



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), Gerard McCloskey (GM) and Mairi Rennie (MR).

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) **Apologies for absence** were received from Kate O’Kelly, District/County Councillor and it was noted that MG was unable to join the start of the meeting.
- 3) **There were no declarations of interest in items on the agenda.**
- 4) **The minutes of the last meeting held on 12th December 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) WSCC have changed the process for reporting road and pavement issues replacing ‘lovewestsussex’ with online forms and maps which can be used on a mobile device or computer
<https://www.westsussex.gov.uk/roads-and-travel/make-an-enquiry-or-report-a-problem-with-a-road-or-pavement/>
 - b) Cycling–WSCC cycling group heard Hampshire CC active travel leaders explain how if culture changes more Government cycling grant money can be received allowing better schemes to be delivered to achieve national standards. WSCC are way behind and are still only playing lip service to active travel - culture change needs to be embedded in the organisation and her group will continue to push for this in 2023.
 - c) Damp and mould– CDC have produced a new leaflet with detailed advice on mould and how to tackle it www.chichester.gov.uk/media/36430/Damp-Leaflet-Nov-2021/pdf/Damp_leaflet_Nov2021.pdf. Tenants experiencing damp/mould issues are advised to report it to their landlord and, if the problem worsens, email CDC housing team at housingstandards@chichester.gov.uk or call 01243 534565.
 - d) Local Plan– CDC are due to publish their long-awaited Local Plan and aim to start consultation in February with view to submit for inspection in the summer. It is challenging as evidence on transport and flood risk keeps changing and Government signals mean there is likely to be more changes to required numbers.
 - e) Voter ID– their call for a delay in the implementation of new law (May 2023) requiring voters to take photographic ID to polling stations was voted down. Recommend encouraging residents without photo ID to arrange a postal vote <https://www.gov.uk/government/publications/apply-for-a-postal-vote>
 - f) Health and social care– meeting will be scrutinising new Stroke specialist service with proposals to make St Richard’s a ‘Centre of Excellence’ being good news for our area (Worthing is further away).

Next drop-in Midhurst Grange, 30th January 10.30-12.30.

EM and GM arrived.

- 7) **Chairman’s Report** – circulated prior to the meeting
 - a) Fyning Lane grit bin by Willow Hill has again been damaged. It has been suggested that it is moved from its current position to the other side of the road a little north of the bend and a local resident has offered to dig out the bank to accommodate the bin.
 - AC looked up the proposed location and it appears to belong to WSCC Highways.
 - Necessary to make an application to Highways for the siting permission.
 - A new grit bin will need to be purchased and installed ready for filling next autumn. The old bin and its contents will need to be removed and disposed of.
 - b) WSCC Highways Emergency number 01243 642105 – MH suggested everybody makes a note – to report emergency events – like recent tree down blocking the road in Fyning Lane.
 - c) MH is aware a lot appears to be centred around Fyning Lane recently – while that may be the case

this month it would be good to have more contacts in other parts of Rake and Rogate.

- d) 'Supporting you' event in December – feedback from CDC team showed positive help was given and they are offering to hold another event at the end of February.
 - Clerk confirmed they are unable to hold an event in an evening or weekend; unsurprisingly they work office hours.
 - Unanimously agreed to hold another event and hope to encourage more people to attend.

Matters for discussion:

8) Civility and respect pledge – information circulated prior to the meeting

- a) There are growing concerns throughout the sector about the impact bullying, harassment and intimidation are having on local (parish and town) councils, councillors, clerks and council staff and the resulting effectiveness of local councils. The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC) and county associations have set up a 'civility and respect working group' to oversee the project. This will enable councils to demonstrate they are committed to standing up for poor behaviour across the sector and driving through positive changes.
- b) After discussion, LC's proposal of **resolution 'to sign the civility and respect pledge'** was seconded by MH and it was unanimously agreed to:
 - Treat all councillors, clerk and all employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their role.
 - Put in place a training programme for councillors and staff.
 - Sign up to Code of Conduct for councillors.
 - Have good governance arrangements in place including staff contracts and dignity at work/bullying policy.
 - Commit to seek professional help at early stages should civility and respect issues arise.
 - Commit to calling out bullying and harassment if and when it happens.
 - Continue to learn from best practice in the sector and aspire to being a role model / champion council e.g., via Local Council Award Scheme.
 - Support the continued lobbying for the change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate.
- c) Clerk to complete pledge on NALC website and publish our acceptance on ours.

