



Full Council Annual Meeting Minutes Monday 14th May 2018

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

County/District Councillor: Kate O'Kelly (KOK)

There were no members of the public in attendance.

Clerk: Debbie Harknett

Meeting started 7.30pm

1. Recording of the meeting – it was noted that the meeting would not be recorded.

2. Election of Council Chairman

The Clerk called for nominations – AA proposed Steve Williamson to continue which was seconded by EB. There being no other nominations and all Councillors were in favour SW took the chair and signed the declaration of acceptance of Office.

3. Election of Council Vice-Chairman

SW called for nominations and proposed Elizabeth Brown to continue which was seconded by VF. There being no other nominations and all Councillors were in favour EB accepted.

4. Councillor vacancy

- a) SW informed the meeting we have received an application from Elena McCloskey who unfortunately is unable to attend a meeting until July because of prior commitments. She had written a letter of introduction to the Council which was previously circulated.
- b) Both AA and MR knew her and thought she would be a good addition to the Council and is involved in other village activities.

FD arrived.

- c) EB proposed **resolution 'to co-opt Elena McCloskey to the Council'** was seconded by AA. With three abstentions and the rest in favour the resolution was carried.

5. Representations from the Public – none.

6. Apologies for absence were received and accepted from: Paddy Walker (PW).

7. Declarations of interest – RHR, FD & MH noted an interest in Rogate School.

8. Minutes of last meeting: the minutes of the meeting held on 9 April 2018 were accepted by the council as a true record and signed by the Chairman.

9. County & District Councillors Reports – As KOK was yet to arrive this was deferred for her arrival.

10. Formation of Committees for 2018/19

SW went through the current committee membership and everybody wished to remain on the same committees:

Planning – AA, EB, VF, RHR, NL, SM and MR.

Finance – EB, FD, MH, SM and PW.

Open Spaces – FD, VF, FF, RHR, MH, MR

11. Chairman's report

- a) SW noted a complaint had been made to CDC Monitoring Officer about the decision to support the village shop. However, after answering questions the matter was not pursued.
- b) SW was pleased to report the Youth Club have appointed a new leader (Kim Steinhoffel) who started on 3 May. The Parish Council are her contractual employer though payment is made by WSCC with us reimbursing them. He wished her every success.
- c) He attended the Chapel Common Liaison Group (CCLG) meeting on 4 May (with representatives from SDNP) to consider the ongoing management of the site which is complicated. It is owned by Mr. Mir of Milland Place with Natural England providing maintenance grants to SDNP because it is a SSSI. It was

noted that Lynchmere Common is owned by Lynchmere Community Group. The CCLG would like to establish a more formal 'Friends of Chapel Common' to see if it is feasible to purchase with grants etc as well as helping to look after the site.

12. Finance report:

- a) SW went through the Annual Governance Review which had been previously circulated.
- b) NL proposal of **resolution 'to approve the Annual Governance Statement'** was seconded by RHR and unanimously approved.
- c) SW went through the accounts for 2017/18 noting we did reasonably well spending money but not well enough, though £16,000 of the carry forward is project funds (NP, RATA & Operation Watershed).
- d) VF proposal of **resolution 'to approve the Accounting Statements for year end 31 March 2018'** was seconded by EB and unanimously approved.
- e) It was noted that NL would check the bank reconciliation.
- f) In response to FD's question about the cemetery hedge being cut further back SW said he needs to do a specification for the work.
- g) EB asked about the 'Silent Solider'; the Clerk has chased and will again.

Receipts and payments approved:

Receipts:		
CDC	Precept – first tranche	£15,463.00
Payments:		
Rogate & Terwick Village Hall	Hall hire	£63.00
Elizabeth Brown	Website cost	£24.93
Clerk/RFO	Salary/PAYE	Undisclosed
Zurich Insurance	Parish Council insurance renewal	£870.55
Lewis Landscaping	Cemetery hedge cutting – RATA	£600.00

KOK arrived.

