



Meeting held at Rogate Village Hall starting at 5.00pm.

Parish Councillors in attendance: Chairman Max Harwood (MH), Adrian Collins (AC), Mike Galley (MG), Elena McCloskey (EM), Gerard McCloskey (GM) and Mairi Rennie (MR). Clerk: Debbie Harknett.

There were no members of the public in attendance. District/County Councillor Kate O'Kelly (KOK).

Chairman: max.harwood@rogateparishcouncil.gov.uk

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Clerk: (Debbie Harknett) clerk@rogateparishcouncil.gov.uk

- 1) **It was noted the meeting would not be recorded.**
- 2) **Apologies for absence** were received and accepted from Laura Craven (LC), Zoe Macle hose (ZM) and Steve Williamson (SW).
- 3) **There were no declarations of interest in items on the agenda.**
- 4) **The minutes of the last meeting held on 13th June 2022** were approved by the Council as a true record to be signed by Chairman.
- 5) **There were no representations from the Public.**
- 6) **County & District Councillor reports – KOK's report had been circulated prior to the meeting:**
As County Councillor:
 - a) Friends of Rother Valley Way continue work and are discussing approach to landowners for Petersfield-Nyewood off-road route.
 - b) County Local Forum residents meeting - nearly half questions were about poor state of pavements in city and rural towns (some heartfelt testimony from those fallen and been injured).
 - c) Drayton Highways Depot member day showed machines in action including new Jet Patcher which will save hours of work by being able to patch 2 carriageway defects in 12 rather than 90 minutes.
 - d) Discussions to widen the Stedham-Midhurst cycle path are ongoing.
 - e) Housing and Communities are working hard to support Ukrainian refugees and their host families.
 - f) WSCC Governance Committee has changed its constitution so no new motions can be brought back to Council if they have been debated in last 4 years – previously (and for most councils) it is 6 months.
 - g) West Sussex Community Hub (tel: 033 022 27980-lines are open 9.00am-5.00pm 7 days a week) offers support with energy, food and water and support for wider essentials associated with these costs.
 - h) Stopping smoking CC have seconded motion calling for extra funds for invaluable support services.
 - i) Electric Vehicle (EV) charging points – contractors have started putting charge points in car parks but she expressed concern CDC have not joined the partnership so none of their car parks are included.
 - j) Health & Adult Social Care Committee scrutinized the Shaw Contract for 12 care homes costing £23.5m per year. With 5 of 12 homes rated as requiring improvement a significant amount of taxpayer's money is being spent on poor services.
 - k) Climate change member briefing – detailed and strategic approach but only concentrating on WSCC emissions which are only 1% of the county emissions.

Questions:

- l) Highways matters: AC asked about the replacement of the damaged bollards at Rake.
- m) Clerk asked for help to get the footpath at the bottom of school lane re-opened following the collision that damaged the railings as the alternative crossing point isn't as safe. Clerk has also asked Highways if the PC could be involved in its re-instatement as the current railings are old and faded which reduces their visibility and protection of the foot path.
- n) MG asked if there was any discussion about hydrogen within county; KOK explained at the moment they are not exploring as they are progressing with their EV strategy.
- o) GM noted WSCC transport plan was woefully inadequate in relation to public transport and asked about bus funding; KOK explained they applied for money but didn't get all they wanted. Preference is to invest in infrastructure like cycle lanes and they will be looking at under used bus routes which tend to be the more rural ones with the possibility of them becoming demand responsive.
- p) MH noted the much-used Saturday Midhurst/Milland/Petersfield bus didn't run but he struggled to get any information from Stagecoach or WSCC, even after a 40-minute phone call. KOK thought they may put out information on Twitter; Clerk to check.

KOK left with thanks for the help she gave us by chairing the meetings with R&THA.

7) Chairman's report – MH's report had been circulated ahead of the meeting:

