



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

Parish Councillors in attendance: Chairman Max Harwood (MH), Laura Craven (LC), Adrian Collins (AC), Zoe MacLehose (ZM), Elena McCloskey (EM), Gerard McCloskey (GM) 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> 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) **To consider applications for co-option to the Council** – being eligible to stand and having previously been introduced MH welcomed Laura Craven to the Council. Clerk to witness her sign the declaration of acceptance of office and send other paperwork for completion.
- 3) **Apologies for absence were received and accepted from:** Steve Williamson (SW).
- 4) **Declarations of interest** – none
- 5) **Minutes of last meeting** held on 12<sup>th</sup> October 2020 were accepted by the Council as a true record to be signed by the Chairman.
- 6) **Representations from the Public** – none.
- 7) **County & District Councillor reports** – KOK's report had previously been circulated:  
As County Councillor:
  - a) Lockdown 2 – WSCC Community hub continues to be first port of call for 34,000 residents classed as clinically extremely vulnerable (CEV). Residents in this group will be advised by NHS but are not required to shield in the same way as during the first lockdown. Phone lines (033 022 27980) are open 8am-8pm seven days a week and information is on their website.
  - b) Covid cases for 14 days 18-31 Oct - 1,428 people tested positive in WS which is 102% higher than previous 14-day period; 41% aged under 40; 15% over 60 and increases across all ages.
  - c) They are setting up a local Track and Trace response; details to follow.
  - d) Rake community highways scheme – she met with Chris Stark today and outlined our concerns about the starting position of the 30mph. Project engineer is Syed Islam and he will liaise with Adrian going forward as there may be a different policy for 30mph to 40mph. Contract out to tender but changes are still possible.
  - e) Chichester cycle scheme process is going to be scrutinised. All schemes were installed quickly and are flawed. Will explore possibility of keeping the schemes best bits rather than removing them all.As District Councillor:
  - f) All teams are working to maintain critical services with some staff being reallocated from other roles.
  - g) Latest Covid business grants have closed but details of a new Government backed scheme is due.
  - h) Electric vehicle partnership formed with nearly all districts & boroughs to roll out a concessionary contract to deliver a network across West Sussex; modelling suggests 3,305 public charging points will be needed by 2025. Currently CDC have not joined; KOK has raised issue and hopes it doesn't mean the district won't have as much control. It won't stop the parish council having a relationship with the contractor (Liberty Energy).In response to questions:
  - i) GM noted completion of the CDC environmental survey and felt more could be done to encourage hydrogen use.
  - j) When charging a vehicle electricity cost is met by the customer – as with filling a car with petrol.

**8) Chairman’s report – MH reported**

- a) Reduction in councillor numbers letter to be sent to WSCC to start the process.
- b) Conversations have continued around possibility of joining Rogate and Trotton parishes – this is in the very early stages. If wanted, next stage would be to ask WSCC about process.
- c) The gym opening went well with Gerard taking over from Gillian Keegan who was unable to attend and the event has received some good publicity.

**Matters to consider:**

- 9) **Covid-19 new lockdown** MH/AC have approached the established local groups in Rogate and Rake to remind them we are available to provide support if needed. Clerk to add WSCC Community Hub information to our website and signpost to other available help. Information to be displayed on noticeboards. No need for specific zoom discussion at this stage but agreed to reconsider if things change.

**10) Playground inspections**

- a) MH reminded members of the requirement for weekly inspections of the outdoor gym to meet guarantee obligations. He added playgrounds have an annual RoSPA inspection but we have also had volunteers inspect them but not regularly. He suggested considering employing somebody to walk around all three areas every week and complete a simple tick-box form (Clerk/AC to provide).
- b) AC suggested an alternative is for Councillors to check on a rota basis (with 2-monthly requirement each) – it took him approximately 40 mins; this needs to be done until an alternative can be agreed. MH offered to do this week, ZM next and MR w/c 23<sup>rd</sup> Nov.
- c) EM thought the FAF installers (who live locally) may be interested and it would be better to have a qualified person. There was some concern about potential additional costs for a qualified person but she thought grants may be available to help with these and any future repair costs. She will talk to the installers.

