



Full Parish Council Meeting - Minutes Monday 14th November 2022

Meeting held at Rogate Village Hall starting at 5.00pm.

Parish Councillors in attendance: Chairman Max Harwood (MH), Adrian Collins (AC), Laura Craven (LC), Mike Galley (MG), Zoe Maclehorse (ZM), Elena McCloskey (EM), Gerard McCloskey (GM) and Steve Williamson (SW).

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

There were no members of the public in attendance.

Clerk: Debbie Harknett

Chairman: max.harwood@rogateparishcouncil.gov.uk

Vice-chairman: adrian.collins@rogateparishcouncil.gov.uk

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Clerk: clerk@rogateparishcouncil.gov.uk

MH opened the meeting with the sad news that Ann Arnold, Councillor for many years had passed away; he will share details of her memorial service in due course. SW noted she did two stints on the council and he had welcomed her forthright views, ear to the village and contribution to various organisations. The Clerk reminded the meeting we had been pleased to nominate her for the British Citizen Award she received in recognition of her contribution to the village. LC asked about a wreath/donation on behalf of the Council – it was agreed MH to talk to MR and perhaps a more permanent memorial (tree/rose bush) maybe appropriate.

- 1) **It was noted the meeting would not be recorded.**
- 2) **Apologies for absence** were received and accepted from Mairi Rennie (MR).
- 3) **There were no declarations of interest in items on the agenda.**
- 4) **The minutes of the last meeting held on 10th October 2022** were approved by the Council as a true record to be signed by Chairman.
- 5) **There were no representations from the Public.**
- 6) **Reports from County & District Councillor** – KOK's report had been circulated prior to the meeting
 - a) More flexible speed policy is due for scrutiny before going to cabinet – something her group has pushed for. New policy will provide more flexibility with speeds to suit the particular setting taking precedence over strict adherence to recorded average speeds or number of driveways as currently.
 - b) Cycling - Midhurst Greenway – consultants are due to report back with new options to go south of Midhurst Pond and incorporate new 20mph zone covering the heart of the old part of town. MAC (Midhurst Area Cycling) is working to improve cycling infrastructure and are going to write to all parishes to ask for financial support for their work. Rother Valley Way meetings with landowners along the route continue - anybody wanting to join let her know; next meeting 25 January in Midhurst.
 - c) Midhurst Vision – she has had meetings with Directors working on strategy including funding bids, presentation evening and launch of consultation talking to residents.
 - d) Fracking – motion had been submitted for County to clarify its position but in light of the brief change of policy it was agreed no changes need to be made and renewable energy sources are priority.
 - e) Chichester Liberal Democrat group held a public meeting attended by over 100 residents to address issues of access to primary health care and lack of GP provision when planning new developments.
 - f) At WSCC full council debate on social care funding she highlighted the challenging workforce issues and devastating effect lack of work force is having on NHS – delaying hospital discharges/increasing A&E waiting times and poor ambulance response times which are to be scrutinised by HASCC.

Questions:

 - g) GM asked about ownership and staffing of Care homes – KOK explained WSCC do not own any homes but have a 25-year contract with Shaw Homes for the provision of beds within their homes. Staffing is the most challenging and demanding problem throughout the care industry.
 - h) MG asked about the new speed policy and if it would help obtain a reduction in Fyning Lane. KOK explained she was hopeful it would be in place by the end of the year providing a more flexible approach to appropriate speed. She reminded the council that Community Highways Scheme (CHS) applications can be submitted. Rogate have successfully completed two schemes which are scored on pedestrians/safety/cycling though 2/3 applications are unsuccessful.
- 7) **Chairman's Report** – circulated prior to the meeting
 - a) MH noted charity tractor run through the village on 17 December around 6pm.
 - b) Jubilee grant – the hall has now purchased trees for the community orchard so we have applied to CDC for payment of the £250 grant - £150 towards the trees and £100 towards the screen hire.

- c) Rogate Combined Charity held a meeting with interested parties – MH and Stephen Berendt have been appointed as trustees (along with Rev. Edward Doyle, Laura Craven and John Field). Next step is to sort the bank account as the current registered signatories have all passed on.
- d) MH reminded the meeting it is budget time again – project ideas need to be quick.
- e) Help with cost-of-living fact sheet which was included in last month's R&T and has been distributed around village – thanks to Clerk for producing a useful guide in these expensive times.

