



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

Parish Councillors in attendance: Chairman Max Harwood (MH), Adrian Collins (AC), Fiona Dix (FD), Zoe MacLehose (ZM), Elena McCloskey (EM), Gerard McCloskey (GM), Mairi Rennie (MR) & Steve Williamson (SW).  
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> Max Harwood <a href="mailto:maxjharwood@googlemail.com">maxjharwood@googlemail.com</a>	<b>Vice-chairman:</b> Adrian Collins <a href="mailto:adrian.collins@rogateparishcouncil.gov.uk">adrian.collins@rogateparishcouncil.gov.uk</a> <a href="http://www.rogateparishcouncil.gov.uk">www.rogateparishcouncil.gov.uk</a>	<b>Clerk:</b> Debbie Harknett <a href="mailto:clerk@rogateparishcouncil.gov.uk">clerk@rogateparishcouncil.gov.uk</a>
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- 1) **Recording of the meeting** – none.
- 2) **Apologies for absence were received and accepted from:** n/a.
- 3) **Declarations of interest** – AC/FD/MH/EM/MR each have a share in START.
- 4) **Minutes of last meeting** held on 14<sup>th</sup> September 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) Covid – in 14 days between 20 Sept-3 Oct 407 people tested positive in WSCC which is 73% higher than previous 14-day period. Numbers have increased by 2 in the last week suggesting a plateau.
  - b) She has asked questions about test availability, result waiting time and numbers of school staff/children self-isolating whilst waiting for results. At Covid member group she asked about availability of data to enable chasing If tracing fails – they are hoping for this by 18 October as other areas were a priority.
  - c) Green Homes grant scheme launched for those on low incomes [www.simpleenergyadvice.org.uk/green-homes-grant/questionnaire](http://www.simpleenergyadvice.org.uk/green-homes-grant/questionnaire) or call 0800 444202.
  - d) Unaccompanied asylum seekers cross-party approach for dignity and compassion backed WSCC to support other counties (such as Kent) where they can.As District Councillor:
  - e) Climate Action plan draft consultation opened 25 Sept for 6 weeks.
  - f) Electric vehicle partnership formed with nearly all the districts & boroughs to roll out a concessionary contract to deliver a network across West Sussex. Currently CDC have not joined; KOK has raised issue.
  - g) Covid 'recovery' small grant scheme launched by SDNPA - eligible applicants within park from cultural or heritage organisations or businesses within the visitor economy (including accommodation/food & drink providers, visitor attractions and independent retail). Enquiries to [enterprise@southdowns.gov.uk](mailto:enterprise@southdowns.gov.uk).
  - h) CDC Covid grants available of up to £1,000 towards cost incurred keeping staff, volunteers, clients or customers safe during the crisis & larger grants towards recovery – application deadline 23<sup>rd</sup> October.
  - i) Solar panels – CDC participating in Sussex wide scheme to offer householders and small businesses a cheaper/easy route to install solar panels – register at [www.solartogether.co.uk/chichester/home](http://www.solartogether.co.uk/chichester/home).In response to questions:
  - j) CDC appointed Dr Andrea Smith as Climate Change Officer; the press department are dealing with responses to the current consultation.
  - k) The use of electric/hydro buses does not form part of the electric vehicle strategy. Buses are owned by bus companies, she is unaware of any electric buses in this area and a rural area is probably unsuitable.
  - l) SW has requested information about the solar scheme and will update council in due course.
- 7) **Chairman's report – MH reported**
  - a) Concerns have been raised over large lorries travelling to John Jenkins through the village and over Haben bridge. KOK has also been made aware and is going to discuss with them and us.
  - b) We have received a report about the condition of Terwick Church Road – which we have been reported on 'lovesussex' again. SW noted there was tacit agreement that highways would resurface the road if

the parish dealt with the drainage issues but, unfortunately, their personnel have changed several times since. Clerk to summarise to KOK to see if she can get an update.

- c) AC noted the importance of logging issues onto the WSCC system so they are allocated a number.
- d) Concern was raised over a new fence possibly encroaching on land alongside a bridleway at Fyning. The matter was reported to WSCC Footpath Warden who, after visiting, decided it wasn't appropriate to take any further action as he considered the move onto the bridleway wasn't a 'significant' loss. After much discussion about 'significant', the importance of the preservation of paths in the village, if a neighbour would accept if it was private land, the difficulty with boundary lines showing on maps, it was agreed to arrange a site visit to walk the path - MH, FD, AC, SW and MR to attend.
- e) WSCC Grass cutting contractors have damaged the grit bin at corner of Fyning Lane.  
*Post meeting note – the Contractors have contacted the Clerk and are going to replace the bin.*
- f) Remembrance Day road closure - CDC have informed Rev. Doyle they are not approving any road closures due to Covid pandemic to prevent congregating.

