

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 10th February 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 Shon Sprackling (SS); Cllr P Button (PB); Cllr Steve Williamson (SW); Cllr Val Farren (VF); Cllr Peter Howland (PH); Cllr Ann Arnold (AA) and Cllr Greg Carter (GC)

Councillors Not Present: WSCC CC Gordon McAra (GM); CDC DC John Kingston (JK); Cllr Max Harwood (MH); and Cllr Murray Spalding (MS)

Clerk Present: Cathryn Woolley (CAW) (Clerk)

It should be noted that the members of the public who wanted to make a representation had not arrived for the start of the meeting, which is why RPC brought forward item 5. Members of the public arrived during the course of item 5. It was agreed by RPC, that item 5 should be heard in its entirety before allowing the public to make their representations to RPC, resulting in the numbering of minutes not being in sequential order.

2. Apologies for absence

29/14 Apologies received and approved for Cllrs McAra; Kingston; Harwood and Spalding.

3. Declaration of Interests

30/14 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

31/14 GM's email report dated 10.2.14 was referred to (see **Appendix D**).

32/14 EB confirmed that JK had nothing to report for tonight's meeting.

5. SDNP Dark Skies Project – presentation by the team leader, Dan Oakley

33/14 Council received a presentation by Dan Oakley (DO) (see **Appendix E– note report awaited**)

ACTION: To receive additional leaflets/cards/posters to display and distribute in Parish

ACTION: To receive article from DO for March R&T News to encourage residents to complete 'Dark Skies' survey

ACTION: Clerk to add SDNP link to RPC website.

SO'BT
SO'BT
CAW

1. Representations by the public

34/14 ...

- Joff Henley spoke about appalling potholes on the privately owned Byway 1180, which WSCC have a statutory obligation to maintain for access;
- EB reported that RPC wrote to WSCC (Dec 2012), and she arranged for Byway 1180 to be inspected (Aug 13) by Balfour Beatty (sub-contractors);
- Roy Rathborne referred to possible health and safety liability consequences (e.g.) ambulance access;
- FD confirmed RATA would take Byway 1180 under their remit.

6. SDNP management RPC Woodlands presentation by Forestry & Woodland Development Officer, Nina Williams

35/14 Council received a presentation by Nina Williams (NW) (see **Appendix F**)

ACTION: NW to consult colleague re: heathland restoration and report back to RPC.

ACTION: To register the woodland areas with the Rural Land Registry (RLR) to obtain SBI Number.

ACTION: Apply for two grants referred to in NW's report.

ACTION: NW to ask Dave Rogers of Forestry Commission to talk to RPC at future meeting.

CAW

7. Minutes of last meeting

36/14 **Unanimously approved** the minutes of the last full Council meeting on the **13 January 2014** as a true record, subject to these amendments:- Minute 27/14: The date of the Star Party was 8.2.14; Minute 26/14:FD/SO'BT understood this to be an action, not a formal resolution; Minute 14/14: Nina Williams is from SDNP not Woodland Trust.