13. County & District Councillor Reports – Dr Kate O'Kelly reported

As West Sussex County Councillor:

- a) Stagecoach took over the 54, 91, 92 and 93 bus services on 15 April. New timetables have been put up at bus stops and are available in paper form. They are going to update the bus stop flags. It is a learning curve with regular passengers helping drivers though reports received are the buses are smaller, cleaner and better driven with a traffic light system of reporting drivers who drive too fast. She noted that they will stop in remote locations along the route upon request.
- b) The bus consultation closes on 6th June.
- c) WSCC Community Grants crowdsourcing model is up and running at www.westsussexcrowd.org.uk where organisations wanting to bid go to start their application. To date, none have been received by the North CLC area; their next meeting is on 19th June at Elsted.
- d) A small group of Rake residents are keen to start a project for traffic calming at Rake.
- e) Milland PC are going to arrange a meeting with WSCC Highways at Coombe crossroads and will invite Rogate PC to attend.
- f) WSCC have announced new teams of 'rove and fill' to add to their teams already working on pothole repairs. The difference being is they will fill a hole when found rather than marking and reporting back. They are currently filling 250 potholes a day with a 35% increase on enquiries compared to last year.
- g) WSCC are running a bi-annual survey asking residents about their priorities for the County – www.westsussex.gov.uk/whatmatters2018
- h) The Velo South cycle race will be on the agenda at the CLC meeting on 19 June at Elsted when the organisers and WSCC Officers will be answering questions.

As Chichester District Councillor:

- i) Build a better A27 (Chichester section) Systra consultants have been tasked to find a solution to put to Highways England and reports are due in June after which CDC will have a special meeting to discuss.
- j) Chichester and Midhurst Vision – the Enterprise Centre on Terminus Road, Chichester opened in March with 68 office units and 14 fronts. There is a meeting on Midhurst vision (SDNP, CDC, Town Team CIC, MTC, Highways) working to review the original ideas to improve the town for residents & visitors.
- k) CDC has grants available for small businesses – www.chichester.gov.uk/grants.
- l) They have issued 685 fixed penalty notices for litter and fly tipping since November 2017.
- m) Recycling rates for 2017/18 is 44.8% with a target of 50% 2020.

- n) They are promoting the 'adopt an area litter campaign' – www.chichester.gov.uk/adoptanarea.
- o) Her next drop-in session at Rogate Village Stores is on 18 June from 10.30-12.30.
- p) AA reported she has received some good feedback for the bus via the shop. WSCC have provided them paper copies of the questionnaire as well as information about the litter campaign.
- q) In response to FD's question about political division KOK explained the District and County work together for all people as elected representatives; in most areas politics does not come in to.

14. Committee and Working Party Reports:

Planning

- a) The minutes of the Planning Committee meeting on the 9th April 2018 were received.

Open Spaces

- b) The Open Spaces Committee meeting on 21st May 2018 was noted.

Finance Committee

- c) The minutes of the Finance Committee meeting on the 29th January 2018 were received.
- d) The finance committee meeting on Monday 15th October 2018 was noted.

RATA

- e) SW reported he, EB and FD had a walkabout making notes of the progress of work with some queries which he has sent to WSCC and is waiting for a response.
- f) They have ideas for further enhancement and asked if anybody was able to suggest somebody to install the planters/signs. AA to talk to somebody she knows and pass on his details.
- g) EB asked about the plan for the next two nights and whether the area by the cemetery hedge could be tarmacked if we got cleared. SW explained they would not be going that far.
- h) AA reported she continues to discuss the levels/damp course problems outside the shop with WSCC and noted the new pavement opposite pools water and is crumbling.
- i) FD noted it may be worth raising at the CLC meeting if Chris Dye from highways is attending.

Drainage issues/Operation Watershed

- j) The Clerk and RHR have started the process of looking at Slade Lane and SW has passed on the previous forms for guidance.

