



**Full Council Meeting
MINUTES**

Monday 8 December 2014

Councillors in attendance: Ann Arnold (AA), Pauline Berrisford-Hill (PBH), Elizabeth Brown (EB) (Chairman), Fiona Dix (FD), Val Farren (VF), Max Harwood (MH), Peter Howland (PH), Steve Williamson (SW)

Clerk: Kevin Jones (KJ)

In Attendance:

Gillian Keegan (Chichester District Council) – Nick Jacobs (For Item 11 – Neighbourhood Watch only)

Meeting started 7.35pm

1) Representations from the public: None

2) Apologies for Absence

Received and accepted from Peter Button, Sarah O'Brien Twohig and Shon Sprackling.

3) Declarations of Interest: None

4)

1) District & County Councillors Reports

Gillian Keegan (Chichester District Council) informed the Council of the progress of the forthcoming Public Enquiry into the Durand Academy (10 February) in Stedham and its possible impact on outlying parishes. Major issues locally will be the construction traffic and weekly coach trips ferrying children in and out. This traffic will be directed through Miland and therefore through the parish. Gillian informed the meeting that under Rule (6) "other interested parties" could make representations and that Stedham PC (via Steve McGurl) and Miland PC (via Mike Friend) were taking advantage of this.

People could make representations directly to South Downs National Park Authority and the local M.P., Andrew Tyrie. (VF) will get more information from Mike Friend. **Action: (VF)**

I(EB) will include this information in the Rogate & Terwick news. **Action: (EB)**

Gordon McAra (West Sussex County Council) was not present and Fiona Dix presented a short report on his behalf. Gordon McAra was pursuing the issue of new catering facilities for Rogate School but meanwhile had tried to ensure more reliable interim arrangements.

5) Minutes of last meeting

The minutes of the last meeting held on the **10 November 2014** were received by the council. Fiona Dix requested amendments and approval of the minutes was postponed to the next meeting. **Action: (KJ)**

6) Chairman's Report (EB)

a.) Byway Open To All Traffic (BOAT) 1180

Work has been completed on the maintenance of this BOAT. **(PBH)** was requested to ask relevant residents to write to Helen Chalk, our local Ranger, with their views on the repairs. **Action (PBH)**

b.) Terwick Lane

Repairs have been made, but not to a very satisfactory standard.

c.) Rogate School Crossing Patrol Vacancy

This is to be publicised in the Rogate & Terwick News and (FD) will liase with the school.

Action: (FD)

7) Finance Report (SW)

Income Received this month: £0.49 bank interest and £518.93 from HMRC.

Expenditure Expenditure is broadly according to budget except for the following expected underspends:

	£
• Salaries	2,000
• Legal/Consultancy Fees	1,500
• Accountancy Fees	580
• Subscriptions	400

Included in the assumed level of spending to the end of the financial year is £2,000 on nameplates for each of the Council's land holdings, as advised by the Open Spaces Committee, which will need to be implemented in the New Year. **Action: (GC)**

Together with other projected small underspends total expenditure will be £4,400 below budget. In addition; this year we have received £2,400 in reclaimable VAT from expenditure incurred in 2013/14.

In total we expect to finish the year with a surplus of income over expenditure of approximately £6,800. The surplus will be added to reserves which were significantly depleted in 2012/13.

Projects

No change from last month.

Neighbourhood Plan – Further £3,000 expenditure to complete

RATA – Once VAT is reclaimed about £1,300 will remain in the account

RAP – About £5,100 remains for future maintenance

Garbit's Steps - £4,700 remains to be spent.

Operation Watershed – work completed – awaiting invoices

- Greg Carter checked the bank reconciliation

8) Payments to be approved

Payee	Detail	Amount (£)	Heading
Clerk's/RFO salary & PAYE		Not Disclosed	Administration
Elizabeth Brown	Website Cost	21.91	Administration
Fiona Dix	Colour Prints	44.80	RATA
Rogate Village Hall Committee	Hall Hire	19.50	Administration
Farrow Creative	Neighbourhood Plan Website	66.00	Neighbourhood Plan
Rogate Village Hall Committee	Hall Hire - October	97.50	Administration
Rogate Village Hall Committee	Playground Lease & Mowing	165.00	RAP
West Sussex County Council	Youth Worker Costs	606.38	Administration

Payments were approved.

Receipts

		£
HSBC Bank	Interest Received	0.49
HMRC	Overpaid PAYE/NI Refunded	518.93

9) Grants/Funding

Operation Watershed

More sites had been identified as being in need of improvement/maintenance.

These were:

- Bull Hill – different location to earlier work – (SW) has contacted WSCC and awaits a response.
- Rake – London Road – Opposite Greyhound Nursery
- Langley Lane
- Just east of the Jolly Drover public house.
- Habin Hill – gully clearing needed.
- (SW) will submit application for funds from West Sussex County Council. **Action: (SW)**

New Homes Bonus

We are expecting to receive £1,300 from Chichester DC shortly.

