



## Full Council Meeting MINUTES

Monday 11 May 2015

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

Clerk: Kevin Jones (KJ)

Prior to the start of the meeting the clerk asked each councillor to sign the **Declaration of Acceptance of Office** under his witness. This was duly done by all councillors.

Meeting started 6.45pm

- 1) **Election of Council Chairman** – Steve Williamson was proposed by Elizabeth Brown and seconded by Greg Carter. There being no other candidate he was appointed unanimously.
- 2) **Election of Council Vice-Chairman**: Elizabeth Brown was proposed by Greg Carter and seconded by Val Farren. There being no other candidate she was appointed unanimously.
- 3) **Apologies for Absence**: None
- 4) **Minutes of Last Meeting**: The minutes of the last meeting held on the **13 April 2015** were accepted by the council and signed by the Chairman. (Appendix A).
- 5) **District & County Councillors Reports** – None received.
- 6) **Representations from the Public** – None received.
- 7) **Declarations of Interest** – None
- 8) **Formation of Committees for 2015/16:**

The membership of the following committees was agreed:

**Planning** – Ann Arnold, Elizabeth Brown, Greg Carter, Val Farren, Peter Howland, Sue May, Mairi Rennie.

**Open Spaces** – Greg Carter, Fiona Dix, Max Harwood, Peter Howland, Val Farren, Sarah O'Brien-Twohig, Debbie Pattinson, Mairi Rennie, Emma Yellop.

**Finance** – Ann Arnold, Elizabeth Brown, Fiona Dix, Max Harwood, Sue May, Sarah O'Brien-Twohig, Steve Williamson.

### 9) **Chairman's Report (SW)**

The chairman extended a welcome to all councillors, particularly those who had not served before. All councillors and the clerk were then asked to introduce themselves to their colleagues. Funds have been allocated in the budget for training and councillors were encouraged to make use of this. The clerk was asked to forward a schedule of available training programmes to all councillors. **Action: (KJ)**

#### a.) **The Big Lunch**

Taking place on the 12 June with lists available in Rogate shop and churches. Sue May requested publicity be extended to the public house. **Action: (EB)**

#### b.) **Walks Leaflet**

Sarah O'Brien-Twohig informed the meeting of discussions with SDNPA to produce a "Rogate Parish" walks leaflet in conjunction with Harting.

## 10) Finance Report (SW)

**Income** £11,426.00 received from West Sussex County Council for Phase 3 of Operation Watershed.

**Expenditure** - in line with budget

**Cheques** – as per agenda plus:

Rogate Village Hall: £58.50

WSSC for youth worker - £484.54

Zurich Municipal Insurance: Annual All Risks premium: £1,104 - £25 increase on last year.

### Projects

**Neighbourhood Plan** – Funds available of £2,780 but more may be needed for the referendum.

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

**RAP** – About £5,480 remains for future maintenance

**Garbitts Steps** - £4,700 remains to be spent.

**Operation Watershed** – 2015/16 works on Bull Hill, Habin Hill (Sandhill Farm) & B2070 London Road totalling £11,246 (ex VAT) has been paid by WSSC. Contractors are currently programming the work. Additionally, £6,700 remains for drainage work in 2015/16.

### Auditors – Internal and External – 2014/15 Accounts

The Internal Auditor has approved the 2014/15 Accounts.

**It was resolved: “That the council approves and the Chairman signs the 2014/15 Accounting Statements comprising; Statement of Income and Expenditure, Balance Sheet and Bank Reconciliation.”**

**Proposed: Steve Williamson – Seconded: Elizabeth Brown – carried unanimously.**

**It was resolved: “That the Council approves and the Chairman and Clerk sign the Accounting Statements for 2014/15 and the Annual Governance Statement 2014/15.”**

**Proposed: Steve Williamson – Seconded: Greg Carter – carried unanimously.**

### Payments to be approved

Payee	Detail	Amount (£)	Heading
Clerk/RFO	Salary/PAYE	Not Disclosed	
Elizabeth Brown	Website Cost	23.43	
Elizabeth Brown	Expenses	60.00	
<b>Payments Received</b>			
West Sussex County Council	Operation Watershed Grant	11,426.00	

**Payments were approved.**

## 11) Grants/Funding

(See item 10 above)

## 12) Committee and Working Party Reports

### 12.1 Finance (SW)

See item 10 above

### 12.2 Planning

The Planning Committee meeting minutes of the **13 April 2015** await approval.

### **12.3 RATA**

(FD) reported: Gordon McAra (West Sussex County Councillor) had met with the new WSCC highways councillor and senior council officer. Resolving differences is an ongoing process and Richard Wells and (FD) are to hold a meeting. Finance is another ongoing issue and it is possible that any approved scheme could be implemented in stages – although this would not be ideal and Steve Williamson expressed reservations.

### **12.4 Open Spaces Committee**

**Next Meeting** – Date to be arranged.

**Broken Stiles** – On footpaths out of the Parsonage Estate are to be replaced by “kissing gates”.

**Bridge** – The landowner Mr Fox-Andrews is meeting the SDNPA ranger and the CDC footpaths officer to agree on the replacement bridge. Water conditions have to be favourable and the fallen tree removed.

**Garbitts Steps** – CDC Planning department has approved the engagement of contractors. Nina Williams of SDNPA has agreed to cover any costs above that already funded.

**12.5 Parsonage Estate Drainage** – Sue May joined the existing councillors (AA, VF & PH) on the working party which will meet on the 12 May.

### **13) Maintenance of assets of RPC Owned Lands**

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

### **14) Neighbourhood Plan**

Steve Williamson reported that Paddy Walker had met with the SDNPA and the draft plan requires the attention of a planning professional to meet SDNPA requirements.

### **15) Rogate Community Sky Centre**

(SOBT) reported: She had written an article for the Rogate & Terwick Times “Stargazing in the Rother Valley” which had been circulated to adjacent parishes inviting them to join in. Talks over storage space in the village hall for the new telescope were ongoing. The steering committee and constitution for the group is to be progressed. **Action: (SOBT)**

### **16) Parking in Rogate**

This has been added to the infrastructure list.

### **17) Facebook/Twitter Accounts For The Council**

The clerk was asked to investigate the use of Facebook/Twitter by parish councils and report back. **Action: (KJ)**

### **18) Rogate School Crossing Patrol**

An evaluation to put in a crossing patrol is possible. Rogate School and the School Transport Department are liaising. (FD) said before going ahead a village wide consultation would be desirable. (FD) will report back at the next meeting. **Action (FD).**

### **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)**

Rogate Village Fete Stand

Training

Candidate Expenses Returns

Register of Members' Interests

### **21) Date of Next Meeting**

The next **Full Council Meeting** will be on **Monday 8 June 2015** at **7.30pm** at **Rogate Village Hall Pavilion**.

Meeting closed at 8.40pm

Rogate Parish Council – Full Council Meeting – Minutes – 11 May 2015

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