



# Full Parish Council Meeting - Minutes Monday 12<sup>th</sup> June 2023

Meeting held at Rogate Village Hall starting at 5.00pm.

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

There was one member of the public in attendance.

Clerk: Debbie Harknett

District Councillor: Tim O'Kelly (TOK)

**Chairman:** max.harwood@rogateparishcouncil.gov.uk  
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**Vice-chairman:** adrian.collins@rogateparishcouncil.gov.uk  
**Clerk:** 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) & Elena McCloskey (EM) and noted from County Councillor Kate O'Kelly (KOK).
- 3) **There were no declarations of interest in items on the agenda.**
- 4) **The minutes of the last meeting held on 15<sup>th</sup> May 2023** were approved by the Council as a true record to be signed by Chairman.
- 5) **Representations from the Public:** none.
- 6) **Report from District Councillor** – TOK's report had been circulated prior to the meeting:
  - a) New District Council met on May 17<sup>th</sup> when Clare Apel (Chichester West) was elected Chair and Adrian Moss (Harbour Villages) elected as Leader. The first cabinet meeting was held on June 6<sup>th</sup>.
  - b) Midhurst Angel Hotel fire - although building owners are responsible for the shoring up, SDNPA, WSCC and CDC have stepped in to use public funds to ensure work is done without further delay. This decision was made when it was clear the owner's insurers were unwilling to act quickly as the need to re-open the road, support the businesses and the local community was a priority for the three authorities. Site work has started to make the fire-damaged listed buildings secure and is expected to take 7 weeks to complete (from 15 May) with staff working to 7pm each evening.
  - c) Business contact programme has provided support to 358 businesses across the district, helping to protect 135 local jobs, seeing 40 new jobs created and assisting with funding for 29 district business.
  - d) New set of enabling grants commences shortly - info: [www.chichester.gov.uk/enablinggrantscheme](http://www.chichester.gov.uk/enablinggrantscheme).
  - e) Housing standards team continues to provide advice to residents on how best to manage moisture in the home. Tenants experiencing damp and mould should notify their landlord in first instance and if problem worsens contact Housing Standards - info: [www.chichester.gov.uk/hhsrs](http://www.chichester.gov.uk/hhsrs).
  - f) New business rate bills have been issued Government info: [www.gov.uk/government/news/business-rates-revaluation-2023](http://www.gov.uk/government/news/business-rates-revaluation-2023).
  - g) Anti-Social Behaviour (ASB) Action Plan - government is encouraging local authorities to change the name of the Community Trigger to the ASB case review-guidance [www.gov.uk/guidance/anti-social-behaviour-asb-case-review-also-known-as-the-community-trigger](http://www.gov.uk/guidance/anti-social-behaviour-asb-case-review-also-known-as-the-community-trigger). CDC has duty to publicise ASB case review and number requests received [www.chichester.gov.uk/communitysafety](http://www.chichester.gov.uk/communitysafety)
- 7) **Report from County Councillor** – KOK's report had been circulated prior to the meeting:
  - a) Fire at Angel Hotel situation is still extremely challenging. Gillian Keegan, MP has met with business leaders and SDNPA leaders and is going to lobby Michael Gov for direct compensation for businesses. WSCC continue to push with GK for compensation and push SDNPA leaders to make the contract 7 days a week to speed up work.
  - b) Active travel strategy was debated by scrutiny committee last week when they called to retain more money for cycling versus walking (already many more kms of segregated walking than cycling). Member group on walking & cycling been disbanded but they are still zero rated from Active Travel England for new cycling schemes and not eligible for gov money – they questioned this decision.
  - c) Midhurst Area Cycling (MAC) Midhurst-Stedham widening - as part of scheme the 30mph speed limit is being extended to beyond the Woolbeeding junction - consultation for this TRO has started.
  - d) Governance Committee reviewed number of meetings webcast and she called for an increase as they open up the workings of the Council to the community they serve.
  - e) Environment – 2018 minerals local plan due 5-year review, recommendation was it's still relevant and effective but, in view of climate change, she has asked for a specific review on hydrocarbon policy.

**8) Chairman's Report** – MH's report was circulated prior to the meeting:

- a) He and AC attended meeting at B1KE following concerns of litter in the vicinity of the bike track which could have been down to their users. Their manager was supportive and did not wish to see area covered in litter. Will continue to monitor and look at any problems as they arise. Also plan to meet the National Trust as they are responsible for the car park on south side of Rogate Road. B1KE raised concerns about not being aware of events using the Serpent Trail as it runs through the bike track and could cause disruption and dangerous if they are unaware.
- b) Following reports of acts of vandalism in the village we wrote to Nick Bowman, District Commander of Sussex Police who responded quickly and PSCO Matthew Isles has visited the scene and spoken to some residents. Let's hope it halts any further vandalism.
- c) Lupin field – following discussion LC has noted the lupins are in good health but the grass has grown up and is obscuring the display. Open Spaces will keep an eye on them.
- d) A parishioner has been in contact with SDNP planning regarding the Inert lorries using the A272 – lorry movements are controlled by planning regulations and drivers should avoid travelling in convoy.
- e) SDNP planning have given Dangstein, Elf Wood planning consent for a number of activities and the building of some overnight huts.

