



**Full Parish Council
Meeting - Minutes
Monday 12th December 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 Maclehose (ZM), Gerard McCloskey (GM) and Mairi Rennie (MR).

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

- 1) **It was noted the meeting would not be recorded.**
- 2) **No apologies for absence** were received.
- 3) **To note vacancy and consider committee membership**
 - a) MR informed the meeting we have received Steve Williamson's resignation and reminded the Council of the huge amount of work he did for the council, being chairman for many years and especially with the Neighbourhood Plan. He has arranged for a thank-you gift to be delivered.
 - b) The Clerk has informed CDC Elections Office and is arranging for the bank mandate to be updated. While there is no requirement to advertise the vacancy because of next year's elections it has been advertised in the hope a new member could join before the whole council stands down in May.
 - c) AC noted the vacancy on the Finance Committee which now only has three members – while enough to be quorate there is no room for absence. He reminded the meeting that all members should be on at least two committees which, given the lower number of councillors, is more important than ever.
- 4) **There were no declarations of interest in items on the agenda.**
- 5) **The minutes of the last meeting held on 14th November 2022** were approved by the Council as a true record to be signed by Chairman.
- 6) **There were no representations from the Public.**
- 7) **Reports from County & District Councillor** – KOK's report had been circulated prior to the meeting
 - a) Rother Valley Way Cycling continue to meet with landowners along the route and have a website in development and a logo. Anybody wanting to join or attend a meeting please let her know.
 - b) CDC 'Supporting You' team – thanks to Rogate for being the first parish to have an outreach visit from the newly formed team. Midhurst Community Hub (based in the Grange) is now open Mon 2-5pm Sat 10-1pm – call 01730 770403.
 - c) CDC new smartphone app provides residents with personalised updates and notifications on their waste/recycling collections enabling them to know if crews are running late and to be notified of planned changes to collections. You can also report issues such as street cleaning and fly-tipping www/Chichester.gov.uk/chichesterdcapp or download from your usual app store.
 - d) Boundary commission published new proposal for changes to Chichester constituency and Arundel & South Downs constituency last month. It doesn't mean any changes to District or County services and these wards will remain unchanged with Rogate staying in Chichester District. It is only about the Parliamentary constituency boundaries. We will have final version for review before July 2023 when they plan to confirm new boundaries before next General Election.
 - e) WSCC motion going to full council this week on Voter ID – they are calling for a delay in the implementation of new law requiring everybody to take photographic ID to polling stations.
 - f) Health and social care – primary care access & ambulance response times were scrutinized and it became evidence the overwhelming local problem is delayed discharges – at the time of the meeting 237 people were medically fit for discharge across the 3 hospitals (Worthing, St. Richards & Princess Royal). WSCC were given more money for adult social care than expected in the autumn statement but the challenge is recruiting and retaining the workforce.
 - g) Next drop-in Midhurst Grange, 30th January 10.30-12.30.
 - h) Fyning Lane potholes – ZM noted they were badly filled with a further large adjoining section needing repair. KOK had reported with highways replying on 6/12 - she suggested individuals report as well as reminding members that claims for tyre damage as a result of potholes can be made to WSCC.

8) Chairman's Report – circulated prior to the meeting

- a) In the summer we were concerned a video posted on YouTube of somebody exploring the ROC bunker near Parsonage was drawing attention – we have now had confirmation that the entry to the bunker has been sealed – thanks to the owner.
- b) R&THA's final vote was held with 17 in favour of the transfer and 5 against so PHA Homes Ltd are free to take control and we are now looking to the future. The architects invited us to comment on some initial redevelopment plans before they submit a pre-application to CDC; probably in January. As well as discussing with the local group (established with John Craven and others) they have now shared them with the residents of East Lodge. One suggestion is to build in the garden to rehouse the residents before developing the existing main building. Residents will receive help from PHA and compensation for the disruption.

GM arrived.

Matters for discussion:

9) Boundary commission review –

MH noted a group of councillors discussed the proposed change of parliamentary boundary via zoom due to the short response time. The response circulated to all councillors for discussion/agreement before comments were submitted to the boundary commission but it looks likely that we will move from Chichester to Arundel Parliamentary constituency. This change does not affect the parish position so far as Chichester District Council and West Sussex County Council wards.

Rogate Parish Council are concerned parishes affected by the proposed boundary changes have not been consulted and, furthermore, the deadline for responses allows little time for local consultation and presentation at Parish Council meetings.

