



Parish Councillors in attendance: Chairman Steve Williamson (SW), Elizabeth Brown (EB), Fiona Dix (FD), Val Farren (VF), Max Harwood (MH), Zoe MacLehose (ZM) and Elena McCloskey (EM). Clerk: Debbie Harknett
District/County Councillor: Kate O'Kelly (KOK) Meeting started 8.20pm

Chairman: Steve Williamson
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Vice-Chairman: Elizabeth Brown
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Clerk: Debbie Harknett
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1. Recording of the meeting – none.

2. Election of Council Chairman and Vice-Chairman

- a) The Clerk called for nominations for the Chair – EB proposed SW, this was seconded by VF and, with no other candidates, unanimously approved. SW signed the Acceptance of Office declaration and took the chair.
- b) The Chairman then called for nominations for the Vice-Chair – VF proposed EB, this was seconded by FD and, with no other candidates, unanimously approved.
- c) SW explained that they would both be working towards handing over the chairmanship roles during or at the end of this year.

3. Councillor vacancy(s)

- a) The Clerk had previously distributed resumés from five candidates for the four vacant seats – Carolyn Butler (CB), Adrian Collins (AC), Becca Grey (BG), Clare Jardine Paterson (CJP) and Gerard McCloskey (GM). Each were introduced to the council prior to the meeting and asked a set of questions. Confidential voting took place with BG being unsuccessful by the smallest of margins. All were thanked for their time.
- b) CJP and GM left the meeting and CB and AC were invited to sign the Acceptance of Office declarations and join the meeting.

4. Apologies for absence were received and accepted from: Ann Arnold (AA) and Mairi Rennie (MR).

5. Declarations of interest – SW in Rake Village Hall/Playground, MH in Rogate School and AC in Rake traffic scheme.

6. Minutes of last meeting: the minutes of the meeting held on 8th April 2019 were accepted by the Council as a true record and signed by the Chairman.

7. Representations from the Public – None.

**8. County & District Councillors Reports –
As West Sussex County Councillor:**

- a) She was very disappointed to hear results of West Sussex Children's services Ofsted report which were inspected in the spring. Three areas were looked at - impact of leaders on social work practice with children and families; experiences and progress of children who need help and protection; experiences and progress of children in care and care leavers. In all three areas inspectors found services to be inadequate and as a result the overall effectiveness was judged to be inadequate. Council leadership are extremely concerned and working to improve the service, they have already added an extra £5 million to the children's services budget. One challenge is the workload as the number of vulnerable children and families has increased considerably over the last 5 years - number of 'Looked after' children (who are not able to stay with their birth families) has risen from 602 to 706 in this period. She is extremely concerned about these findings as the impact of a poor service can be lifelong.
- b) Your Energy West Sussex has just launched two new tariffs available to people living in Sussex and offer 100% renewable electricity which is great for the planet too. It is a not-for-profit supplier, any profits they make go toward building a fund to help local people who are struggling to pay their bills. www.yourenergysussex.org.uk to get a quote or call 0800 952 0001.
- c) Buses – meeting with Stagecoach and WSCC Officers on 8 May with local group due to meet at end of June. Stagecoach have committed to marketing plan, flags and providing paper timetable copies. She

is on WSCC T&F group looking at mitigation to the cuts. One agenda item is to develop framework for partnership so parishes have option to contribute to save their local service rather than lose – one Parish will have to lead in terms of setting up partnership with WSCC.

- d) The next County Local Committee meeting is in June – she explained its purpose to Members.

As CDC District Councillor

- e) Election results 18 Conservative, 11 Lib Dems, 2 Green, 2 Labour, 2 Independent alliance, 1 independent so likely to have Conservative minority administration with first meeting on 21 May.
f) Mental health awareness week 13-19 May – CDC advisor attending Midhurst MIND.
g) 'Move it & lose it' workshops in Chichester, Midhurst & Selsey - info@chichesterwellbeing.org.uk.
h) Novium Roman Week with roman re-enactment in Priory Park on 28 May.
i) D-Day – Sussex & its Airfields, talk at Novium Museum.
j) Festival of Chichester 15 June-14 July – box office open at Novium.
k) Current vacancy rates Chichester 6.3% (down), Petworth 1.17%, Midhurst 5.45%.

Drop in session Rogate Village Shop 1st July from 10.30-12.30.

9. Formation of Committees for 2019/20

Planning	AA, EB, CB, VF, ZM, EM, MR
Finance	EB, AC, MH, EM, GM, SW
Open Spaces	CB, AC, FD, VF, MH, ZM, MR
RATA (WP working party)	EB, AC, FD, SW
Grants/Projects (WP)	CB, VF, MH, EM
Standards/policies (WP)	AA, AC, FD, MH

As AA, CJP, GM & MR not present they will confirm with Clerk.

10. Chairman's report – SW reported:

- a) The Chairman urged Councillors to make use of our budget for training. Courses are run by the local Associations of Local Councils – Clerk will provide updated list.
b) In addition, as we have 5 new councilors, we will organise three in-house training sessions - for planning, open spaces & finance to talk through the functions, responsibilities, issues & backgrounds. Subject to pavilion availability he proposed they be held 1st Monday's of June, July and September.
c) He was happy to report a very successful Annual Parish Meeting with over 20 members of the public plus speakers, parish councillors and District/County Councillor in attendance. We received 22 informative reports from local organisations and clubs in the parish – a record.
d) SW reminded all nine non co-opted councilors they must return the election expenses claim forms to CDC by 30 May - even if its zero. Failure is an offence.

