



Full Council Meeting Minutes Monday 10th September 2018

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

Minute taker: Trish Walker
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:** Val Farren (VF) and Debbie Harknett (Clerk)
4. **Declarations of interest** – RHR and AA expressed an interest in the Youth Club; RHR and MH in Rogate School.
5. **Minutes of last meeting:** Item 12a of the minutes of the meeting held on 13 August 2018 was adjusted to read “Tom Warder” instead of “Tom Ayres” and “James Brigden” instead of “Jane Brigden”. The changes were then accepted by the Council as a true record and signed by the Chairman.
6. **County & District Councillors Reports** – Dr Kate O’Kelly’s (KOK) report was read by the Chairman -
As West Sussex County Councillor:
 - a) The County budget situation was to worsen over the next two financial years. It is anticipated that savings would be made in areas such as help for troubled families, revision of non-community bus services, and housing support in the voluntary sector.
 - b) The Bailey Unit at Midhurst Community Hospital has been indefinitely closed due to a shortage of local staff. The possibility of a “frailty hub” in Midhurst is still being considered.
 - c) The next Bus Strategy meeting is planned for October. The local bus steering group is due to meet on 23rd October 2018.
 - d) Velo South – a legal challenge has been served to WSCC, but there has not been any response to this yet. It is important to collect evidence about the impact of the event on the local community.
 - e) HWRS (Household Waste Recycling Site) in Chichester are issuing permits to owners of vans and trailers, on application, to enable them to use the facilities. This will be for West Sussex residents only.**As Chichester District Councillor:**
 - f) The old Grange Centre site, Midhurst – on 4/9/2018 the decision was made to sell the site for development as a Care Home. This is not widely accepted by locals and councillors.
 - g) The Council is offering a grant scheme for retailers and hope the result will be a reduction in the number of empty retail properties in the District.
 - h) There has been an increase in levels of fly tipping which is of great concern.
 - i) CDC have a promotion on the Garden Waste collection service at the moment.

Drop-in session Rogate Village Shop 24 September 2018 10.30-12.30.
7. **Chairman’s report**
 - a) SW met with the Rake and Hillbrow Traffic Calming Group who are in the process of setting up a Community Speedwatch Group. This is registered with the Police, and members of the group are able to log vehicles travelling at an excess speed with the use of a speed gun. Details are passed to the Police who will write to the registered owner of the vehicle.
 - b) The CDC Community Governance Review panel had met and decided to approve the transfer of the three dwellings and some industrial units to the Harting parish. There are no details of the timing of the change, and there are concerns that the change may impact on the Neighbourhood Plan.

8. Finance report:

- a) PW reported the Council are 5 months into the financial year but have only spent 30% of the budget. Staff and equipment are on budget, but the grants and property maintenance are greatly underspent. However, grants are timetabled to be determined in October. The Projects budget is also underspent.
- b) It was noted that NL would check the bank reconciliation.
- c) The successful conclusion of external Annual Audit for accounts year ended 31.03.18 was noted. The appropriate notices would be displayed on the noticeboard.
- d) PW confirmed the bank account for the Community Land Trust is ready to activate once the bank have received a set of the last minutes and two signatures taken from the current authorised signatories. The account would be a non-interest bearing cheque account.
- e) Quotes were considered for removal of old swing frame at Bull Hill, Rake. The following resolution was agreed: **Resolved: that TG Tree Care should be appointed to carry out the work at the quoted price of £480.00.**
- f) Quotes were considered for a replacement swing frame at Hugo Platt. The following resolution was agreed: **Resolved: that Playsafe should be appointed to provide the new swing and safety surface for Hugo Platt at the quoted price of £5,174.00**

Receipts and payments approved:

Receipts:		
HSBC	Bank interest	£0.73
Payments:		
Rogate & Terwick Village Hall	Hall hire	£42.00
Elizabeth Brown	Website cost re-imbursement	£26.76
Clerk/RFO	Salary/PAYE	Undisclosed
Southern Water	Fyning Recreation ground supply	£24.11
E.C. Simpson Plant Hire	Terwick Wood holly clearance	£330.00
Debbie Harknett	Clerks expenses	£72.78
Rake Village Hall	Hire for Rake traffic meeting	£35.00
Moore Stephens	External audit	£282.00
Elizabeth Brown	Expenses	£18.88
Crucial Environmental	Removal of Rake Bus shelter	£816.00
Lewis Landscaping	Bull Hill hedge cutting	£455.00

9. Committee and Working Party Reports:

Planning

- a) The minutes of the Planning Committee meeting on 13 August 2018 were received.
- b) EB outlined the new paperless planning system that was due to start on 1st October 2018. EB and the Clerk attended a session at CDC on how to work with the new system. The Clerk will need to download the plans onto a laptop which can be given to the Planning Committee Chairman, who otherwise will be unable to access plans, prior to the meeting. The laptop can then be used with a projector and screen to display the plans at the meeting. It is likely that the preparation will take the Clerk about one morning a month.
- c) EB said it was essential to have a dedicated laptop to enable this to work effectively.
- d) The Clerk had asked the Village Hall if parish council might install a permanent screen in the meeting room. The initial response was negative, but a further request will be made.
- e) The following proposal was made and agreed by all present: **Resolved: SW to research and purchase a laptop up to the value of £1,000 designated for planning purposes.**

Open Spaces

- f) It was noted that the Open Spaces Committee would meet on 24th September 2018 at 7.30pm.

