

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 14th October 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 Shon Sprackling (SS); Cllr Fiona Dix (FD); Cllr Peter Button (PB);
Cllr Pauline Berrisford-Hill (PBH) and Cllr Peter Howland (PH)

Clerk Present: Cathryn Woolley (CAW) (Clerk)

1. Representations by the public

79/13 There were representations made by 3 members of the public mostly relating to the proposal for Bull Hill Playing Field on the Agenda, dated 7th October 2013, of the full RPC meeting, item 14 under OSC.

The main concerns expressed were:

- a. why the public may be excluded from part of the meeting
- b. why a surveyor need be called in
- c. the importance of maintaining the hedge as a valuable wildlife habitat and not replacing it with a post and wire fence
- d. the need for RPC to improve the upkeep of the area, including grass cutting, removal of fallen branches and to have the trees surveyed for safety reasons
- e. whether RPC has any plans to develop the site.
- f. that the Minutes and Agendas are not available on the website.

In answer to these concerns:

- a. it was confirmed that the OSC meetings are open to the public
- b. SW had walked around the field and that the boundary is quite clear and that no incursion had taken place
- c. RPC has no intention of replacing the hedge with a fence and will continue to maintain it as a wildlife resource
- d. these suggestions have been noted
- e. there are no such plans
- f. the present website is being closed and a new one which RPC can directly control is being set up.
- g. that the item was not to be held 'in camera' as it seemed to suggest on the agenda;
- h. that the proposals included on the agenda were taken from the **draft** OSC minutes of 16 Sept meeting and that those minutes may be subsequently amended by the next OSC meeting; and
- i. that those proposals were now rescinded.

2. Apologies for absence

80/13 An apology from MS was approved by Council.

3. Declaration of Interests

81/13 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. RPC Website

82/13 The Council received a presentation from Peter Strike with reference to his recent proposal for a new RPC website, which he will be able to have up and running in a month's time.

RESOLVED: Unanimously

- The existing web developer's account should be negotiated and paid on successful transfer of the website to RPC;
- Peter Strike to be instructed to design a new RPC website, in line with his proposal (subject to providing comparable similar hosting agreement costs).
- The working party of EB, SOBT, SW and CAW was agreed.

EB

ACTION: CAW to arrange meeting with Peter Strike and members of working party to initiate action plan for website. Clerk to try and extract Contract for existing web developer.

CAW

5. Reports from District and County Councillors

84/13 This agenda item was brought forward from item 6 on the Agenda, to item 4, in agreement with Council.

WSSC Cllr Gordon McAra (GMA)

A summary of some of the points referred to, as follows:

- CLC RATA £10,000 awarded – RPC needs to keep control of the project;
- Consultation is viable and so the VAT can be reclaimed;
- Recommended that FD deal with WSSC Highways contact;
- Haben Hill and Garbetts Lane surfaces are scheduled to be done.
- EB asked why Langley was missed on the operation watershed plan and GM will follow this up with WSSC.

CDC Cllr John Kingston (JK)

A summary of some of the points referred to, as follows:

- Important meeting on 24 October 2013 – finalise the local plan;
- All Parishes meeting on 17th October;
- New Grange in Midhurst opens in 2014;
- St Cuthmans – decision to be reached in December 2013, at the earliest;
- “Fracking” – several meetings for councillors to attend.

6. RPC Correspondence received

83/13 *Letter from PFK Littlejohns (External Auditors) dated 24th September 2013 noted by Council.

RESOLVED: Unanimously

- The notice would display EB’s address details should the public wish to receive a copy of the audited accounts.
- A fee of £5 will be charged to any members of the public, in respect of copying and postage costs. Once the website is up and running, this document can be uploaded and available to download for free.

ACTION: EB to arrange display of notice on the Parish noticeboards (and in the R&T News).

*Letter from CDC Electoral Department dated 27th September noted by Council.

*FD referred to Rural Fair Share Petition, where only 4 Cllrs and 10 Residents signed.

*Regarding postal correspondence for RPC.

RESOLVED: Unanimously – RPC’s postal correspondence to continue to be sent c/o EB’s address.