8) Matters arising from previous minutes

- 37/14 EB confirmed that she wanted to deal with items 12.5 – 12.9 under this section of the meeting, as not Committee or Working Party reports.
- 12.5 Website – EB reminded Council that there are still profiles, which remain outstanding, Clerk to swap over to new clerk email address. **ACTION: To sort emails and notify RPC once done.** CAW
- 12.6 Winter Management – GC had produced an emergency contact details card. R&T had covered printing costs and inserted in Feb issue. RPC thanked GC for doing this.
- 12.7 Neighbourhood Watch – update to carry forward until next meeting, as MS not present. CAW
- 12.8 Historical documents deposited with Central Records Office who provided scheduled receipt to Clerk.
- 12.9 GC purchased RPC projector/screen. RPC thanked GC for doing so.
- 9) **Chairman's Report (EB)**
- 38/14 ...
- **All Parishes Meeting 1st May 2014** - RPC should send 2 representatives. CDC requested comments re: meeting's format. a) RPC questions the costs of serving food; b) Update re: high speed broadband and c) Contingency plans re: extremes of weather. **ACTION: Clerk to email RPC's comments to CDC** CAW
 - **Request for gas supply; ACTION: To write letter to British Gas, to request piped gas connection to Rogate/Rake.** CAW
 - **Power cuts** – it was agreed no further action was required.
 - **Generator for Village Hall - unanimously agreed** RPC should write letter to Village Hall Committee in support of grant applications. CAW
 - **Operation Watershed** – EB consulted with Balfour Beatty, to chase up anticipated works; **ACTION: CAW to look out for any communication from Balfour Beatty** CAW
 - EB advised SW that the application for Bull Hill (second tranche) of this grant has now been applied for £2,000. SW raised concerns over RPC's liability in terms of signing off works. **ACTION: SW to contact Dan Sanders.** SW
 - **Six monthly review of Clerk's employment arranged for 20.3.14.**
- 10) **Finance RFO/Clerk's report**
- 39/14 RFO's Monthly Finance Report to Council (**Appendix B**); All payments approved, including two payments to DCK Beavers Limited (£24.00 & £111.80) and cheque to GC (£290.99) reimbursing projector/screen costs. All comments noted. CAW
- Clerk's Monthly Report to Council (**Appendix C**). All comments noted.
- 11) **Grants/Funding**
- 40/14 **New Homes Bonus** –RPC may be entitled to an indicative sum of £1,200.
- Bus Shelter Repair** – FD noted there may be potential funding available to repair bus shelters, indicated in CLC minutes. **ACTION: Clerk to contact GM to explore possible grant opportunities.** CAW
- Youth Club** – EB stated that RPC need to reimburse the youth worker wages. WSCC now have correct details on file. **ACTION: To reimburse youth club** CAW
- ACTION: SW to report re: funding opportunities in rural bulletin; CAW to add to next Agenda.** SW
- 12) **Committees and Working Parties' reports**
- 41/14 **12.1 Finance (SW)**
- No committee meeting since last full Council meeting. Government notification has been received re: councils who have applied for more than 2% precept increase stating that the referendum may be applied to larger councils. SW hoped this would not apply to small parishes such as RPC.
- 12.2 Planning**
- Unanimously agreed** to receive minutes of planning meeting dated **13th January 2014**
- 12.3 Open Spaces**
- To receive minutes of OSC dated **27th January 2014 (RPC)** **ACTION: FD to notify clerk of amendments; Clerk to amend, re-circulate and add to next month's agenda to be received.** CAW & FD
 - **RESOLVED: Unanimously agreed that CAW could ascertain costs for scheduling title deeds for RPC owned lands from M&L Sols** Once rural land registry application completed the said RPC owned lands' title deeds are to be stored with M&L Sols, in one deeds packet. CAW
 - **ACTION: SW was given authority to agree quote with Clerk, provided less than £500 plus VAT.**
 - **RESOLVED: Unanimously agreed that once title deeds scheduled RPC to instruct a Land Agent to deal with RLR registration.** SW suggested parishioner/Land Agent Simon Ward; CAW & SW
 - Question of any dangerous trees to be included within any proposed woodland management plan.
 - Re: Garbetts' Wood Steps Project, Architect, Stuart Winter-Rimmer (SWR) has not been paid. If SDNP do not have funds - RPC to consider making payment to SWR. **ACTION: To confirm if SDNP have funds within budget and confirm at next meeting.** CAW
- 12.4 RATA**
- FD referred to her report previously circulated (**Appendix G**)
 - Proposed that RATA deal with BOAT 1180 and parking at Rogate school; **ACTION: Re: Habin Hill vegetation to revisit and discuss with residents.** EB & FD
 - RATA were responding to concerns to traffic concerns raised by residents.
- 13) **Maintenance of assets of RPC Owned Lands**
- 42/14 **13.1 Bus Shelters** – refer to action minute 42/14 detailed above.
- 13.2 Noticeboards**
- RESOLVED: Unanimously agreed for AA to let Clerk know which noticeboard to order (16 sheets) to be placed on the wall outside of the shop and to utilise the residual Jubilee funds of £806** CAW
AA & CAW

RESOLVED: Unanimously agreed to wait to hear from Fyning Terwick & Bordon Wood Association (FTBA) re: possible contribution to Terwick Common noticeboard.