9) Youth club room

- a) MH reminded members we expressed our interest in the sole use of the YC room (should it become vacant at the end of last year) to the trustees/committee as agreed in our November meeting.
- b) EM asked about our room hire costs and suggested not offering more than £300pa as there could be additional costs like insurance/cleaning/rates. Clerk noted we think the YC were paying £600pa.

10) Emergency 'warm space' provision

MH noted the decision we made about installation of generator infrastructure at last month's meeting has been passed to the hall to agree the next stages but unfortunately Simon Ward has been unwell.

- 11) South Downs Classic cycle ride** – Sunday 25th June 2023 – information circulated prior to the meeting
The event will allow for approximately 850 riders travelling through the village from Bordon Wood, down North Street, across the A272 and on towards Nyewood. There was some discussion about the proposal with the knowledge that similar events happen in the area. It was agreed the event appeared to be well managed and there were not any concerns as the road wasn't going to be closed.

12) Midhurst Area Cycling (MAC) – funding request circulated prior to the meeting

There was some discussion about the request for help with running costs (room hire etc) but it was felt there was a lack of detail of their costs and other grants. It was noted we don't normally offer grants for running costs but this group is unusual. Clerk to request additional information.

13) Youth Club

- a) MH reported we have received an approach from Chris, Cook, Chief Executive Officer at Sussex Clubs for Young Children. They have been unable to employ a Community Youth Club leader for a single weekly session in Rogate but are considering holding outreach sessions in the village with a visiting youth bus. MR offered to attend the meeting with MH on 26 January.
- b) EM asked about YC funding – Clerk explained historically we have supported the cost of employing a youth leader. £2,000 was in this year's budget but as it wasn't needed a grant had been awarded to the school for books. As it looked unlikely the club would restart nothing has been included in next year's budget but reserves could be used if necessary. MR added the YC has some funds.

MG arrived.

14) A272 at Terwick

- a) ZM was sad to report a nasty accident on the bend by the alpaca's last week and expressed concern that vehicles travel too fast/overtake before the bend with poor visibility. Is there anything we can do?
- b) Clerk has asked KOK if she is able to get any information from Highways.
- c) There was much discussion about this accident and others on the A272 which is a well-used, busy and often dangerous road.
- d) MH/ZM noted the recent severe flooding on A272 at Iping and towards Petersfield and urged councillors to report to highways.

15) Finance matters

- a) Monthly finance report to the Council – budget comparison circulated prior to the meeting. GM noted the accounts are uneventful and we remain on budget. Clerk added we are waiting for the Rake bus shelter costs from the WSCC Volunteers which will be met from the RATA funds.
- b) It was noted EM, as a non-cheque signatory, would check the bank reconciliation this month.
- c) Bank payments authorisation – MH and GM to approve this month's online payments.

Receipts noted:		
Unity Trust Bank	Deposit account interest – 3 months	£84.31
Payments approved:		
Clerk/RFO	Salary/PAYE/Pension	Undisclosed
Debbie Harknett	Zoom video conferencing monthly cost	£14.39
Rogate Hall	Hall hire	£23.00
Unity Trust Bank	Bank charges – 3 months	£18.00
V-signs	Fire warning signs	£204.00

16) Policy review:

Policies as reviewed/created by councillors/clerk had been circulated prior to the meeting with changes highlighted. With no questions raised, AC's proposal of **resolution 'to accept all policies below as reviewed'** was seconded by MR and unanimously approved:

a) Meeting recording policy	b) Press and Media policy
c) Employee disciplinary procedure	d) Employee whistle blowing policy
e) Accessibility statement	f) Discretionary funding policy and procedure
g) Finance regulations	h) Standing Orders
i) Health and Safety	j) Child Protection Policy
k) Metal detection Policy	l) Use of Open Spaces policy

AC reminded members of the importance of training and the need for a policy, as required by the civility and respect pledge; Clerk noted this to be created next and GM has offered to help.

