



**Full Council Meeting
MINUTES**

Monday 12 January 2014

Councillors in attendance: Ann Arnold (AA), Pauline Berrisford-Hill (PBH), Elizabeth Brown (EB) (Chairman), Fiona Dix (FD), Max Harwood (MH), Peter Howland (PH), Steve Williamson (SW)
Clerk: Kevin Jones (KJ)

In Attendance:

Gillian Keegan (Chichester District Council)

Meeting started 7.35pm

1) Representations from the Public: None

2) Apologies for Absence: Received and accepted from Peter Button, Val Farren, Sarah O'Brien Twohig and Shon Sprackling.

3) Declarations of Interest: None

4) District & County Councillors Reports

Gillian Keegan (Chichester District Council) informed the Council of the monthly "Members Bulletin" (circulated via e-mail and available from the CDC website) as a good source of news on CDC activity. The planning application for Durand Academy has been withdrawn but further applications may be expected. The budget discussions at CDC had indicated a relatively healthy financial position.

No report was received from Gordon McAra (West Sussex County Council).

5) Rogate Youth Club

Lee Roach, newly appointed Chairman of Rogate Youth Club addressed the Council. Mr Roach explained that his will be a stop-gap appointment as he was still working and therefore delegating a lot to excellent volunteers. He advised the Club was financially sound with a regular membership of approximately 15. The current hours of 5.30 – 7.30 are being moved to 6.00 – 8.00 and volunteers will cover the maternity leave of the Youth Worker.

Mr Lee was advised of the new council policy on grant funding and the Chairman requested news of the Club for the Rogate and Terwick News publication.

6) Minutes of Last Meeting

The minutes of the last meetings held on the **10 November 2014** and **8 December 2014** were accepted by the council and signed by the Chairman.

7) Chairman's Report (EB)

a.) Rosie Hodgson (former Clerk to the Council)

The Chairman sadly informed the council of the death of Rosie Hodgson's father, the funeral to be on the 22 January, 12.30 at Trotton Church. The council expressed its condolences to Ms Hodgson.

b.) Minutes

The Chairman wished meeting minutes to be approved and signed at the first available meeting even if this required hand written amendment. To this end any proposed changes must be sent to the Clerk by the Friday before the Agenda and final draft minutes are circulated in the week prior to the meeting. In addition, where oral reports from councillors are to be given, a short written précis should be prepared in advance and passed to the Clerk at the meeting to form the basis of the minutes. **Action: (All)**

c.) Big Lunch/Asparagus Festival – Sunday 7 June

A previously erected marquee will be available for the event. With the event designed to get people to mix together people bringing communal food for the table was preferred. (EB) volunteered to be the liaison person for the council and hoped to enlist the support of Lunch Club volunteers. **Action: (EB)**

d.) Action in Rural Sussex / Action with Communities in Rural England

This charity has advised of threatened cuts to funding received from DEFRA. An e-petition has been launched against this and the Chairman encouraged support for it.

e.) Care Act – Consultation

The parish has a large percentage of elderly parishioners and a meeting is being held in Chichester on the 26 January, 6.30 – 8.00pm for those interested.

f.) Chichester District Council – Councillor Numbers

It was noted that this was a topic to be explored by the new council elected in May 2015.

8) Finance Report (SW)

Income Received this month: £3.65 bank interest and £1,300 CDC New Homes Bonus.

Expenditure Expenditure is broadly according to budget and the level of expected underspends outlined in December: £

Projects

Neighbourhood Plan – Further £3,000 expenditure to complete

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

RAP – About £5,100 remains for future maintenance

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

Operation Watershed – work completed – awaiting invoices

- Fiona Dix checked the bank reconciliation

9) Payments to be approved

Payee	Detail	Amount (£)	Heading
Clerk's/RFO salary & PAYE		Not Disclosed	Administration
Elizabeth Brown	Website Cost	22.22	Administration
Elizabeth Brown	Tape	14.04	RAP
Rogate Village Hall Committee	Hall Hire	78.00	Administration
Paddy Walker	Neighbourhood Plan Website	132.00	Neighbourhood Plan
Southern Water	Fyning Rec Supply	42.01	RAP

Payments were approved.

10) Grants/Funding

Operation Watershed

(SW) reported he will write to the contractors requesting they submit invoices for completed work with some urgency. **Action: (SW)**

11) Committee and Working Party Reports

11.1 Finance (SW)

Minutes were not received as yet to be approved by the Finance Committee.

Steve Williamson presented the final budget and precept demand for the 2015/16 financial year.

It was resolved: ***The Council adopt a budget for 2015 of £30,215 which will result in a parish precept of £38.52 per Band D equivalent household which is equivalent to 74p per week.***

Proposed: Steve Williamson, Seconded: Elizabeth Brown, Adopted Unanimously.

The full Budget and Precept is given in Appendix A to these minutes.

11.2 Planning

The Planning Committee minutes meeting of the 17 November and 8 December were received.

11.3 RATA

Fiona Dix updated the Council on the traffic calming project. RATA had met with West Sussex County Council highways engineers in late December to brief WSCC's consultants who have been commissioned to produce a costed detailed design of HBA's calming proposals. They are expected to report back on 20 January.

11.4 Open Spaces Committee

Greg Carter reported an Open Spaces Committee meeting was proposed for Monday 20 January. There was an uprooted tree balanced precariously at Fyning Rec.

Action was requested of the OSC to investigate the security of the water supply at Fyning Rec. **Action: OSC**

12) Neighbourhood Watch

Elizabeth Brown reported a slight increase in perceived activity with the scheme.

13) Maintenance of assets of RPC Owned Lands

13.1) Nameplates

Greg Carter advised he was considering various suppliers for the nameplates and also the required gates. **Action: (GC)**

14) Neighbourhood Plan

Elizabeth Brown asked as many councillors as possible to attend the meeting on the 18 January and to encourage others.

15) Rogate Community Sky Centre

(EB) and (SW) met with Brian Allison (Rogate Hall Committee) and Christopher Jones-Parry (Hall Trustee). CJP advised he would like to see more people from the Rogate area on the steering committee.

The meeting agreed that the emphasis should initially be on activities built around already available equipment and facilities and that the building of an observatory be pursued as and when the opportunity and funds become available. It was noted that this approach would still require storage space for the equipment to be identified and allocated to the Sky Centre. The first step is to form a committee for which (EB) and (SW) volunteered. **Action: (EB), (SW)**

16) Listening Post for Parishioners

(FD) was requested to insert a note in the next issue of the Rogate and Terwick News to try to gauge public interest in the idea. **Action (FD)**

17) Electronic Recording of Council Meetings

Following discussion the item was deferred for six months.

18) Facebook/Twitter Accounts For The Council

Following discussion (FD) was asked to investigate further and report back to the Council as one or both of these may be the best way for the Council to engage with younger residents who probably do not read the Rogate & Terwick News. **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)

- (PBH) reported that trees were still being cleared on Weavers Down and while this was meant to remove power-line obstruction clearance was very widespread.
- The road repairs in Langley were also far from satisfactory.
- (FD) and (EB) to raise these issues at forthcoming CLC meeting. **Action: (FD) & (EB)**

21) Date of Next Meeting

The next **Full Council Meeting** will be on **Monday 9 February 2015 at 7.30pm at Rogate Village Hall Pavilion.**

Meeting closed at 9.50pm

To contact the Chair, Elizabeth Brown
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