

# 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 9<sup>th</sup> December 2013 at 7.30pm In

#### ROGATE VILLAGE HALL PAVILION

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<b><u>Councillors Present:</u></b>	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 Max Harwood (MH), Cllr Murray Spalding (MS), Cllr Ann Arnold (AA) and Cllr Greg Carter (GC) County Councillor Gordon McAra (GM) and District Councillor John Kingston (JK)
<b><u>In Attendance:</u></b>	WSCC Cllr Gordon McAra and CDC Cllr John Kingston
<b><u>Councillors Not Present:</u></b>	Cllr Shon Sprackling, Cllr Pete Button; Cllr Val Farren and Cllr Peter Howland (PH)
<b><u>Clerk Present:</u></b>	Cathryn Woolley (CAW) (Clerk)

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\*The reason why the numbering of these minutes are not in sequential order is as follows: Item 4 of the Agenda, detailed below, was permitted by EB to be brought forward to item 1, to enable Cllrs McAra and Kingston to give their reports early.

#### **4. Reports from District and County Councillors**

124/13 GM providing his report to Council with some of the points noted, as follows:

- Full County Council reduced revenue from Government but trying to maintain as many services as possible.
- Greater investment in roads – reference made to potential funding available, which could provide remedial action to smaller roads, such as potholes. Scraping roads to remove sand/grass from the middle of road – recommends Cllrs to let him/Dan Sanders know of any roads, which may qualify for this funding.
- Referred to substantial Neighbourhood Plan Report
- PBH asked if Mr Perks was still in charge of roads as he was looking into improving roads at Langley Bridge. Two representatives from WSCC came to Langley Bridge to fill potholes but spent most their time in their vehicles.
- EB asked about Operation Watershed; it was confirmed that 1.25million has been allocated for parishes' control. The remainder of 8 million will be under the control of Highways.

*\*It should be noted that GM left the meeting at this point.*

125/13 JK providing his report to Council with some of the points noted, as follows:

- Reference to Rhona Anderson's disagreement with the closure of Rake Post Office and hopes that RPC will support this action;
- CDC sent their support letter;
- December Community Forum has been cancelled;
- Next Council meeting 17.12.13;
- Welcomed new members to RPC;
- Require a better communication between SDNPA, CDC and RPC;
- CDC rationalisation restructure and cutbacks;
- Fracking – not to ignore a source of energy for UK, but need to fully understand the implications of how it will affect the area. EB confirmed that they have a balanced fracking meeting booked for this Sunday 15 December 2013.

#### **1. Representations by the public**

126/13 None.

**2. Apologies for absence**

127/13 Apologies received from Cllrs Sprackling, Button, Farren and Howland, which were all approved by Council.

**3. Declaration of Interests**

128/13 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. Minutes of the last meeting**

129/13 EB asked Council if she could sign the minutes of the last meeting dated 11<sup>th</sup> November 2013, as a true record of the meeting, subject to the amendments, which are to be noted, as follows:-

- The minutes stated that MS did not attend, when he was in attendance;
- Requested for the minutes to be page numbered and if the minutes are reordered could an explanation be given;
- **Unanimously** agreed that post should continue to be listed under correspondence as it was agreed that it was impractical to list every single email received.
- Under the heading of Finance, bullet number 3 should read ***“Monitored expenditure up to 7-10-13 and noted that £12103 is the expenditure to date and £8814 is the estimated expenditure for the rest of the financial year”***.
- Minute 122/13 – **Resolved: Susan Lawrie not Lowry**
- Minute 104/13 - the spelling of surname is Beattie, **not** Beatty and please add C.E. (Chief Executive) of SDNPA;
- Minute 18/13 - action point that SOBT was to obtain quotes, she thought Clerk to obtain quotes. It was agreed that the understanding was SOBT to obtain quotes and forward to Clerk.

