



Meeting held via 'Zoom' video conferencing due to Coronavirus situation.

Parish Councillors in attendance: Chairman Steve Williamson (SW), Elizabeth Brown (EB), Carolyn Butler (CB), Adrian Collins (AC), Fiona Dix (FD), Max Harwood (MH), Zoe MacLehose (ZM), Elena McCloskey (EM), Gerard McCloskey (GM) and Mairi Rennie (MR).

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

There was one member of the public in attendance.

Clerk: Debbie Harknett.

Meeting started at 7.30pm

<b>Chairman:</b> Steve Williamson <a href="mailto:steve@thestepsrake.co.uk">steve@thestepsrake.co.uk</a>	<b>Vice-Chairman:</b> Elizabeth Brown <a href="mailto:rakehanger3@gmail.com">rakehanger3@gmail.com</a>	Clerk: Debbie Harknett <a href="mailto:clerk@rogateparishcouncil.gov.uk">clerk@rogateparishcouncil.gov.uk</a>
<b><a href="http://www.rogateparishcouncil.gov.uk">www.rogateparishcouncil.gov.uk</a></b>		

- 1) **Recording of the meeting** – none.
- 2) **Apologies for absence were received and accepted from:** Ann Arnold (AA) and Val Farren (VF). SW noted AA's request for 6 months leave which was unanimously approved with thanks for her invaluable work at the village Post Office/shop.
- 3) **Declarations of interest** – none.
- 4) **Minutes of last meeting** the minutes of the meeting held on 6<sup>th</sup> April 2020 were accepted by the Council as a true record to be signed by the Chairman.
  - a) SW clarified the Annual Parish meeting has been postponed until April 2021; Clerk reminded members she would like reports for this year to put together and distribute.
- 5) **Representations from the Public**– Susi Batty (SB), Village Hall Chairman, to discuss the outdoor gym proposals.
- 6) **County & District Councillor reports** – KOK's report had previously been distributed:
 

As County Councillor:

  - a) Footway from Rogate Garage to Garbitt's Lane KOK has requested update from Highways. If more major work needs doing it might be appropriate under the Community Highways Scheme.
  - b) WS Covid-19 recorded cases (by test) - 1228 as of today. Still considerable amount of acute hospital capacity with occupancy levels below 60%.
  - c) WSCC continues to maintain PPE stocks but these may deplete if they are required to support wider care sector. Businesses are being asked if they can supply or donation PPE.
  - d) SDNPA <https://www.southdowns.gov.uk/connecting-communities-with-local-suppliers-and-support-during-the-covid-19-pandemic/> map to help local community groups and business link together.
  - e) Community Initiative funding window extended to support groups carrying out Coronavirus related community work is accommodating urgent bids for consideration outside the County Local Committees for running costs as well as tangible projects. WSCC crowdfunding partner, Spacehive, is waiving fee for all projects created on their crowd funding page during the crisis.
  - f) Citizens Advice emergency fuel vouchers are available to vulnerable households facing financial crisis.
  - g) Household waste recycling sites have been reopened in accordance with social distancing measures and with limits to the number of people visiting.
  - h) A number of meetings will be held virtually over the coming months so priority business can be dealt with; new legislation allows for meetings to be held this way until May 2021.

As District Councillor:

  - i) CDC useful website with up-to-date information [www.chichester.gov.uk/councilservicestatus](http://www.chichester.gov.uk/councilservicestatus)
  - j) CDC are still completing all rubbish/recycling collections.
  - k) Central government has given them £37m for business grants of which £28m has been distributed to over 3,000 small businesses.
    - Small business grant funding of £10,000 for all businesses in receipt of small business rate relief or rural rate relief
    - Grant funding of £25,000 for retail, hospitality and leisure businesses with a property with a rateable value between £15-51,000.

- 12-month business rate holiday for all retail, hospitality, leisure and nursery businesses.
- l) Rough sleepers are currently accommodated in hotels and B&B accommodation in Chichester.
- m) Government hardship fund of £699k to Chichester – those in receipt of council tax reduction will receive £150 per household.
- n) Meetings being held via Zoom audio conferencing.

