

# ROGATE PARISH COUNCIL

## FULL MEETING OF COUNCIL

PAGE 1 OF 3

Please direct any correspondence to -  
CLERK to ROGATE PARISH COUNCIL: CATHRYN WOOLLEY  
[clerkrogateparishcouncil@hotmail.co.uk](mailto:clerkrogateparishcouncil@hotmail.co.uk)  
0844 357 5798  
[www.rogate-parish.co.uk](http://www.rogate-parish.co.uk)

7<sup>th</sup> October 2013

Dear Councillor

**I HEREBY GIVE NOTICE** that a meeting of the **ROGATE PARISH COUNCIL** will be held on **MONDAY 14<sup>th</sup> October 2013** in **ROGATE VILLAGE HALL PAVILLION** commencing at **7.30pm**, in order to deal with the following business, as set out in the below Agenda.

Yours sincerely

*Cathryn Woolley*

Mrs Cathryn Woolley CILEX T.E.P  
CLERK

**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**

**Any appendices not available on the notice boards can be obtained either through the website or from the clerk upon request electronically.**

---

### AGENDA

1. **Representations by the public** (Chair) (15 mins)  
Members of the public may ask the Chairman for permission to address Council. The rules governing this procedure are available upon request. The rules relating to public representations must be adhered to. Please contact the Clerk if you wish to make a representation.
2. **Apologies for absence** (Chair) (1 min)  
To record any apologies for absence and for the Council to confirm whether or not such absences are approved.
3. **Declaration of Interests** (Chair) (1 min)  
To receive from Members declarations of pecuniary and non-pecuniary interests in relation to any items included on the agenda for this meeting in accordance with **THE LOCALISM ACT 2011 s29** and the **Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012**.
4. **RPC Website** ( Chair & Peter Strike) (15 mins)
  - Peter Strike to give a short presentation regarding RPC Website for Council consideration. Q&A session for Cllrs to raise any enquiries they may have with Peter Strike.
  - Consider Peter Strike's proposal regarding website (*copy attached*);
  - Council to make a decision regarding existing website ;
  - Formation of new or retention of existing working party for website, if required.
5. **RPC Correspondence Received** (Chair) (3 mins)
  - a) To confirm that the following items of correspondence have been received:-
    - Letter dated 24<sup>th</sup> September 2013 from Little John (External Auditors) Audited Accounts – to agree what to charge public for copy accounts before requisite statutory notice is displayed in Parish.
    - Letter dated 27<sup>th</sup> September 2013 from CDC Elections confirming no bye-election requests have been received with regard to Casual Vacancy and so RPC may go ahead and co-opt.

