**

CAW

**16. Fracking/energy**

26/14 Some of the following points were confirmed:

- Reference made to last "fracking fact-finding" meeting; RPC thanked SO'BT for such a well organised event – it has been hoped that Petersfield Post were going to run an article, but, this was superseded by adverse weather conditions. Reference was made to SO'BT's report, which she apologised for not circulating to RPC, but, confirmed she would do so;
- Further meetings in Kirdford Village Hall on 31.1.14 and in Chichester 13.2.14
- SO'BT and FD enquired whether RPC would be happy to have the report sent from RPC to SDNPA under RPC name.

**RESOLVED: It was agreed, by way of majority vote, that SO'BT could arrange a second fact-finding fracking meeting, which is balanced in its approach, and to suggest proposed dates/speakers for RPC agreement, - to report back at next RPC meeting, 10 February 2014;**

SO'BT

**RESOLVED: It was agreed, by way of a majority vote, that SO'BT/FD's report would be read, once circulated via email and it would be subsequently considered whether or not this was a report, that could be sent, on RPC's behalf, to SDNPA, or not. Email confirmation would be sufficient for this purpose.**

ALL

**17. Rogate "Dark Skies" Project**

27/14 SO'BT referred to Clanfield Observatory and her recent discussions with Dan Oakley, in connection with SDNP's "Dark Skies" project.

- It has been suggested by SO'BT to hold a stargazing party at Rogate Primary School. Proposed date would be 8.1.14 and Dr Maggie Aderin-Pocock has been invited to attend; It was proposed that RPC collaborate with SDNP for a continuing Dark Skies project.

**RESOLVED: To propose a collaboration with SDNPA in connection with their "Dark Skies" project and to confirm RPC's support of the stargazing party to be held at Rogate Primary School.**

SO'BT

**ACTION: To place an article in R&T News about stargazing party.**

SO'BT

**18. Correspondence**

- Emails as previously circulated;
- SW reviewed bank statements, as referred to in finance report above;
- Letter from Mackarness & Lunt to be reviewed in OSC meeting 27.1.14, re: title deeds.

CAW

**19. Information for Council (for noting or inclusion on a future Agenda)**

- To agree Councillor training.

CAW

**20. Date of next meeting**

The date of the next full Council meeting will be **Monday 10th February 2014 at 7.30pm** in Rogate Village Hall Pavilion.

**There being no further business, the meeting ended at 22:11pm**

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