



## **Full Council Meeting MINUTES**

**Monday 13 April 2015**

Councillors in attendance: Ann Arnold (AA), Pauline Berrisford-Hill (PBH), Elizabeth Brown (EB) (Chairman), Greg Carter (GC), Fiona Dix (FD), Val Farren (VF), Peter Howland (PH), Sarah O'Brien Twohig (SOBT), Shon Sprackling (SS), Steve Williamson (SW)

Clerk: Kevin Jones (KJ)

In Attendance:

Meeting started 7.30pm

- 1) **Representations from the Public:** None
- 2) **Apologies for Absence:** Received and accepted from Peter Button, Shon Sprackling.
- 3) **Declarations of Interest:** None

#### **4) Presentation – Sandie Moore – Neighbourhood Watch Area Co-ordinator for Midhurst & Petworth**

PCSO Heidi Hay was unable to attend the meeting and sent her apologies. Sandi Moore kindly stood in and gave a detailed report on her involvement with Neighbourhood Watch to the Council together with some useful booklets on the scheme. It was agreed to follow up seeking permission to use the existing Neighbourhood Plan email list.

#### **5) District & County Councillors Reports**

The District councillor post is currently vacant pending the election result. County Councillor Gordon McAra had reported that funding was available via Operation Watershed 2015/16 for drainage improvements to Bull Hill in Rake, Habin Hill and London Road near Jolly Drover and Flying Bull..

#### **6) Minutes of Last Meeting**

The minutes of the last meeting held on the **9 March 2015** were accepted by the council and signed by the Chairman. (Appendix A).

#### **7) Chairman's Report (EB)**

##### **a.) Woodland Management Plan**

The application for the £1,000 grant for the Wood Management Plan has been acknowledged.

##### **b.) Annual Parish Meeting – 28 April 2015**

Invitations have been sent out. There will be a presentation to Pauline Berrisford-Hill who is not seeking re-election after 47 years voluntary public service to the parish of Rogate. A seat to mark this will be bought and it is hoped for this to be installed on Chapel Common in commemoration.

##### **c.) Parish Council Election – 7 May 2015**

Eighteen valid nominations for the thirteen seats had been received. Candidates are reminded that no expenses are reclaimable but the expenses forms must be returned even a "nil" return.

##### **d.) Helen Chalke – District Ranger**

The expected visit to the parish by Helen Chalke in March had apparently not taken place. The Clerk was instructed to write to Ms Chalke to facilitate a visit. **Action: (KJ)**

##### **e.) The Big Lunch**

This was publicised in the April Rogate & Terwick News. To facilitate catering numbers lists need to be put up in Rogate shop and churches for parishioners to indicate their attendance. **Action: (EB)**

##### **f.) Rogate Playground**

The equipment in the playground is in need of repair and an independent and qualified inspection is needed. The Clerk was instructed to contact the Council's insurers to see if they would provide such a service. **Action: (KJ)** The report of wasps being active at the playground was not accurate, they were isolated bees.

### g.) Parsonage Estate – Drainage Issues

This issue has been raised again and continues to concern residents. It is believed some work was carried out last year but this has not eliminated problems. It is proposed to set up a working party of councillors and residents; to involve Rogate & Terwick Housing Association; to attempt to identify the problem and formulate an effective solution. **Resolution: That a Working Party be established to investigate drainage problems on the Parsonage Estate: Proposer: Elizabeth Brown: Seconder: Ann Arnold – carried unanimously.**

An Arnold, Val Farren & Peter Howland offered to serve on the working party. **Action: (AA), (VF), (PH).** Residents of the estate should be invited to participate together with Peter Moss of Terwick Housing Association.

### h.) Final Meeting of this Council as Constituted

The Chairman expressed her thanks to all councillors for their work and support over the duration of the council. Replying; Steve Williamson thanked the Chairman on behalf of all councillors for her leadership of the Council.

### 8) Finance Report (SW)

**Income** £45.04 Refund of salary overpayment  
£4.04 bank interest

**Expenditure** Expenditure for the 2014/15 financial year is broadly according to budget and the level of expected underspends outlined in February.

The accounts for 2014/15 have yet to be audited. It is expected that the reserves will increase by about £8k to £21k.

There is no expenditure in 2015/16 other than cheques to be signed at the meeting.

