



Full Council Meeting MINUTES

Monday 9 November 2015

Councillors in attendance: Steve Williamson (Chairman) (SW) – Ann Arnold (AA), Elizabeth Brown (EB), Fiona Dix (FD), Val Farren (VF), Max Harwood (MH), Peter Howland (PH), Sue May (SM), Sarah O'Brien Twohig (SOBT), Mairi Rennie (MR).

Clerk: Kevin Jones (KJ)

Meeting started 7.30pm

1) Representations from the Public – None

2) Apologies for Absence: Received and accepted from Greg Carter, Debbie Pattinson, Emma Yellop.

3) Declarations of Interest – None

4) Minutes of Last Meeting: The minutes of the last meeting held on the **12 October 2015** were accepted by the council and signed by the Chairman. (Appendix A).

5) District & County Councillors Reports – No reports available.

6) Chairman's Report (SW)

a) Register of Members Interests Forms:

The Chairman distributed to all councillors present a report from the clerk identifying non-compliance with the required information where applicable. Councillors were asked to provide compliant returns as a matter of urgency. **Action: (AA. GC. VF. MH. SM. DP. MR. EY.)**

7) Finance Report (SW)

Payments Received	Detail	Amount (£)	Heading
South Downs NP Authority	Garbett Wood Steps	2,200.00	

Payments Approved

Payee	Detail	Amount (£)	Heading
Clerk/RFO	Salary/PAYE	Not Disclosed	
Elizabeth Brown	Website expenses	22.98	
Rogate Village Hall Committee	Hall Hire	60.00	
Peta Printing	Neighbourhood Plan Printing	436.00	Neighbourhood Plan
Lunch Club	Christmas Lunch Contribution	100.00	Discretionary Fund
Rake Village Hall	Disabled Toilet Contribution	500.00	Discretionary Fund
Alan Goodwin	Hugo Platt play area maint.	90.00	
Rogate Village Hall Committee	Lease of playground & mowing	137.00	

8) Grants/Funding

- Neighbourhood Plan - £3,370 available after this month's payment
- RATA - £1,264 remains in account from last year plus £4,000 from the 2015/16 budget.
- RAP - £5,477 remains for future maintenance
- Garbetts - £4,700 plus £2,200 just received from SDNPA remains to be spent
- Operation Watershed - £6,768 remaining for other drainage works in 2015/16.
- **Income** £2,200 has been received from South Downs National Park Authority to fund additional costs for Garbetts Wood Steps.

- **Expenditure:** Generally in line with the budget although there are some expected under-runs that are being monitored. Any under-spend from the 2014/15 budget will be added to council reserves
- **Budget Setting Timetable:**

Date	Body	Actions
9 December 2015	Finance Committee	Agree strategy recommendations
14 December 2015	Full Parish Council	Agree Budget Strategy
Early December 2015	Chichester District Council	Release Parish Taxbase Data
4 January 2016	Finance Committee	Define Budget & Precept recommendations
11 January 2016	Full Parish Council	Agree Budget & Precept
12 January 2016	Clerk	Precept e-mailed to District Council
18 January 2016	Clerk	Precept documentation submitted to CDC

It is anticipated that the draft budget for the financial year 2016/17 will rise at no more than the rate of inflation.

9) Committee and Working Party Reports

9.1 Finance - see above.

9.2 Planning

The Planning Committee meeting minutes of the **12 October 2015** were received.

9.3 Open Spaces Committee

Olivers' Piece Commemorative Bench – (EB) reported this had been repaired and the wording of the plaque was agreed.

Nameplates – In spite of a lower priced quotation having been received, two further quotations were required to ensure a competitive price. The wording on the boards needed to be agreed and priced quotations for installation were required. **Action: (Open Spaces Committee)**

Notice-Boards - A new parish council notice-board will be installed with the agreement of the landlord at the Jolly Drover public house.

The Dell: Permission for voluntary work at The Dell should be confirmed in writing.
Action: (PH)

Grit Bins: Two grit bins are to be ordered, one to be installed at Terwick Rise and the other site to be confirmed.

Garbett Steps: It is not clear whether full specifications and quotations are available from South Downs National Park Authority following the departure of the previous contact from the authority. Mature trees need to be removed requiring a civil engineer to be appointed to devise the securing of the earth banking. It would appear that this work has not been included in the previous costings.

Council Owned Woodland Management Plan: Three steps were identified to produce a Woodland Management Plan:

1. Agree to commission an expert to fill in the 14 page grant claim form
2. Apply for the £1,000 Countryside Stewardship Alliance Woodland Management Plan Grant.
3. Identify a contractor to undertake necessary work identified in the plan.

It was agreed that the Open Spaces Committee should engage somebody to complete the grant application form on the basis of their professional suitability. **Action: (OSC)** Steps 2 and 3 will require competitive quotations.

9.4 RATA - (FD) reported: The detailed statement of costs from WSCC Highways Dept was still awaited. South Downs National Park Authority were to be approached for a significant contribution towards scheme costs.

9.5 Parsonage Estate Drainage – No recent problems reported.

10) Maintenance of assets of RPC Owned Lands – see 9.3.

The possibility of the council allowing camping on Rake Recreation Ground was discussed as an alternative to the site at Fyning Recreation Ground. It was noted that there is a camp site at Stedham owned and run by the Midhurst Youth Trust. The Open Spaces Committee was asked to prepare a proposal covering camp location, access, toilets, parking and make a recommendation. **Action: (OSC)**

11) Neighbourhood Plan (SW) – The adopted draft plan was now in a consultation phase. A working party (SW, EB, MR & AA) was formed to review the comments received in the consultation period. **Action: (SW, EB, MR, AA)**

It was resolved: “The working party will review and amend the Neighbourhood Plan in light of consultation comments received as it considers appropriate.”

Proposed: (SW) Seconded: (EB) carried unanimously.

12) Review of Parsonage Estate – No report.

13) Rogate School Crossing Patrol

(FD) reported there had been no news from WSCC on a Lollipop person. Hyde Martlett has been helpful in investigating possible site for school parking drop-off zone; to date nothing suitable has been found but the process continues.

14) Rogate Village Hall Defibrillator

The council is willing to fund ongoing maintenance costs if suitable “guardianship” arrangements can be put in place. The chairman will speak with Brian Allinson to seek suitable arrangements.

Action: (SW)

15) Correspondence

- E-mails as previously circulated
- Bank statements received – filed in finance file – reviewed by Sue May.

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

17) Date of Next Meeting

The next **Full Council Meeting** will be on **Monday 14 December 2015** at **7.30pm** at **Rogate Village Hall Pavilion.**

Meeting closed at 8.50pm

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