



# Full Council Meeting Minutes Monday 13<sup>th</sup> August 2018

Parish Councillors in attendance: Chairman Steve Williamson (SW), Elizabeth Brown (EB), Fiona Dix (FD), Val Farren (VF), Fred Fosberry (FF), Max Harwood (MH), Rita Harrison-Roach (RHR), Sue May (SM), Elena McCloskey (EM) and Mairi Rennie (MR).

Clerk: Debbie Harknett  
Meeting started 7.30pm

There were no members of the public in attendance.

1. **Recording of the meeting** – it was noted that the meeting would not be recorded.
2. **Representations from the Public** – none.
3. **Apologies for absence were received and accepted from:** Ann Arnold (AA), Nic Lobbenberg (NL), Paddy Walker (PW) and County/District Councillor Kate O'Kelly (KOK). EB informed the meeting that AA had an accident and was in hospital suffering from concussion. Everybody sent their best wishes; EB to arrange some flowers or similar gift on behalf of the PC.
4. **Declarations of interest** – RHR expressed an interest in the Youth Club; RHR and MH in Rogate School.
5. **Minutes of last meeting:** the minutes of the meeting held on 9 July 2018 were accepted by the Council as a true record and signed by the Chairman.
6. **County & District Councillors Reports** – SW reported on behalf of Dr Kate O'Kelly (KOK)  
**As West Sussex County Councillor:**
  - a) The Bailey Unit at Midhurst Community Hospital has been indefinitely closed due to a shortage of local staff. This decision was scrutinised at the September HASC meeting. KOK is liaising with Midhurst GPs and Friends of Midhurst Community Hospital. A group has been established to explore the idea of a frailty hub based in Midhurst and explore options with regards to re-opening the ward. The CCG are now hoping it will be a temporary closure.
  - b) She is delighted WSCC have finally confirmed delivery of a new classroom for Rake School.
  - c) The bus steering group met on 10 July with a plan for summer promotion of the routes and Stagecoach have been liaising with regards promotion. The Stagecoach service is praised by regular users as cleaner, better driven and more reliable.
  - d) KOK has received many emails about the Velo South cycle event. She proposed a motion calling for WSCC to think again, to consider cancelling the road closures or failing that to have shorter, rolling closures. The motion was defeated. There was an engagement event in Petworth on 26 July. No significant changes have been made (additional road crossings). She suggests parishes collect evidence of benefits and losses to pass to WSCC when they are considering a rerun in the future.

FD arrived.

**As Chichester District Councillor:**
  - e) The new Universal Credit system launched on 4 July with some Guildford postcodes in the district going live in October. Claims need to be made online. People are urged to verify their identity at [www.gov.uk/government/publications/introducing-govuk-verify](http://www.gov.uk/government/publications/introducing-govuk-verify). Those without internet access can use computers at CDC Chichester offices. Support on how to use the system is available on 01243 534509 or [benefits@chichester.gov.uk](mailto:benefits@chichester.gov.uk). To start a claim applicants must go to the Job Centre.
    - Councillor's expressed concern as the nearest job centre is in Havant which could be difficult to get transport to. SW to write article for R&T offering support and help with transport if required.
  - f) Grants are available for new businesses [www.chichester.gov.uk/enablinggrantscheme](http://www.chichester.gov.uk/enablinggrantscheme).
  - g) CDC are asking local businesses what is important to them and what sort of support they would like to see from the Council. Survey online 2 July-26 August [www.chichester.gov.uk/letstalk](http://www.chichester.gov.uk/letstalk).
  - h) Contract services are relaunching the garden recycling service with 3 months free as a promotion for new customers signing up.
  - i) The Novium Museum new exhibition 'A history of Britain in Lego Bricks' is running from 28 July-31 October with 30 Lego models including an 8m long model of the Flying Scotsman.

Drop-in sessions 10.30-12.30 Midhurst Grange 6 September and Rogate Village Shop 24 September.

## 7. Chairman's report

SW noted he has received an email from a parishioner concerned about a proposal for a concrete table tennis table being installed in the recreation ground. He explained the Village Hall is separate from the PC.