Finance Committee

- g) It was noted that the finance committee would meet on Monday 15th October 2018.

RATA

- h) SW noted that a signed agreement had been received from WSCC giving permission for the siting of a decorative planter on their land. This was good news, and had taken a long while to achieve.

- i) EB gave feedback from community members who were very pleased that the cemetery hedge had been cut back.
- j) FD said that various residents have raised their concerns over traffic issues in two particular areas. The first is the lack of follow up to the traffic scheme, the second being concerns from North Street residents about the speed of traffic.
- k) FD also suggested that the second part of the traffic scheme from Rogate garage to Fyning Lane should be revived.
- l) SW confirmed that these issues would be discussed at the next RATA meeting.

Drainage issues/Operation Watershed

m) It was noted RHR and the Clerk were working on an application for the Operation Watershed grants.

Buses

n) MH reported that there was no further news, but it seemed that a more localised approach may be required.

10. Rogate & Rake Schools

RHR reported that the new Headteacher was making some welcome changes to the school entrance area. An open day had taken place and the first governors meeting following the summer break was due to take place shortly.

11. Neighbourhood Plan

- a) SW informed the meeting that he had met with New River Retail Ltd, the owners of the Flying Bull in order to discuss the Neighbourhood Plan proposal to develop 4 dwellings on their redundant garden. There was some discussion about the final siting of the houses, but it was agreed that they should stay as shown in the initial NP plan.
- b) New River Retail Ltd will write to SW to register their support for the scheme.
- c) SW had met with Chris Paterson from SDNPA, he was happy with the Neighbourhood Plan document, but considers the Rake development will be difficult to get through examination.
- d) Chris Paterson was happy with the Basic Conditions Statement, and gave useful guidance for the Consultation Statement.
- e) The NP Working Party had met and allocated sections of the Consultation Statement to members with the aim of finalising the document by mid-October ready for submission of the entire Plan by the end of October.
- f) The Neighbourhood Plan will need to be agreed at the next Parish Council meeting. SW will circulate the papers and ask for comments prior to the meeting.
- g) PW felt he had sufficient documentation for most of the Consultation Statement and proposed that he should complete the first draft and circulate to the NP working party for comments.

12. Community Land Trust

MR informed the meeting that the CLT has made very good progress and is considering joining with other village clusters such as Trotton, Iping and Stedham.

13. Youth Club

- a) MH reported that he and SW had met with two of the Youth Club management committee to discuss the possibility of the Youth Club becoming a charitable trust. This would enable them to employ the youth worker directly, and also to apply for grants from the parish council. As the income of the potential charity would be small, it would be a fairly simple process to register with the Charity Commission. The Youth Club are currently considering this approach.
- b) The alternative would be to adjoin the Youth Club to Sussex Youth Association, but this would have a cost of an additional £3,000 per annum.

14. Petersfield Museum

MR agreed to contact the Museum to ask if the Rogate icon used at the museum could be changed to show the village logo of the roe deer.

15. Police 'scam' presentation

Richard Morey from West Sussex Police had asked to come to give a presentation about the risks, scams and rogue traders. It was agreed that it would be good to open this up to the whole community and involve as many local groups as possible. The Clerk will arrange this and invite local groups.

16. Traveller problem

An email had been received from John Pitts asking that the Parish Council would write to the local MP requesting a change in the laws relating to travellers. The item was postponed for consideration at the next meeting as some of the members had not received the email. Clerk will resend the email to all councillors.

17. New initiatives

- a) FD asked the members for ideas for new projects. It was agreed that ideas should be brought to the next meeting. Initial items for consideration are database, bus shelters and community bus service.
- b) FF informed the members that the bus shelter in the village centre was not in a good condition and is in need of new struts. It also has asbestos in the roof.

18. Correspondence

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

19. Information for the Council (for noting or inclusion on a future Agenda) – New Initiatives

20. Date of next meeting – The next Full Council Meeting of the Parish Council will be on **Monday 8th October 2018** at 7.30pm at Rogate Village Hall Pavilion.

There being no further business the meeting closed at 8.45pm.

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