**11) Website accessibility compliance regulations**

- a) AC noted this requirement was not as onerous as it first appeared. Clerk has been in contact with our website providers and as our new website was created in September 2018 it should be mainly compliant. They are going to check (without charge) in a couple of weeks and report back with a proposed statement.
- b) SLCC run a webinar for word/pdf document compliance which the Clerk has offered to join. AC’s proposal of **resolution ‘Clerk to attend SLCC document accessibility webinar at a cost of £30’** was seconded by MH and unanimously approved.

**12) Finance –**

- a) GM noted overspend on budget due to the commitment for the outdoor gym though all donations are now been received with the exception of one. He noted problems amending the bank signatories, but he has been in contact with the bank to start to resolve.
- b) Non-cheque signatory to check reconciliation – EM had looked through file.
- c) GM reminded members of the legal requirement to provide all eligible employees with a pension so one has been set up with Nest. They require contributions to be paid via direct debit so his proposal of **resolution ‘to set up a direct debit with Nest for the payment of pension contributions’** was seconded by MR and unanimously approved.
- d) MH reported the parish laptop is failing badly and is now 4½ years old. Clerk has obtained price to replace the hard drive and upgrade the memory at £200+ while new ones are currently more expensive and harder to obtain because of Covid. After discussion, it was unanimously agreed it was a vital tool which causes major stress when not working and there is no guarantee something else won’t fail if a repair is carried out. MH’s proposal of **resolution ‘to purchase a new laptop for the Clerk up to £600+vat’** was seconded by GM and unanimously approved. EM to talk to her IT providers.
- e) MH noted problems with the village noticeboard; ZM will do some research into replacement costs.

**Receipts and payments approved:**

Receipts noted:		
HMRC	VAT refund April-Sept 2020	£2,001.96
HSBC	Bank interest	£0.06

W. Davey & Son	Outdoor gym donation	£500.00
Chichester District Council	VE75 grant	£250.00
<b>Payments approved:</b>		
Clerk/RFO	Salary/PAYE	Undisclosed
Nest Pension	Employer & employee contributions April-November	Undisclosed
Debbie Harknett	Zoom video conferencing monthly cost	£14.39
Lewis Landscaping	Bull Hill hedge cutting	£600.00
V-signs	Covid-19 gym sign	£78.00
Information Commissioner	DATA registration annual fee	£40.00
Trish Walker	September locum Clerk	£56.25

## Committee reports:

### 13) Planning Committee -

- a) The minutes of the Planning Committee meeting of 12<sup>th</sup> October 2020 were received.
- b) Letter to planning authority – MR noted she and the Clerk had a very useful discussion with KOK which has focused the letter on concerns/thoughts that could be addressed. Draft to be approved this week. AC noted the problems caused by the county borders and with applicants not always knowing which parish they are in.
- c) GM noted the importance of being involved in significant pre-applications – SDNP did not notify us about Clayton Court's proposal for 177 houses; the site is due to be auctioned on 20 November.

### 14) Open Spaces

- a) The minutes of the Open Spaces Committee of 25<sup>th</sup> August 2020 were received.
- b) Update from meeting 26 October – MH noted WSCC Volunteers have delayed repairing the bench at the Dell and installing a new bus shelter at Rake because of Covid and being unable to share transport; they will do as soon as they are able.
- c) The committee are still looking at registering the path that runs through the White Horse car park and the school have supported the proposal. The next step is writing to adjoining landowners.
- d) Having been circulated ahead of the meeting and with no questions, MH's proposal of **resolution 'to adopt the revised winter plan'** was seconded by GM and unanimously approved.
- e) Having been circulated ahead of the meeting and with no questions, MH's proposal of **resolution 'to approve the 'Use of Open Spaces' policy'** was seconded by MR and unanimously approved.
- f) The Open Spaces Committee meeting on Monday 7<sup>th</sup> December 2020 was noted.