## 8. Finance report:

- a) It was noted that MR would check the bank reconciliation.
- b) It was noted PW has a meeting about the Community Land Trust bank account next week.
- c) MH informed the meeting he looked at the village bus shelters with Darren Rolfe from WSCC. At an approximate maximum materials cost of £2,000 per shelter (of our design) Darren and his team of volunteers would build replacements. This cost would probably be reduced the more shelters replaced together as the materials are bought in larger quantities. There is a scheme whereby WSCC would help with some of the cost if a tool shed were built at the same time. It was agreed that the tool shed would be vulnerable to theft and would not be supported. There are four shelters in the village – either side of the A272 at the bottom of Fyning Lane, in the Village centre and at Terwick Wood.
  - SW/EB had looked at the village shelter and felt it was ok though would benefit from a seat.
  - FD noted that RATA money could be used.
  - After discussion, SW's proposal of **resolution 'to commission Darren to build three new shelters – the two at the bottom of Fyning Lane either side of the A272 and one by Terwick Wood (design to be confirmed) using pressure treated timber'** was seconded by FD and unanimously approved. Open Spaces to confirm the specification and ensure the notice board is retained and relocated in the new shelter.
- d) MH reported the disused shelter at Rake has an asbestos roof and the Clerk has obtained quotes for its removal, Amiante £850 for the complete shelter, Crucial Environmental £680 entire shelter or £320 roof and Westfield Group £250 the roof. After discussion, SW's proposal of **resolution 'Crucial Environmental to be instructed to remove the shelter and roof at a cost of £680'** was seconded by VF and unanimously approved.
- e) MH reported the swing at Hugo Platt and surface underneath it needs replacing as it was raised in the recent playground inspection report. The Clerk had obtained two quotes, both approximately £5,000. While it was agreed the safety surface was preferred the Clerk was asked to obtain a price for a metal (as opposed to wood) swing frame as a comparison and check guarantee period on existing quotes.
- f) MH reported there is an old swing frame at Bull Hill which has 6 legs set into concrete above ground level. It was agreed this is a potential hazard and should be removed. He has obtained one quote of £945. SM suggested a different company to try; Clerk to arrange quote.
- g) Following the successful restoration of the finger posts at Fyning and Harting Coombe the Clerk has obtained a quote of £1,480 to restore the one at Hillbrow. After discussion as to whether to leave until next year or get the finial made this year SW's proposal of **resolution 'to instruct Ralph Restorations to restore the Hillbrow finger post at a cost of £1,480'** was seconded by VF and unanimously approved.

Receipts and payments approved:

<b>Receipts:</b>		
HSBC	Bank interest	£1.43
<b>Payments:</b>		
Rogate & Terwick Village Hall	Hall hire	£21.00
Elizabeth Brown	Website cost re-imburement	£52.97
Clerk/RFO	Salary/PAYE	Undisclosed
Ralph Restorations	Finger post repairs	£2,940.00

## 9. Committee and Working Party Reports:

### Planning

- a) The minutes of the Planning Committee meeting on 9<sup>th</sup> July 2018 were received.
- b) EB noted the Clerk has been in contact with other parishes to try get a solution to managing without paper plans after October.

### Open Spaces

- c) The minutes of the Open Spaces Committee meeting of 21<sup>st</sup> May were received.
- d) The Open Spaces Committee meeting on 24<sup>th</sup> September 2018 was noted.

- e) MH informed the meeting a further day's holly clearance has been carried out at Terwick Woodland. He is still having trouble finding somebody to coppice some chestnut.; MR to try her contact again.

#### **Finance Committee**

- f) The finance committee meeting on Monday 15<sup>th</sup> October 2018 was noted.

#### **RATA**

- g) SW noted the Rake scheme is continuing to be discussed.
- h) SM informed the meeting the tree planted opposite Parsonage entrance appears to have died because of a lack of water in the recent hot weather.

#### **Drainage issues/Operation Watershed**

- i) VF reported Southern Water have been pumping from Hugo Platt sewage works again today and on June 14<sup>th</sup>.

#### **Buses**

- j) MH reported the recent bus meeting was useful. In response to EM's question he explained that WSCC subsidise the service as well as providing bus passes for the elderly.
- k) It was agreed to try to obtain figures at the end of the summer for the patronage of the Rogate service.

### **10. Rogate & Rake Schools**

RHR reported the new head appears keen to improve facilities for staff as well as pupils. He has been at the school during the summer holidays and met with the vicar.

