



Full Council Meeting MINUTES

Monday 8 June 2015

Councillors in attendance: Steve Williamson (Chairman) (SW), Ann Arnold (AA), Elizabeth Brown (EB), Val Farren (VF), Max Harwood (MH), Peter Howland (PH), Sue May (SM), Sarah O'Brien Twohig (SOBT), Debbie Pattinson (DP), Emma Yellop (EY)
Clerk: Kevin Jones (KJ)

Meeting started 7.35pm

- 1) Representations from the Public –** None received.
- 2) Apologies for Absence:** Received and accepted from Greg Carter, Fiona Dix, Mairi Rennie.
- 3) Declarations of Interest –** None
- 4) Minutes of Last Meeting:** The minutes of the last meeting held on the **11 May 2015** were accepted by the council and signed by the Chairman. (Appendix A).
- 5) District & County Councillors Reports –** county councillor Gordon McAra was attending the Midhurst Town Council meeting and could not be present. District councillor Gillian Keegan reported to the council on changes following the recent election. She has been appointed Cabinet member for Commercial Services. She offered every support to the council on local planning issues and in particular for the efforts to secure a satisfactory and timely solution to the drainage issues afflicting Parsonage Estate.
- 6) Chairman's Report (SW)**
 - a) Rogate & Terwick News –** Peter Howland agreed to write a short article for the R&T on the current situation with the old Black Bridge.
 - b) Parish On-Line** Elizabeth Brown agreed to attend a course for beginners on this mapping service.
 - c) West Sussex County Council – Local Committee for North Chichester –** meeting 23 June at 6.00pm for broadband rollout update – 7.00pm main meeting at Lurgashall Village Hall GU28 9ES – attendance invited.
 - d) The Big Lunch –** A very successful Big Lunch was attended by 54 adults and children on the 7 June in Rogate. The Council agreed to send bunches of flowers to Jenny Peters and Daphne Roberts in appreciation of their hard work.
- 7) Finance Report (SW)**

Income: £15,022 Council Tax Precept and £87 Support Grant received from Chichester District Council representing first of two instalments - £6,148.17 reclaimed VAT- £700 Neighbourhood Plan Grant.

Expenditure - in line with budget

Cheque Payments – as per agenda.

Projects

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

RATA – About £1,300 remains in the account from last year plus £4,000 from this year's budget.

RAP – About £5,480 remains for future maintenance

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

Operation Watershed – £11,246 (ex-VAT) for this year's work currently programmed for 13 July. Additionally, £6,700 remains for drainage work in 2015/16.

Payments approved.

| Payee | Detail | Amount (£) | Heading |
|----------------------------------|-----------------------------|---------------|---------|
| Clerk/RFO | Salary/PAYE | Not Disclosed | |
| Rogate & Terwick Village Hall | Hall Hire Expenses | 78.00 | |
| Elizabeth Brown | Website Costs | 22.71 | |
| Debbie Harknett | RFO Expenses | 53.70 | |
| Payments Received | | | |
| HMRC | VAT Refunded | 6,148.17 | |
| HSBC | Bank Interest | 0.41 | |
| Chichester District Council | Council Tax Precept & Grant | 15,109.00 | |
| Community Development Foundation | Neighbourhood Plan Grant | 700.00 | |

8) Grants/Funding

Operation Watershed

It was resolved: “That the chairman sign the contract between Rogate Parish Council and West Sussex County Council concerning the road openings necessary to complete the Operation Watershed works in Bull Hill, London Road and Habin Hill”.

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

9) Committee and Working Party Reports

9.1 Finance (SW)

- **Resolution:** “That Steve Williamson, Elizabeth Brown, Fiona Dix, Max Harwood and Ann Arnold be appointed cheque signatories”. Proposed Steve Williamson – Seconded: Sarah O’Brien-Twohig – carried unanimously.
- The Finance Committee Meeting Minutes of the **31 March 2015** were received.
- **Resolution:** “To Accept and Adopt the Rogate Parish Council Financial Regulations 2015”. Proposed: (SW) – Seconded (AA) – carried unanimously.

9.2 Planning

The Planning Committee meeting minutes of the **13 April 2015** and **11 May 2015** were received.

9.3 Open Spaces Committee

Next Meeting – Date to be arranged.

Fyning Recreation Ground – The concrete fire-pits have been removed at a cost of £80 for equipment hire.

Pauline Berrisford-Hill – To commemorate the 47 years of service of Pauline Berrisford-Hill the council intends to install a bench on Oliver’s Piece.

Garbitts Steps – Awaiting final planning decision from Chichester District Council.

Helen Chalke – District Ranger – The clerk was re-instructed to contact Helen Chalke to facilitate a visit to the parish. **Action: (KJ)**

Ward Walks – District Councillor Gillian Keegan advised the meeting that Chichester District Council officers were available for “Ward Walks”, accompanied by parish councillors, to see first-hand problems with which they may be able to assist.

9.4 RATA - The recent meeting had secured some common ground between the original concept and West Sussex County Council highway engineers.

9.5 Parsonage Estate Drainage – The working party has met and as a first course of action Louise Rudziack is to write to Southern Water and Affinity Southern on behalf of Chichester District Council. There were many comments and suggestions as to how to secure an effective solution to this problem.

(at 8.55 Val Farren left the meeting).

10) Maintenance of assets of RPC Owned Lands

Nothing to report.

11) Neighbourhood Plan (SW)

At the recommendation of the South Downs National Park Authority, a planning consultant, Alex Munroe has been engaged to take the Draft Plan's objectives, policies, guidelines etc and produce a document compliant with the SDNPA requirements for formal statutory consultation. Completion of this stage is expected by the end of June 2015.

12) Rogate Community Sky Centre

(SOBT) reported: Quotations for the provision of storage were still being sought On the 27 June 2015 Dan Oakley will be leading a "Sun, Venus and Jupiter" event . **Action: (SOBT)**

13) Facebook/Twitter Accounts For The Council

The clerk reported on local parish council use of Twitter and Facebook as a means of communication following which the council decided not to pursue the matter.

14) Parking in Rogate

No report.

15) Rogate School Crossing Patrol

District councillor Gillian Keegan showed the council a picture of a warning sign for motorists which could be used when children and parents were crossing the road but would not be permanently installed.

16) Stand at Rogate Village Fete

EB will set up and look after a stall showing who has been elected, and their contact details and the general work of the Council"

17) Training

The clerk distributed training programmes published by Sussex Association of Local Councils to newly elected councillors. The clerk is to book courses as requested by the councillors. **Action: (SM, DP, MR, EY, KJ).**

18) Register of Members' Interests

Councillors were reminded of the need to return completed and signed forms.

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** will be on **Monday 13 July 2015** at **7.30pm** at **Rogate Village Hall Pavilion.**

Meeting closed at 9.40pm

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