Matters for discussion:

8) Fyning traffic –

- a) SW felt 'speeding' was an inappropriate heading as traffic is not travelling in excess of the speed limit.
- b) MH/MG reported a small group from Fyning Lane have started looking at the possibilities to make road users more aware of the danger and speed when using Fyning Lane. It is hoped to expand the group and awareness by adding a questionnaire to next month's R&T News. Ideas so far considered include signage (which is quick fix) and possibly making the area a quiet lane (long term possibility).
- c) AC offered to attend a meeting to help. He will share with MG a website link to WSCC highways that has ideas of physical measures to encourage traffic calming, though it was noted HCC and other CCs Highways websites are perhaps more useful. He added community support is essential for a successful CHS application.

9) Youth Club room – Clerk had circulated information prior to the meeting

- a) MH noted the YC have a lease until the end of the year but it is looking increasingly likely the club will not reopen. He expressed some concern about possible legal costs involved if another lease were required with the hall – we already have one for the playground and one for the gym which seems excessive for simply providing play equipment for the village use.
- b) EM thought having a space specific for the PC was an opportunity that should be explored.
- c) After discussion, SW proposal of **resolution 'Chairman/Clerk to pursue discussion with hall trustees/committee to explore PC having sole use of the YC premises should they become vacant'** was seconded by LC and unanimously approved.

10) Emergency 'warm space' provision – clerk circulated update prior to the meeting

- a) We have been working with Rogate Village Hall to investigate creating 'warm space' for vulnerable residents in event of a major emergency/extended power outage. After much research, it has been agreed best action is to install necessary infrastructure at the hall to allow a generator to be plugged in to allow provide sufficient electricity for the oil heating system to operate and boil a kettle/charge phones/heat soup etc. One quote of £1,500 has been obtained and they are getting a second.
- b) Generator would be hired and delivered along with supply of the necessary fuel – total hire/running costs for week are approx. £1,350. PC would need to underwrite this cost as the provision is for the village not the village hall (though they would meet the heating cost).
- c) We have spoken to representatives from Rake who don't feel it would work in that part of the parish – their hall is entirely heated by electricity and would therefore require a very much bigger generator (at approx. twice cost). Rake has a good WhatsApp group helping neighbours and doesn't have the same concentration of social housing. The Flying Bull have two open fires and can provide a warm space and residents could travel to Rogate if necessary.
- d) Grants – we approached SSE and CDC without success; George Street Trust are going to consider our request.
- e) MH expressed concern over who would decide when it was an 'emergency' and therefore arrange for the generator (and approve its cost) – the control would have to remain with the Council. EM asked what would be classed as a critical 'emergency'. Clerk reminded meeting our Emergency Plan is simple – any three councillors can determine if it is an emergency requiring PC involvement and immediately create a working party (involving parishioners if appropriate) to respond as necessary.
- f) LC reminded the meeting some residents rely totally on electric.
- g) AC explained there are two costs – first the installation cost which is known – secondly generator hire/fuel etc which is open ended but based on known charges.
- h) GM asked KOK about WSCC emergency provision but this centres around gritting and resilience; they also have a team that help parishes with an emergency plan. In response to SW question, Clerk has asked but WSCC do not have generators available for parishes to borrow.
- i) SW asked about generator hire and contract cost. Clerk noted generator hire/running cost information had previously been shared; a contract for preferential access to a generator had not been investigated. GM offered to investigate contract agreement further.

11) Annual Parish meeting – review of format

- a) MH reminded Councillors last year's meeting was unpleasant and it appears there are two options – either we hold an open event, with refreshments, and invite organisations to have a table/talk to people or curtail to the minimum of the legal requirement of PC reporting.
- b) KOK noted Harting PC changed their meeting format this year and held a successful event with different organisations being represented, a talk from the PCSO and a brief question session.
- c) After discussion, LC's proposal of **resolution 'to hold combined APM/Village organisation event with refreshments'** was seconded by EM and unanimously approved.
- d) LC/ZM offered to organise and decide whether it should be coffee/cake or cheese/wine.
- e) After consideration of election and bank holidays it was agreed to hold APM on Thursday 20th April.

12) Meeting dates 2023 - Clerk noted two second Monday's next year are bank holidays (Easter Monday 10th April & Coronation 8th May). Discussion agreed to delay meetings a week – to 17 April and 15 May.

