



Parish Councillors in attendance: Vice-chairman Elizabeth Brown (EB), Ann Arnold (AA), Carolyn Butler (CB), Adrian Collins (AC), Fiona Dix (FD), Max Harwood (MH), Clare Jardine Paterson (CJP), Zoe MacLehose (ZM), Elena McCloskey (EM), Gerard McCloskey (GM) and Mairi Rennie (MR).

District/County Councillor: Kate O'Kelly.

Clerk: Debbie Harknett.

There were no members of the public in attendance.

Meeting started 7.30pm

Chairman: Steve Williamson
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Vice-Chairman: Elizabeth Brown
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Clerk: Debbie Harknett
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Meeting Chaired by Vice-chairman, Elizabeth Brown.

1) Recording of the meeting – none.

2) Apologies for absence were received and accepted from: Val Farren (VF) & Steve Williamson (SW).

3) Declarations of interest – none.

4) Minutes of last meeting: the minutes of the meeting held on 11th November 2019 were accepted by the Council as a true record and signed by the Chairman.

FD arrived.

5) Representations from the Public – none

6) County & District Councillor reports – KOK reported:

As County Councillor:

a) The school consultation is now closed; the children's select committee meet on 9 January and will feed into the decision.

b) County are considering no longer funding free senior rail card - consultation online.

c) Bus 07.34 service from Harting to Chichester only one Parish Council supported the challenging proposal to help with funding. WSCC have reviewed the finances and data and the service is to be retained, for now. The data is to be monitored and retention will be dependent on keeping numbers up or increasing them. The local cross parish bus steering group met last week and plans for spring promotions were discussed - SDNPA take an active part in the group.

- In response to EB's question about the availability of a bus to get college students home she will talk to Stagecoach and put on the agenda for the next local steering group meeting.

- Next local meeting April 2020 date TBC.

d) She reminded Members of the availability of the WSCC microfund.

e) Winter maintenance reversal of the decision to reduce the service is likely to be announced after the election.

As District Councillor:

f) The Southern Gateway regeneration scheme (for the bus station/old court building/canal area of Chichester) has been voted through and a contractor has been chosen.

KOK left with thanks.

7) Chairman's report - none

8) Finance report

a) GM went through expenditure to date which is mainly inline with this year's budget and reminded Councillors that they are entitled to claim expenses for travel/parking when attending training or other events.

b) It was noted that FD would check the bank reconciliation.

- c) The Clerk reported START CLT have now managed to open their own bank account so are dealing with their own finances. FD's proposal of **resolution 'to close the CLT account and transfer funds to the current account'** was seconded by GM and unanimously approved.
- d) GM went through the budget proposals for 2020-21 (previously circulated) totaling £30,925 (as agreed at the November meeting). The Clerk reminded Members of the availability of reserves which currently stand about £50,000 (including project funds).
- e) Some Members were concerned there had not been an increase in the last five years and didn't want a kneejerk reaction when the reserves excess had been spent. EB reminded them the precept increased significantly before then.
- f) It was agreed the surplus should not be more than equivalent to one year's precept and it should be spent for the benefit of the community.
- g) Some projects possibly requiring funds are the Hugo Platt playground fence, outdoor gym equipment, bus shelter at Rake, Village hall parking surface mats.
- h) While new Councillors can have a greater push to get things done but there are no specific project strategies currently agreed.
- i) As there was still insufficient information to make a decision on amounts for the graveyards it was agreed to include all grant money in one heading and allocate subject to application.
- j) After discussion, GM's proposal of **resolution 'to approve the budget for 2020-21 totaling £30,925'** was seconded by MR and unanimous approved.
- k) It was further agreed to work on the infrastructure/project plan with a brain-storming session in the new year.
- l) EB noted a final website payment/refund has now cleared through her credit card (with nothing owing).

Receipts and payments approved:

Receipts noted:		
START	To clear outstanding CLT payments	£64.87
Chichester District Council	New Homes Bonus	£875.06
HSBC	Bank interest	£1.23
Payments approved:		
Rogate Village Hall	Hall hire	£63.00
Clerk/RFO	Salary/PAYE	Undisclosed
Society of Local Council Clerks	Clerk's membership	£140.00
Youth Club	Grant to cover leader (April-Sept)	£696.89
Debbie Harknett	Clerks expenses (Sept-Nov)	£92.13

Committee and Working Party Reports:

9) Planning Committee

The minutes of the Planning Committee meeting on 11th November 2019 were received.

10) Open Spaces (OSC)

- a) The minutes of the Open Spaces Committee meeting of 19th August 2019 were received.
- b) It was noted the Open Spaces Committee would meet on Monday 27th January 2020.
- c) Registration of much-used path from North Street, through the village hall car park, recreation ground and White Horse car park to the A272 was discussed with concern because of the unknown future of the pub. MR has spoken to the hall. It was agreed sensible to register and, after discussion, MH's proposal of **resolution 'Rogate Parish Council to make an application to WSCC to register the footpath from North Street to the A272 via the village hall car park, recreation ground and the White Horse car park'** was seconded by GM and unanimously approved. It was further agreed to publicise this plan (with a map where possible), in the minutes, R&T, shop, church etc.
- d) CB has obtained a price to replace the bin by the village bus shelter with a smaller one on the bus stop post and remove/make good where the current bin is – estimates are £50 to remove, £110 for a new bin plus some additional labour. GM's proposal of **resolution 'to remove the existing bin, make good, tarmac, replace with new bin on post to a maximum cost of £300'** was seconded by ZM and unanimously approved.
- e) AC suggested installing a bus shelter in the Rake layby (Brewells Lane/B2070 junction) for the 10-12 Bohunt School pupils that wait for a bus in the morning. After discussion, GM's proposal of **resolution**