### Projects

**Neighbourhood Plan** – Funds available of £2,770 but more may be needed for the referendum.

**RATA** – About £1,300 remains in the account

**RAP** – About £5,400 remains for future maintenance

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

**Operation Watershed** – 2014/15 works completed and invoice paid. Bids for work in 2015/16 on Bull Hill, Habin Hill (Sandhill Farm) and B2070 London Road totalling £11,246 (Exc. VAT) have been approved by West Sussex County Council.

**It was resolved: “To agree the appointment of Wallis White & Co as internal auditors for 2014/15 and scope of work to be as in previous years”**

**Proposed: Steve Williamson, Seconded: Elizabeth Brown: Carried unanimously.**

**It was resolved: “ To instruct the Council’s bankers to accept only one signatory to request bank statements.”**

**Proposed: Steve Williamson, Seconded: Elizabeth Brown: Carried unanimously.**

- Peter Howland checked the bank reconciliation.

### 9) Payments to be approved

Payee	Detail	Amount (£)	Heading
Clerk/RFO	Salary/PAYE	Not Disclosed	
Elizabeth Brown	Website Cost	6.69	
?	Sky Centre Talk	60.00	
Balfour Beatty Living Places	Operation Watershed	34,860.18	

Society of Local Council Clerks	Underpaid from 2013	44.63	
Rogate Village Hall Committee	Room Hire	39.00	

**Payments were approved.**

The Chairman, on behalf of the Council, thanked Steve Williamson for his work as chairman of the Finance Committee.

**10) Grants/Funding**

(See item 8 above)

**11) Committee and Working Party Reports**

**11.1 Finance (SW)**

See items 8 & 9 above.

The Finance Committee Meeting Minutes of 18 December 2014 were received and accepted. Date of next meeting 25 May 2015.

**11.2 Planning**

The Planning Committee meeting minutes of the **9 March 2015** were received.

**11.3 RATA**

(FD) reported: A new set of drawings for the traffic calming scheme had been received but there remained a mis-match between the Hamilton-Baille concept and the ideas of West Sussex County Council highways engineers. The project remains at the design stage and funding remains an outstanding issue.

**11.4 Open Spaces Committee**

**Next Meeting** – This would take place after the May 7 election.

**Footpath Maps** – Production of A3 maps is awaited. **Action: (GC)**

**South Downs National Park – Walks in and Around Rogate and Harting**

(SOBT) showed the meeting a circular walks leaflet produced by SDNPA and suggested Rogate should put itself forward to be included in the next series of leaflets. The Clerk was instructed to write to the SDNPA Weald and Heath Ranger asking for this to be considered.

**Action: (KJ)**

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

**12.1) Nameplates** – to be ordered in the new financial year.

**13) Neighbourhood Plan**

This is due to be published shortly and is currently being checked for compliance by South Downs National Park Authority.

**14) Rogate Community Sky Centre**

(SOBT) reported: 37 people attended the successful “Astrological Basics” meeting held on 11 April. A steering committee is still required to form a group with a formal constitution necessary for consistent progress. **Action: (SOBT)**

**15) Parking in Rogate**

The double yellow lines outside of Rogate shop are to be removed. **Action: (FD)** (FD) advised a resolution from the Council on the issue of additional parking to improve village amenity could be added to the South Downs National Park Authority infrastructure plan. Councillors were asked to consider any infrastructure needs for discussion at the next meeting. **Action: (All)**

**It was resolved: “That Rogate Parish Council, through RATA in conjunction with Rogate School, carries out an attitude survey among residents of Parsonage Estate and Hugo Platt towards a series of proposals designed to improve the traffic flow and alleviate parking problems.”**

**Proposed: Fiona Dix – Seconded: Elizabeth Brown – carried unanimously.**

**16) Facebook/Twitter Accounts For The Council**

No action.

**17) Rogate School Crossing Patrol**

This item is under consideration by Rogate School and their views are awaited.

**18) Councillor Numbers** The Clerk advised the Council was unlikely to meet either of the established criteria for reducing the number of councillors: namely boundary changes resulting in significant electorate increase or decrease: a sustained inability to fill the current establishment.

**19) Correspondence**

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

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

**21) Date of Next Meeting**

The next **Full Council Meeting (which will also be the Annual Meeting of the Parish Council)** will be on **Monday 11 May 2015 at 6.45pm at Rogate Village Hall Pavilion.**

Meeting closed at 9.50pm

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