ACTION: SS will establish if noticeboards should be insured. AA to ask MH

SS &
AA

14) Neighbourhood Plan: update (EB)

43/14 ...

- Approx. 110 people attended 9th Feb open meeting chaired by NP Lead Chair, Paddy Walker (PW)
- PW outlined how LK design proposals had been incorporated in the questionnaire for Parishioners' comments to respond;
- PW addressed concerns by North Street residents. Marcus Batty invited to join the Steering Committee (SC).
- EB stressed the LK design plans are merely ideas to encourage people to generate their own ideas.
- 85% of village had received questionnaires. RPC would encourage people to get the questionnaires filled in and these will be looked at by firm of accountants who will evaluate. If there are lots of written comments, then the questionnaires will be referred to one/two members of the SC.
- Langley have not received questionnaires. **ACTION:** SW to talk to Elizabeth Eavey
- Additional questionnaires to be produced; Questionnaires are available to print/complete online.

15) Rogate Star Party on Saturday 8th February 2014 (SO'BT)

44/14 ...

- Rogate Star Party success with 150 people in attendance.
- **Rogate Community Sky Centre Project (RCSC Project):** RPC welcomed the proposed partnership project. Brian Allison indicated the observatory could be housed on Rogate Rec. Grd. GM/JK to advise on funding.
- The project fits in perfectly with SDNP Dark Skies Project.
- SO'BT thanked FD and her husband for giving their telescope and RPC thanked SO'BT for organising party.

ACTION: To create working party for proposed 'Rogate Community Sky Centre' project.

SO'BT

16) SDNPA: report & update

45/14 None

17) SALC/NALC/SLCC: news & training

46/14 SALC Newsletter (copy previously circulated) – cost of Councillor Training (£60 inc VAT)

ACTION: to circulate PDF of NALC legal topic note.

RESOLVED: Unanimously agreed that 2 Cllrs can attend new/refresher Cllr training this financial year 2013/14 with 2 Cllrs to attend next financial year 2014/15. Any Cllrs interested to contact the Clerk.

CAW

18) Fracking/energy (SO'BT)

47/14 ...

- Kirdford goes to CDC (31.1.14) meeting re: Shale Gas application was only for parishioners
 - Lynchmere/Fernhurst – Vice Chair of Lynchmere (Sandie Moore) emailed a legal response to SDNP, plus a 52 page scientific report commissioned from Prof. David Smythe detailing conclusive seismic risk. **ACTION:** email PDF of report to SS.
 - Report of local fracking meetings – Fernhurst's last meeting; Majority vote against with one abstention.
 - Next Public Meeting 13.2.14 at St George's Church, Chichester (being run by a member of public).
- ACTION:** To form RPC Fracking Working Party and to write article in R&T News
- RPC unanimously agreed that they would continue to take a balanced and impartial view.

SO'BT

SO'BT

Other matters

- Reference was to Arun & Rother Rivers Trust (ARRT) conference on 6.2.14. Highlighted a number of grants, which deals with restoration of the River Rother. **ACTION:** To invite Sebastian Anstruther of ARRT to address next full council meeting; Chair of Trotton/Chithurst to also be invited.

SO'BT

19) Correspondence

48/14 ...

- Emails as previously circulated, incl email from Mrs Stacey re: flooding at Hugo Platt dated 24.1.14.
- ACTION:** To write to Affinity (Housing Association) to ascertain landowner of the ditch causing flooding.
- Bank Statements received – filed in finance file (checked by SW).

CAW

20) DATE OF NEXT MEETING

49/14

To confirm the date of the next full Council meeting is scheduled **Monday 10th March 2014 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).