



Meeting held at Rogate Village Hall starting at 5.00pm.

Parish Councillors in attendance: Chair: Max Harwood (MH), Laura Craven (LC), Zoe Macle hose (ZM) Octavia Pollock (OP) and Angie Simonds (AS).

District Councillor: Tim O'Kelly (TOK)

There were no members of the public (MOP) in attendance.

Clerk: Debbie Harknett

Chair: max.harwood@rogateparishcouncil.gov.uk

Vice-chair: 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 and accepted from Adrian Collins (AC) and Mike Galley (MG) and noted from County Councillor Kate O'Kelly (KOK).

- LC noted she had been unable to access some meeting information because of email problems which the Clerk has reported to Netwise.

3) Election of Chair and Vice-Chair –

- LC's proposal of **resolution 'MH remain as Chair'** was seconded by OP and unanimously approved with no other nominations and thanks for doing an excellent job. MH signed the declaration of Acceptance of Office and noted he has been Chair for a longtime and would welcome new ideas.
- LC's proposal of **resolution 'AC remain as Vice-Chair'** was seconded by OP and unanimously approved – he had informed the Clerk of his willingness to stand.

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

5) The minutes of the last meeting held on 8th April 2024 were approved by the Council as a true record and signed by Chair.

6) Representations from the public: none

Reports from representatives of outside bodies:

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

- Highway issues continue to dominate her inbox. Great to see Ashfield Road, Midhurst one way scheme and Stedham-Midhurst cycle scheme completed.
- Health and Adult Social Care Committee (HASC) scrutinised St Richard's Hospital downgrade by CQC from 'outstanding' to 'requires improvement' and received an update on the ambulance service. Health leaders are working to decrease backlog of waiting times for planned surgery and the ambulance service presented their improvement plans. Leaders admitted the planned treatment backlog is causing significant harm.

Full council debated two motions:

- Property disposal – calling for more co-ordination with local planning authority and more engagement with local members and stakeholders prior to these decisions being made.
- Digital exclusion – committing the council to commit more focus to identifying digital excluded groups who tend to be more vulnerable and to improving access to their services.
- Education – proposal to relocate Jessie Younghusband school to new school at Minerva Heights will proceed to statutory consultation. Big disruption to children, parents and wider community in North & West of Chichester but decision driven by cost and urgent need for SEND places.

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

- Recycling and rubbish – concern has been expressed about recent WSCC decision to require booking for Midhurst recycling centre, especially about possible increase in fly tipping. Report any at www.chichester.gov.uk/reportflytipping.
- Climate Emergency Action Plan – residents will be asked to contribute to a second plan focusing on how the council will help individuals and communities reduce their emissions with public consultation

from July-September. .

- c) CDC Local plan has finally been submitted (should have been handed to inspectors in 2020) – as Rogate is within SDNP we are protected from the speculative development that has negatively impacted the district as a whole.
- d) In answer to Clerk's question, TOK explained he has raised the issue of waste collection (like the playground rubbish bin) with the cabinet member. They have been operating at full capacity for some years and not taking on any new bins but, as it is a chargeable service there is no cost to CDC, he has questioned that the capacity should be increased which would help other parishes too.

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

- a) Thanks for the support at the annual parish meeting – especially to LC and AS for the cakes and those that helped provide support in the kitchen.
- b) Our tree warden has reported that Garbett's wood is in good order and supporting a number of nesting birds.
- c) Fyning Lane (Terwick) post box is still awaiting relocation – hopefully before next winter.
- d) Thanks to the Clerk for the work in preparing for the audit.

10) Schedule of meetings for next year had been circulated prior to the meeting.

- a) It was unanimously agreed to continue meeting on the second Monday of every month.
- b) LC asked about holding further meetings in Rake but Clerk explained it has been difficult to book the hall and it was more expensive so given no public attendance it was agreed that while it was good to have tried it wasn't necessary to try again.
- c) OP asked about possibility of meeting slightly later and felt the current start time could restrict working people attending. Clerk noted that we were currently constricted by the hall availability but would see if anything has changed. Should the old youth club room become available there should be flexibility on timing.

11) Formation of Committees for 2023-24 – MH reminded Members that ideally they should all be on two committees with chair and vice-chair default members of them all. It was agreed membership would remain the same and noted that OP would like to join planning should she no longer be needed on the Finance committee.

Finance –	AC; MG; MH; OP; AS
Open Spaces -	AC; LC; MH; ZM; OP
Planning -	LC; MG; ZM; EM; AS

Matters for discussion:

12) Rogate Hall – to consider youth club room furniture grant

MH noted there was no update while reminding the meeting we had provisionally agreed (in principle) a grant of around £1,000 subject to having priority when booking the room. Clerk advised she has spoken to SW and there was a suggestion to look at the space and see what furniture would fit as we felt the smaller tables were easier to handle. It was agreed that while any furniture could be interchangeable with the existing hall furniture if it were a different colour it would be easily identified as belonging to the Old YC room and returned to it – hopefully keeping it in good condition and therefore making the room more appealing for longer. Clerk and LC to arrange to meet SW.