11. Finance report

- a) Monthly finance report to the Council – none.
b) It was noted that FD would check the bank reconciliation.
c) SW noted the internal auditor has completed the Annual Audit Report 2018/19 with no concerns. He then went through the Annual Governance Statement which had previously been agreed by the finance committee.
d) SW proposal of **resolution 'to approve and sign the Annual Governance Statement 2018/19'** was seconded by EB and unanimously approved.
e) SW then went through the Accounting Statements for year end 31 March 2019 which had previously been approved by the finance committee.
f) SW's proposal of **resolution 'to approve the Accounting Statements 2018/19'** was seconded by EB and unanimously approved.
g) The Clerk recapped on the discussion about Rake Playground we had last month for Councillors not present. SW then informed the meeting the playground project has now placed the order for play equipment with installation due to start at the end of June. To make up for the short-fall in funding due to VAT needing to be paid they have omitted one item. He met with Liss PC who confirmed they are not in a position to help with project at the moment. Ownership/responsibility will remain with Rake Village Hall though they may approach both Liss and Rogate PC's for help in the future. Equipment will be covered by warranties for between 5-15 years depending on the item.
h) Bank signatories – currently AA, EB, FD and SW. It was noted Paddy Walker has to be removed and it was agreed to replace him with Gerard McCloskey if he is agreeable.

Receipts and payments approved:

Receipts to be noted:		
HSBC	Bank interest	£1.74
Chichester District Council	Precept – first tranche	£15,463.00
Payments to be approved:		
Elizabeth Brown	Website cost re-imburement	£26.86
Steve Williamson	Chairman's Expenses	£43.00
Rogate Village Hall	Hall Hire	£84.00
Clerk/RFO	Salary/PAYE	Undisclosed
Access Insurance	CLT insurance	£192.40
South East Water	Fyning water supply	£19.28
Zurich Insurance	Parish Council insurance	£740.05
V Signs	Maps etc for Rake traffic meeting (from RATA)	£36.00

12. Committee and Working Party Reports:

Planning Committee

- a) The minutes of the Planning Committee meeting on 8th April 2019 were received.

Open Spaces (OSC)

- b) It was noted the Open Spaces Committee would meet on Monday 24th June 2019.
 c) VF noted concerns have been raised about the ditch near the Hugo Platt playground; MH to investigate.
 d) MH noted £90 quote for annual spring clearance at Fyning Rec; Clerk to give go-ahead.
 e) MH noted the fire beaters need new heads as they have perished over the winter; OSC to discuss.

Finance Committee

- f) The minutes of the Finance Committee meeting of 25th February 2019 were received.
 g) **RATA** – group to arrange a meeting and include AC.
 h) **Drainage issues/Operation Watershed** – St Peters Church - SW noted approval has now been obtained from the landowner so the order can be placed.
 i) **Buses** – had been covered by KOK earlier in the meeting.

13. **Rogate & Rake Schools** – MH noted Rogate are due to have an Ofsted inspection.

14. **Community Land Trust** - MH noted the CLT is due to be officially launched with a hog roast at the Sussex Day/Newcombe's event at Rogate Village Hall on 16 June – all welcome.

15. **Youth Club** - nothing to report

16. **Neighbourhood Plan** – MR had sought an update from Chris Paterson who is continuing to work to get the Strategic Environmental Assessment.

17. **Defibrillator** – FD noted she hopes to have found two volunteers – is waiting to confirm.

18. SDNPA Parish Nominations

- a) SW reported there are 27 Members on the board with 2 nominations from West Sussex parishes – previous appointments were Tim Burr and Alun Alesbury.
 b) SALC should have provided information as to the nomination process but have failed. Not only have we not received anything as a PC but neither have several others to the Clerk's knowledge. We learnt about the process through another parish council.
 c) Following an email complaint to Trevor Beattie, SDNPA we have now received paperwork but concern remained as to how many parish councils were missing the information.
 d) Deadlines are very tight with nominations due by the end of the week. SALC then issue voting slips (by post) on 10 June. It was agreed we would need to try to obtain the information through the website in order to make a decision at our meeting that day.
 e) After discussion, it was agreed there was nobody who wished to stand from the Parish Council.
 f) At FD's suggestion a letter of complaint to be written to SDNPA about the process.

19. Training – already covered under chairman’s report.

20. Grants

EM showed Councillors her proposal for golf nets/lessons as a village resource on the all-weather court with the hope that funding could be obtained through the New Homes Bonus – we have an allocation of £875.06, subject to successful application by the end of July. The Council supported her suggestion so she will talk to the Village Hall Committee as they own and are responsible for the pitch.

21. Correspondence

- a) SW noted the website is down and emails are not being received because of an issue with the domain name. He is working to solve the issue with the Clerk.
- b) Emails as previously circulated.
- c) Bank statements received – filed in finance file

22. Information for the Council (for noting or inclusion on a future Agenda) – Soft sand review (FD).

23. Date of next meeting – The next Full Council Meeting of the Parish Council will be on **Monday 10th June 2019** at 7.30pm at Rogate Village Hall Pavilion.

There being no further business the meeting closed at 9.40pm

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