



Meeting held at Rogate Village Hall starting at 5.00pm.

Parish Councillors in attendance: Chairman Max Harwood (MH), Adrian Collins (AC), Laura Craven (LC), Zoe Maclehose (ZM), Elena McCloskey (EM) and Angie Simonds (AS). Clerk: Debbie Harknett
There were no members of the public in attendance. District Councillor: Tim O'Kelly (TOK)

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- 1) **It was noted the meeting would not be recorded.**
 - 2) **Apologies for absence** were received and accepted from Mike Galley (MG) and noted from the County Councillor, Kate O'Kelly (KOK).
 - 3) **To consider applications for co-option** MH was pleased David Seddon (DS), who attended last month's meeting, had submitted a co-option application though he was unable to attend tonight because of a prior commitment. LC's proposal of **resolution 'to co-opt David Seddon to the Council'** was seconded by AC and unanimously approved. Clerk will arrange the necessary paperwork.
 - 4) **There were no declarations of interest in items on the agenda** though LC noted she was secretary of Rogate & Terwick PCC it was agreed she had no personal financial interest in any grants awarded.
 - 5) **The minutes of the last meeting held on 11th September 2023** were approved by the Council as a true record and were signed by Chairman.
 - 6) **Representations from the Public:** none.
 - 7) **Report from County Councillor** – KOK's report had been circulated prior to the meeting:
 - a) Recycling – videos to improve public awareness www.westsussex.gov.uk/land-waste-and-housing/waste-and-recycling/recycling-and-waste-prevention/think-before-you-throw/.
 - b) Rogate primary school has been identified as one of 114 WSCC maintained schools having elements constructed or adapted during the era when RAAC (Reinforced Autoclaved Aerated Concrete) was used in construction. A review of archives and records has not provided any indication that RAAC is present in any of the buildings, however, the school team have been asked to perform a visual inspection. An inspection by qualified Surveyors/Structural Engineers will follow unless it can be confirmed there is no concrete construction present. Clerk has requested KOK keeps us updated.
 - c) School meals – she was approached by a Rogate parent who would like the contract for primary school meals reviewed with questions of quality, quantity & sustainability being raised. Written question submitted for Full Council to clarify aspects of the contract and its 2026 renewal.
 - d) Health and Adult Social Care committee meeting discussed the very challenging financial position for Adult services (which is similar across the country) – there is 15m shortfall after the first quarter. The team are working hard to improve the situation and have prepared their self-assessment document in advance of their first Care Quality Commission visit in an open and transparent way without being defensive, describing areas of strength and weakness which was praised.
 - e) Active travel consultation ends 15 Nov www.yourvoice.westsussex.gov.uk/active-travel-strategy.
- Next drop-in for KOK & TOK at The White Horse, Rogate on Thursday 9th November 12 midday until 1pm.
ZM arrived.
- 8) **Report from District Councillor** – TOK's report had been circulated prior to the meeting:
 - a) Tree planting programme on non-woodland areas within district has £120,000 signed off from government's shared outcome fund.
 - b) CDC meetings (including old meetings) are available to view online.
 - c) Novium museum 'May the toys be with you' collection of Star Wars memorabilia runs until April.
 - d) Chichester University visit showed all councillors around and gave an insight into their future plans.
 - e) Hyde homes are major provider of social housing in the district and have a new Chief Executive and Chair who are looking to work more closely with councillors to improve communication and provide

further improvements in the speed of repair work and in bringing the standard of provision to higher levels. This is very encouraging and they will be monitoring this ambition closely.

- f) Recycling – he visited Ford MRF recycling unit that is able to recycle 90% of recycling bin contents with nearly all processing in the UK. CDC will be promoting Recycle Now recycling week 16-22 October.
- g) Asylum seekers – the Home Office is using a hotel in Chichester area as contingency accommodation. CDC have not been consulted on this decision and has limited details. Should members of the public wish to contact the Home Office email public.enquiries@homeoffice.gov.uk or call 0207 035 4848.
- h) TOK was asked about a property on Parsonage Estate we understand maybe being sold off by Hyde. He explained one had recently been sold in Harting as it had a low energy rating so Hyde were unable to let it and it wasn't viable to refurbish because of the low rent achievable. The policy is within their remit but has been stopped with the change of leadership. Strong concern was expressed at this loss of social housing, especially given long waiting lists; TOK to investigate on our behalf.

9) Chairman's report – MH's report had been circulated prior to the meeting:

- a) Post box at north end of Fyning Lane – we have asked Royal Mail if they could move to the corner of Terwick Lane, near the bus shelter/entrance to Terwick Rise as the current location doesn't provide easy or safe access for pedestrians or motorists (including the post man) as posting a letter involves walking through inches of mud, even in the summer. Royal mail replied to say they would consider but if we didn't hear from them in 6 months the move would not happen. We have now learned they have applied for planning permission to move the post box. Though we are not statutory consultees LC's proposal of **resolution 'to support the planning application to the move post box'** was seconded by ZM and unanimously agreed.
- b) Wildflower planting at Parsonage entrance was cut back early by an unknown person and this caused concern for the person looking after the area. He has recently contacted us and confirmed he is willing to continue his work and has mowed the area ready for the winter which is good news.
- c) Bulb planting – massive thank you to LC for taking control of the bulb distribution and planting. Also, to others involved in various parts of the parish. Next year we will see the benefit of the hard work.

Matters for discussion:

10) Meeting at Rake – agreed to meet hold the 8th April full council meeting in Rake Village Hall.

11) Youth Club funds – there was some discussion about ideas for the ring-fenced funds; EM to write article for R&T.