**Matters to consider:**

- 8) **New website accessibility compliance regulations** for public bodies came into force on 23 September. MH/AC had done a little research and there is some basic information already on our website but we need to check and record our ability to communicate with people with disabilities. Our site can be expanded to enlarge the typeface and it can be accessed by a speech reader. Agreed to check requirements, see what other PC's do and create a statement which may involve the site being externally audited (which will incur a cost). SW to investigate further with help from AC/MH if needed.
- 9) **Letters to planners** this has been raised several times over the last few months and the Clerk has circulated a first draft to which MR has added bits. It was agreed CDC enforcement is weak with a history of this in our area. Agreed to write to Park Authority with copies to CDC, KOK, Andrew Shaxson and others as appropriate. MR/GM to work on.

**10) Co-option of Councillors**

- a) It was agreed it would be preferable to encourage applications from those areas and demographics not currently represented on the Parish Council. SW to write letter to R&T; Village Alert email; Clerk to create a notice; AC to include in Rake village mailing.
- b) FD added that other parishes are having similar problems and it has been suggested a co-operative council could be established of which PC's feed sharing legal/statutory requirements and consultations leaving PC's more time for projects within their own parish.
- c) Agreed to try to engage with the village – perhaps with a questionnaire to explain what we do and what we want to achieve.

**11) Finance – SW noted:**

- a) Report covered later under finance committee.
- b) Non-cheque signatory to check reconciliation – FD offered to look through file.
- c) Clerk noted conclusion of external audit for year-end 31 March 2020 with no matters of concern raised.
- d) SW reminded the meeting of Midhurst Food Bank update before a grant was discussed. FD felt there wasn't a specific requirement and they need help rather than funds; they are recruiting a paid Operations Manager. After discussion, it was agreed not to award a grant at current time but to promote help need in the village. In regard to the Vicar's discretionary fund the Clerk reminded the meeting previously it was agreed that as this makes payments to individuals it is outside of the parish council remit; SW/Clerk to investigate further.
- e) SW noted START Community Land Trust grant application had been circulated prior to the meeting with similar requests made to Trotton & Stedham PC's based on the number of households in the parish. Councillors who have a £1 share in the organisation withdrew from the discussion. SW's proposal of **resolution 'to award £300 grant to START towards software purchase costs'** was seconded by GM with agreement from ZL.

**Receipts and payments approved:**

<b>Transfers approved:</b>		
RATA to current account		£1,250.00
Deposit account to current account		£5,000.00
<b>Receipts noted:</b>		
HSBC	Bank interest	£0.96

Chichester District Council	Precept – second tranche	£15,462.00
Trotton Vineyard	Outdoor gym donation	£100.00
McCloskey's	Outdoor gym donation	£1,000.00
George Street Trust	Outdoor gym donation	£1,000.00
Paddy Walker	Outdoor gym donation	£300.00
Rogate Village Hall	Outdoor gym donation	£2,000.00
<b>Payments approved:</b>		
Clerk/RFO	Salary/PAYE	Undisclosed
Debbie Harknett	Zoom video conferencing monthly cost	£14.39
Balfour Beatty	Installation of posts for SID	£997.70
Zurich Insurance	Additional premium for outdoor gym	£56.50
SLCC	Clerk's Cilca course and enrolment	£638.00
Sam Bailey	Village planters-6 months	£90.00
Mick Butcher	Bus shelter cleaning-6 months	£90.00
Alan Goodwin	Hugo Platt maintenance-6 months	£90.00
Fred Fosberry	Bin cleaning-6 months	£90.00
Geoff Cornwell	Rake recreation maintenance-6 months	£90.00
Julie Reed	Bus shelter cleaning-6 months	£90.00
R&T News	Annual subscription	£125.00
Rogate PCC	Burial grounds grant	£1,700.00
Terwick PCC	Burial grounds grant	£1,100.00
Elan City	Speed indicator sign (SID) purchase	£2,315.40
Fresh Air Fitness	Balance for outdoor gym	£4,999.50
Moore	External auditors fee	£360.00
R & D Northway	Fyning Recreation ground bench	£369.18
Wallis White	Internal audit	£301.20
START	Grant	£300.00
Rogate PCC	Grant towards churchyard tree works	£850.00

#### Committee reports:

##### 12) Planning Committee -

The minutes of the Planning Committee meeting of 14<sup>th</sup> September 2020 were received.

##### 13) Open Spaces

The Open Spaces Committee meeting on Monday 26<sup>th</sup> October 2020 was noted.