- 7) **Footpath on A272 between Garage/Garbett's Lane** (following KOK's report this was bought forward)
- a) FD's report and photos had been circulated prior to the meeting. She reminded the meeting the danger of the narrowness of this path adjacent to the busy A272 has been brought to the Council's attention several times and reported on 'lovesussex', most recently in January when the case was closed with comment 'footway is already on their list for footway siding which will be undertaken only when funds allow'.
  - b) There was discussion about the cause of the problem, footpath width, banked verge, ownership, hedge etc.
  - c) SW reminded members the path is highways responsibility (it is their land which is demonstrated by the road sign and telegraph poles) so they should re-instate the path.
  - d) AC reminded councillors highways schemes are time consuming to submit and take a long time to come implement.
  - e) It was agreed to push as a highway's maintenance issue as its not a new project and leave with KOK for now but SW to contact highways if necessary.
  - f) MR noted the path is called 'Fyning Hill'.

8) **Chairman's report -**

SW noted he sent a card to John Valler with thanks for Pam's work and support to the youth of the parish.

9) **Finance report -**

- a) Monthly report – none as still early in financial year.
- b) Accounts for year-end 31 March 2020 have been completed and are with the internal auditor.

Receipts and payments approved:

<b>Receipts noted:</b>		
HSBC	Bank interest	£1.15
CDC	Precept – first tranche	£15,463.00
<b>Payments approved:</b>		
Clerk/RFO	Salary/PAYE	Undisclosed
Zurich Insurance	Annual insurance premium	£784.98
Fiona Dix	Covid-19 community expenses	£25.00
Debbie Harknett	Zoom video conferencing monthly cost	£14.39
Visor's for carers	S137 donation	£250.00

**Matters for discussion:**

10) **Outdoor gym**

- a) SW reminded Members this project had last been discussed in March after a comprehensive note from EM after which he, EM and GM met with Susi Batty, Chairman of the Village Hall committee.

Three issues to decide:

- b) Location (1-west of playground near car park; 2-along the northern boundary of the tennis courts; 3-far eastern boundary of Rec north of bowling green). SB explained following the meeting the VH committee recommended location 2 (where equipment would need to be installed in a line) as it was felt location 3 was too removed and location 1 was good for the installer and visible but the area is used by the fete and for picnics.
- c) After much discussion SW reminded the meeting the land belongs to the hall and therefore its their decision and we have no reason to go against their choice and his proposal of **resolution 'to continue with chosen site number 2 as recommended by the VH'** was seconded by EB and unanimously approved. Plan to be circulated to Members.
- d) Funding SW reminded members estimates are approx. £12,000+vat. At the March meeting it was agreed not to use a fundraiser but in light of restrictions from Coronavirus it may have been a hasty decision.

- e) EM explained fundraisers costs are either absorbed into the cost of the scheme (Fresh Air Fitness FAF) or charged at 10% of money raised (Kaloo). Previously the council had chosen FAF as their preferred contractor. A fundraiser aims to get 100% funding otherwise we would be lucky to get 25/40/50% at the most so the remaining cost would need to be met by the council or through local fundraising.
- f) FAF had been offering a 2-year maintenance contract free of charge which would normally cost £600-800pa. EM to check if this offer is still available.
- g) In response to MH's question EM to clarify with FAF if the money raised would be the gross (including VAT) or net whereby the Council would need to cover the VAT amount as it would not be reclaimable unless funding application and purchases were made by the PC.
- h) After discussion, it was agreed EM to clarify if the FAF deal is still available and that we would not be committed to the purchase until funding has been awarded. EB's proposal of **resolution 'to appoint FAF fundraiser to take the project to the next stage, subject to confirmation of liability'**, was seconded by SW and unanimously approved.
- i) Whose project EM explained that more fundraising opportunities are available to the VH as a charity than to the PC who can raise funds from their precept. If the VH were able to front the project the PC would give them admin support and help to obtain funding. SB added a collaborative project like the playground with PC taking over responsibility after installation, leasing the land from the hall and undertaking to cover maintenance costs.
- j) SB explained the VH were keen to see the project happen but there was concern that their committee didn't have time free for the project so would be reliant on help and support from the PC.
- k) MH and FD expressed concern over ongoing maintenance costs (Midhurst have reported problems with the matting) and it was accepted these could be met from precept.
- l) Clerk noted there would be legal costs for the lease for both the VH and PC and it was agreed the PC would cover all these costs.
- m) SW's proposal of **resolution 'Outdoor gym to be a Rogate VH project with full support/help from Rogate PC who will lease land, be responsible for ongoing maintenance and legal costs'** was seconded by EB and unanimously approved.

