



Meeting held at Rogate Village Hall starting at 5.00pm.

Parish Councillors in attendance: Chairman Max Harwood (MH), Adrian Collins (AC), Laura Craven (LC) and Elena McCloskey (EM).

There were no members 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 Mike Galley (MG), Zoe Macle hose (ZM), David Seddon (DS) and Angie Simonds (AS) and noted from County Councillor, Kate O'Kelly (KOK).

**3) There were no declarations of interest in items on the agenda.**

**4) To consider applications for co-option** – no applications had been received.

**5) The minutes of the last meeting held on 13<sup>th</sup> November 2023** were approved by the Council as a true record and were signed by Chairman.

**6) Representations from the Public:** none.

**7) Reports from representatives of outside bodies:**

**a) West Sussex County Councillor – KOK's report had been circulated prior to the meeting:**

- i) Rake TRO – Rogate Road speed reduction is back in play after police objected. This decision has been reversed by the WSCC team and the application is proceeding to consultation.
- ii) Heath and Adult Social Care Committee (HASC) meeting discussed proposed savings. She highlighted two issues – current plan is to cut 10% from WS Carers support budget – unpaid carers are an invaluable resource and this looks short sighted. The National Public Health grant is due to increase by only 1.3% so, in reality, will be a cut. The team are meeting West Sussex MPs and will lobby hard for more funds for local government and specifically more money for public health – prevention is key to better health and has the merit of being more cost effective.
- iii) Education – county team are currently having an inspection of their SEND services and are expecting a challenging and critical report. Currently only 27% of assessments for EHCP are completed within the 20-week deadline compared to national average of 50.7%.
- iv) In view of autumn statement not protecting local government spending their group has put a motion so the Council can give its voice to lobby centrally for funds. Adults & children's services are in desperate need of more funds as there is an overspend and the Highways budget will suffer.
- v) Second motion to be debated is request that plant-based food is not the only option for Council run establishments but it should be locally sourced food – both plant and meat-based options.
- vi) Active Travel England presentation to share their goals and how WS might better achieve them.

**b) Chichester District Councillor – TOK's report had been circulated prior to the meeting:**

- i) Tree planting scheme launched to help landowners plant trees/hedgerows in priority areas with aim of improving connectivity between woodland habitats [www.chichester.gov.uk/treescheme](http://www.chichester.gov.uk/treescheme)
- ii) Sustainable growth – hospitality, tourism & leisure businesses in Chichester district are invited to a free event in Midhurst aimed at helping them reduce their carbon footprint while reducing costs - Wednesday 24 January [www.ticketsource.co.uk/chichester-district-council-economic-development](http://www.ticketsource.co.uk/chichester-district-council-economic-development)
- iii) Full council have decided to retain the Council Tax reduction scheme for next financial year which offers significant help for those on low incomes. Also voted to move meetings to evenings to try and encourage more people in work to become councillors and increase public attendance.
- iv) Hyde housing– he attended meeting with Portfolio team with representatives from PC's to discuss recent sales of social housing in the area. They assured us there would be no further sales in sustainable areas (they count us as this) except where the cost of letting is unsustainable (a recent property required £22.5k to make it lettable so it was put up for sale). The hope is the policy will be tightened further to avoid even these sales. Hyde have agreed to come and speak on a quarterly basis so they can maximise our local knowledge and communicate their plans effectively.

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

- a) Pumpkin Patch – some members of the public have made complaints about this event with the main objection appearing to be the event exceeded the 28-day temporary planning period. The 28-days start the moment equipment arrives on site and ends when the last piece of is taken away. The second complaint appears to be run-off of water from the site onto the road causing flooding. We know that planning enforcement and highways are in contact with the event organiser and the landowner who are confident they are within the rules.
- b) Rogate Village Shop (sale of premises) there are no buyers to date. START are looking at the options; if considered viable to buy for the community it will clearly need village-wide involvement.
- c) CDC garden waste collection in the side roads at the north end of Fyning Lane. Incredibly one person complained about the size of the lorry used for collections and based on this the council felt the only option was to cancel the fortnightly collections. With the help of TOK and support from the other residents the garden waste collections have been reinstated, albeit in a different way, as they will be accepted with the general waste.

**Matters for discussion:**

**9) Social housing in the village** - we arranged a meeting with Hyde and were joined by TOK, as well as representatives from Harting PC, Stedham PC, Trotton PC, START and the Midhurst member for CDC.

- a) Hyde currently have one property for sale on the open market in Parsonage Estate and we have now learnt there have been/are similar sales in Harting, Milland and Stedham.
- b) Hyde confirmed their policy changed in September and they are no longer selling properties they are unable to let but currently the policy remains that they can sell properties that are unviable to refurbish to relet.
- c) There was concern that much of the social housing stock in local villages is of a similar age – built in 1950/60s so potentially more properties could be at risk of sale in the future.
- d) There was much discussion about the importance of maintaining social housing in rural communities and though it was understood funds raised from a sale have to be invested in a new property if replacements are in town/cities this does not support our villages.
- e) There was discussion about regeneration and new developments and the meeting has opened communications between START and Hyde.
- f) Hyde representatives are asking for sale the policy to be reconsidered for rural communities.
- g) The group are due to meet quarterly with the next meeting scheduled for January.

**10) Publication of Council/Councillor address information** –

- a) Clerk explained the Monitoring Officer at Chichester District Council has contacted all parishes about threats to some elected representatives suggesting considering whether or not it is still appropriate to publicise Councillor personal address information. She added that s a small parish we don't have an office so the Clerks home address is the public address for the council which could also be considered vulnerable.
- b) TOK added that district and county councillors have had all their address information removed.
- c) The Clerk explained existing declarations of interests would need to be replaced with a new one showing the property address as 'in Rogate Parish' and address information would be removed from the website contact list though she would need to keep on file.
- d) After discussion and agreement to follow advice, EM's proposal of **resolution 'to remove Councillor personal address information from declarations of interest and contact lists'** was seconded by LC and unanimously approved.
- e) There was some discussion about the use of the Clerk's address and the Clerk noted there is very little mail received (mainly bank statements) but her home address is the official address of the PC and publicised as such. She added a PO Box costs about £360pa but may not be an acceptable address for some organisations. After discussion, LC's proposal of **resolution 'to approach the village hall about use of the old youth club room for a parish office and to consider any other options to remove Clerks private address'** was seconded by EM and unanimously approved.

**11) Defibrillator for Terwick Rise** – MH reported he has received a request, with a funding offer, for a defibrillator for Terwick. After discussion, it was agreed the bus shelter would be the ideal location and he was asked to investigate further.

**12) Hillbrow TRO application update** – AC noted that with KOK's help WSCC Highways have over-ridden the police objection and the next stage is a 6-week public consultation.

TOK left with thanks.

### 13) Finance matters

- a) Monthly finance report to the Council – AC noted that Operation Watershed project funds are no longer distorting our accounts and the VAT has now been repaid by HMRC. It is looking as if we will have about £5k underspend on the current budget as there are always some areas where costs are not fixed (playground and other repairs, grants etc) and this will go into reserves to try to bring them back towards the ideal level which is equivalent to a year's precept (they fell following years with no precept increase).
- b) Non-cheque signatory to check reconciliation – EM.
- c) Budget 2024-25 – AC reminded the meeting that we agreed a 5% increase of £1,992.50 at the last meeting but we need to approve the detailed budget, as recommended by the Finance Committee and circulated prior to the meeting.
  - He explained our precept request is calculated into the cost per band D property by using the CDC issued council taxbase. We have now found out the number of chargeable properties in the parish has reduced by 20 to 777.6 this year. CDC explained the tax base is calculated using several factors, not just the number of dwellings, council tax reduction (benefit), exemptions and second home numbers are also taken into account. The taxbase for Rogate has decreased due to the number of full exemptions being awarded to properties within the parish and additional awards of council tax reductions which effectively reduces the figure.
  - Having gone through the detail of the budget AC's proposal of **resolution 'to accept the budget as circulated and submit a precept request to Chichester District Council of £41,843 for 2024/25'** was seconded by EM and unanimously approved.
- d) Bank payments authorisation – MH and AC.

<b>Receipts noted:</b>		
HMRC	VAT refund	£15,230.15
<b>Transfer agreed:</b>		
£20,000 from current account to deposit account		
<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
Landbuild	North Street Operation Watershed works	£87,435.84
Local Treasurers	Noticeboard repair & playground preservation treatment	£1,098.00
Debbie Harknett	Clerk's expenses – 3 months Sept-Nov 2023	£150.61
Society Local Council Clerks	Annual membership	£188.00
Max Harwood	Chairman's expenses	£125.00

### Committee/Working group reports:

#### 14) Finance Committee

- a) The minutes from the Finance Committee meeting of 30<sup>th</sup> October 2023 were received.
- b) The Finance Committee meeting on Monday 25<sup>th</sup> March 2024 was noted.
- c) Update from Finance Committee meeting on 27<sup>th</sup> November 30<sup>th</sup> 2023 - AC noted as the meeting had been looking at the budget and pre-payment cards. He had been investigating the SOLDO card but this was no longer a cost-free option so he is investigating the card offered in connection with Unity Bank which costs £50 to purchase and has a £3 monthly fee but is easier to manage.

#### 15) Planning

- a) The comments from the Planning Working Group discussion of 30<sup>th</sup> October 2023 were received.
- b) The Planning Working Group discussion being held via zoom on 18<sup>th</sup> December 2023 was noted.
- c) The Clerk noted planning information about Farnborough Airfield's proposed increase in air traffic; after discussion members did not feel it appropriate to include on a future agenda for consideration.

#### 16) Open Spaces Committee

- a) The minutes of the Open Spaces Committee meeting of 25<sup>th</sup> September 2023 were received.
- b) The Open Spaces Committee meeting on 25<sup>th</sup> March 2024 was noted.  
Update from Open Spaces Committee meeting of 27<sup>th</sup> November 2023:
- c) LC noted we are still waiting for the damaged grit bin in Fyning Lane to be removed by WSCC Highways and thanked AC for doing some repairs at the Hugo Platt playground.

- d) We have received a 5-year woodland management plan for Garbett's Wood which our tree warden was pleased with. Clerk added we have just been made aware of a felling licence application in the village and the tree warden is seeking more information from Forestry England.
- e) AC noted the bus shelter noticeboard repair and playground preservation work is completed and looking good. It was agreed to look at works to Hugo Platt next year.
- f) AC noted there are some rust spots on the outdoor gym equipment; we will contact the supplier because there is a 5-year warranty on paintwork.
- g) AC noted there is one broken fence post at the village recreation ground playground; he has checked the other posts and they are ok. AC's proposal of **resolution 'to accept MSJ Fencing repair quote £150+vat to replace one fence post'** was seconded by LC and unanimously agreed.

**17) Policy reviews**

- a) Standing orders – EM explained she was surprised with the content which covers all the work of the parish council (rules of debate/meetings/voting/public participation/finances etc) and urged all members (existing and new) to read them. She noted the meeting limit on public participation of 3 minutes each person/15 minutes in total and that a meeting should not exceed 2 hours unless specifically agreed during the meeting. She had raised a query with the Clerk about references in 18f) & 18g) which referred to the EU – the Clerk has now checked the last NALC copy and made the appropriate revision. EM's proposal of **resolution 'to accept reviewed and amended standing orders'** was seconded by LC and unanimously approved.
- b) Code of conduct – LC had reviewed these and her proposal of **resolution 'to accept reviewed code of conduct with no changes'** was seconded by EM and unanimously approved. In reply to LC's question MH explained Nicholas Bennett, Chichester District Council is the Monitoring Officer. It was noted the following policies would be reviewed at a future meeting:
  - c) Data protection – AS
  - d) Recording of public meetings - MH
  - e) Press and media – ZM

**18) Projects and grants** – AC noted we had been unsuccessful in our SDNP CIL grant application for village gateway funding but we can re-apply. He explained there are two pots for CIL funding – one is given to a parish when an applicable development takes places within their parish and a central pot that is open to general applications.

**19) Drainage issues/operation watershed** – MH reported that he and the Clerk met with a couple of local residents and Landbuild in Fyning Lane to discuss ideas for a possible scheme.

**Village organisation reports:**

**20) Rogate and Rake Schools** – there was nothing to update.

**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 8<sup>th</sup> January 2024 at 5.00pm at Rogate Village Hall.**

There being no further business the meeting closed at 6.34pm.

Chairman: .....

Date: .....