



**Full Council Meeting  
MINUTES**

Monday 10 November 2014

Councillors in attendance: Ann Arnold (AA), Pauline Berrisford-Hill (PBH), Fiona Dix (FD), Val Farren (VF), Max Harwood (MH), Peter Howland (PH), Sarah O'Brien Twohig (SOBT), Steve Williamson (Chairman) (SW)

Clerk: Kevin Jones (KJ)

In Attendance:

Gillian Keegan (Chichester District Council) – Gordon McAra (West Sussex County Council)

Meeting started 7.30pm

**1) Welcome to Gillian Keegan – Our New District Councillor**

On behalf of all councillors the Chairman welcomed Gillian Keegan to the meeting and congratulated her on her recent election to Chichester District Council.

**1) Reports From District & County Councillors**

**Gillian Keegan** thanked the Chairman for his kind words and expressed her willingness to assist the Parish Council wherever possible. Ms Keegan expressed her interests in better services and facilities for the young and the elderly and improved funding possibilities, particularly the New Homes Bonus. She was very newly elected, new to the duties and responsibilities of a District Councillor, but hoped to be fully “up to speed” shortly.

**Gordon McAra** informed the meeting of the proposed cuts in future levels of grant from Central Government to Local Government, on top of the reductions already imposed. These were going to be very challenging for Local Government to deal with but West Sussex County Council was better placed than most local authorities; if only because the proportion of local expenditure funded by Central Government Grant was already so low.

**2) Representations from the public**

None

**3) Apologies for Absence**

Received and accepted from Elizabeth Brown, Greg Carter, Peter Button and Shon Sprackling

**4) Declarations of Interest: None**

**5) Minutes of last meeting**

The minutes of the last meeting held on the **13 October 2014** were received by the council. The Minutes were then accepted and signed by the Chairman. (SW)

**6) Chairman's Report (SW)**

**a.) Parish Online**

West Sussex County Council is offering training for on-line mapping using “Parish Online” to gain access to Highways, Environment and Public Rights of Way information and to add own layers for Neighbourhood Plans etc. Dates: 27 November and 2 December.

Clerk will need to complete “Parish Online” registration and obtain OS licence number. **Action (KJ)**

**b.) Terwick Lane**

Apparently, there is confusion over the name of the lane. West Sussex County Council know it as “Old Rectory Lane” and “Church Lane”. Inspection is planned for November.

**c.) Winter Management**

There are about 200 cards left over from last year that are still relevant this year. It is proposed that these be placed in the shops, churches, pubs and village halls. There has also been some information from West Sussex County Council and the Clerk will need to add this link to our website. **Action (KJ)**

**d.) Rogate Village Hall**

They have decided to hold the 2015 Fete on 13 June and a Flower Show in August. Brian Allison has confirmed that there would be no charge for the marquee for the “Big Lunch” providing there was help putting it up.

**e.) Operation Watershed**

Steve Williamson will be meeting Landbuild Ltd next Tuesday to get quotations for the next round of drainage works. There are two sites on the list – **Bull Hill and Langley Lane**. Are there any others to be added?

**7) Finance Report (SW)**

**Income** No income received this month other than £0.89 bank interest.

**Expenditure** Grants were paid last month totalling £2,475.

Youth Club worker payments for the year will total about £1,200 whereas there is £2,000 in the budget. The intention was to increase the hourly rate and/or provide additional hours. Natalie Francis will go on maternity leave in February and the voluntary workers will provide the necessary cover. The Youth Club Committee wish to make a “thank you” gift to Natalie and organise some additional events during the leave period. Therefore, it is proposed that the remaining approximately £800 in the budget be paid to the Youth Club to cover these events.

**Proposed By: Steve Williamson. Seconded By: Sarah O’Brien Twohig. Agreed Unanimously**

**Projects**

No change from last month.

**Neighbourhood Plan** – Further £3,000 expenditure to complete

**RATA** – Once VAT is reclaimed about £700 will remain in the account

**RAP** – About £4,500 remains for future maintenance

**Garbit’s Steps** - £4,700 for work not yet started FD to chase. **Action: (FD)**

**Operation Watershed** – work completed – awaiting invoices

**8) Payments to be approved**

Payee	Detail	Amount (£)	Heading
Clerk’s/RFO salary & PAYE		Not Disclosed	Administration
Elizabeth Brown	Website Cost	27.77	Administration
Rosie Hodgson	Expenses	100.00	Administration
Jan Williamson	Administrative Duties	96.00	Administration
SALC	Educational Courses	72.00	Administration
Michael Butcher	Bus Shelter Cleaning – 12 months	160.00	Administration
Julie Reed	Bus Shelter Cleaning – 12 months	75.00	Administration
West Sussex County Council	Youth Worker Costs	606.38	Administration

