



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

Parish Councillors in attendance: Chairman Max Harwood (MH), Adrian Collins (AC), Laura Craven (LC), Zoe Macle hose (ZM), Elena McCloskey (EM), Gerard McCloskey (GM), Mairi Rennie (MR) and Steve Williamson (SW).

Clerk: Debbie Harknett

There were no members of the public in attendance.

Meeting started at 7.30pm

**Chairman:** max.harwood@rogateparishcouncil.gov.uk  
**www.rogateparishcouncil.gov.uk**

**Vice-chairman:** adrian.collins@rogateparishcouncil.gov.uk  
**Clerk:** (Debbie Harknett) clerk@rogateparishcouncil.gov.uk

**1) It was noted the meeting would not be recorded.**

**2) Election of Council Chairman and Vice-Chairman**

- a) The Clerk sought nominations for the Chair – LC's nomination that MH continue was seconded by GM. With no other nominations and all members in favour MH accepted and took the chair.
- b) MH sought nominations for Vice-Chair – LC's nomination that AC continues was seconded by GM and with no other nominations and all members in favour AC accepted.

**3) There were no apologies for absence as all Members were in attendance.**

**4) Council vacancies** - MH noted Deirdre Walkling has resigned from the council and thanked her for the planning support and experience she has provided. The Clerk reminded members we now have five vacancies so are one member below our ideal membership of nine; councillors to try to recruit.

**5) There were no declarations of interest of items on the agenda.**

**6) The minutes of the last meeting held on 12<sup>th</sup> April 2021 were approved by the Council as a true record to be signed by the Chairman.**

SW joined the meeting.

**7) There were no members of the public present to make a representation.**

**8) County & District Councillor reports** – KOK's re-election was welcomed, her apologies were noted and her report had been circulated prior to the meeting:

As County Councillor:

- a) New council elected on 6<sup>th</sup> May with conservatives retaining overall majority control of 70-member council-Conservatives 48; Lib Dems 10; Labour 9; Green 1; Selsey alliance 1; other independent 1. First full meeting on May 21 when committee places and other roles decided.
- b) Covid latest data 21 new cases in CDC/106 in WS for 7 days to 4 May. Home testing kits available to everybody in England [www.gov.uk/order-coronavirus-rapid-lateral-flow-tests](http://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests) or by calling 119.
- c) Government test and trace support scheme has been extended to 30 June and remains under review - Information at [www.chichester.gov.uk/helpwithfinances](http://www.chichester.gov.uk/helpwithfinances).

As District Councillor:

- d) Business grant scheme launched on 12 April to give small businesses across the district opportunity to access funding to help them grow and develop. Three grant types available – capital projects; website & social media projects; start-up businesses. [www.chichester.gov.uk/enablinggrantscheme](http://www.chichester.gov.uk/enablinggrantscheme)
- e) Government Covid grants are still available at [www.chichester.gov.uk/covidbusinesssupport](http://www.chichester.gov.uk/covidbusinesssupport).
- f) Government 'Make Things Right' campaign to better inform residents how to raise complaints if they are unhappy with the social housing service [www.socialhousingcomplaints.campaign.gov.uk](http://www.socialhousingcomplaints.campaign.gov.uk).
- g) Novium Museum, and Chichester Tourist information centre re-open from Tuesday 18 May. Admission remains free and tickets are available to book online [www.thenovium.org/visit](http://www.thenovium.org/visit). The Mystery Warrior exhibition has been extended until November and Chichester Roman week is returning during May half term [www.thenovium.org/romanweek](http://www.thenovium.org/romanweek).
- h) Covid-19 community archive is being created by Novium Museum, West Sussex Records Office and Screen Archive South East. It will be an accessible time capsule for future generations to show the county's reaction, resilience and recovery during these extraordinary times. Residents, key workers, community groups & organisations are invited to share lockdown stories, poems, artwork, videos, etc. to become part of history [www.thenovium.org/communityarchive](http://www.thenovium.org/communityarchive).

- i) The reduced covid infection rates were welcomed by the council and it was agreed to put information about the grants onto our website.

ZM joined the meeting.

**9) Formation of Committees for 2021/22** - Membership remains the same though MH thought it would be helpful to have an additional member on planning to replace Deirdre.