- Cllr Dix to discuss 'Rural Fair Share Petition' (copy of Rural Fair Share Petition Email dated 24<sup>th</sup> Sept 2013 (fwd to Cllrs 26.9.13) together with a copy of Cllr Dix's letter to MP Stuart dated 3<sup>rd</sup> Oct 2013 attached).
- b) To reach a decision on how future correspondence should be dealt with (i.e. continue to be sent to Chair's address or consider other options available).
6. **Council Vacancies** (Chair) (5 mins)  
To discuss Council's intention to co-opt 2 new members at the next full Council meeting (11 November 2013).
7. **Representations by District and County Cllrs** (Cllr McAra & Cllr Kingston) (8 mins)  
To receive any representations from Cllr G McAra and Cllr J Kingston.
8. **Minutes of last Meeting** (Chair) (2 mins)  
To approve the minutes of the last meeting dated 9<sup>th</sup> September 2013 as a true record (*copy attached*).
9. **Matters Arising** (Chair) (8 mins)  
To consider matters arising from previous minutes not already included on the Agenda.
  - To confirm completion of action points;
  - Administration Protocol;
10. **Chairman's Report** (Chair) (8 mins)  
To receive a report from the Chairman regarding actions to be taken, this will include the following topics:
  - **Operation Watershed** (to confirm update of site inspection dated 10<sup>th</sup> Sept 2013 and whether any further action has been taken with regard to owner of field).
  - **New Homes** (carried forward from last Council meeting of 9<sup>th</sup> September 2013).
11. **Finance** (Chair) (10 mins)
  - a) To resolve which Cllrs are to be added to banking mandate, in order to sign cheques;
  - b) Monthly Bank Reconciliation September 2013 (*to follow*);
  - c) Review of this Year's Budget (*copy attached*);
  - d) Initial thoughts on Budget for following year 2013/2014;
  - d) To consider grants and maintenance payments yet to be made;
  - b) To approve the following payments to be made (EB & SS to be signatories):
    - SALC £336.00 (*Recruitment Assistance*);
    - Mrs Cathryn Woolley £514.13 (*Clerk's wages and mileage*);
    - DCK Beavers Limited £147.72 (*Quarterly A/cs & Payroll for RK*);
    - PO Counters Ltd £116.80 (*HMRC*) (*Clerk's Net BR Income Tax*);
    - Mrs Cathryn Woolley £82.17 (*Clerk's reimbursement of expenses*);
    - SLCC Enterprises Ltd £60.00 (*Local Council Administration Book*);
    - PO Counters Ltd £38.20 (*Former Clerk's Income Tax*);
    - Rogate Village Hall £42.00 (*Hire of Village Hall 12<sup>th</sup> & 29<sup>th</sup> August 2013*);
    - Petersfield CAB £150.00 (*Grant*);
    - Rogate Church Burial Grounds Contribution £950.00 (*Grant*);
    - Terwick Church Burial Grounds Contribution £225.00 (*Grant*);
    - DCK Beavers Limited £30.00 (*Clerk's New Starter & Payroll*).
12. **Winter Maintenance Plan** (Chair) (5 mins)  
To receive an update, as follows:
  - WSCC to supply 2 additional grit bins;
  - Grit Delivery Schedule (*see copy location map attached*);
  - WSCC's request for insurance details – see WSCC email dated 1 October circulated to Cllrs EB, SS & PH on same date (*copy of email attached*).
  - Election of further members to Working Party
13. **Neighbourhood Plan** (Chair) (5 mins)  
To receive an update, as follows:
  - Website;
  - Questionnaire;
  - Info point in Rogate/Rake store;
  - Public Meeting on 27<sup>th</sup> October 2013 at 7pm and Steering Committee Workshop on 28<sup>th</sup> October 2013 at 10am both being held in Rogate Village Hall.

14. **Committee and Working Party Reports** (Committee/Wk Party Chairs) (20 mins)
- **Election of MH to a chosen committee;**
  - **RATA update**
  - **Open Spaces** – To receive and consider report and minutes of last meeting **16<sup>th</sup> September 2013** (*copy attached*) and to make the following proposals to Council.
    - Community orchard and allotments;
    - Planning application for Garbett's Lane steps;
    - Proposal that OSC take charge of playground maintenance contracts;
    - Proposal to instruct surveyor to draw up plan of Bull Hill Field and to consider erecting boundary fence. *Clerk will request that any members of public be excluded, in order to discuss with Council, points of law, which may be relevant before Council can consider making a decision, in this respect, as briefly referred to in Clerk's report dated 27<sup>th</sup> Sept 2013.*
  - **Planning** – To receive a report
  - **Neighbourhood Watch** – To receive a report.
  - **Finance** – meeting to be arranged; new Chair to be elected, draft committee's expenditure requirements and to arrange a public response meeting; NB: to be recorded in minutes of this meeting (14<sup>th</sup> October 2013) and on Agenda (11<sup>th</sup> November 2013), so sufficient time is provided for the public to make representations.
15. **Oil & Gas Exploration Digging Sites ('Fracking')** (Chair) (5 mins)  
To discuss and respond to potential issues of oil & gas exploration digging sites ('fracking').
16. **South Downs National Park Authority (SDNPA)** (Chair) (3 mins)  
To discuss any updates with regard to SDNPA.
17. **SALC News and Training** (Chair) (1 min)  
▪ WSCC & SALC conference dated 31 October at Boxgrove;
18. **Date of next meeting** (Chair) (1 min)  
To confirm the date of the next **full Council meeting** is scheduled for **Monday 11<sup>th</sup> November 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**).

END OF AGENDA

DATED 7<sup>TH</sup> OCTOBER 2013