##### 14) Finance Committee

- a) The minutes of the Finance Committee meeting of 4<sup>th</sup> September 2020 were received. Update from meeting on Friday 30<sup>th</sup> September – SW reported:
- b) Increase in Clerk's salary & holiday entitlement were agreed in accordance with NALC recommendations.
- c) After consideration of their accounts, it was agreed to maintain the churchyard grants at the previous year. However, Rogate churchyard also requires major tree work, and having seen the quotes, SW's proposal of **resolution 'to award £850 towards Rogate churchyard tree works'** was seconded by GM and unanimously approved.
- d) In the absence of a specific call on the budget it was agreed to maintain at the current level of £31,025.
- e) Additional costs for installation of the SID posts had been agreed.
- f) The Finance Committee meeting on Monday 23<sup>rd</sup> November was noted.

##### 15) RATA – AC reported

- a) The Speed Indicator Device (SID) had been installed on the B2070 and having a positive effect in slowing traffic; the first of the seven location with it due to be moved every couple of weeks creating a three-month cycle.
- b) Finally, he has SSE confirmation that a structural engineer calculation of post load is not required.
- c) The order has been placed for the installation of two new posts at the bottom of Fyning Lane. Where the 40mph sign will be also moved to make it more visible and opposite the garden centre at Rake-
- d) WSCC Standard form of Consent and Section 115 licenses and insurance are now in place.
- e) AC was given a vote of thanks for getting the equipment installed.

- f) Sussex Police Open meeting confirmed real attention is being given to traffic enforcement including with audible monitoring equipment but warned that there is a lot of road in the county to be covered.
- g) FD noted she has volunteers for managing in Rogate; she will pass details to AC.

## 16) Grants & Projects

- a) **Outdoor gym** – EM confirmed the equipment had been installed during the last couple of days and was now ready for use; they, MH, SW, Clerk, Vicar and Stephen Berendt had visited this morning. There are instructions on each station but she suggested purchasing a separate sign with more information and details of the sponsors; Clerk to obtain price.
- b) MH added insurance is in place and a licence has been agreed with the Village Hall Trustees (through our solicitors); this requires the equipment to be checked monthly.
- c) EM recapped donations received of £5,900 with promises of a further £900; thank-you letters have been sent to all donors. It was agreed to leave any decision about additional equipment for disabled or youths for a while. Formal opening to be arranged in due course and possibly some induction sessions.
- d) EM was given a vote of thanks for her work in getting the project completed.
- e) **Forward plan for Parish Council** – agreed to hold a separate ‘zoom’ discussion.
- f) **Budget items to consider for inclusion** – ZM requested a new notice board by the village shop.

**17) Neighbourhood plan** - SW confirmed the documents have officially been sent to SDNPA; the policies in the submission document have not changed since the Parish Council last agreed the submission. There is now a 6-week statutory regulation 16 consultation run by SDNPA. During this time we need to publicise, publish docs on the website and hold public meetings (Covid permitting). The results of the consultation will go straight to the independent examiner who will consider them as part of the examination. Central government is consulting on proposals to reform the planning system which includes changes to the scope and relevance of NPs and could reduce them to just design guides and codes. SDNPA has assured him any changes will not come into effect until after our plan is finalised in a referendum. SDNPA has responded to the consultation emphasising the importance of NPs and that over a third of new homes will be provided through NPs. Also 56 parishes have registered for NPs and 31 NPs have so far been completed.

**18) Drainage issues/operation watershed** – SW has sent the WSCC Highways plan for the proposed Sandhill Farm scheme to three contractors for quotes.

## Village organisation reports -

**19) Rogate and Rake Schools** - none.

**20) START (Community Land Trust)** – MR noted they are going to visit the Bluebell in Cocking to see how a community pub works.

**21) Village Hall** –MR noted they have two new committee members Tony Taylor and Charlie Hicks as Treasurer.

## 22) Correspondence

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

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

MH noted a request to consider amalgamating Trotton PC; SW suggested they talk to CDC.

**24) Date of next meeting** – The next Full Council Meeting of the Parish Council will be on **Monday 9<sup>th</sup> November** at 7.30pm via Zoom video conferencing.

**25) Other matters** – FD offered her resignation, noting it was terrible timing but, after 15 years of community projects she hopes it is understood she wants to reduce her responsibilities to do something different. She has been involved in many projects including the parish plan, RATA, Garbetts Steps, playground and more recently establishing the Covid buddy system.

SW offered huge thanks for her many years of service on behalf of the council; she will be sorely missed; thoughts and thanks that were echoed throughout.

There being no further business the meeting closed at 9.32.

Chairman:

Max Harwood