CAW

SOBT

**RESOLVED:** Unanimously - that the minutes of the Parish Council meeting held on 11<sup>th</sup> November 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**

130/13 A summary of the following matters, where discussed, as follows:

- Noticeboards
  - AA & MH provided RPC with a report regarding noticeboards;
  - Focusing on Rogate Shop and Fyning Lane;
  - Discussions as to present noticeboard in Fyning Lane, moving notices into phonebox or placing in bus shelter. Some consider present location to be hub in the area as it also houses the post box and phone box but it is situated on private land whereas the bus shelter is a RPC asset. Using an aluminium board would be safe, dry and easy to maintain. Question of light in bus shelter may be an issue;
  - RPC reviewing picture of proposed noticeboard to finance from Jubilee fund.

**RESOLVED:** To trial a “test” set of minutes to see if the light is an issue.

AA

**ACTION:** To place a set of minutes in ***Fyning Lane/Terwick Rise*** bus shelter using AA’s noticeboard from the shop and to report back at the next meeting.

SOBT  
AA

**ACTION:** To furnish CAW with copies of quotes obtained, to be kept in quote file in accordance with RPC Standing Orders.

AA

- AA & GC returned Register of Member Interest forms to CAW.
- Historical Documents
  - AA has made enquiries into costs to copy original minute books from 1894.
  - EB confirmed cost for CDC to copy per page 40p/page.
  - **Considering transferring minute books to microfiche further enquiries to be made.**
  - EB will continue to retain historical documents until further notice.
  - **Considering scanning and retain information electronically, enquiries to be made.**

EB

EB

**8. Chairman’s Report**

131/13 Some of the points discussed, are as follows:-

**RESOLVED:** EB proposed, seconder FD and unanimously agreed that the policies mentioned in the clerk's contract be agreed.

**RESOLVED:** Unanimously agreed that the formation of grievance/disciplinary and appeal panels to be formed, if and when required.

**RESOLVED:** EB proposed, seconder PBH and unanimously agreed that the said policies be appended to RPC's standing orders.

**ACTION:** To append policies referred to above to RPC's standing orders.

CAW

132/13 Discussion regarding RPC's liability insurance and some of the points discussed, are as follows:

- EB confirmed risk assessment of CAW's home has been undertaken

**ACTION:** To review RPC's insurance policy and to provide a report of what is covered and report to the Finance Committee and to consider options for renewal.

MH

**ACTION:** To provide MH with a copy of RPC's insurance policy for review

CAW

133/13 Reference to Operation Watershed was made when referred to GM's report and RPC's application will be considered on 18 December.

*\*It should be noted that JK left the meeting at 20:29*

## **9. Finance RFO/Clerk's report**

134/13 Payments for approval - CAW made reference to **Appendix B** and requested Council's approval to all payments.

- Confirmed outcome of query which was raised with regard to Rogate Village Hall Committee's invoice no: **13/103** and it was **unanimously** agreed that CAW could make the payment from RAP account, not current account. To cancel cheque from current account.
- It was requested that the gridlines be removed from Appendix B.
- Consideration was given as to whether or not the payroll processing fee of £24 (including VAT) to DCK Beavers Limited was necessary. CAW confirmed that it was because otherwise she would be paying herself.
- EB confirmed that the hire of the village hall has been agreed at a reduced rate of £17 per session (reduced from £19/session) with Chris Bleasdale, with immediate effect. **Unanimously agreed for CAW to write a letter of thanks from RPC.**
- **Online backup – unanimously agreed for CAW to forward details of the £19.99 per year online backup to SW.** It was **unanimously** agreed that it was not necessary to purchase an external hard-drive as well. CAW recommended Carbonite as used it before.
- **Unanimously agreed for CAW to come up with a proposed plan of when to fit in Committee minutes; consider third week of the month.**
- CAW asked if RPC wanted to see copies of bank statements and reconciliation statements each month. **Unanimously agreed that they this was unnecessary, but agreed for CAW to forward copy bank and reconciliation statements to SW as Finance Chair, each month.**

CAW

CAW

CAW

CAW

CAW

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

CAW

## **10. Grants/Funding**

135/13 The email referred to in Agenda under this item was referred to in GM's report, under minute 124/13 above.

