



AGENDA FOR THE AGM OF THE PARISH COUNCIL

Parish council members are summoned to the **annual general meeting** to be held on Tuesday, 17th May, 2022 commencing at 18.00hrs **in Rogate village hall pavilion (rear of hall)**

Members of the public are encouraged to attend but are asked to pre-notify the clerk that they wish to come

Neil Ryder, clerk 11th May 2022

NB: Meeting papers will be attached to the 17th May meeting on our website "What's on" page

1. Apologies for absence

2. Disclosure of Interests

To receive any disclosure by members of personal interests in matters on the agenda.

Parish council AGM

3. Election of chair and vice-chair for the year

4. Election of responsible financial officer (RFO) for the year

5. Appointment of members of committees and delegation of other responsibilities

- a. Planning: all members
- b. Finance: CC, CB and NR
- c. Amenity plans: AS & NR
- d. Church safety, bonfire, bus shelter, telephone kiosk & noticeboard maintenance: DD
- e. Other community events: AS
- f. Clerk / "proper officer": NR
- g. Emergency / resiliency plans: CH
- h. GDPR & website: NR
- i. Operation Watershed: CB
- j. Environment, rights of way & open spaces: CC

6. Liaison roles delegated to non-councillors

- a. Trotton Common / Sussex Wildlife Trust: Stuart Webster
- b. Environmental issues: Veronica Carter
- c. Public transport: Barry Cooper
- d. Motorbike noise / road speed: Pete Upfold
- e. River Rother liaison: Tim Palmer
- f. Other responsibilities?

7. Annual governance and accountability return for the year ending 31 March 2022 [see meeting papers]

- a. Approve the certificate of exemption from external audit (RFO & chairman to sign)
- b. Receive and note the annual internal audit report from the internal auditor (All)
- c. Approve the annual governance statement audit (chairman and clerk to sign)
- d. Approve the accounting statements (RFO and chairman to sign)
- e. Approve the public rights notice
- f. Approve the re-appointment of Bruce Robertson as honorary internal auditor
- g. Instruct clerk to return certificate of exemption (only) to the external auditor (Moore & Co)

[PTO: regular PC meeting items]

Regular council meeting agenda items

8. Public questions

The next ten minutes are available for the public to express a view or ask a question on relevant matters on the following agenda.

9. Reports from district and county councillors.

10. Minutes from the council meeting held on 10th March 2021.

Reference	Who	Action	By when
20210113-9c	NR / DD	Provide trees for Chithurst graveyard	Update
20210310-9c	DD	Repair tel box door-closer and remove windows	WIP
20210712-9b	CH	Inspect "Definitive map" and docs and report back to members	WIP
20211115-8a	DD/CH	Meet new owner of Goldrings Warren to discuss permissive footpaths	See item 11
20220126-5d	CC/NR	Review insurance arrangements	Update
20220126-7b	CH	Contact verge landowner re seepage	WIP
20220309-5a	CC/NR	Research restrictions on uses of CIL funding	Update
20220309-5c	NR	Consult Hodgson family re treating bench as donation	Done
20220309-6a	NR	Check with neighbour and submit comment on SDNP/22/00681/LDE	Done
20220309-6e	VC/TP	Provide formal application to PC to fund river monitoring	See item 12c
20220309-6f	NR	Send VC precise information re land on Mill Lane West	Done
20220309-6f	NR	Ask Rogate PC for follow-up on tree felling	Update
20220309-7b	AS	Arrange First Friday events for April and May	Done
20220309-7c	AS/KM	Join organising committee for Rogate-based jubilee events	Done – item 15
20220309-7c	NR	Purchase jubilee lamp-post signs	Done
20220309-7d	VC	Check costs for defib training	Update

11. Review of annual parish meeting - Discuss parish feedback – particularly:

- a. Firing range in Goldrings Warren
- b. Restrictions on access to Goldrings Warren paths / tracks

12. Finance see meeting papers

- a. Review of 2021-22 financial year & approval of figures for formal annual return (see meeting papers)
- b. Current position –budget update, bank statements etc
- c. Regular payments requiring authorisation before next meeting:
 - Midhurst Community Bus: Increase contribution from £250 (not increased since at least 2015!)?
 - Info Commissioner: annual database registration fee (£35)
 - Hire of Rogate village hall pavilion for this meeting: £30
 - Request for £40 from ERA for river monitoring (Rogate PC has paid £160)
- d. Communication Infrastructure Levy: update by CC / NR

13. Environment / highways

- a. Operation Watershed – update - CB update ?
- b. Motorbike noise: update
- c. Telephone box opposite St Georges – DD update
- d. Memorial garden: update - DD

14. Planning:

- a. Outstanding applications (SDNPA have been asked for updates):
 - SDNP/20/03424/FUL October 2020 Dumpford Farm: Convert barn to dwelling
 - SDNP/21/04290/HOUS October 2021 Fernbank: works on other side of track
 - SDNP/21/05263/HOUS December 2021 The Mount: alterations, extension, swim pool
- b. Application for "caravan retreats" at Malthouse, Chiswick Lane (details circulated to council members) – applicant will attend

15. Events: jubilee and fete plans - AS

16. Information for councillors that are considered urgent or to be included on future agenda.

17. Date of next meeting:

- a. 13th July 2021 (regular PC meeting)