15. Rogate & Rake Schools

- a) RHR noted Rogate School are celebrating their 150th birthday on 11 June at 2pm.
- b) MR is arranging a small exhibition of school memorabilia and may eventually publish a little book so is requesting any memories.
- c) MH reported Rogate Robbins have a token collection box in Tesco.
- d) KOK attended a finance & premises meeting at Rake School – although planning permission has been granted for the new classroom they are waiting for the go-ahead from WSCC.

16. Neighbourhood Plan

Nothing to report though offers of help were noted.

17. Community Land Trust

MR informed the meeting they are getting more information and hope to emerge from the fog soon – they are waiting to learn who the advisor for this area will be.

18. Litter picking/adopt a road

- a) Councillors volunteered to do different areas – AA & MR Fyning Lane; EB Durford Road to the crossroads; SW Harting Coombe to Bull Hill; AA & VR Parsonage Estate to East Lodge; FD top road.
- b) It was agreed to get a map and publicise at the fete.
- c) With reference to last months meeting it was noted that an hour is lost not gained when the clocks change in the spring.
- d) There were questions about safety vests and rubbish bags but AA felt these were provided though the Clerk added its easier to dispose of filled bags if there is one specific special day organised.

19. Bus services

In response to the Clerk's question about the consultation KOK felt the Parish Council should respond and encourage other PC's to; FD to prepare a draft for circulation and agreement.

20. Velo South

- a) EB informed the meeting this was discussed at the All Parishes meeting and the feeling was that people had not been consulted at an early stage. She hoped the outcome of the meeting would be improved communication. The hope/expectation is a considerable amount of money will be brought into the area – not just by people watching and participants but by charity sponsorship.
- b) KOK noted this will be on the agenda for the CLC meeting and if any special concerns please let her know. CDC are not responsible for the event – WSCC are and have given permission.
- c) FD was concerned some residents will be locked down for 9 hours (8.45-17.45) and VF reminded the meeting of problems caused by a similar event at Brookham.
- d) SW reported that Andrew Shaxson of Harting Parish Council had contacted us to ask if we would like to join a small group to discuss the matter ahead of the CLC meeting.
- e) It was agreed that while consultation had not been good we are unlikely to change the route now.
- f) SW noted another cycling event on Sunday 20 May when roads will remain open with Marshalls.

21. General Data Protection Regulations

- a) EB reported this matter was discussed at the All Parishes meeting with some good slides that have been passed to the Clerk but the overall message was 'not to panic'. She said we have to be sensible and open about the information that we hold and why. It was suggested that Parish Councillors have specific addresses for their Council work. The Clerk to look at getting @rogateparishcouncil addresses for Councillors.
- b) The Clerk noted there is an amendment to the bill that may exempt Parish Council's from have a Data Control Officer but we would still need a responsible person and the rules were for all information held by the Council and not just the information held by the Clerk.

22. Community Governance Review – Nyewood Boundary

- a) SW noted this was not on the agenda but we have been asked to comment on a proposed boundary change at Nyewood by 29 May which involves moving 3 properties from Rogate Parish into Harting.
- b) Some Councillors thought it made sense while others thought the historical lines was important and there was concern as to the possible reason behind the proposed change.

Post meeting note – we have obtained a time extension so this will be included on June's agenda.

23. Correspondence

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

24. Information for the Council (for noting or inclusion on a future Agenda)

- a) MH noted the holly is due to be cleared at Terwick Wood on 25 May.
- b) It was noted the hedgerow along Garbitts Lane is very overgrown. – to be discussed at Open Spaces.
- c) FD requested Broadband project and village database be included on a future agenda.

25. Date of next meeting – The next Full Council Meeting of the Parish Council will be on **Monday 11th June 2018** at 7.30pm at Rogate Village Hall Pavilion.

There being no further business the meeting closed at 9.15pm.

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