



Full Council Meeting MINUTES

Monday 14 September 2015

Councillors in attendance: Steve Williamson (Chairman) (SW) – Ann Arnold (AA), Elizabeth Brown (EB), Fiona Dix (FD), Val Farren (VF), Peter Howland (PH), Sue May (SM), Sarah O'Brien Twohig (SOBT), Debbie Pattinson (DP), Mairi Rennie (MR), Emma Yellop (EY)
Clerk: Kevin Jones (KJ)

Meeting started 7.35pm

- 1) **Representations from the Public** – None.
- 2) **Apologies for Absence:** Received and accepted from Greg Carter, Max Harwood.
- 3) **Declarations of Interest** – None
- 4) **Minutes of Last Meeting:** The minutes of the last meeting held on the **13 July 2015** were accepted by the council and signed by the Chairman. (Appendix A).
- 5) **District & County Councillors Reports** – West Sussex County Councillor Gordon McAra reported the work on the public footpath at Black Bridge had been postponed until the Spring of 2016. The contractors had decided the work required was quite extensive and could not be completed before the winter weather. **Emergency Fire Cover** – following cuts by West Sussex C.C., Hampshire C.C. was now proposing cuts to equipment and personnel at Liphook and Petersfield Fire Stations. This would clearly affect the emergency cover available in Rogate parish as County Fire Services co-operated on a cross-border basis. A new fire tender was to go into service at Midhurst Fire Station in October.
District Councillor Gillian Keegan updated the meeting on developments at Chichester District Council, particularly provision of facilities for small business start-ups. Gillian kindly remained throughout the meeting to provide the District Council perspective on other matters as appropriate.
- 6) **Chairman's Report (SW)**
 - a) **Danstein Estate:** A number of complaints have been received about recent activities on land adjacent to Fyning Lane. (PH) asked to write to Chichester District Council enforcement officer to ask for clarification of any permission for business use and also vehicular access. **Action: (PH)**
 - b) **South Downs National Park Authority – Local Plan Consultation** – Public consultation will run from 2 September to 28 October and cover, Draft Local Plan, Sustainability Appraisal, Habitat Regulations Assessment, Strategic Housing Land Availability Assessment (SHLAA), Local Green Space, Gypsy Traveller and Travelling Showpeople Sites Assessment.
RPC will need to submit comments and a working party of (SW), (EB) and (MR) was created to formulate the response and report back to the 12 October meeting for final agreement. It may prove beneficial to purchase a copy of the SDNPA Draft Local Plan at a cost of £26. **Action: (SW), (EB), (MR)**
 - c) **Register of Members Interests Forms:** All councillors are required to submit these to the clerk who will forward them to Chichester District Council and post to the RPC website. **Action: (FD), (SM), (SOBT), (DP), (EY), (KJ).**

The crucial point is: *"Holders of public office must avoid placing themselves under any obligation to people or organisations that might try, inappropriately, to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends."*

With reference to the term “friends”, as parish councillors we will often know the individuals involved in, for example, planning applications. Equally, we will have local knowledge valuable to the decision-making process. The key is whether the councillor is under any obligation to come to a particular decision. If not, it is not necessary to declare an interest (which would have to be registered).

If a councillor does not wish to take sides in a debate or on an issue but has no declarable interest, then it is more appropriate to abstain from any decision. This is then recorded in the minutes but not registered.

7) Finance Report (SW)

Payments Already Made

Payee	Detail	Amount (£)	Heading
Clerk/RFO	Salary/PAYE	Not Disclosed	
Rogate & Terwick Village Hall	Hall Hire Expenses	19.50	
Maroon Planning	Neighbourhood Plan	3,000.00	Neighbourhood Plan
Wallis White & Co	Audit Fee	261.60	
Payments Received			
Groundwork UK	Neighbourhood Plan Grant	3,000.00	Neighbourhood Plan
HSBC Bank	Interest	4.80	
Unbanked Cheque		0.25	

Payments to be Approved

Payee	Detail	Amount (£)	Heading
Clerk/RFO	Salary/PAYE	Not Disclosed	
Rogate & Terwick Village Hall	Hall Hire Expenses	19.50	
Elizabeth Brown	Website Costs (2 Months)	44.85	
Maroon Planning	Neighbourhood Plan	3,000.00	Neighbourhood Plan
Landbuild Ltd	Bull Hill Works	13,711.20	Operation Watershed
RFO	Expenses	22.38	
Clerk	Expenses	118.35	
Crossways Suppliers Ltd	Commemorative Bench	260.00	
Rogate Builders	Equipment Hire	82.56	

8) Grants/Funding

- Neighbourhood Plan - £3,480 available
- RATA - £1,264 remains in account from last year plus £4,000 from the 2015/16 budget.
- RAP - £5,480 remains for future maintenance
- Garbits - £4,700 remains to be spent
- Operation Watershed - £4,483 remains with £2,285 reclaimable VAT totalling £6,768 for other drainage works in 2015/16.

9) Committee and Working Party Reports

9.1 Finance - The next Finance Committee meeting is scheduled for 7.30pm Monday 28 September 2015.

9.2 Planning

The Planning Committee meeting minutes of the **13 July** and **10 August 2015** were received.

9.3 Open Spaces Committee

Garbitts Steps – (PH) reported that he had been unable to contact Helen Chalke and no progress had been achieved. A clean up day for the “Dell” on the A272 had been arranged. It was proposed to place a bench on the triangle of land in Fyning Lane.

9.4 RATA - (FD) reported: The working party together with county councillor Gordon McAra had met with two West Sussex County Council highways engineers where it had been agreed that the next step forward was to draw up a detailed budget for the traffic calming scheme.

BOAT 1180, despite the recent work requires further maintenance. (FD) requested to contact Gordon McAra and ask that request comes from him. **Action: (FD)**

9.5 Parsonage Estate Drainage – (EY) reported: A problem with a drainage pipe running at too high a level to be fully effective had been identified and work to rectify this was scheduled to commence before the end of September.

Peter Howland now left the meeting.

10) Maintenance of assets of RPC Owned Lands

Nothing to report.

11) Neighbourhood Plan (EB)

A public consultation meeting to discuss the Neighbourhood Plan (Version 18) has been called for 5pm Sunday 20 September 2015.

12) Rogate Community Sky Centre

(SOBT) reported: Despite the backing that the project had received it has become clear that individuals do not have the time to commit to the Community Sky Centre as originally conceived. Ideas to build on what had been achieved to date were requested. **Action: (All)**

13) Review of Parsonage Estate

(SM) was requested to contact Paddy Cox for the data from the 2010 questionnaire exercise. This was taken some time ago and a more relevant data may be required. (SM) and (EY) were requested to draft a new questionnaire for possible use. **Action: (SM + EY)**

The utilisation of the derelict garages site was discussed.

14) Rogate School Crossing Patrol

(FD) is liaising with Rogate School who are awaiting a response from WSCC School Traffic Officer.

15) Training

Details to be circulated to councillors when 2016 training schedules available. **Action: (KJ)**

16) Celebration of the Queen's 90th Birthday

Discussion deferred to January 2016 meeting.

17) Correspondence

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

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

21) Date of Next Meeting

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

Meeting closed at 9.20pm

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