- Planning - LC, ZM, EM, GM, MR (though any member can join as needed)  
 Finance - AC, MH, GM, SW  
 Open Spaces - LC, AC, MH, ZM, MR

**10) Chairman's report** – MH's report had been circulated prior to the meeting

- a) Congratulations to Kate for her success in last week's election and best wishes for the next period of office.  
 b) MH shared the sad news about the passing of Pauline Berrisford-Hill; a much liked and very long-standing parish councillor. SW and MR offered to help obtain information for an eulogy.  
 c) The new bank account is up and running.  
 d) Confirmation has been received that the Rake shelter for Bohunt school children and the bench at the Dell are to be built/repared by the Sussex Volunteers with a provisional start date of 24th June; we need to ensure we extend our usual welcome to the volunteers.  
 e) Southern Water have removed the paint from the fingerpost at the junction of Dangstein Road.  
 f) A big thank you to all who helped organise and attended the litter pick that was successful despite the poor weather. LC added they had collected over 16 bags of litter and were joined by people of all age ranges – children to 80+. Some areas, particularly the layby's need professional clearing and these have/will be reported to CDC along with some other specific items/areas.

**11) Finance report and matters**

- a) GM noted the current account switch is complete but there are some issues with transferring the other accounts – the Clerk is chasing with HSBC.  
 b) Non-cheque signatory to check reconciliation – EM had checked the file.  
 c) Bank payments authorisation – SW and AC to approve this month's online payments.  
 The accounts for year end 31 March 2021 had been approved by the Finance committee and all papers circulated prior to the meeting.  
 d) 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.  
 e) 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 2020/21'** was seconded by LC and unanimously approved.  
 f) Having considered the Accounting Statements for 2020/21 and, with no questions raised, GM's proposal of **resolution 'Council to approve the Accounting Statements for 2020/21'** was seconded by SW and unanimously approved.  
 g) It was agreed to consider the future Zoom video conferencing use/cost at the June meeting.

**Receipts and payments approved:**

<b>Receipts noted:</b>		
HSBC	Bank interest	£0.04
CDC	Precept – first tranche	£15,463.00
HMRC	VAT refund	£10,650.53
<b>Payments approved:</b>		
Clerk/RFO	Salary/PAYE/Pension	Undisclosed
Debbie Harknett	Zoom video conferencing monthly cost	£14.39
Rogate Gardening Club (Janet Crates)	Plants and soil for village planters	£67.58

**Committee reports:**

**12) Planning Committee**

- a) The minutes of the Planning Committee meeting of 13<sup>th</sup> April 2021 were received.  
 b) GM raised concern about funding for enforcement, MH noted it is not a statutory duty. After discussion it was agreed to try to obtain definitive answers to question raised. Clerk noted the local group is going to invite Tim Slaney to join a meeting as issues are not limited to our parish or even the SDNP. SW added Gillian Keegan, MP should be engaged if a real problem.

- c) MH noted he has spoken to Liss PC about the old A3 area where there appears to be development applications; they are happy to co-operate with us.

### 13) Open Spaces

- a) The Open Spaces Committee meeting on Monday 24<sup>th</sup> May 2021 was noted.
- b) A quote for repairing the climbing wall at a cost of £485+vat had been circulated prior to the meeting. There was much discussion about alternative quotes, lack of specification detail, warranty, breakdown of costs etc. It was accepted that obtaining alternative quotes is not easy and using a local contractor is preferable. After discussion, MH's proposal of **resolution 'to accept quote of £485+vat subject to confirmation of the specification and guarantee'** was seconded by MR and unanimously approved.
- c) MH noted the RoSPA annual playground safety checks have been booked for June and will include the outdoor gym. Having spoken to Pai at Rake hall the Clerk has arranged for them to inspect Rake play equipment at the same time. MH sought agreement that we meet the cost of Rake's inspection (£68.50 for first 5 pieces of equipment and £3.50 each thereafter). SW, as a Trustee of Rake Hall, expressed concern the Trustees were unaware of this and he would raise at their meeting tomorrow. MR's proposal of **resolution 'annual RoSPCA inspections to include Rake playground, at RPC cost, subject to approval of Rake Trustees'** was seconded by GM and unanimously approved.
- d) MH noted the application to register the White Horse footpath was submitted on 28 April. We have received some further forms which will be submitted when they have been checked and corrected as necessary.

### 14) Finance Committee

- a) The minutes from the Finance Committee meeting on Monday 22<sup>nd</sup> February 2021 received.
- b) The Finance Committee meeting on Monday 27<sup>th</sup> September 2021 was noted.