SB left the meeting with thanks.

**11) SW welcomed KOK who had joined the meeting thanking her for her report.**

- a) KOK clarified the footway from Garbitt's Lane to Rogate Garage should be maintenance issue.
- b) She also reported the number of people on the Covid-19 shielded register has been increased to 33,000 following a review of patient records.
- c) In response to FD's question she explained the business grants were awarded with government money to their criteria. CDC had been recognised as awarding the money quickly.
- d) She will check about if WS residents on county borders can use Hampshire recycling sites as this arrangement was being agreed when Covid-19 closed the sites.

**12) Coronavirus – parish council response**

SW noted there have been weekly meetings for councillors to discuss the situation and it appears the systems set up in Rogate and Rake are working well with people having arrangements with neighbours and seeking help where needed.

**13) Suggested donations in response to Coronavirus**

- a) Information from 'Visor's for Care Givers' had been circulated prior to the meeting – a group of Rogate residents have joined a group in Churt making visors for care givers in the local area. These meet required standards and cost approximately 85p each to make. After discussion, SW's proposal of **resolution 'to award £250 grant to Visor's for Care Givers group'** was seconded by EB and unanimously approved.
- b) SW noted that both Rogate and Rake village halls have received £10,000 small business grants and reminded members to be aware of any group in difficulty to get the information and let us know: the quicker the better.

**14) Reduction in number of Councillors**

- a) FD had prepared a note which had been circulated prior to the meeting. Historically we have 13 councillors because of the amalgamation of parishes in the 1950s. Making a reduction has been considered on several occasions in the past but it's a long-winded process which hasn't been carried

through to the end. According to the number in our electorate we should have 8 or 9 Councillors. There were 9 candidates at the last election and it has been difficult to fill vacant seats.

- b) It is a two-part process which first requires an application has to be made to CDC Boundary Committee for consideration; if approved it would take effect from the next election in 2023. While it is not known when the panel are next due to meet it was felt that if we don't start the process we can never finish it.
- c) AC noted that a smaller number of Councillors could be more efficient and quicker at making decision.
- d) EB noted that it is better to have an odd number to help with voting and therefore making it less likely the Chairman would have to use a casting vote.
- e) After discussion it was agreed 9 Councillors was more appropriate. FD's proposal of **resolution 'to make application to reduce number of councillors from 13 to 9'** was seconded by EB and unanimously approved.

#### **Committee reports:**

**15) Planning Committee** - minutes of the Planning Committee meeting on 6<sup>th</sup> April 2020 were received.

#### **16) Open Spaces (OSC)**

- a) The minutes of the Open Spaces Committee meeting on 27<sup>th</sup> January 2020 were received.
- b) The Open Spaces Committee meeting on 22<sup>nd</sup> June 2020 was noted.
- c) Update from 27<sup>th</sup> April meeting MH proposed purchasing a 'Rogate Parish Council' stencil for use marking the grit bins at a cost of £125+vat. It was agreed to obtain an alternative quote online.

#### **17) Finance Committee**

- a) The minutes of the Finance Committee meeting of 2<sup>nd</sup> March 2020 were received.
- b) The Finance Committee meeting on 26<sup>th</sup> October 2020 was noted.

#### **18) Grants & Projects**

AC reminded Members that we have been awarded a £250 grant from CDC towards the purchase of a picnic table for Fyning Recreation Ground. He has researched various options, soft-wood, hardwood and composite plastic and how to secure to help deter theft. Following discussion of the material, prices and suitability for its location AC's proposal of **resolution 'to purchase a wooden bench from the Woodsman in Milland at an installed price of £350'** was seconded by SW and unanimously approved.

#### **19) Neighbourhood plan**

SW reported SDNP have been in touch as they are due to embark on the statutory consultation following completion of the sustainability appraisal but this is now on hold because of Coronavirus. He still has to supply some additional information.

#### **General:**

#### **20) Correspondence**

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

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

**22) Date of next meeting** – The next Full Council Meeting of the Parish Council will be on **Monday 8<sup>th</sup> June 2020** at 7.30pm at Rogate Village Hall Pavilion.

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

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