## **11. Committee and Working Party Reports**

136/13 RPC noting that terms of reference is required for each Committee and SW offered to draft a template and circulate this for approval by RPC.

**ACTION:** To draft terms of reference and circulate to CAW and RPC, for approval at next RPC meeting.

SW

## **137/13 PLANNING**

- RPC **unanimously** agreed to **receive** the planning minutes dated 9 September 2013, 14 October 2013 and 11 November 2013 respectively;

138/13 **FINANCE**

- It was **unanimously** agreed to **receive** the finance minutes dated 18 October 2013 and draft minutes dated 25 November 2013 respectively;
- Reference was made to proposed Finance Committee timetable with regard to defining the budget and proposed precept recommendations to RPC in January. CDC to be emailed precept information on 14.1.14.
- Confirmed that the finance meeting on 18 December 2013 is setting the scene and 13.1.14 will be when the recommendations are made to RPC for approval.
- It was **unanimously** agreed for SW's article to be placed in R&T News, save for a couple of small amendments

**OSC**

139/13 Next OSC meeting is scheduled for 27.1.14 and it is at this meeting the original title deeds will be perused in line with previous minutes dated 11.11.13 under minute reference 109/13.

- Draft OSC Minutes dated 16<sup>th</sup> September 2013 were formally received by RPC;
- It was confirmed that the owner's permission has been obtained for the hedge to be cut;
- Reference was made to overhanging branches in general and that Dan Sanders of WSCC should be contacted.
- It was suggested that a telephone number for WSCC goes into the winter plan emergency contact details, should anyone see any trees, which pose a problem.
- It was confirmed that EB met with WSCC's arboriculturist to survey Terwick Woodland last year.

**ACTION:** To put a sentence in R&T News asking people to be vigilant about overhanging branches and to contact highways.

EB

140/13 Garbetts' Wood Steps Project

- As PH was absent, FD provided an update on the Garbetts' Wood Steps Project in that an architect had been instructed by FD (sourced from R&T news) who will produce a drawing for planning purposes.
- Stephen Allberry will continue to be involved throughout the process.
- FD mentioned that there may be community funding support available to fund the project
- Contact with Ed Dickinson and Dan Sanders will be made

**ACTION:** To ascertain whether any funds were still available from Big Society Fund, which could be utilised towards Garbetts' Wood Steps Project.

FD &  
CAW

**RATA**

141/13 Reference was made to the Traffic Working Party report (a copy of which is filed with these minutes), some of the points referred to were as follows:

- Shared Space Traffic Calming meeting was well attended on 2 December (42 in attendance);
- RPC thanked FD for her hard work regarding this matter;
- Traffic Working Party met with Ben Hamilton-Baillie before the public meeting needed to set objectives which can be measured.
- Reference made to Peter Bradley WSCC who is the contact for funding for projects had attended along with Dan Sanders and two highways engineers.
- Reassured that Ben Hamilton-Baillie and Studio LK Ltd will communicate with each other in terms of the two independent projects.
- SW looking into the possibility of a 30mph speed limit for Rake and Hill Brow.
- Habin Hill – a meeting has been set up for 7 or 8 January and Dan Sanders and other highway engineers will be in attendance.

**WEBSITE**

142/13 The following points were confirmed as follows:

- Meeting with EB, CAW and Peter Strike (PS) was successful with PS informing CAW how to make the various changes and updates to the new RPC website;
- Launch date Friday, 20<sup>th</sup> December 2013;
- Confirmed that Register of Member of Interests form must be displayed on the website;
- Councillors' contact list to be produced on the website and printed for noticeboard.

- It was agreed to not have Councillors photographs on the website.

**ACTION: Councillors to forward their completed profiles to CAW, in good advance of the launch date.**

**ALL**

143/13 **WINTER MANAGEMENT**

**ACTION: Winter Emergency Contact Card to be carried forward until the New Year.**

**GC**

**ACTION: Transfer of bin has occurred.**

144/13 **NEIGHBOURHOOD WATCH**

A discussion regarding the reinstatement of the neighbourhood watch took place, some of the points discussed, are as follows:

- A successful meeting with David Ewing of Rake was undertaken;

**ACTION: A subsequent meeting with Nick Jacobs will be arranged.**

**MS**

**ACTION: To put an article in R&T News explaining the requisites required for reinstating RPC Neighbourhood Watch.**

**EB**

**12. Maintenance of Assets**

145/13 An update of the bus shelters had already been provided earlier on during the course of the meeting.