- a) We have been approached by a member of the public about holding a police scam/fraud presentation as we did in December 2018 but the MOP thought things have changed. We have asked the Hall if they are interested. After discussion, it was not felt appropriate to take further at this time.
- b) Dell seat has been repaired and looks good.
- c) MH brought Members attention to the recent CDC's Monitor Officer's email though thankfully poor Councillor behaviour is not something that currently affects the council.
- d) Registration of Fyning Recreation Ground continues with questions back from the new solicitor. We have obtained information from the charity commission but may need to ask WSCC records office for a certified copy of the transfer document which will be expensive because it is large and difficult.
- e) Rogate school funding request had been circulated – they need to raise £5,000 to meet Ofsted requirement of books being available at all reading levels for children to borrow to take home.
 - MH explained the George Street Trust have given funds to Rake School so they don't need to fundraise but unfortunately their charity rules exclude them from giving the same to Rogate School. If their donation could have been split it would have meant both schools would have been fundraising from twice as many families making it easier.
 - Clerk explained double taxation could be considered relevant if the PC help fund something that is it the responsibility of the Education Department to provide. A grant could be awarded under S137 rules.
 - In response to EM's question MH explained phonics teaching has changed which has resulted in the need for new books which will be loaned to pupils while remaining part of the school library.
 - After much discussion GM's proposal of **resolution 'to award £1,000 grant to Rogate School towards the purchase of books'** was seconded by EM and unanimously approved.
- f) Liss food bank's request for a donation had been circulated prior to the meeting. MH explained this foodbank, along with Midhurst and Petworth are supporting families in the parish (Rogate & Rake). Clerk reminded the meeting we gave Midhurst foodbank £500 last October so wouldn't expect a further request from them yet. Previously they have asked for physical help and donations but the cost-of-living crisis has resulted in a much higher need. After much discussion, the Clerk was asked to find out how much Liss PC have donated as they have a larger precept than us.

8) Rogate and Terwick Housing Association (R&THA) proposed transfer of engagements to PHA Homes Ltd (PHA) – MH reported on 22nd June Special General Meeting which he and the Clerk attended.

- a) A number of shareholders spoke to say they felt the process had been handled badly with a lack of information provided but still voted for the proposal as they didn't consider there was an alternative.
- b) The show of hands vote was 15 to 2 in favour of the transfer to PHA. There were an additional 8 proxy votes in favour of the transfer and 3 against that were not counted.
- c) The final transfer vote is on 13th July and we, along with 3 other shareholders, have demanded a ballot vote to ensure that all proxy votes are counted. As already agreed we will vote against the proposal but expect the motion to be carried.
- d) While we are disappointed with the unhelpfulness of R&THA, the conduct of the vote, and the extent of the information given about the reasoning behind the transfer we now want to focus on ensuring that possible future developments take into account the interests of the village and on promoting the welfare of those who live in East Lodge. Hopefully, John Craven will be appointed to the board.

9) Jubilee events update - Clerk noted she has yet to receive any receipts/invoice for the tree purchase or screen hire to enable her to claim the CDC grant to pay onto the organisers.

10) Annual Parish Meeting – review meeting format - After discussion it was agreed all councillors to consider ideas and include item on November agenda.

11) Rother Valley Together – consider how to help - after discussion it was agreed the council did not feel able to financially support at this time but would like to ensure the information about their lunches is published locally.

12) Review of internal audit recommendations – information had been circulated prior to the meeting

- a) **Consideration of parish council committees & working parties** – the internal auditor reminded us the temporary law change permitting decision making within zoom meetings elapsed last year.
 - i. In order to continue to meet via zoom a non-decision making 'working group' would need to be established to operate alongside the committee. For the planning committee authority for decisions would have to be delegated to the Clerk to make in conjunction with the working group.

- ii. EM understood the reasoning behind change but was uncomfortable with giving the Clerk delegated responsibility for something Councillors should do.
- iii. The Clerk noted she would prefer not to have the authority, which would remain in place for any future Clerk, but decisions would be made in conjunction with the working party.

After much discussion:

- iv. Finance committee meets approximately 4 times a year and it was agreed to return to meeting in the pavilion.
- v. Open Spaces Committee meets bi-monthly, at Fyning Recreation Ground in the summer and it was agreed to return the other meetings to the pavilion.
 - i. Planning Committee is most complicated and meets most often – sometimes every few weeks. Pre-covid it met directly ahead of the full council but since using the main hall and meeting at 5.00pm this is no longer an option.
 - ii. After much discussion, MH’s proposal of **resolution ‘Authority to be delegated to the Clerk (as the Council’s ‘Proper Officer’) in accordance with Local Government Act 1972, section 101, to submit planning comments in consultation with the planning working group’** was seconded by GM and approved with 1 Member abstaining & remaining 3 in favour.
 - iii. The Council’s standing orders to be amended to reflect this.
 - iv. Planning Committee will remain and meet a minimum of once a year to review its membership, chairmanship and terms of reference for itself and the working group. It will meet should there be a large or potentially controversial application to consider and other times as required.
 - v. Agenda for the planning working group to be published on the authority’s website and the public are invited to attend.
 - vi. Decisions made by the Clerk in conjunction with the planning working group will be published on the authority’s website.
 - vii. This change is subject to regular review.
- b) **Email addresses** - AC reminded the meeting that @rogateparishcouncil.gov.uk email address should be used by all councillors to comply with GDPR regulations and in case of a FOI request to prevent access to personal emails. Council emails are public records and can be seen by the administrator. He added there are limits on the number of emails held and regular document management is necessary. Clerk to resend set-up instructions; AC/MH offered to help with set-up.
- c) **Policy and risk assessment review** – MH suggestion each Councillor review 3 policies (as opposed to the Clerk reviewing 27) was unanimously agreed. Clerk noted there are a couple of recommended parish council website for comparisons and that all policies to be reviewed annual. Clerk to circulate details with aim to approve them all in November annually.

