



# Full Annual Parish Council Meeting - Minutes Monday 15<sup>th</sup> May 2023

Meeting held at Rogate Village Hall starting at 5.00pm.

Parish Councillors in attendance: Chairman Max Harwood (MH), Laura Craven (LC), Adrian Collins (AC), Mike Galley (MG), Zoe Maclehorse (ZM) and Angie Simonds (AS).

There were no members of the public in attendance.

County Councillor Kate O'Kelly (KOK)

Clerk: Debbie Harknett

District Councillor Tim O'Kelly (TOK)

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- 1) **It was noted the meeting would not be recorded.**
- 2) **Co-option applications** had been received from Adrian Collins (whose election nomination form had been rejected because of a completion error) and Angie Simonds who attended the last meeting.
  - a) The clerk reminded the meeting that this is the start of a new 4-year term for the Parish Council. Laura Craven, Mike Galley, Max Harwood, Elena McCloskey and Zoe MacLehose have all stood again. There being 5 nominations for 9 Councillor seats, all were duly elected, leaving 4 vacancies on the council.
  - b) **LC's proposal of resolution 'to co-opt Adrian Collins and Angie Simonds'** was seconded by MH and unanimously approved.
  - c) They and the other newly re-appointed councillors completed 'acceptance of office' forms which were witnessed by the Clerk.
  - d) All members were reminded the 'Register of Members interest' forms need to be completed and returned to the Clerk for her to submit to CDC Monitoring Officer. Also, election expenses forms should have been returned to CDC by all nominated, even if nil return.
- 3) **Election of Chairman and Vice-Chairman**
  - a) LC's proposal MH remain as chair was seconded by MG and unanimously supported. MH being willing and there being no other nominations he was re-appointed and the Clerk witnessed him sign the 'acceptance of office' form.
  - b) LC's proposal AC remain as vice-chair was seconded by MG and unanimously supported. Being aware that AC was willing to continue and there being no other nominations he was re-appointed.
- 4) **Apologies for absence were received and accepted** from Elena McCloskey (EM).
- 5) **There were no declarations of interest in items on the agenda.**
- 6) **The minutes of the last meeting held on 17<sup>th</sup> April 2023** were approved by the Council as a true record to be signed by Chairman.
- 7) **Representations from the Public:** none.
- 8) **Report from District Councillor** – MH congratulated Tim O'Kelly (TOK) who has been elected as our new District Councillor with a large majority.
  - TOK noted that he has yet to attend his first meeting but is looking forward to working with the parish.
- 9) **Reports from County Councillor** – KOK's report had been circulated prior to the meeting
  - a) Fire at Angel Hotel, Midhurst continues to be extremely challenging with the full impact of the road closure hitting businesses in the town and surrounding villages where residents' lives have got more difficult in many ways including accessing healthcare. Multi-agency meeting last week to discuss urgency of situation which can't be over-stated. Trying to get emergency compensation for businesses most affected from Secretary of State, Michael Gov – it would be given to communities affected by flooding and this is clearly similar. Have pressed SDNPA leaders for 7-day-a-week construction project so road can be re-opened sooner. SDNPA appointed the contractor with the earliest availability to shore up the building and they are due to start this week. Free car parking is over but she is lobbying hard for key workers (particularly teachers who can't reach Midhurst Rother College without a long detour) to obtain temporary car parking permits – requests need a flexible and compassionate response. There is concern the building will be an eyesore in the town for some time and there are discussions about improving North Street including wrapping the building during works.

- b) Bus stops – she has secured new signs for Durleighmarsh and Guillard's Oak, Midhurst.
- c) Midhurst-Stedham cycle way – as part of the scheme an TRO application has been submitted to extend the 30mph speed limit to beyond the Woolbeeding junction; official consultation has started.
- d) Friends Rother Valley cycleway continue discussions with landowners. Anybody who wants to get more involved contact [forothervalleyway@outlook.com](mailto:forothervalleyway@outlook.com).

AC joined the meeting

- e) MH asked about a bus stop sign for the Midhurst bound side of A272 by the Dower House as there is one on the south-bound side – KOK will request.

**10) Chairman's Report** – circulated prior to the meeting

MH reported after a winter of discontent the potholes in Fyning Lane appear to finally have been filled in. LC confirmed the jet patcher attended today and the lane is loads better. Agreed to write email and thank WSCC Highways.

**11) Schedule of meetings for next year – confirm location/dates/time**

- a) Clerk noted she has checked if the youth club room is available yet but it is awaiting redecoration.
- b) After discussion, it was agreed to leave the meeting time/days as they currently are – 2<sup>nd</sup> Monday of every month at 5.0pm in the main hall.