13) Finance matters

- a) SW asked about the payment for Bull Hill tree works and when the work was authorised. He noted it wasn't discussed/approved at the October meeting as there is no reference within the minutes. The expenditure is above the £1,000 emergency threshold which was only changed from £500 at the October meeting so wouldn't have been applicable. £1,056 is also above this limit.
- b) Clerk said it would have been helpful if the question had been raised before the meeting so the matter could have been researched in advance of the meeting and explanation provided to the meeting, SW responded he had only read the minutes two hours prior to the meeting.
- c) SW mentioned an email exchange with MH when he had been told about the planned works but had felt they were not necessary. MH, having looked at the trees with the tree surgeon felt we had to take their advice as a matter of safety though would ask for branches to be left onsite for a wildlife habitat.
- d) LC responded we were advised the trees were dangerous and once that has been drawn to our attention we are legally obliged to act
- f) SW responded dismissively of this requirement as he felt there had been dead branches on the trees for the last 20+ years and that generally, dead branches on oak trees don't fall off. He expressed in very forceful terms that he considered the work was not urgent as described and the expense had not been approved in accordance with standing orders and he wanted this to be recorded in the minutes. LC left in a distressed state as she would not be spoken to in such a manner.
- g) MH said he was appalled somebody had left the meeting as a result of somebody else's behaviour.
- h) MG added the council had acted in good faith.

SW left.

- i) MH noted the procedure around the authorisation of the work would be checked.

Post meeting note: the work was authorised by the Open Spaces committee at their 26 September meeting in accordance with standing orders and noted within Open Spaces report to the October full council meeting.

- j) GM reported the National Association of Local Council have agreed an across the board pay offer of £1.00 per hour and an additional day's holiday (pro-rata). MH added that our practise has been to follow NALC guidelines and his proposal of **resolution 'to increase Clerk's salary/holiday entitlement in accord with NALC guidelines'** was seconded by GM and unanimously approved.

The Clerk and Councillors were upset by the evenings events and struggling to continue so it was agreed to limit the rest of the meeting to the bare minimum.

- e) It was noted EM, as a non-cheque signatory, had checked the bank reconciliation this month.
- f) Bank payments authorisation – AC and GM to approve this month's online payments.

Receipts noted:		
HMRC	VAT refund	£712.36
Payments approved:		
Clerk/RFO	Salary/PAYE/Pension	Undisclosed
Debbie Harknett	Zoom video conferencing monthly cost	£14.39
Rogate Hall	Hall hire	£46.00
DG Design & Print	Cost of living information flyers	£54.00
APH Tree surgery	Bull hill tree works	£1,056.00
Mulberry & Co	Internal audit	£214.02
Information Commissioner	Annual registration fee	£40.00
Flying Bull	Refreshments for Rake bus shelter volunteers	£72.30
Trish Walker	Locum Clerk	£25.00
Max Harwood	Chairman's allowance	£125.00

14) Policy review: previously circulated

Policies as reviewed/created by councillors had been circulated prior to the meeting. AC noted they are standard policies and no significant changes have been highlighted by councillors. Therefore, EM's proposal of **resolution 'to accept all policies below as reviewed'** was seconded by MG and unanimously approved:

a) Complaints procedure	b) Expenses policy
c) Emergency/contingency plan	d) Vulnerable adults' policy
e) Modern slavery & Human Trafficking policy	f) Vexatious complaints policy
g) Sickness and absence policy	h) Employee grievance policy
i) Bullying and harassment policy	j) Members allowance policy
k) Equity and diversity policy	l) Planning committee/working group terms of reference
m) Planning application & tree consideration guidance	n) Planning site visit protocol
o) Freedom of information policy	p) Co-option procedure & application form
q) Privacy policy	r) Data protection policy

Committee/Working group reports:

15) Planning

- a) The comments from the Planning Working Group discussion of 17 October were received.
- b) The Planning Working Group discussion on Tuesday 29th November was noted.

16) Finance Committee

The Finance Committee meeting on Monday 28th November 2022 was noted.

17) Open Spaces Committee

The Open Spaces Committee meeting on Monday 28th November 2022 was noted.

18) Drainage issues/operation watershed – not discussed.

19) Projects and grants – not discussed.

Village organisation reports –

20) Rogate and Rake Schools – not discussed.

21) Rogate Village Hall – not discussed.

22) White Horse – Clerk noted we have received notification of two planning applications including for the refurbishment of the public house, restaurant and bedrooms.

23) East Lodge – John Craven's report had been circulated prior to the meeting

- a) He has now been appointed to PHA board as PC nominee and attended his first meeting. They have established a working group of five local residents, including two from East Lodge. They are talking to the architects and looking at plans and have held an initial meeting with East Lodge residents.
- b) MH added there was a problem with the wording of the transfer vote which has resulted in needing a third vote (which happened last week) and a fourth is due. The PC has maintained its opposition to the transfer on the basis we do not believe due diligence was followed as alternatives were not properly considered.
- c) MH reiterated the priority is that EL tenants are kept informed and not unduly worried.

24) Correspondence -

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

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

26) Date of next meeting – the next **Full Parish Council Meeting** will be on **Monday 12th December 2022 at 5.00pm at Rogate Village Hall.**

There being no further business the meeting closed at 6.32pm.

Chairman:

Max Harwood