### Working groups:

#### 15) RATA –

- a) AC noted no update has been received from WSCC on a start date for the CHS.
- b) He will oversee the installation of the Rake bus shelter on behalf of the PC but noted the volunteers may need support when repairing the seat at the Dell.

#### 16) Neighbourhood plan – SW's report had been circulated prior to the meeting:

- a) The referendum will be held on Thursday 1 July 2021. He has not received confirmation of arrangements from CDC but expects Rogate Village Hall will be the only polling station.
- b) He proposes publicity to include:
- Update of information on RPC and rogatevillage websites
  - Public exhibitions on Saturday 26 June – 2 hours in the morning and afternoon at Rogate and Rake Village Halls.
  - Display material of policies & hard copies of plan (print run of 750 A5 double sided colour)
  - Leaflet drop to all households during week commencing 21 June.
  - Posters for notice boards and shop
  - R&T Community alerts starting mid-June.
- c) The leaflet drop would require a large number of volunteers. The Clerk is researching delivery used by START for the White Horse flyer.
- d) Estimated costs of printing leaflets and poster £100; display material £400; printed copies of NDP £500 – total approximately £1,000 (excluding any delivery costs). Clerk reminded the meeting we hold £1,029 in NP funds.
- e) In response to MH's question about PC support SW noted he was happy to set up and chair the publicity events (not a presentation) and hoped people would leave questions so they could be responded to at a later date.
- f) MR offered to loan some display boards.
- g) SW explained there is not a minimum turn-out required. Publicity is to encourage those in agreement to vote.

SW left the meeting.

#### 17) Drainage issues/operation watershed –

- a) MH is going to arrange a meeting about flooding at North Street when Covid restrictions allow.
- b) MR noted the spring causing flooding and pothole damage at Fyning Lane – MR will investigate.

## 18) Projects and grants

- a) GM noted the finance meeting's suggestion of an Asparagus festival while extending to 'local produce' would include other local producers. He will investigate further and discuss with the hall. MR added we could engage the pub and shop.
- b) EM noted there are quite a few grants available at the moment but we have no project ideas.
- c) MR noted the hall needed help with the heating system; EM to share information of any appropriate grants.
- d) Clerk asked if anything would be available for a notice board as we need a new one at the shop.
- e) AC reminded EM of the new bus shelter at Rake and the requirement for village gateways as part of the CHS; he will let her have more details of cost etc.
- f) Village fun day on 11 July is being organised in conjunction with the village hall. After discussion, it was agreed the PC should be represented and something connected to the outdoor gym would be ideal, possibly an instructor or sponsorship - ideas to GM/EM who will investigate.

**19) Policies** - having previously been circulated, with no questions, MH's proposal of **resolution 'to adopt the internet banking policy and procedure'** was seconded by LC and unanimously approved.

## Village organisation reports:

**20) Rogate and Rake Schools** – no update.

**21) START (Community Land Trust)** - MR noted they are negotiating to provide 2 affordable homes for local residents at the Flying Bull; Liss and Rogate PC's have helped to promote this.

## 22) Rogate Village Hall –

- a) MR noted there are hopes the Youth Club will re-open soon. In response to the Clerk's question, she noted they have funding to meet the cost in the current year.
- b) If, and when the Pub, the hall and recreation ground are all community owned, it will be an opportunity to transform the village centre, with a 'village green' concept. This would involve interrelating all the facilities - parking, toilets, outside space, barbecues, sports equipment etc. which will probably entail a special joint committee being set up and should include the Parish Council.

**23) White Horse** – START have submitted the notice of the intention to bid for the White Horse.

Discussion are in progress about how the community will bid and hopefully be able to own the pub but it may be an associated START board is set up specially for that purpose. Recent R&T report was very good with the main selling point being access to the recreation ground and facilities there. The shop is very positive and happy to support the project.

## 24) Correspondence -

- Emails as previously circulated.
- Bank statements received – filed in finance file.
- Clerk noted we have received a letter concerning a possible planning breach; as with all matters of this kind it has been reported to CDC to investigate.
- We received concern Gatehouse Lane being used/blocked by large HGVs which we passed to Trotton PC. Having investigated, we have received confirmation it was a one-off unfortunate incident that was the fault of the haulier.

**25) Information for the Council** (for noting or inclusion on a future Agenda) – village fun day.

## 26) Date of next meeting –

The next Full Council Meeting of the Parish Council will be on **Monday 14<sup>th</sup> June 2021** at 7.30pm via Zoom video conferencing.

There being no further business the meeting closed at 8.55pm.

Chairman:

Max Harwood