There is a long history with the current Chichester ward and as it is the local city is easy to identify with and aligns with Chichester District Council.

The rural/downland community of the proposed new ward may bring communities with a similar profile together and have a closer understanding of issues affecting them but has a very large land mass.

As the proposed 'Arundel & South Downs' ward will include a wider area of the South Downs we suggest it is called 'South Downs' or 'South Downs & Midhurst' (being that Midhurst is the central town and the headquarters of the South Downs National Park). This name change would help affiliation with the new ward – Arundel is a long way from some newly included communities and no longer the main town.

10) Emergency 'warm space' provision –

- a) MH reminded the meeting of the suggested use of Rogate Village Hall for emergencies and noted the hall trustees are fully supportive of the plan; Rake Village Hall didn't feel appropriate for them.
- b) The Clerk reminded members our emergency plan is that any three councillors can call an emergency working group to consider necessary action - this group would decide the if/when to hire a generator. It is hoped to establish a WhatsApp emergency group of people from different parts of the parish to feed into any RPC working party and back to their locality and also to provide volunteers to manage the hall while it is open – probably with open sessions of a couple of hours to allow for some warmth, hot drink, phone charging etc. There is no intention of the opening/managing of the hall in these circumstances to be parish council responsibility.
- c) MH explained that despite trying several electricians they had only managed to obtain one quote of £1,650.00+vat. The George Street Trust had kindly awarded us a £500 grant towards the installation and EM is talking to WSCC about grants.
- d) A generator hired from Power Electrics at a potential cost of £150 per week plus £350 delivery. Fuel – white diesel (delivered with generator) is currently £2.20 per litre so 8-hour day operation at 7 litres per hour would cost approx. £125 per day for a 32amp generator - a guide of £875 for a week's fuel. Generator to be run for emergency provision not to facilitate regular hall hire.
- e) The Clerk explained the need to agree a week's running cost in principal so further authorisation wouldn't be required before hiring by an emergency working group. She reminded the meeting funds for the purchase/running are not within our current/next budget and would come from reserves.
- f) After discussion, LC's proposal of **resolution 'Rogate Parish Council to meet the cost of installing the infrastructure for a generator (manual change-over switch in meter cupboard and feed to special socket installed on an outside way adjacent to the car park) at an estimated cost of no more than £1,650+vat'** was seconded by ZM and unanimously approved. MH has provided the hall with some electrician's details and while it agreed a further quote was desirable if it is impossible to obtain by the end of the year it was agreed to accept the existing quote.
- g) AC then proposed **resolution 'to agree in principal to meet the hire/fuel cost for a week at max cost of £1,500 subject to the hire being agreed in accordance with our emergency plan'** which

was seconded by LC and unanimously agreed.

11) 'Supporting you' CDC team coffee morning 8 December - update

- a) MH reported CDC sent along two specialists to advise people whether they were receiving all the benefits they were entitled to. A number of people came along and according to one of the advisors, everybody who attended was helped in some way – which sounds like a success. Many thanks to the Clerk and LC for making this event possible.
 - b) CDC team have asked if we would hold a further event and it was felt that some positive feedback may help attendance but that the time may have been restrictive. After discussion, it was agreed to hold another event, see if the team are available on a Saturday (to allow working people to attend) and ask the hall if they would consider reducing the hire charge in consideration of it being an event to help the community in the current cost of living crisis.
 - c) Clerk noted she has shared the event information on our website and with other local parishes.
- KOK left with thanks.

12) Finance matters

- a) GM reminded the meeting the proposed budget for 2022-2023 (an increase of 7.5% £2,780) providing a total of £39,850 had been agreed in principal at our October meeting. The Clerk explained our tax base (provided by CDC) has now been set at 797.2 (last year 784.6) which would result in an overall increase of £1.74 (about 5.8%) to £49.99 per band D property. The budget detail had been circulated and with no further questions GM's proposal of **resolution 'to accept the £39,850 budget as circulated and to submit a precept request to Chichester District Council of £39,850 for 2022-23'** was seconded by LC and unanimously approved.
- b) Monthly finance report to the Council – none
- c) It was noted EM, as a non-cheque signatory, would check the bank reconciliation this month.
- d) Bank payments authorisation – AC and GM to approve this month's online payments.