7. Council Vacancies

84/13 Council noted that Dr Heather Illing felt unable to accept terms of office due to work commitments and it further noted that 2 potential candidates for co-option have made their applications to Council.

RESOLVED: Unanimously

- Keep council vacancies open until 8 November;
- Intention to co-opt two members at the next full Council meeting of 11 November.

8. Minutes of the last meeting

85/13 EB asked Council if she could approve the minutes of the last meeting dated 9th September 2013, as a true record of the meeting, subject to the amendments, which are to be noted, as follows:

- Minute 73/13 – the list referred to is entitled Rogate Parish Council Project Infrastructure Plan for SDNPA.
- Minute 70/13 - should refer to full names of newly co-opted candidates, then refer to initials.
- Minute 74/13/9 – The action should read... *EB to forward email to Paddy Walker.*
- Minute 74/13/2 – Delete Balfour Beatty as it should read Hamilton Baillie Associates;
- Minute 74/13/2 - PH is Vice-Chair;
- Minute 75/13/3 – EB should be included on each committee;
- Minute 75/13/4 -The date of the finance committee was to be arranged in between meetings, not at the next full Council meeting.
- Minute 77/13/1 With regard to RATA – should read: *traffic crossing on A272 was withdrawn.* – nothing to do with inadequate funding.
- Minute 78/13 - To add **9th December 2013** as a forthcoming date for full Council meeting.

RESOLVED: That the minutes of the Parish Council meeting held on 9th September 2013 are signed as a true and correct record, subject to the above amendments.

EB

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

86/13 EB going through the **action list** of the last set of minutes dated 9th September 2013, as follows:

- Minute 70/13/3 - Actioned
- Minute 71/13/1/e -Final date for when paper plans are revoked – 30.04.2013
- Minute 73/13 - **SOBT to re-circulate RPC Project Infrastructure Plan for SDNPA to Cllrs.**
- Minute 72/13/2/c this minute should read: for a financial grant submitted by Paddy Walker had not been approved. A new application will be made.
- Minute 74/13/2 Actioned
- Minute 74/13/3 Actioned
- Minute 74/13/4 **RESOLVED**
 - Working party (VF, MH & FD & EB) to deal with costing of new noticeboards;
 - SW will forward quote of the noticeboards;
 - EB to announce in R&T News re: noticeboards.
 - Include as a budget item for next financial year.
- Minute 74/13/6 New Homes bonus was a one off and the opportunity has now been missed.
- Minute 74/13/7 Admin Protocol was dealt with as separate Agenda item.
- Minute 74/13/8 Winter Emergency Plan agreed by PH and Council **unanimously** agreed for **Clerk to sign WEP and return to Dan Sanders.**
- Minute 75/13 MH would like to join the Finance Committee.
- Minute 76/13/1 **RESOLVED:** To pay Paddy Cox £83.40 and request for maps to be returned.
- Minute 77/13/3 Actioned.

SOBT

EB

**SW
EB
CAW**

CAW

EB

FD referring to the administration protocol she circulated today. SW requested that this is deferred to the next Council meeting, to allow sufficient time for Cllrs to read the same.

ACTION: To include as an Agenda item for next full Council meeting.

CAW

ACTION: SOBT to circulate monthly workflow list she referred to.

SOBT

10. Chairman's Report

87/13 EB confirmed that with regard to the following matters listed on the Agenda.

- **Operation Watershed** – dealt with at minute 84/13, referred above.
- **New Homes** - dealt with at minute 86/13, referred above.
- EB requested that individual Cllrs start taking responsibility for individual Council matters.

ACTION: SW to advise EB where in Canhouse Lane experiences flooding.

SW

11. Finance

- 88/13 a) Bank mandate – it was agreed that 4 signatories were sufficient.
b) Monthly Bank Reconciliation – budget against expenditure report to be produced.

ACTION: CAW to produce this report for full Council Agendas from now on.

CAW

- d) Initial thoughts on budget to CAW or EB. Finance Committee meeting **Tuesday 22 October 2013 at 7pm.** SS gave his apologies.