Committee/Working group reports:

17) Planning

- a) The comments from the Planning Working Group discussion of 29th November were received.
- b) The Planning Working Group discussion on Monday 16th January was noted.

18) Finance Committee

The Finance Committee meeting on Monday 3rd April 2023 was noted.

19) Open Spaces Committee

The Open Spaces Committee meeting on Monday 23rd January 2023 was noted.

20) Drainage issues/operation watershed – Clerk noted we are still waiting for a revised quote from Landbuild as WSCC have to consult with Southern Water because of shared ownership of drains at the bottom of North Street. Jetting last year has helped and neighbours continue to clear the drains/sand where possible to try to prevent the worst flooding.

21) Projects and grants - none

22) Fyning traffic and road condition

Potholes

- a) There was a lot of discussion about the very large number of potholes in Fyning Lane (MH counted more than 20) – many have been reported numerous times and been badly filled so they recur. MG and ZM noted they are also dangerous to pedestrians and have caused damage to cars.

- b) MH asked members living in the lane to monitor an area and report to highways and also let Clerk know so she can also report and keep a note of how long it takes to repair them/how long the repair lasts.
- c) There is a spring further up the lane that could be causing excess water to run down the lane exacerbating the problem.

Traffic

- d) MG reported the local group have received 34 responses to their questionnaire. He is contact with a couple of residents of North Street who aim to get more survey responses and have put him in touch with a '20 is plenty' group.
- e) AC reminded the meeting that previous schemes had failed to get a 20mph in Rogate Village or 30mph on the A272 from the village to Fyning Lane entrance. He suggested waiting until the new speed limit policy KOK has been talking about is in place before taking further. The survey is good evidence for a Community Highways Scheme but would need proposals of what is wanted.
- f) MH suggested the group look at what could be achieved in the short term. Suggestions included 'pothole warning' signs at the top/bottom of the lane/20 is plenty signs on bins etc.

Village organisation reports:

23) Rogate and Rake Schools – nothing to report

24) Rogate Village Hall – MR noted they are due to hold their annual meeting. MG noted the Pop-up lunch is very successful and well attended but unfortunately, MR noted the Gardening Club and Rogate Society have folded in the last year which affects hall hire.

25) White Horse – MH noted it appears that if planning permission is granted there is a buyer for the pub which should be good news for the village.

26) East Lodge –

- a) MH noted the transfer of assets from R&THA to PHA Homes Ltd has now been authorised by the Financial Conduct Authority and has completed.
- b) Comments from the PC following our viewing of initial EL plans have been shared with the architects and we understand the local development group continue to meet.

27) Correspondence -

- a) Emails as previously circulated.
- b) Bank statements received – filed in finance file.
- c) CDC have asked our opinion on proposals to erect a 'Durford Lane' sign on the road as it leaves the A272 – after discussion it was agreed the council had no objections or opinion on its location.
- d) AC noted the Clerk now has a Parish Council mobile phone - 075131149258. It was agreed to look at creating an emergency WhatsApp group – one for the parish council and another with selected members of the wider community.
- e) MH noted there are elections in May, suggested Councillors consider standing again and hoped we could fill any vacancies with new members from different parts of the village.
- f) MG noted he had been asked about the Coronation and if the PC would be organising an event. It was agreed organising an event is not PC responsibility though individual members may wish to be involved (in the past some have been very active in organising things). It was agreed to let the community know we are open to requests for grants to help celebrate the coronation through something permanent or supporting an event. LC/MH to write something for the R&T.

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

29) Date of next meeting – the next **Full Parish Council Meeting** will be on **Monday 13th February 2023 at 5.00pm at Rogate Village Hall.**

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

Chairman:

Max Harwood