### 15) Finance Committee

The Finance Committee meeting on Monday 23<sup>rd</sup> November was noted.

### 16) RATA – AC reported

- a) We have received a copy of the CHS design WSCC have sent out to tender 'for information not consultation'. It is essentially the same as the feasibility design but one notable element not included is the change in speed limit from 50mph to 40mph on the London Road between Rake and Hillbrow. Also, as we suggested, the removal of the kerb changes by the 'computer' business adjacent to the school is included. A major concern is no change to the position of the speed reduction sign at the entrance to Rake from Liphook direction as there is not sufficient time to reduce speed before reaching the school – as noted by KOK earlier in the meeting. KOK will also seek an explanation as to the lack of feedback on our comments to the consultation process.
- b) The SID has been in operation at 2 locations on London Road, Rake over past 4 weeks and been very well received by residents who have reported a marked effect in reducing vehicle speed. While the display is operating as designed there is a technical issue preventing data download which he is seeking to resolve. In answer to EM's question he explained they are not legally allowed to be at any one location for more than 2/3 weeks as a 'temporary sign' and to get a permanent sign is complicated and onerous. Also, temporary signs have more effect as permanent ones tend to be ignored after a while.
- c) David Leonard has volunteered to assist in managing the SID at the 2 sites in Rogate village though we are still awaiting the installation of the new traffic posts. There are only 2 sites in Rogate that are technically/legally possible and unfortunately neither is on the approach to the village from Petersfield.

d) We have been approached by Trotton PC with a view to working together to reduce speed and noise of traffic on A272. He has written them a detailed explanation of the initiatives we have taken. They have asked if we were to consider purchasing a second SID could they make a contribution and its use be shared on sites on the A272 in both Rogate and Trotton. He is going to attend their next PC meeting.

e) Agreed to ask the finance committee to consider the purchase of a second SID at £1,930.

KOK left with thanks.

### **17) Grants & Projects**

**Forward plan for Parish Council** – it was agreed that having recently installed the outdoor gym and with the SID/Rake highways scheme progressing there was no further vision at the moment. AC added he would consider a trim trail further which GM felt it would bring the parish together.

**18) Neighbourhood plan** – SW's report noted the consultation period started on Monday 19 October and will close on Monday 14 December 2020. All comments go to SDNPA who pass them onto the Inspector.

**19) Drainage issues/operation watershed** – SW's report noted two quotes have been received with the lowest from Landbuild (the contractor previously used) at £50,665.80. A new operation watershed application has been submitted to WSCC.

### **Village organisation reports -**

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

### **21) START (Community Land Trust) –**

a) MR noted CPRE and the Rural Services Network report that rural homelessness increased by 115% between 2017-19. On the other hand, building 10 affordable homes generates extra jobs and services adding up to £1.4 million to the local economy.

b) They have contacted the Plunket Trust about the White Horse who are keen to help but in order to move further they need to prove community support for the pub which is difficult. It was agreed it would need to be a separate community project with a new leader to progress.

**22) Village Hall** – MR noted the current Covid crisis is having financial implications for the hall as they are now closed again. She is going to ask for their support to register the footpath.

### **23) Correspondence**

a) Emails as previously circulated.

b) Bank statements received – filed in finance file.

c) Potholes in Terwick Lane – MH urged Councillors and others to report via 'lovesussex'; LC will ask the PCC.

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

**25) Date of next meeting** – The next Full Council Meeting of the Parish Council will be on **Monday 14<sup>th</sup> December** at 7.30pm via Zoom video conferencing.

There being no further business the meeting closed at 9.08.

Chairman:

Max Harwood