TOK left with thanks.

**Matters for discussion:**

**9) Speed reduction in the village**

- a) Fyning Lane – MG reported two 20mph signs have been installed with a further two due to be done this week. Clerk noted she has submitted the additional information required for the TRO (PC & KOK support and all the survey responses) and the application will now be considered.
- b) Rogate village centre – James Stock had circulated a draft plan for a 20mph zone in the village centre and was seeking Parish Council support to make a Community Highways Scheme (CHS) application. The council were disappointed JS wasn't present but, after much discussion the council:
  - confirmed it supports traffic calming in the village (in line with our NP);
  - were concerned the survey referred to was 12 years old so would possibly not be considered recent enough to show community support;
  - considered any village centre scheme should include Parsonage Estate;
  - were concerned there was no change to the church wall which was discussed at the Highways meeting because it keeps getting damaged;
  - the nature of a road has to be changed as well as a new speed limit.
- c) Hillbrow Road – AC reminded members of their previous community effort where they established a community group to donate funds for the purchase of a SID (which they now manage) and provided funds for gateways and keep them clean. Their proposal of a TRO to reduce the speed limit from 40mph to 30mph had formed the basis of a survey they recently completed with 187 responses from residents, NT car park users and Jolly Drover customers – all in favour of the speed reduction. After discussion, AC's proposal of **resolution 'to support the TRO application speed reduction from 40 to 30 mph on Rogate Road, Hill Brow'** was seconded by MH and unanimously agreed. Clerk will write letter of support and copy in KOK.

**10) Emergency 'warm space' provision** - MH noted we are still waiting for the electrician's revised quote but noted SSEN are offering 'Resilient Communities' grants that would probably be suitable if somebody would like to investigate.

**11) R&T monthly letter from the Parish Council** - Clerk suggested this could be from the PC rather than chairman – thereby all councillors could take a turn in writing; based on current councillor numbers it would be twice a year at most. After some discussion it was agreed to reconsider next month when members have had a chance to think.

**12) SDNPA** – vote for councillor representative to sit on the board – candidate information has been circulated prior to the meeting. Clerk noted she has emailed WSALC (who are in charge of the election process for SDNPA) and suggested a review of the requirement for a postal ballot paper return along with their procedures which excluded non-members from original communication and incorrectly included illegible candidates on the ballot paper. After discussion, MH's proposal of **resolution 'to vote for Andrew Shaxson'** was seconded by AS and unanimously approved with the decision not to cast the second vote.

**13) To consider WSALC (West Sussex Association of Local Councils) membership** – Clerk noted we have been asked to reconsider our non-membership following problems with the SDNPA vote above. AS attended a course last week and was encouraged to join. MH/AC explained the cost is £400-500pa and

went through the list of services they provide wondering how such a small organisation could successfully provide as much as listed. Clerk noted that we can't be members of the NALC (National Association of Local Councils) unless you are members of a local association and we are unable to join a different association (such as East Hampshire). She added since Mulberry are completing our internal audit they share more information and she has access to information through SLCC (Society of Local Council Clerks) though it was possible we would miss details of a policy/ruling change. After discussion, it was unanimously agreed not to re-join.

**14) To consider grant request from Rogate School towards computer equipment** – request had been circulated prior to the meeting explaining their current arrangements for IT equipment are on a lease agreement which ends on 31 Dec 2023 without an option to purchase the equipment so they either have to take out a new lease or replace the equipment which is overall more cost effective. The total cost of purchasing the equipment is £19,700 but they have secured some grants and made applications for others but have a shortfall of around £13,000 and said any support the council could give the project would make a big difference.

- Clerk explained that under double taxation rules the PC are unable to award grants for items that are required for delivering the curriculum and should be financed by the Department for Education. With the book donation last year we helped because they were not needed as part of the curriculum but to create a library for children to borrow and take home.
- While the council understood the need for equipment and felt individuals in the village may support a fund-raising drive, they agreed they couldn't spend public money on something that should be provided by the DoE.