Payment added: Sarah O’Brien Twohig – Expenses “Power to Change” Workshop - £55.30

**Payments were approved.**

**Receipts**

HSBC Interest £0.89

**9) Grants/Funding**

A working party consisting of Ann Arnold, Val Farren and Max Harwood was asked to inspect and report upon the condition and any remedial work considered necessary on the bus shelters within the Parish. Photographic evidence would be considered essential. **Action: (AA),(VF),(MH).**

**10) Committee and Working Party Reports**

**10.1 Finance (SW)**

The minutes of the Finance Committee meeting of the 26 August 2014 were received.

Steve Williamson presented the timetable for setting the 2015/16 Budget and Precept:

<b>Date</b>	<b>Body</b>	<b>Actions</b>
24 November 2014	Finance Committee	Agree strategy recommendations
8 December 2014	Full Parish Council	Agree Budget Strategy
Early December	Chichester District Council	Release Taxbase Data
Mid - December	Central Government	Possible decision on Localism Bill Clauses
18 December 2014	Finance Committee	Define Budget & Precept recommendations
12 January 2015	Full Parish Council	Agree Budget & Precept
13 January 2015	Finance Officer	Precept e-mailed to District Council
20 January 2015	Finance Officer	Precept documentation submitted to District Council

**10.2 Planning**

The Planning Committee meeting scheduled for the 10 November having been postponed no minutes were submitted.

**10.3 RATA**

No progress was reported as the responsible West Sussex County Council engineer was currently working on another project. The required report would not be available until 2015. Fiona Dixon was asked to liaise with Gordon McAra to try to ensure no undue delay. **Action: (FD)**

**10.4 Open Spaces**

Fiona Dix reported she had spoken with the playground equipment installer, Playsafe, and they had agreed to look into repair of the equipment.

Fiona Dix was asked to contact Nina Williams of South Downs National Park Authority with reference to FP 1148 to establish which trees need removing and who is to remove them.

**Action (FD)**

Peter Howland was asked to contact the Public Rights of Way Officer at West Sussex County Council to check the possible obstruction of Terwick Lane in the vicinity of Terwick Cottages.

**Action (PH)**

**11) Neighbourhood Watch**

Max Harwood had telephoned Nick Jacobs and confirmed he was still the local NW co-ordinator. Nick Jacobs had expressed a willingness to attend the next full council meeting on the 8 December.

**12) Maintenance of assets of RPC Owned Lands**

**12.1) Rogate War Memorial**

This has been cleaned and the work will be finished Spring 2015. It was reported that to date Guy Gooden had done an excellent job.

**13) Neighbourhood Plan**

The draft 120 page report has been edited to 40 pages – with 80 pages of appendices. An editorial group has been established which is meeting on the 23 November.

**14) Rogate Community Sky Centre**

The public meeting of the 21 October did not attract a large attendance but it did attract people from a wide area including Petersfield and Milland.

There is a meeting on the 11 November of the steering committee where Vac will advise on establishing charitable status. Eight people have expressed an interest in the necessary training in telescope management. The group is hoping to establish a constitution in December.

**15) South Downs National Park Authority**

Questions were raised about whether the SDNPA has specific officers and members allocated to Rogate parish in particular or parish councils in general. It was agreed that a list of all contacts within all relevant organisations be established and maintained by the Clerk.

**Action: (KJ)**

**16) Electronic Recording of Council Meetings**

Ann Arnold advocated the audio recording of meetings. A discussion took place about the desirability and practical application. It was agreed Rogate Parish Council would establish a working party to create the policy. The working party members are Ann Arnold, Sarah O'Brien Twohig, Max Harwood, Peter Howland. **Action: (AA) – (SOBT) – (MH) – (PH)**

**17) Listening Post For Parishioners**

Sarah O'Brien Twohig advocated a monthly “listening post” meeting for parishioners to speak directly with councillors. Parishioner attendance at council meetings was very infrequent. To attract participation it was felt a “social structure” to the meeting was essential. Various possible venues were discussed. Max Harding and Fiona Dix were asked to write a plan for this initiative with a target of January 2015 for the first meeting. **Action: (MH) – (FD)**

**18) Correspondence**

- E-mails as previously circulated
- Bank statements received – filed in finance file (**SW** reviewed)

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

None

**20) Date of Next Meeting**

The next **Full Council Meeting** will be on **Monday 8 December 2014** at **7.30pm** at **Rogate Village Hall Pavilion**.

Meeting closed at 9.10pm

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