



Meeting held via 'Zoom' video conferencing due to the ongoing Covid-19 situation.

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

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

Clerk: Debbie Harknett.

There were no members of the public in attendance.

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), Val Farren (VF), Elena McCloskey (EM) and Gerard McCloskey (GM).
- 3) **Declarations of interest** – none.
- 4) **Minutes of last meeting** after amended 'bought' to 'brought' at 7) and 7a) the minutes of the meeting held on 11<sup>th</sup> May 2020 were accepted by the Council as a true record to be signed by the Chairman.
- 5) **Representations from the Public** – none.
- 6) **County & District Councillor reports** – KOK's report had previously been circulated:  
As County Councillor:
  - a) WS Covid-19 recorded cases (by test) - 1332 as of 5 June. There are 235 care homes for older people in WS; 140 have confirmed or suspected clusters of Covid-19. There still is adequate acute hospital capacity and a reduction in the admission rate of Covid patients though some increase in admissions for non-Covid cases. Sufficient PPE to meet current demand. Total shielded people in WS is 34,556.
    - In response to questions KOK explained she doesn't have access to Covid case location information though she appreciated it could be useful to communities, it is confidential.
    - Test and trace scheme will evolve to feed into the more local Public Health Service who are able to react to local outbreaks to avoid the wider economic lockdown.
  - b) Seven cycling schemes (one for each district/borough area) are being submitted to Department for Transport for consideration in first phase of safe space schemes to promote cycling as a replacement for public transport journeys. These are largely temporary but may evolve into permanent changes. The Chichester route is probably going to be near the College.
  - c) Household waste recycling sites should only be visited if journey is necessary and waste/recycling is not suitable for kerbside collection. Residents living near the border can use Hampshire sites but the process to register on Hampshire website is not yet operational.
  - d) Community Initiative Funding (CIF) window has been extended to support groups carrying out Coronavirus related community work. It has relaxed eligibility criteria with urgent funding bids (projects or running costs) being able to be considered outside of CLT meetings.  
As District Councillor:
  - e) Signage for social distancing is available to download from CDC website.
  - f) £1.8 (within CD) government funding is available to support small businesses that were previously outside the scope of the business grant funds scheme. This additional funding is aimed at small business (less than 50 employees) with ongoing fixed property-related costs - in shared spaces, regular market traders, small charities and B&B's [www.chichester.gov.uk/businessratesmarch2020](http://www.chichester.gov.uk/businessratesmarch2020)
  - g) High Street recovery group has been established to see how support can be given to local businesses.
  - h) Novium Museum team continue to work on developing a virtual museum [www.thenovium.org](http://www.thenovium.org)
  - i) Chichester in Partnership is keen to support local communities to look after people who may be feeling lonely or isolated during lockdown. Max £500 grants available - ideas to [aloaring@chichester.gov.uk](mailto:aloaring@chichester.gov.uk)
  - j) CDC encouraging benefit customers to keep them informed of changes to household income or circumstances so they can ensure customers continue to receive correct benefit levels.

- k) Environmental Protection bonfire complaints have increased from 18 to 87 compared to the same period last year while fly tipping complaints are down, possibly because people are not out and about to find the rubbish.
- l) The Clerk told KOK about the lack of a planning notice being displayed at Zurs; she has email CDC planning and will forward to KOK who noted neighbour notification letters are still not being sent out.

**7) Chairman’s report -**

- a) SW was sorry to announce Carolyn Butler has resigned as her farm and business commitments have increased; he recorded thanks for her work as a Councillor and best wishes for the future.
- b) He noted there are now two vacancies on the Council.
- c) He has received a number of complaints about the significant number of trees being felled or severely lopped in Rake and Hillbrow. Mainly they are cut to open up views with a cumulative effect that the landscape is changing; unfortunately, none of these trees are covered by TPOs. There was a suggestion that SDNPA should have registered a blanket TPO across the NP. EB noted Rake Hanger is an SSSI. After discussion, and consideration of the administrative burden and expense a blanket TPOs would impose it was agreed not to take the suggestion any further.
- d) Soft sand review – an Inspector has been appointed to undertake the examination in public and key dates issued - [www.westsussex.gov.uk/about-the-council/policies-and-reports/environment-planning-and-waste-policy-and-reports/minerals-and-waste-policy/soft-sand-review-examination/](http://www.westsussex.gov.uk/about-the-council/policies-and-reports/environment-planning-and-waste-policy-and-reports/minerals-and-waste-policy/soft-sand-review-examination/)
  - Friday 19 June – respond to introductory letter from Programme Officer
  - Friday 26 June – firm programme and travelling draft main modification schedule issued
  - Monday 3 August - position statements submitted
  - Week beginning 24 August (provisional) – virtual hearings via Microsoft teams if required
- e) Inspector questions relating to our site - East of West Heath Common Extension (considerations in common with all sites):
  - Effect on ecology and achievement of net biodiversity gain (including with reference to the pending statutory duty)
  - Transportation, access and traffic impact
  - Effect on air quality
  - Impact on designated and undesignated Heritage Assets
  - Effect on hydrology/hydrogeology
 Other considerations
  - Potential pollution and effect on amenity – noise; light.
  - Relevance of extension compared with a new site - cumulative impact
- f) We are asked whether we wish to participate in the virtual hearing. As the Inspector has emphasised that written submissions carry the same weight as oral ones SW’s proposal that we enter a written submission which we can be approve at the July meeting as agreed.