13) Finance report and matters

- a) GM reported spending is currently in line with the budget. He reminded the meeting there are still RATA funds remain for Rake bus shelter and future purchase of new SID batteries and funds for woodland management.
- b) EM, as a non-cheque signatory, had checked the bank this month.
- a) Bank payments authorisation – AC and GM to approve this month’s online payments.

Receipts noted:		
Unity Trust Bank	Interest	£21.33
Payments approved:		
Clerk/RFO	Salary/PAYE/Pension	Undisclosed
Debbie Harknett	Zoom video conferencing monthly cost	£14.39
Rogate Hall	Hall hire	£22.00
Unity Trust Bank	3 months charge	£18.00
Netwise	Annual website hosting cost	£480.00
Playsafety	Annual playground inspections	£403.20
Rogate School	Book grant	£1,000.00

Committee reports:

14) Planning Committee

- a) The minutes of the Planning Committee meetings on 3rd and 30th May 2022 were received.
- b) The zoom Planning Committee meeting on Tuesday 12th July 2022 was noted.

15) Finance Committee

The Finance Committee meeting on Monday 26th September 2022 was noted.

16) Open Spaces Committee

- a) The minutes of the Open Spaces Committee meeting of 28th March 2022 were received.
- b) The Open Spaces Committee meeting on Monday 25th July 2022 at Fyning Rec was noted.
- c) AC updated the meeting from May meeting – he, MH, KOK, Philip Lymbery and CDC tree Officer attended a meeting with the Forestry Commission (FC) to discuss issues raised around the felling of trees at Fyning. The FC have reviewed their processes and agreed they should have carried out a site visit before deciding a felling licence wasn't required. The FC suggested the parish establish a tree management plan to record trees of significant value and potential threats (similar to one created in Petersfield) to encourage discussion with landowners. For a parish with a lot of woodland (much belonging to FC) and little resources this was not considered practical. Philip Lymbery has been appointed tree warden for the parish council is actively looking at FC felling licences. He is going to create a 'what to do' escalation plan should an instant threat to any trees in the parish arise.

Working Groups -

17) Drainage issues/operation watershed – MG noted a there is a meeting arranged with residents for Friday this week to look at Landbuild proposals and consider options.

18) Projects and grants – already covered.

19) Milestone re-instatement update – AC had circulated information prior to the meeting.

We now have a definitive location where the Rogate milestone was situated before it was relocated to Petworth House in 1940 - west of Rogate at junction leading to Vicarage Farm/Slade Lane and A272 near Rainbow Cottage. He has contacted the Milestone Society who are keen to see OOPs (out of position stones) restored to their original position and have offered some advice. Following the site visit to the National Trust at Petworth we are awaiting details of what options we can considered if they will release the milestones (ours and Stedham's) and if WSCC Highway will permit/help its reinstatement.

Village organisation reports -

20) Rogate and Rake Schools – MH noted Rogate pupil numbers have increased to 80 but 90 is ideal.

21) START (Community Land Trust) – no update, remove from future agenda.

22) Rogate and Rake Village Halls – MR's noted bookings are doing well but the committee needs more support. She stressed the importance of the link between the Hall Committee and PC as the two most important village committees who should to work together.

23) Youth Club – MR noted they are still working with Sussex Clubs for Young People to appoint a leader but also need helpers which is proving difficult.

- Clerk noted we have received confirmation that should the club fail all funds remaining will be split between Sussex Clubs for Young People and the George Street Trust.

24) White Horse – EM noted a pre-planning application to seek guidance on creating 3 ensuite bedrooms to support a pub has disappeared from SDNP website.

25) Correspondence -

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

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

27) Date of next meeting – the next **Full Parish Council Meeting** will be on **Monday 8th August 2022 at 5.00pm at Rogate Village Hall.**

There being no further business the meeting closed at 7.00pm.

Chairman:

Max Harwood