Receipts noted:		
Chichester District Council	Jubilee grant	£250.00
Payments approved:		
Clerk/RFO	Salary/PAYE/Pension	Undisclosed
Debbie Harknett	Zoom video conferencing monthly cost	£14.39
Rogate Hall	Hall hire	£46.00
Southern Water	Fyning Recreation Ground water	£13.29
Rogate Village Hall	Jubilee grant	£250.00
Society of Local Council Clerks	Membership	£177.00
RJ Playgrounds	Playground repairs	£2,988.00
Laura Craven	Repayment of coffee morning expenses	£10.00
Max Harwood	Chairman's expenses	£28.50

Committee/Working group reports:

13) Planning

- a) The comments from the Planning Working Group discussion of 7th November were received.
- b) The Planning Working Group discussion on Monday 19th December was noted.

14) Finance Committee

- a) The minutes of the Finance Committee meeting of 6th October 2022 were received.
- b) The Finance Committee meeting on Monday 3rd April 2023 was noted.
- c) It was noted the Finance Committee meeting on Monday 28th November was cancelled due to staff sickness and a non-decision-making working group discussion was held via zoom instead.
- d) MH explained the proposal to purchase a mobile phone for the Clerk/Council use. AC had offered an old phone which could be used with a Tesco sim card costing 99p on a pay-as-you-go monthly cost of £10 which the Clerk would reclaim through her expenses. Currently her home number is used for council business but this can cause problems if she is on holiday (a mobile could be passed to a member of the council); if there is a power outage her home phone doesn't work and more often she is being asked for a mobile number when out and about for the council – like at the two meetings and site visit during the last week. After discussion, ZM's proposal of **resolution 'to purchase a Tesco sim card at a cost of 99p and agree a pay-as-you-go monthly cost of £10 for a Council mobile phone'** was seconded by GM and unanimously approved.

15) Open Spaces Committee

- a) The minutes of the Open Spaces Committee meeting of 26th September 2022 were received.

- b) The Open Spaces Committee meeting on Monday 23rd January 2023 was noted.
- c) It was noted the Open Spaces Committee meeting on Monday 28th November was cancelled due to staff sickness and a non-decision-making working group discussion was held via zoom instead.
- d) AC explained the current fire warning signs felt inadequate in the extreme dry weather last summer and Open Spaces felt more appropriate signs should be displayed during the peak fire season and had shared a design with the council. After discussion, ACs proposal of **resolution ‘to purchase ten A4 pvc pre-drilled signs for the entrances to our woodland at a cost of £13.50 each plus £35 artwork layout’** was seconded by LC and unanimously approved.

16) Drainage issues/operation watershed – not discussed.

17) Fyning Traffic

- a) MG reported the local group has written an article in the R&T and hand delivered a brief survey to residents. So far they have 30+ responses with the unanimous reply being that something should be done and that it is strange (and surprising) the speed limit is 60mph. Some people shared concerns of safety to pedestrians and the loss of pets; everybody felt traffic was travelling too fast and anything to slow it down would be welcome.
- b) He has been realistic that even if successful obtaining a 20mph zone it is a long-term aim. In the meantime, they are looking at signs, traffic calming measures and things to emphasise the lane is a residential area.
- c) AC suggested they wait until the new speed limit policy KOK has been talking about is in place as it may help. He also suggested some of the group try driving the lane at 20mph to see if it is practical to maintain the low speed. He reminded the meeting about Community Highway Scheme options including physical changes to the road/signs.
- d) MG welcomed help from the PC and will report further when they have analysed survey responses.
- e) MH reported the grit bin on the bottom corner of the lane has been damaged by a vehicle leaving the grit exposed to the rain which has resulted in it not being so easy to use. This is the third or fourth bin damaged here so consideration of its location has to be made before purchasing another at a cost about £200. It could also be problematic to dispose of the current bin/contents. There was some discussion about alternative locations with AC reminding the meeting a highways licence has to be obtained for every bin location. Fyning residents to consider options and report back to the next meeting.

18) Projects and grants – not discussed.

Village organisation reports:

19) Rogate and Rake Schools –

MH noted Rogate school head left in September and has not yet been replaced. There are currently a lot of conversations around joining an academy federation which is strongly supported by the Department for Education.

20) Rogate Village Hall – not discussed.

21) White Horse – not discussed.

22) East Lodge – not discussed.

23) Correspondence -

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

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

25) Date of next meeting – the next **Full Parish Council Meeting** will be on **Monday 9th January 2023 at 5.00pm at Rogate Village Hall.**

There being no further business the meeting closed at 6.15pm.

Chairman:

Max Harwood