- ‘to install a bus shelter at Rake’** was seconded by GM and unanimously approved. Clerk to see if WSCC volunteers would be interested in building and find out about permission from WSCC Highways. AC to agree produce a specification/design for approval at the January meeting.
- f) FD’s proposal of **resolution ‘to install a grit bin at Tullecombe, east of the Forestry Commission land on the brow of the hill’** was seconded by CB and unanimously approved. AC to provide grid reference so the Clerk can apply to WSCC Highways for the necessary permission.
 - g) The winter/emergency plan (previously circulated) was considered and, after agreeing to remove the names of councillors, EB’s proposal of **resolution ‘to accept the winter plan’** was seconded by AC and unanimously approved with the proviso that it needs additional work next year.
 - h) Following discussion and looking at maps EB’s proposal of **resolution ‘Rogate Parish Council to pay the shortfall in the gritting costs of £45 for the first hour and £10per hour thereafter for routes previously agreed with WSCC’** was seconded by AA and unanimously approved. If service is used feedback to be monitored for consideration of any other areas to include.

11) Finance Committee

It was noted the Finance Committee would meet on 6th January 2020.

Working groups:

12) RATA (including Rake & Hillbrow traffic project and CANS communities against speed)

- a) AC reported WSCC have informed him all applications that scored more than 40 (as they have) will be taken to the design stage but any works will be determined by highways budget.
- b) EB’s proposal of **resolution ‘to approve the agreement between RPC and Rogate and Terwick Housing Association for the planter’** was seconded by FD and unanimously approved.

13) Grants & Projects

- a) EM reported she is currently looking at three projects – parking, golf cages and outdoor gym as the Hall have now expressed some support for the plans.
- b) She would like an agreement between the PC/Hall to enable her to apply for grants on behalf of the Hall that the PC are not eligible to apply for. She will need their support, co-operation and sharing of information.
- c) She is willing to donate her golf net to start with when formal approval has been given.
- d) After much discussion, it was agreed MR/EM could work on this together and also look at trying to get some funding for things the hall needs – insulation and sound proofing. Clerk to provide details of WSCC Micro-grant.
- e) EM had been with MH to look at the Hugo Platt playground fence and wondered if repair was possible. MH reminded the meeting we already have the New Homes Bonus grant of £875 towards the approximate £3,500 replacement cost. Further information on grants and possibly an alternative quote to be obtained.

14) Standards & policy

- a) **Habitual or vexatious complaints policy** (previously circulated) after amending to include Councillors as well as staff and amending ‘customers’ to ‘residents’ acceptance was proposed by EB, seconded by MR and unanimously approved.
- b) **Councillor co-option application form & procedure** (previously circulated) acceptance was proposed by AA, seconded by MH and unanimously approved.
- c) **Metal detection policy** (previously circulated) after adding a weblink for the countryside code acceptance was proposed by FD, seconded by AC and unanimously approved.

15) Drainage Issues/Operation Watershed – EB noted the photos of St. Peters Road shows the scheme seems to be working and FD reported Langley Lane is looking good.

16) Neighbourhood Plan – none.

17) Rogate and Rake Schools – both have received ‘good’ Ofsted reports and the co-operation is working well though Rogate needs to increase pupil numbers.

18) START - Community Benefit Society – MR noted they are meeting next week.

19) Youth Club – AA noted numbers are increasing though not enough to warrant a new leader; they continue to run with 4 volunteers.

20) Buses - FD noted she has contacted to Bill Leath, WSCC Transport Bureau Manager to ask for more information about their decision (detail under KOK's report).

21) Soft sand review – MR noted she can find no mention of soft sand within the new SDNPA plan. West Heath is an MSA (Mineral Safeguarding Area) included in the draft WSCC Mineral Safeguarding Area document that was published in April 2016. These are Government allocated sites to help ensure the planning system identifies sites with the least impact on the environment. There is a separate set of regulations for MSAs which will be relevant when we consider the West Heath quarry proposal.

22) Climate change

- a) GM reported on a meeting held in Trotton last week; he will wait to see how the group develops but it was agreed it was positive local initiative.
- b) He would like to hold a small exhibition of information to showcase different projects/products and would like to try to get sponsorship for a hydrogen bus as a flag bearer for our area.
- c) He will investigate what CDC environmental panel and other parishes are doing.
- d) It was agreed he will establish a working party to investigate.

23) Meeting dates 2020

- a) The Clerk noted the second Monday in April is Easter Bank holiday Monday, so it was agreed to hold the meeting a week early on Monday 6th April.
- b) It was agreed to hold the Annual Parish Meeting on Thursday 16th April.

24) Correspondence

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

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

26) Date of next meeting – The next Full Council Meeting of the Parish Council will be on **Monday 13th January 2020** at 7.30pm at Rogate Village Hall Pavilion.

There being no further business the meeting closed at 9.10pm.

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