10) Committee and Working Party Reports

10.1 Finance (SW)

The minutes of the Finance Committee meeting of the 24 November 2014 were received.

Steve Williamson presented outline proposals for the 2015/16 Budget and Precept:

The following new expenditure headings were confirmed:

Expenditure Heading	£ (Proposed Budget)
Rogate Community Sky Centre	1,000
Woodland Management Plan for RPC Lands	2,000
Facilities for older children	500
Services for the elderly	500
Grit Bins	375
Election Costs	1,300
Rogate Streets Improvements	4,000

The agreed outline proposals (including the above) totalled £30,000, and would result in an increase in the Precept for Band D households of just over £9 per year which was agreed by the Council.

The Finance Committee proposed to change the future allocation of grants where possible, to pay for specific items, rather than provide a general grant as at present.

It was resolved: ***The Council will pay for specific items rather than provide general grants. This will require organisations to submit bids for these items. For 2015 – 16 the budget allocation would be used as an approximate maximum. For 2016 – 17 bids will be invited by October 2015 and these will be used to determine the following year's budget. Priority will be given to facilities and services that benefit the elderly and young people of the parish.***

Proposed: Steve Williamson, Seconded: Elizabeth Brown, Adopted Unanimously.

10.2 Planning

The Planning Committee minutes meeting of the 17 November were not received and held over to the next meeting. **Action: (KJ)**

10.3 RATA

Fiona Dix reported that the detailed design report for the **Rogate Streets Improvement Scheme** had been requested by 20 January 2015.

Two new potential projects had been initiated: **Parking for Rogate School** and the **Midhurst – Petersfield Cycle Path**. **Action: (FD)**

10.4 Open Spaces Committee

Greg Carter reported that a further meeting was needed for the **Footpath Audit** required for the third week of January 2015.

Money had been allocated in the 2015 – 16 budget for the woodland management plan.

Peter Howland reported that the Chichester DC footpath ranger has viewed **Byway 11642** and has approached the nearby residents regarding the woodpile and car parked on the path. (PH) is to let the ranger know if the situation changes. Nothing will be done this year to repair the bridge – it will wait until the summer of 2015.

Peter Howland had met with Fran Southgate (West Sussex Wildlife) and Mairi Rennie (Rogate resident) at **Fyning Rec** to discuss Mairi's proposal to care for it. It was requested that the Council support a survey for the area, paid for by a grant Mairi would procure through the offices of the Council. This was proposed and unanimously agreed by the Council. The Clerk was given the letter from Mairi for his attention.

11) Neighbourhood Watch

Nick Jacobs (NJ), the Area Neighbourhood Watch Co-ordinator addressed the Council. The pyramid structure of the Neighbourhood Watch (NW) was Area – Group – Local Co-ordinators with individual members as the baseline.

(NJ) described the Rogate Parish membership list as “truncated” and “out of date”. E-mail had replaced the telephone as the preferred method of communication between (NW) members and this raised potential issues under the Data Protection Act.

Councillors described the scheme as functioning in some areas but they were rather limited.

(NJ) and (MH) were asked to work together to maintain and extend the scheme. **Action: (MH).**

The scheme was to be publicised in the Rogate & Terwick News.

12) Maintenance of assets of RPC Owned Lands

12.1) Nameplates

The following wording was agreed for the proposed nameplates:

“Name of Site”

“Owned and Managed by Rogate Parish Council”

13) Neighbourhood Plan

The Steering Committee had a meeting arranged for the 21 December. It was expected that the new draft plan would be published before 25 December and a Public Meeting to discuss the plan would be held in January 2015.

14) Rogate Community Sky Centre

It was decided a working party to meet with Rogate Village Hall Committee was needed. Elizabeth Brown, Max Harwood, Steve Williamson volunteered and Sarah O'Brien-Twohig was co-opted in her absence. The working party would be needed until a constitution and steering committee was in place.

15) South Downs National Park Authority

(KJ) reported he had made contact with Chichester District Council as a start to forming a contacts database. To be progressed. **Action: (KJ)**

18) Correspondence

- E-mails as previously circulated
- Bank statements received – filed in finance file (**SW** reviewed)
- Letter inviting charitable donation from Home-Start.

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

- Parish Facebook and/or Twitter accounts
- Website usage statistics: **Action: KJ**

20) Date of Next Meeting

The next **Full Council Meeting** will be on **Monday 12 January 2015** at **7.30pm** at **Rogate Village Hall Pavilion**.

Meeting closed at 9.30pm

To contact the Chair, Elizabeth Brown
01730 893112

To contact the Clerk, Kevin Jones
clerk@rogateparishcouncil.gov.uk 01730 813989