12) Speed limit application updates

- a) Fyning 20mph TRO – still awaiting further information from WSCC Highways about elements of the assessment to inform a decision on making a further application for a 30mph.,
- b) Hillbrow 30mph TRO – the police are being consulted on this before a public consultation.
- c) Rogate village CHS – This is not due to be considered until later in the year. AC noted the recent vehicle counters on roads around the village centre but thought it was unlikely they were connected to the CHS application. He can access the traffic loop data and will look at it.

13) To consider grants

- a) 4Sight – after discussion it was noted they are supporting 6 residents in the village but was agreed to defer a grant decision until next month when a decision will be made about other grants.
- b) Petersfield Citizens Advice Bureau – AC reminded members £350 was budgeted though we hadn't received a specific request we are aware the service is much used by residents. MH's proposal of **resolution 'to award £350 to Petersfield CAB'** was seconded by LC and unanimously approved.
- c) Rogate burial ground – grant request information not received so deferred to November.
- d) Terwick burial ground – grant request information received by deferred to November as Rogate's hadn't.
- e) Food banks – AC noted that Liss are not currently providing much support to village residents and are not in financial need so it wouldn't be appropriate to donate to them this year. We have yet to receive a request from Midhurst.
- f) Any others – none received.

14) Finance matters

- a) AC reported the external auditors 'Moore' report for accounts year-end 31 March 2023 was on our website and no matters of concern were raised. He reminded members of the importance of using

@rogateparishcouncil.gov.uk email addresses as use of private emails is not appropriate.

- b) Monthly finance report to the Council – AC noted that at the halfway point in the year the budget was showing an underspend, however this was particularly in the area of grants (already discussed) and playground repairs which are due to be undertaken soon.
- c) Non-cheque signatory to check reconciliation – EM.
- d) Bank payments authorisation – AS and AC.

| Receipts noted: | | |
|-----------------------------|--------------------------------------|-------------|
| Chichester District Council | Coronation grant | £50.83 |
| Chichester District Council | Precept – second tranche | £19,925.00 |
| Unity Trust Bank | Interest received | £708.81 |
| Payments approved: | | |
| Clerk/RFO | Salary/PAYE/Pension | Undisclosed |
| Debbie Harknett | Zoom video conferencing monthly cost | £15.59 |
| Rogate Village Hall | Hall hire | £46.00 |
| Unity Trust Bank | Charges – 3 months | £18.00 |
| Trish Walker | Locum Clerk | £75.00 |
| Moore | External audit | £252.00 |
| Debbie Harknett | Repay-Meadowmania Rake Wildflowers | £305.58 |
| Fred Fosberry | Bin cleaning – 6 months | £100.00 |
| Geoff Cornwall | Rake recreation ground – 6 months | £100.00 |
| Sean Farren | Hugo Platt maintenance – 6 months | £100.00 |
| Mick Butcher | Bus shelter cleaning – 6 months | £200.00 |
| R&T News | Annual subscription | £125.00 |
| Laura Craven | Repay-plants purchased | £48.96 |
| APH Tree Surgery | Bull Hill hedge cutting | £540.00 |
| Petersfield CAB | Grant | £350.00 |

- e) AC's proposal of **resolution ‘to approve moving funds from deposit to current account and paying Landbuild upon receipt of Operation Watershed invoice £87,435.84 (including £14,572.64 reclaimable VAT)’** was seconded by MH and unanimously approved.

Committee/Working group reports:

15) Finance Committee

- a) The Finance Committee meeting on Monday 30th October 2023 was noted.
- b) AC noted the Finance Committee meeting scheduled for 25 September had been postponed because it would not have been quorate. Some members of the financial committee held a non-decision-making zoom working group discussion instead to go through spend to date, share policies to review and introduce DS to the finances. He explained the committee are going to look at pre-payment card as its not appropriate for the Clerk to continue to be expected to make payments on behalf of the council on her personal credit card.

16) Planning

- a) The comments from the Planning Working Group discussion of 21st August 2023 were received.
- b) The Planning Working Group discussion being held via zoom as necessary was noted.

TOK left with thanks.

17) Open Spaces Committee

- a) The minutes of the Open Spaces Committee meeting of 24th July 2023 were received,.
- b) The Open Spaces Committee meeting on 27th November 2023 was noted.
Update from Open Spaces Committee meeting of 25th September 2023:
- c) LC reported that 10 x 25kg bags of daffodils plus specifics for Oliver's Piece, Rake had been delivered (bought with our CDC coronation grant). She has shared them with other village organisations, planted some and there was a successful working party at the church last weekend.
- d) LC noted the planners seemed to be incapable of grasping the requirements for our request for temporary access to Terwick Woodland and this delayed our decision to appoint the contractors and the work will now have to be undertaken next year as its too late.

18) Projects and grants – there was nothing to report.

19) Drainage issues/operation watershed – MH reported the North Street flood prevention works commenced on 2 October with the road closure due to be in place for 3 weeks followed by a further 4 weeks with traffic lights. This has been a long time in the planning and the Clerk has kept it moving along; no easy task. Thanks to everybody involved.

Village organisation reports:

20) Rogate and Rake Schools –
a) LC noted the school were given a bag of daffodils which are going to be planted at both sites.
b) EM asked if Rake school would like some cherry trees – Clerk to provide the head’s email address.

21) Rogate and Rake Village Halls – There was nothing to update.

22) Correspondence -
a) Bank statements received – filed in finance file.
b) Other information/emails – circulated as received.

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

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

There being no further business the meeting closed at 6.29pm.

Chairman:

Date: