



Full Council Meeting MINUTES

Monday 9 March 2015

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

Clerk: Kevin Jones (KJ)

In Attendance:

Gillian Keegan (Chichester District Council)

Gordon McAra (West Sussex County Council) – from approx 8.15

Meeting started 7.40pm

1) Representations from the Public: Carole Young and Joyce Pipe addressed the council about the poor and sometimes dangerous condition of some public footpath stiles within the parish.

2) Apologies for Absence: Received and accepted from Peter Button, Greg Carter and Max Harwood.

3) Declarations of Interest: None

4) Presentation – Nina Williams

Nina Williams informed the meeting that on registration of council owned woodland a grant of £1,000 was available to write a Woodland Active Management Plan which would need to have Forestry Commission approval. The areas would be managed sustainably as a leisure resource. The closing date for applying for the grant is **30 June 2015**.

Garbitts Steps – Planning permission remains to be finalised and then work can begin. The cost is expected to be £4,800 to £7,000 with some of the expense being met by the Woodland Trust. The cost of fence reinstatement should be met by Rogate School.

5) District & County Councillors Reports

Gillian Keegan (Chichester District Council) informed the meeting that C.D.C. had recently won three awards for small business support. The planning department had recently placed an order on Old Thorns Golf Club to re-stock two hundred felled trees. Nine short-stay traveller pitches are to be opened. The Chichester Neighbourhood Plan will recognise the value of adapting houses to provide multi-generational accommodation.

Gordon McAra (GM) (West Sussex County Council) informed the Council that the West Sussex C.C consultant's design based on Ben Hamilton-Ballie's report on the traffic plan should be available next week. (GM) had a meeting scheduled with BT to discuss broadband provision and (GM) agreed to forward his contact details at BT. **Action: (GM)** The vehicle congestion and safety problems for parents dropping off and collecting children from Rogate School were recognised but no easy solutions were apparent.

6) Minutes of Last Meeting

The minutes of the last meeting held on the **9 February 2015** were accepted by the council and signed by the Chairman.

7) Chairman's Report (EB)

a.) North Chichester CLC Meeting - 3 March

New fire service equipment was on display. Larger, better equipped 4x4 units, better able to negotiate narrow country lanes and specialist water tankers will be brought into service later next year.

b.) Operation Watershed

This will close on the 31 March 2015 and will not be renewed in the coming financial year. The previous system for flood alleviation will be reinstated.

c.) Litter in Hedgerows

Litter has become very visible now that hedgerows have been cut back. This is gradually being cleared by the District Council.

d.) Habin Hill Parking

Fiona Dix had requested information in respect of funding to enlarge the lay-by in Habin Hill to facilitate parents transporting children to and from Rogate School. The Chairman suggested the Parent Teacher Association of the school should approach the Big Society Fund in the coming financial year. Darren Rolfe could also be a useful contact. **Action: (FD)**

e.) Annual Parish Meeting

It was agreed not to hold this on the same date as the **Annual Meeting of the Parish Council**. The **Annual Parish Meeting** was scheduled for **Tuesday 28 April** and the **Annual Meeting of the Parish Council – Monday 11 May**. The **Annual Parish Meeting** reports from invited organisations would be limited to 5 minutes each followed by 5 minutes for discussion. **Action (KJ)**

f.) Elections – 7 May 2015

Councillors were encouraged to seek residents willing to come forward and seek election to the parish council. A publicity poster would be useful in addition to the statutory notices. Ann Arnold volunteered to speak to a graphic designer. **Action: (AA)** The Clerk to collect nomination papers from Chichester D.C. **Action: (KJ)**

g.) Church Lane

(ED) had reported to Fiona Baker (FB) of West Sussex C.C. that repairs had not been carried out on Church Lane. (FB) to progress this. **Action (FB)**

h.) The Big Lunch

Jenny Peters has been in contact and will meet with Val Farren as the representative of the council in April. **Action: (VF)**

i.) Helen Chalke

Helen Chalke our district ranger will be visiting the parish in March, date as yet unknown. Please advise any rights of way problems to (EB)/(GC)/(PH) who will pass on to Helen Chalke. **Action (All)**.

j.) Broadband Services

The Charman had been in contact with Liss Parish Council to see if they had any information on the progress of broadband provision – they hadn't.

k.) Rogate Community Sky Centre

A meeting has been held where it was decided to hold another "Sky & Hot Chocolate" viewing evening on Saturday 11 April at Rogate Village Hall Pavilion. A cupboard in the Old Surgery in which to safely store all the equipment had been agreed in principle by the Village Hall Committee. This was to be 2x1 metre and floor to ceiling to be built by the caretaker and costings are awaited. It is hoped to form a committee to establish a constitution for the group.

8) Finance Report (SW)

Income £2,981.24 VAT recovered
 £510.00 refund from Playsafe Playgrounds
 £1.46 bank interest

Expenditure Expenditure is broadly according to budget and the level of expected underspends outlined in February. Purchase of RPC lands nameplates and grit bins will have to be carried over to next financial year.

Projects

Neighbourhood Plan – Further £3,000 expenditure to complete

RATA – Once VAT is reclaimed about £1,300 will remain in the account

RAP – About £5,000 remains for future maintenance

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

Operation Watershed – (SW) reported incorrect invoices had been received from Balfour Beatty and they have been informed but no corrected invoices have yet been received. To be progressed (**Action: (KJ)**)

It was resolved: “To agree the Chairman and Vice-Chairman pay correctly revised invoices from Balfour Beatty to a total value of £34,860.18 (as per quotations) before the next meeting to enable VAT to be recovered this financial year”.

Proposed: Steve Williamson, Seconded: Elizabeth Brown: Carried unanimously.
Inter-Account Bank Transfers

It was resolved: “To agree that the Chairman or Vice-Chairman will attend the bank to make the necessary transfers between accounts to bring them fully in line with the accounts in accordance with the schedule signed by the Chairman and Vice-Chairman”.

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	23.02	
Fiona Dix	Expenses	0.25	
Debbie Harknett - RFO	Expenses	23.07	
Julie Reed	Bus Shelter Cleaning – 6 Mth	75.00	
Michael Butcher	Bus Shelter Cleaning – 6 Mth	80.00	
Fred Frosberry	Waste emptying – 4 Mth	50.00	
Rogate Village Hall Committee	Room Hire	78.00	
WL West & Sons Ltd	Rake Rec – New Gate	1,158.00	
Clerk – Kevin Jones	Expenses	111.93	

Payments were approved.

Steve Williamson then retired from the rest of the meeting.

10) Grants/Funding

(See item 7 above)

11) Committee and Working Party Reports

11.1 Finance (SW)

The next Finance Committee meeting will be on 31 March 2015.

11.2 Planning

The Planning Committee meeting minutes of the **9 February 2015** were received and accepted.

11.3 RATA

(FD) reported: Highways and their consultants have produced an initial proposal which we consider needs much reworking to bring it in line with the recommendations of the HBA report.

According to Highways, however, the consultant now is working on 2 proposals to present in the next couple of weeks: one following Hamilton Baillie's report and one closer to the Highways Department preference.

11.4 Open Spaces Committee

Garbitts Steps – Nina Williams advised Greg Carter two weeks ago that she is awaiting confirmation of changes agreed with the planning department so that work can be progressed this financial year.

Footpath Maps – Production of A3 sized maps had been delayed by workload and illness. Progress should be made in the coming week.

Rogate Parish Council Owned Lands – Nina Williams had agreed with (GC) to register all RPC owned lands. Nina would also assist in the progress management of our woodlands.

Bull Hill Recreation Grounds Replacement Gate – now installed. (GC) to organise a heavy duty chain with a key operated roller bolt type lock which resists attempts to saw through the hasp. **Action: (GC)**

Midhurst – Petersfield Cycleway – Fiona Dix was asked to find out if any progress could be made with this scheme beyond the existing Midhurst – Stedham stretch and report back. **Action: (FD)**

12) Maintenance of assets of RPC Owned Lands

12.1) Nameplates

Still in progress.

13) Neighbourhood Plan

The decision on the definition of settlement areas was deferred to the next meeting. Comments could be posted on-line at the Neighbourhood Plan website: www.rogateandrakeplan.co.uk/

14) Rogate Community Sky Centre

The project will continue. The problems with storage areas are being resolved (see Chairman's Report item k.). A suitable telescope is needed before further training can be undertaken. There is a solar eclipse forecast for the 20 March.

15) Highway Parking – BMX Site

(EB) had e-mailed the club suggesting that additional off road parking is available at the nearby crossroads. Only an automated reply had been received.

16) Facebook/Twitter Accounts For The Council

Investigation of possibilities still ongoing.

17) Rogate School Crossing Patrol

To be progressed.

18) Parish Communication – Information Dissemination

Paddy Walker had asked that any action on the Neighbourhood Plan e-mail contacts be deferred until the Neighbourhood Plan was resolved.

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)

- The Clerk was asked to begin preliminary investigation of the procedures to secure a possible future reduction in the number of councillors. **Action: (KJ)**

21) Date of Next Meeting

The next **Full Council Meeting** will be on **Monday 13 April 2015 at 7.30pm at Rogate Village Hall Pavilion.**

Meeting closed at 9.50pm

To contact the Chair, Elizabeth Brown
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