### **11. Neighbourhood Plan**

- a) SW informed the meeting about the documents still to be put together which include a Basic Conditions Report and Consultation Report. The former is complete and for the latter he distributed examples of what is required and methods of including information from day one (in 2014) were discussed as many people originally involved have moved on.
- b) EM offer of help was welcomed.
- c) He has a meeting arranged with the SDNP after which it was agreed the working group would meet - EB/PW/SW/MR/EM.

### **12. Community Land Trust**

- a) MR informed the meeting they are at the point of the scheme taking off. They had been working with Tom Ayres and are able to continue even though CDC have appointed Jane Bridgen.
- b) The government has put more money into the scheme.
- c) The next stage is to look at the availability of land. They may need to consider a development that includes some market houses in order to get the land.

### **13. Velo event**

- a) SW reported a new leaflet drop has started and notices (against the event) have been erected on Broad Road. There have been numerous emails circulated about the event and impact of the road closures.
- b) FF noted he has been talking to people and they seem more aware though there are still people who don't know.
- c) SW has sought additional volunteers for a working group without success and asked if we need to try to manage things by arrange parking, access etc for local people or let the event happen.
- d) EB thought that by offering parking etc we would be helping Velo to avert the impact.
- e) FD felt it important to see what happens so it can be reported after the event rather than helping Velo facilitate the event.
- f) SW reminded the meeting that the Council has not given support in any respect. We have gone through our local County Councillor but this has failed to have any effect and we need to consider lodging our feelings with WSCC. After discussion, SW's proposal of **resolution 'to write to Louise Goldsmith, Leader of WSCC, stating Rogate PC's objection to the imposition of the all-day road closures caused by the Velo South cycle event that are to be imposed by WSCC without prior and proper consultation'** was seconded by EB and unanimously approved.
- g) SW to write note for R&T asking people to collect information of the event to feed back to WSCC.
- h) EB suggested it would be good to see the Velo accounts after the event.

#### 14. Youth Club

- a) MH reported an issue arose because we had a contract of employment with the youth worker that needed to be updated for a new employee. This contract was between the PC and the youth worker whereas in practice the contract should be between the youth club and youth worker. The problem is the youth club is not currently a legal body and cannot make contracts in its own right.
- b) We sought advice from VAAC who attended a meeting with MH and Youth Club representatives.
- c) There appears to be three options –
  - i. Use the Sussex Youth Association to employ the youth worker, provide support and management and do all things necessary to ensure the smooth running of the club. The downside is the cost is approximately £5,000 per year (to include the youth workers salary).
  - ii. The PC properly employ the YC worker. We would be the contractual employer and to do this we would need to show we manage and supervise the worker. Potentially the implications would be wider with the PC taking on the liabilities of the YC, the worker and exposure to liability of injury to the children as we would be the contracting organisation. A structure would be required within the PC to support this option and management would take time.
  - iii. The YC becomes a charitable body which is a structure that can contract, employ and behave in a way that supports the club. The resultant trustees would be protected against individual liability. The PC would continue to pay the money to support the workers pay. The charitable status also has the advantage of donations being able to be made to it but this option isn't favored by the YC.
- d) There were many questions/comments about what other YC's do; other local organisations that are charities; volunteer organisations employing staff; could we join forces with another club. Concern that it is important to get things right, especially around young people was agreed.
- e) RHR thought VAAC had considered the contract was suitable for the PC to be the employer and felt the Sussex Youth Association option was the most viable.

VF left.

- f) It was agreed support of the youth club is important to the PC and SW reminded the meeting any increase in cost could be considered when setting the precept for next year.
- g) It was noted that support would be offered to the YC if they became a charitable body.
- h) MH reminded the meeting that the volunteers do a fantastic job and we are trying to support them.
- i) Meeting to be arrange with YC, SW, MH and the Clerk.

#### 15. Correspondence

- a) Emails as previously circulated.
- b) Bank statements received – filed in finance file.

#### 16. Information for the Council (for noting or inclusion on a future Agenda) – none.

#### 17. Date of next meeting – The next Full Council Meeting of the Parish Council will be on **Monday 10<sup>th</sup> September 2018** at 7.30pm at Rogate Village Hall Pavilion.

There being no further business the meeting closed at 9.45pm.

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