- f) **RESOLVED:** Council approved the Accounts for Payment as set out on Agenda plus approved additional payments as follows:-

- PFK Littlejohns LLP (External Auditors) £240.00
- Mr Paddy Cox £83.40 (expenses)

CAW

12. Winter Maintenance Plan

89/13 PH has completed the Winter Maintenance Plan with Dan Sanders of WSCC. SS wants to clarify the insurance requirements with WSCC, as he is not personally responsible for the gritting of the roads; he has done so in the past out of goodwill, no formal contract in situ.

ACTION: CAW to forward Dan Sanders contact details to SS, to deal with insurance/contract.

**CAW
& SS**

To add Parish Council Emergency Response 2012 as an agenda item for next Council meeting.

CAW

13. Neighbourhood Plan

90/13 The website is up and running; the leaflets have been delivered to most households in the Parish. There is an information point in Rogate store and soon to be one in Rake.

- Public Meeting & Steering Committee meetings as confirmed in Agenda.

- Grant of £7,000 to credit RPC's bank account earmarked for N/Plan.

14. Committee and Working Party Reports

91/13 RATA

- FD referred to GMA report regarding £10,000 award and that she will shortly be meeting with Ben Hamilton Bailee to update timings;
- Proposal to use a Temporary Speed Reminder (TSR) Bull Hill and possibly in other areas such as Wenham and near the school in Rake.

ACTION: RATA to put forward proposal for costings of TSR to be included in 2014/15 budget;

FD

Open Spaces

- Community Orchard and Allotments – OSC were merely thinking of these as a possibility.
- PH re: Garbetts' Wood Steps Project - benefit local community and SDNPA may contribute, Stephen Allberry may be able to help on costings and Highways have already indicated supporting initiative
- Proposal to instruct surveyor is no longer on the table;
- CAW confirmed that the original title deeds of RPC Owned Lands have been photocopied, for the benefit of the OSC and that the original title deeds would not leave the possession of CAW until such time as Council agree for these to be placed in safekeeping, such as the County Archivist.

RESOLVED: - 1) The OSC Chair, PBH, can take the photocopy title deeds home, as Chair of OSC, and any other Cllr can arrange with PBH to view these at her home.
2) A subsequent meeting at EB's house would be arranged so that the Clerk can attend with the original title deeds, in order that the OSC may check the title deeds against the original title deeds (and requests can be made for any additional copies to be made) before the original title deeds are placed in safekeeping with County Archivist, which will be arranged, as soon as possible, thereafter.

ACTION: EB to arrange a meeting with OSC members to inspect the original title deeds.

EB

ACTION: OSC/PH to put forward proposal for costings of Garbetts' Wood Steps Project to be included in 2014/15 budget.

PH

Planning

- Various planning applications dealt with at tonight's meeting – no objections raised.

Neighbourhood Watch

ACTION: To put MS in touch with resident David Ewing to relay knowledge of Neighbourhood Watch in Rake.

CAW
& MS

15. Oil & Gas Exploration Digging Sites ('Fracking')

92/13 SOBT reporting on fracking, some of the points discussed included:

- Exploratory well drilled in Harting Combe in 1976 and 1985;
- SDNPA meeting on Oil and Gas Exploration the Weald. EB and SOBT to attend 15 October 2013;
- Need to provide some response to residents.

RESOLVED: Unanimously - To invite FrackFreeFernhurst to give a short presentation to RPC and also to arrange a separate short presentation from Celtique Energie to hear opposing and in favour views.

ACTION: To arrange for FrackFreeFernhurst to give a short presentation to RPC

SOBT

16. South Downs National Park Authority (SDNPA)

93/13 A brief summary of points discussed include:

- There was a missed opportunity in August to look at Partnership Management Plan, but, the date for submission was 16/9/2013 although nothing worth considering;
- No mention of or policy on fracking;
- MH agreed to read SDNPA emails forwarded by CAW and to take note and report back to RPC each month.

ACTION: MH to read SDNPA emails and report back to RPC accordingly.

MH

17. SALC News & Training

94/13 The following was confirmed:

- SALC Conference is on 31 October but no-one from RPC attending;
- It was agreed that CAW would read all emails from SALC and NALC and notify RPC of any updates or anything of interest.

CAW

18. Date of next meeting

95/13 The date of the next full Council meeting will be **Monday 11th November 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