**12) Formation of Committees for 2023-24**

AC reminded the meeting of the principle that all councillors should be a member of 2 committees. This was essential given the reduced number of councillors and the need of to ensure committees remain quorate at all times. Agreed membership:

- Planning – LC, MG, ZM, EM and AS with other members to join meetings if required
- Open Spaces – LC, AC, MH and ZM
- Finance – AC, MG, MH and AS

**Matters for discussion:**

**13) Speed reduction in the village**

- a) MG reported Simon Wells and he have made four double-sided 'self-help' 20mph signs and, so far, two have been installed that already seem to have effected drivers.
- b) MG expressed concern Fyning Lane could become a 'rat run' when North Street is closed during flood prevention works and feared there could be problems should emergency access be required.
- c) The clerk noted we have been asked to provide more information to support the Traffic Regulation Order (TRO) application – she has since submitted a letter of support from the PC and asked KOK to write with support. WSCC have also asked for a petition but it was felt the survey responses should provide enough community support so these will be scanned and added to the application.
- d) AC reminded the meeting we have submitted a CIL grant application to SDNP for village gateway funding and asked Clerk to find out when a decision is made. *Post meeting note: SDNP take recommendations to their committee in the autumn for a decision.*

**14) Emergency 'warm space' provision** - MH noted we are still waiting for the electrician's revised quote.

**15) Coronation –**

- a) Members reported a very successful, well-attended event in Rogate village (despite the weather) and offered their thanks and congratulations to all those who contributed to its success.
- b) AC added Rake held a well-attended event on Monday; we await their request for grant payment.
- c) AC reported an East Lodge resident contacted him ahead of the coronation concerned about the state of the planter – he purchased and planted red/white/blue flowers to the delight of the resident who has volunteered to water them. Agreed to put ongoing upkeep of the planter on OS agenda.

**16) Annual Parish Meeting – Thursday 20<sup>th</sup> April 2023** - MH noted the meeting was more successful than previous years but disappointingly only one group (ERA) took up our invitation to host a table to talk about their organisation. He thanked LC for the cakes and refreshments which helped. Some questions had been raised by members of the public – particularly about the potholes in Fyning Lane. It was agreed to try a similar format again next year but possibly change the layout to a horseshoe, Review towards the year end and consider ways to involve more organisations, possibly make a condition when awarding a grant and invite a speaker.

**17) SDNPA nomination of councillor representative to sit on SDNPA board** - six parish representatives (two from Hampshire, West & East Sussex) serve on the 26-person board for a period of four years. Clerk reported we were alerted to this by Andrew Shaxson; SDNPA use WSALC to distribute the information

which has again excluded those parish councils which are not members of WSALC.

- a) Clerk noted she has been involved in discussions with Trotton PC who have submitted an official complaint to SDNPA – we raised same concerns 4 years ago and it appears nothing has changed.
- b) After discussion, and in consideration that nobody from Rogate Parish felt better qualified to sit on the board than the existing parish representatives, AC’s proposal of **resolution ‘to nominate Andrew Shaxson to SDNPA board’** was seconded by LC and unanimously approved.
- c) It was further agreed to remind the SDNPA of their legal obligation to include all parish councils in the process, regardless of their membership of WSALC.

**18) SDNP priority plan** – AC explained the priority plan (PP) is a way for parishes without a Neighbourhood Plan (NP) to provide information to SDNP but it would have no legal status – SDNP can reference it but not quote it in their overall plan for the park. Only c40 of the 120+ parishes in the park have a NP. A PP would be a public document that can’t conflict with an existing NP and would need to undergo the same consultation process. Members noted our NP was a significant piece of work that took years and, after discussion, agreed they were content that its content was still relevant and included potential areas for development at the Flying Bull and Rogate Garage sites while East Lodge would be redevelopment of an existing site. LC’s proposal of **resolution ‘to confirm Rogate PC are happy with their NP and not to submit a priority plan to SDNPA’** was seconded by AC and unanimously approved.

- AC noted the Open Spaces return is a separate requirement; he will complete for our most important open spaces as its not viable to do a return for them all.

