



Full Council Meeting MINUTES

Monday 13 July 2015

Councillors in attendance: Elizabeth Brown (EB) , Val Farren (VF), Max Harwood (MH), 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 – A letter had been received from Roger Eade which the Chairman read out. The letter was in regard to the triangle of land in Fyning Lane by his property (2 Terwick Common) in which he said the land belonged to him and he wished to alter the layout of the pathways. The clerk was asked to write to Mr Eade suggesting that he contact Highways about the situation. **Action: (KJ)**

2) Apologies for Absence: Received and accepted from Ann Arnold, Greg Carter, Fiona Dix, Steve Williamson. In the absence of Steve Williamson, Elizabeth Brown chaired the meeting.

3) Declarations of Interest – None

4) Minutes of Last Meeting: The minutes of the last meeting held on the **8 June 2015** were accepted by the council and signed by the Chairman. (Appendix A).

5) District & County Councillors Reports – Apologies for absence were received from Gillian Keegan and Gordon McAra.

6) Chairman's Report (EB)

a) Operation Watershed – Work began at Bull Hill, today, 13 July. (EB) is in contact with the project manager.

b) "Tell Us Once"- E-mail from West Sussex County Council which has been circulated. It was agreed to put this on the council's website and publicise in Rogate & Terwick News. **Action: (KJ) (EB).**

c) West Sussex County Council – Local Committee for North Chichester – (EB) attended the 23 June meeting. An update on Broadband roll-out said that one BT Junction Box in Rake was operational and one in the centre of Rogate was being worked on. Other Junction Boxes throughout the parish should also be updated or installed. Individual users should contact their own broadband supplier. News available at: www.westsussex-betterconnected.org.uk.. Questions to: broadband@westsussex.gov.uk

d) Traffic Calming Measures – The RATA Working Party is due to give a progress report on traffic calming measures to the meeting in Duncton on 29 September 2015.

e) Chichester District Association of Local Councils – A meeting of this group will take place at Boxgrove Village Hall to which parish councils in the north of the district have been invited. (EB) will attend with any other interested councillor.

f) Commemorative Bench – The council has agreed to mark the 47 years of service by Pauline Berrisford-Hill with a commemorative bench at Oliver's Piece.. It was agreed to buy one at a cost of £245 - £260. A suitable base and secure fitting will be at extra cost. Wording for the plaque needs to be agreed.

7) Finance Report (EB/MH)

In the absence of the Finance Committee Chairman, Steve Williamson, the finance report was necessarily brief.

Cheque Signatories – those councillors mandated to become authorised cheque signatories were reminded to visit the council’s bank to confirm their identity and signature. HSBC would not implement changes until all had complied. **Action: (AA, AH, FD)**

Budget Allocations – (MH) reminded the meeting that funds allocated in this year’s budget were available to be spent. Councillors should start thinking of next year’s budgetary requirements as the process starts in September. **Action: (ALL)**

Payments approved.

Payee	Detail	Amount (£)	Heading
Clerk/RFO	Salary/PAYE	Not Disclosed	
Rogate & Terwick Village Hall	Hall Hire Expenses	39.00	
Elizabeth Brown	Website Costs	20.80	
SSALC	Councillor Training	270.00	
Astronomy Know How	Sky Centre Lecture	60.00	
HMRC	Replacement of lost cheque	107.00	
Southern Water	Fyning Rec Water Supply	14.60	
Payments Received			

8) **Grants/Funding** - See above.

9) **Committee and Working Party Reports**

9.1 Finance - See above.

9.2 Planning

The Planning Committee meeting minutes of the **8 June 2015** were received.

9.3 Open Spaces Committee

A meeting of the committee had been held on the 25 June and a schedule of future bi-monthly meetings agreed.

Garbitts Steps – Approval still awaited. (PH) to liaise with (GC) on prompting progress.

Action: (PH).

Maintenance of Footpaths – This is the legal duty of the landowner across whose land the footpath runs. Some landowners are more contentious than others and the council receives numerous complaints from users. (EY) advised that the “Community Payback” scheme may be a source of free labour for this kind of work and she would contact a local organiser. **Action (EY)**

Play Equipment – Reports from the RoSPA inspections have been received. Remedial work is required but the council is conscious of the fact that the equipment is still under a warranty from the original supplier/installer. (DP) to liaise with (FD) on the way forward. **Action: (DP)**

9.4 RATA - No report, but a presentation at Duncton is due to be made on 29 September 2015. **Action: (RATA Working Party)**

9.5 Parsonage Estate Drainage – (EY) reported: Chichester District Council (CDC) has written to Affinity Sutton and Southern Water. We have had a reply from Southern Water explaining they carried out a camera survey and had identified a misaligned pipe. We are waiting to hear from David Lowsley, Senior Engineer at CDC. He has identified issues with surface water drainage and said there could be a solution to the sewage problem. He is also awaiting a response from Affinity Sutton.

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

Nothing to report.

11) Neighbourhood Plan (EB)

In an e-mail Paddy Walker had advised that a new draft of the Neighbourhood Plan, in compliant form, would be available next week. It would be open to a six week public consultation period followed by a six week consultation period with local planning authorities.

A steering committee meeting was scheduled for Friday 7 August and a public meeting for Sunday 30 August, however, it was agreed to ask Paddy Walker to change the date to September, 30 August being the bank holiday weekend. **Action: (EB)**

12) Rogate Community Sky Centre

(SOBT) reported: A “Venus and Jupiter” meeting had been held on the 27 June which had attracted good support. A metal storage container was being considered as an alternative storage solution, the best quote, £800, being considered too expensive to create the previously suggested cupboard. Southampton University run a suitable event which it was hoped could be added in November. They do not charge for their services but there was some doubt that a sufficient audience size could be guaranteed. (EB) emphasised the need for the Sky Centre group to establish a committee to adopt a formal constitution. **Action: (SOBT)**

13) Parking in Rogate

No report.

14) Rogate School Crossing Patrol

Emma Yellop had purchased a sample of the traffic warning bollard (Step2) previously advised by Gillian Keegan. The meeting considered the sign suitably arresting but there remained many practical and legal difficulties in actually using it on a daily basis.

15) Training

Susan May, Debbie Pattinson and Emma Yellop had attended a training course for new councillors and reported favourably on the course. Mairi Rennie requested information on similar courses. **Action(KJ)**

19) Correspondence

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

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

The Queen’s 90th Birthday Celebration (SBOT)

Review of Parsonage Estate (SM)

21) Date of Next Meeting

The next **Full Council Meeting** will be on **Monday 10 August 2015 at 7.30pm at Rogate Village Hall Pavilion.**

Meeting closed at 9.20pm

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