Footpaths

**ACTION: To put an article in R&T News confirming "Pathwatch" along with contact details for residents to contact.**

**EB**

**13. Neighbourhood Plan Update**

146/13 A brief update on the Neighbourhood Plan, as follows:-

- Reference made to Standing Committee meeting 12.12.13 when Studio LK's study will be presented.
- Reference to Paddy Walker's last email and moving forward there will be more public consultations in 2014 before a draft plan is written.

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

147/13 Reference was made to recent emails circulated. EB attended a meeting in Petersfield aimed at finding a common picture/image to define SDNP similar meetings have been held across whole of SDNP.

**15. SALC News & Training**

148/13 Some of the following points were confirmed:-

- CAW confirmed attendance to New Clerk's Induction Course;
- Reference made to SALC Newsletter.
- Reference made to items mentioned in SLCC newsletter.

**ACTION: To provide comments regarding consultation for parish councils audit.**

- Reference made to items available to RPC to read.

**SW  
CAW**

**16. Fracking/energy**

149/13 Confirmation of the Rogate Facts about Fracking Meeting scheduled for Sunday 15 December 2013 at 6.30pm - some of the following points were confirmed:-

- SOBT confirmed that she put together the contact list and invited all speakers to ensure a neutral and impartial meeting for the Parish.
- Any speakers who were unable to attend RPC's proposed meeting have been referred to attend Midhurst or other neighbouring parishes;
- Planning application has been submitted in Fernhurst
- RPC are the front runners in providing an information fact finding session in respect of fracking with the hope that neighbouring parishes can carry on.
- RPC thanked SOBT for her hard work.

**17. Correspondence**

150/13 In addition to various email correspondences, which have been circulated within the month to RPC, the following items of correspondence received by post, as follows:

- Email from Rhona Anderson regarding the closure of Rake post office. It was **unanimously agreed, subject to one abstention from AA (as an acting postmistress)** that RPC will support any petition that Ms Anderson wishes to put together requesting reopening of the Post Office in Rake Stores.

**ACTION:**      **To write an email reply to Rhona Anderson confirming RPC decision.**

**EB &  
CAW  
CAW**

- AON insurance letter regarding snow clearance, salting and gritting.
- Email from FD regarding LEA vacancy at Rogate School, should any Cllrs be interested;
- Homestart letter enclosing notice, which it was **unanimously** agreed to put on a noticeboard in the shop.
- Email from Adrian Bird re: English Heritage application to obtain historic status for roman road across Weavers Down, where it was **unanimously** agreed to confirm RPC's support to the application being made.

**EB**

**ACTION:**      **To provide an email reply to Adrian Bird to confirm the above.**

**CAW**

- Email from F Foseberry re: Rogate Recreation Ground regarding posts which need repair. Also, safety of the tree was raised.

**ACTION:**      **To speak with Brian Allison; Debbie Pattison and Emma Yellop.**

**EB**

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

151/13    This was a new item on the Agenda, which was welcomed by RPC.

- AA asked for Councillors Training to be **included on a future Agenda**;
- GC is dealing with the projection and AV projectors he hopes to report back in January 2014. GC declared an interest as he does run his own AV business but he is making his recommendations to RPC free of charge and all quotes provided are web quotes, which RPC **unanimously** agreed to GC carrying on with his enquiries. **Add to next meeting's Agenda.**

**CAW**

**CAW**

#### **19.      Date of next meeting**

152/13    The date of the next full Council meeting will be **Monday 13<sup>th</sup> January 2013 at 7.30pm** in Rogate Village Hall Pavilion.

**There being no further business, the meeting ended at 22.25pm**

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