**8) Finance report -**

- a) Non-cheque signatory to check reconciliation – not currently possible.
- b) Accounts for year end 31 March 2020 had been approved at the May meeting. The internal auditors report, annual governance statement and accounting statements had been circulated prior to the meeting.
- c) The Annual internal audit report (completed by Wallis, White & Company) was received and noted by the Chairman with no matters being brought to the attention of the Council.
- d) Having considered the findings of the review of the Annual Governance Statement and, with no questions asked, SW’s proposal of **resolution ‘Council to approve the Annual Governance Statement 2019/20’** was seconded by EB and unanimously approved.
- e) Having considered the Accounting Statements for 2019/20 and, with no questions raised, SW’s proposal of **resolution ‘Council to approve the Accounting Statements for 2019/20’** was seconded by EB and unanimously approved with thanks to the Clerk.

Receipts and payments approved:

Receipts noted:		
HSBC	Bank interest	£1.16
HMRC	VAT refund	£2,016.55

<b>Payments approved:</b>		
Clerk/RFO	Salary/PAYE	Undisclosed
Debbie Harknett	Clerks expenses (including 'Zoom cost)	£122.58
V Signs	Stencil template	£114.00

**Matters for discussion:**

**9) Coronavirus – parish council ongoing response**

SW noted the last discussion was three weeks ago. EB, AC and FD confirmed help with prescriptions, shopping, transport etc is self-sufficient within the community; there is currently no requirement for us to help but people are aware of whom to contact if help is required.

Agreed to hold another discussion meeting if the need arises – let Clerk know if aware of any issues.

**10) Footpath on A272 between Garage and Garbett's Lane**

KOK noted the Garage-Garbett's Lane footpath is on WSCC Highways and WSCC Volunteers list – it is a matter of whom has capacity for the work first; there is no time scale. Clerk added she has spoken to WSCC Volunteers and discussed arranging a site visit before work is scheduled. AC noted stinging nettles are now adding to the problem.

**Committee reports:**

**11) Planning Committee** - minutes of the Planning Committee meeting on 11<sup>th</sup> May 2020 were received.

**12) Open Spaces (OSC)**

a) The Open Spaces Committee meeting on 22<sup>nd</sup> June 2020 was noted.

**13) Finance Committee**

a) The Finance Committee meeting on 26<sup>th</sup> October 2020 was noted.

**14) Grants & Projects**

**Outdoor gym**

a) SW reported EM has been in contact with Fresh Air Fitness (FAF) who have confirmed the deal previously discussed is still on the table.

b) EM has circulated a draft funding bid statement for comments.

**15) Neighbourhood plan**

a) SW reported that due to Covid-19 situation it is now possible for SDNPA to undertake Regulation 16 consultation as face to face consultation is not now mandatory and it's not now mandatory for copies of documents to be made available at a physical location.

b) There is some missing documentation he will now complete.

**General:**

**16) Correspondence**

a) Emails as previously circulated.

b) Bank statements received – filed in finance file

**17) Information for the Council** (for noting or inclusion on a future Agenda)

a) AC reported on a meeting organised by CDC he and KOK joined to discuss vehicle noise on the A272; he will circulate the minutes. While it was frustrating Sussex Police were not represented the County Council, MP were together with Parish Councils along the route. AC has since been in contact with CANS (Communities Against Noise and Speed) a Hampshire based community group who are more advanced looking at the problem. They have provided him with a helpful copy of their 15-page 'case for action' report which details 11 possible offences. They have a follow-up meeting this week; KOK will see if a representative from SDNP can be invited. AC noted the campaign would rely on people being active to monitor and provide evidence of the problem; Rogate has not yet been able to get people involved to help establish a speedwatch scheme.

b) FD reported following our meeting with B1KE Downhill and the Forestry Commission they have looked at different options and have now opened up an area off Rogate Road near the water station. This will allow 100 cars to park with access for cyclists to walk down to the site without going on the road.

The drain has also been cleared. Parking is no longer being permitted on the road verges (which they are going to replant) so safety issues should disappear; it has been nicely done - a good outcome. FD to take some photos and write article for R&T; Clerk to inform Milland PC. FD added parking is not for the general public dog walking and the Serpent trial is still accessible.

**18) Date of next meeting** – The next Full Council Meeting of the Parish Council will be on **Monday 13<sup>th</sup> July 2020** at 7.30pm at Rogate Village Hall Pavilion.

There being no further business the meeting closed at 8.40pm.

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