## **15) Finance matters**

- a) Insurance renewal and assets – AC noted as part of the insurance renewal we reviewed the assets covered and removed some items that do not belong to us (highway finger posts belong with WSCC (though we are responsible for maintaining if we want to keep them) and the war memorial belongs to the church so is covered by their insurance). The policy excess is £100 and, given the increase in premiums if a claim is made, it was agreed that it wasn't worth insuring items below £500 in value.
- b) Monthly finance report to the Council – AC reported we are two months into the financial year and spent 13% of funds so are within the budget.
- c) Non-cheque signatory to check reconciliation – ZM.
- d) Bank payments authorisation – AC and MH. We are still waiting for confirmation of the mandate change; Clerk will check if Unity are waiting on any information.
- e) In response to Clerk's question AC confirmed he hasn't received a request from Rake for payment of their coronation grant so it was likely it wouldn't be claimed.

<b>Receipts noted:</b>		
West Sussex County Council	Operation Watershed grant	£72,863.20
<b>Transfer approved:</b>		
Current account	To deposit account	£72,863.20
<b>Payments approved:</b>		
Clerk/RFO	Salary/PAYE/Pension	Undisclosed
Debbie Harknett	Zoom video conferencing monthly cost	£15.59
Rogate Village Hall	Hall hire	£46.00
Debbie Harknett	Clerks' expenses (3 months)	£141.78

## **Committee/Working group reports:**

### **16) Finance Committee**

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

### **17) Planning**

- a) The comments from the Planning Working Group discussion of 9<sup>th</sup> May 2023 were received.
- b) The Planning Working Group discussion being held via zoom as necessary was noted.

### **18) Open Spaces Committee**

- a) The minutes from the Open Spaces Committee meeting of 27<sup>th</sup> March 2023 were received.
- b) The Open Spaces Committee meeting on 24<sup>th</sup> July 2023 was noted.
- c) Open Spaces Committee updated Terms of Reference were received.
- d) Update from Open Spaces Committee meeting of 22<sup>nd</sup> May 2023 – AC informed the meeting LC is now chair and he is vice-chair; WSCC Highways have written to the owner of the dead Elm trees

above Fyning bus shelter so hopefully they will be removed; to move the old A272 milestone and re-instate would be very expensive so it was agreed to leave with the NT at Petworth; Terwick Wood meeting scheduled to look at thinning pine trees in a cost neutral way; playground - items do not need replacing but want to find a contractor to treat the timber frames which have deteriorated; annual RoSPA inspections due; Fyning Lane post box considering asking Royal Mail to relocate to a less muddy and more accessible location.

**19) Drainage issues/operation watershed** – Clerk explained the grant of £72,862.20 has been awarded by WSCC for North Street drainage works. We will pay the contractor so need to cover the vat cost until we can reclaim from HMRC. Work is due to be carried out in the summer holidays but we are awaiting confirmation of exact dates from contractor.

- MH noted the water flowing down Fyning Lane has been checked and most is definitely spring water.

**20) Projects and grants** – Management of Parish Council grant applications - there was some discussion about grant applications with AC explaining the need to explore what is available and find out how things we need can meet their criteria as we cannot continue to spend our reserves and are missing out on grant funding; Clerk noted the current SSEN grant needs investigating; AS noted that grant research can be very time consuming. Agreed to include on next month's agenda for further discussion when it was hoped EM could join the conversation.

#### **Village organisation reports:**

**21) Rogate and Rake Schools** – MH explained he, KOK and Debbie had a zoom discussion with Nicola Waters, IEB Chair, Downland School Federation. Rogate is operating at a loss it cannot sustain. They are reducing the number of classes from 4 to 3 from September – Class 1 = years R&1; Class 2= years 2&3; Class 3=years 4&5&6. Though Class 3 will cover 3 years it will only have 19 children (based on current numbers). KOK confirmed WSCC has no plans to close small schools. There are concerns that some parents will withdraw children from the school but we encourage them to stick with it for a while.

**22) Rogate Village Hall** – no update.

A Member of the public (MOP) arrived.

#### **23) Correspondence -**

- a) Emails as previously circulated.
- b) MH noted some members have received an email about ownership of properties in the village which AC responded to explaining the matter is outside of our remit.
- c) Bank statements received – filed in finance file.

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

**25) CHS scheme in Rogate village** – having been joined by the MOP he explained he had been surprised at WSCC highways suggestion that the information he had maybe enough to make a CHS application for a 20mph zone in the village. He noted our comments (as agreed earlier in this meeting) and will seek further advice from WSCC Highways and let us know their response.

**26) Date of next meeting** – the next **Full Parish Council Meeting** will be on **Monday 10<sup>th</sup> July at 5.00pm at Rogate Village Hall.**

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

Chairman: .....

Date: .....