**19) Finance matters**

- a) Review/appointment of bank signatories – AC noted only he and MH remain as signatories and we need more. As members of the finance committee MG and AS volunteered so AC’s proposal of **resolution ‘to add MG & AS as bank signatories’** was seconded by LC and unanimously approved.
- b) Monthly finance report to the Council – AC reported we are one month into the financial year and spent 5% of the budget.
- c) Non-cheque signatory to check reconciliation – ZM.
- d) The internal auditor’s report for 2022/23 had been circulated prior to the meeting. AC was pleased to note there were no matters of concern raised which represents how well the Clerk manages not just our accounts but the processes and documentation of the Parish Council. The continued appointment of our new internal auditors Mulberry & Co was approved and their improved reporting welcomed.
- e) AC went through Annual Governance Statement for 2022/23 which had previously been circulated.
- f) AC’s proposal of **resolution ‘to approve the Annual Governance Statement 2022/23 as completed’** was seconded by MH and unanimously approved.
- g) AC went through the Accounting Statements for year-end 31 March 2023.
- h) There being no questions AC’s proposal of **resolution ‘to approve the Accounting statements for year-end 31 March 2023’** was seconded by MH and unanimously approved.
- i) Bank payments authorisation – AC noted that some repayments to him and MH were included and he felt uncomfortable approving. Clerk reminded the meeting that as already noted, there are no other signatories to approve payments, receipts are produced, payments are less than £100 and have been agreed by the full council. It was therefore unanimously agreed AC and MH to approve all this month’s online payments.

<b>Receipts noted:</b>		
Chichester District Council	Precept – first tranche	£19,925.00
<b>Transfer approved:</b>		
Current account	To deposit account	£5,000.00
<b>Payments approved:</b>		
Clerk/RFO	Salary/PAYE/Pension	Undisclosed
Debbie Harknett	Zoom video conferencing monthly cost	£15.59
Rogate Village Hall	Hall hire	£69.00
Rogate Village Hall	Grant for village coronation celebration	£250.00
Southern Water	Fyning recreation ground water	£14.69
Zurich	Insurance renewal	£966.52
Max Harwood	Chairman’s expenses	£71.95
Adrian Collins	Repayment of plants for East Lodge planter	£21.98
Mulberry & Co	Training for Angie	£96.00
Mulberry & Co	Interim audit 2022-23	£162.00
Mulberry & Co	Internal audit 2023	£198.00

**Committee/Working group reports:**

**20) Finance Committee**

The Finance Committee meeting on Monday 25<sup>th</sup> September 2023 was noted.

**21) Planning**

- a) The comments from the planning Working Group discussions of 11<sup>th</sup> April 2023 were received.
- b) The Planning Working Group discussion being held via zoom as necessary was noted.

**22) Open Spaces Committee**

The Open Spaces Committee meeting on Monday 22<sup>nd</sup> May 2023 was noted.

**23) Drainage issues/operation watershed** – MH reported we have been successful in obtaining a £72,863 WSCC grant for North Street drainage works and thanked the Clerk for her involvement. We have only just received confirmation but we understand it will involve road closures during the summer holidays.

- AS asked about a possible scheme for the spring in Fyning Lane. MH noted he had previously spoken to the contractor and Highways about this and Clerk has also spoken to OW team. Agreed to pursue and reconsider in September when the North Street project has been completed.

**24) Projects and grants** – MH noted refurbishment of the village playground would be a very big project that would need people from outside the parish council to be involved. Agreed OS to look at the condition of the current equipment and to ask EM to look at Biffa/other grants to ask about their policy for individual equipment replacement as well as complete site refurbishment.

- AC asked for ‘management of parish grant applications’ to be included on next month’s agenda.

**Village organisation reports:**

**25) Rogate and Rake Schools** – it was noted there are some concerning rumours about Rogate school but MH explained these can be dangerous. The important role both Rogate and Rake schools have as key facilities in the parish was unanimously agreed and the PC would help if appropriate.

**26) Rogate Village Hall** – Clerk noted it was their AGM the following day.

**27) Correspondence -**

- a) Emails as previously circulated.
- b) MH reported we received communication about criminal damage/graffiti in the village (including cars being keyed, graffiti on the hall and play equipment, our bus shelter notice board being damaged, phone box glass broken). He has written to Nick Bowman, District Commander Sussex Police to seek a more visible police presence in the village.
- c) AC noted concerns have been raised about litter and the speed of traffic along Rogate Road, Hillbrow; he and MH are meeting with B1KE to discuss though are also aware the NT car park is oversubscribed which results in people parking on the verges.
- d) Bank statements received – filed in finance file.

**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 12<sup>th</sup> June at 5.00pm at Rogate Village Hall** because of Coronation bank holiday

There being no further business the meeting closed at 7.25pm.

Chairman: .....

Date: .....