13) Sussex Police online safety presentation – Clerk noted the 20th June no longer works for the police presenter so she is trying to re-arrange for September.

14) Traffic matters:

- a) **Hillbrow 30mph TRO application** – no update
- b) **Rogate Village 20mph zone Community Highways Scheme (CHS)** – public consultation stated on 18th April and will run until 10th May 2024.

TOK left with thanks.

15) CPRE Survey on sewage spills and development pressures in your area - Clerk had circulated the survey questions prior to the meeting. After discussion, it was agreed to respond in an email with concerns over the capacity of Hugo Platt pumping station as we are aware of previous sewage problems. OP to draft response in conjunction with the Clerk.

16) Finance matters – AC’s apologies were noted and his full report and all documents had been circulated ahead of the meeting.

- a) Review/appointment of bank signatories – unanimously agreed to continue as the members of the Finance Committee – currently AC, MG, MH and AS. As previously agreed, Clerk to add OP when the current address change request is complete.
- b) LC’s proposal of **resolution ‘to accept the Income and expenditure and Balance sheet for year-end 31/3/2024 from the Finance Committee’** was seconded by OP and unanimously agreed.
- c) The findings of the annual internal audit report 2023/24 were noted and accepted – AC had noted no matters of concern were raised and felt the excellent report reflects the Clerks efficiency and firm grip on the administration of the PC governance and accounting.
- d) MH went through the Annual Governance Statement 2023/24 as circulated.
- e) LC’s proposal of **resolution ‘to approve the Annual Governance Statement 2023/24 as completed’** was seconded by ZM and unanimously agreed.
- f) MH went through the Accounting Statements for the year-end 31 March 2024 as circulated.
- g) There being no questions, LC’s proposal of **resolution ‘to approve the Accounting statements for year-end 31 March 2024’** was seconded by AS and unanimously approved.
- h) Monthly finance report to the Council – none.
- i) Non-bank signatory to check reconciliation – ZM.
- j) Bank payments authorisation – MH and AS.

Receipts noted:		
Chichester District Council	Precept – first tranche	£20,921.50
HMRC	VAT refund	£128.14
Transfer approved:		
From current to deposit		£10,000.00
Payments approved:		
Clerk/RFO	Salary/PAYE/Pension	Undisclosed
Debbie Harknett	Zoom video conferencing monthly cost	£15.59
Zurich Insurance	Annual premium	£1,097.37
Laura Craven	APM expenses	£11.77
Southern Water	Fyning Recreation ground supply	£21.22
Laura Craven	Plants for East Lodge planter	£22.00
Mulberry	Internal audit	£136.50

Committee/Working group reports:

17) Finance Committee

- a) The minutes from Finance meeting of 25th March 2024 were received.
- b) The Finance Committee meeting on Monday 30th September 2024 was noted.
- c) Update from Finance Committee meeting on 29th April 2024 – AC reported that following research he found an independent comparison between Zoom and the free version of Microsoft Teams and it had been decided to continue with Zoom to avoid potential problems for I-phone users.
- d) Clerk noted the pre-payment card application has been submitted.

18) Planning

- a) The comments from the Planning Working Group discussion of 2nd April 2024 were received.
- b) The Planning Working Group discussion being held via zoom as necessary was noted.

19) Open Spaces Committee

- a) The Open Spaces Committee meeting on 20th May 2024 was noted.
Update from Open Spaces Committee –
- b) LC noted she and her husband had replaced the plants in the planter at East Lodge (with the old plants being relocated by their gardener). She had been pleased to be thanked by a MOP.
- c) LC noted the letters on the churchyard ‘Rogate’ sign need replacing – she will look further to see what they are made of and how best to replace.
- d) Clerk noted the bus shelter waste bin had been removed when the signpost had been changed – WSCC have offered to get their contractor to re-fix but need instructions as to what to. LC to look.

20) Policy reviews –

- a) Vexatious complaints/communication policy – LC’s updated draft to be circulated for approval at next month’s meeting.

Schedule of reviews for year :

- b) Terms of reference – with appropriate committee.
- c) Annual: Standing orders; Code of Conduct; Financial regulations; Risk register; Transparency code. The clerk noted NALC have issued new Financial Regulations and that all these policies need to be reviewed during the year.
- d) Complaints procedure – LC noted this had been reviewed as part of the recent complaints process and her proposal of **resolution ‘to accept the reviewed complaints procedure’** was seconded by AS and unanimously approved.
- e) 3-yearly reviews – councillors volunteered as below:
 - Training - ZM
 - Privacy - MH
 - Child Protection and Vulnerable adults - LC
 - Modern slavery - AS
 - Bullying and harassment - OP

21) Projects and grants – no update.

22) Drainage issues/operation watershed – there was some discussion about the ongoing Fyning Lane problems but no solution has yet been found – a pond would help but become full and probably overflow. Clerk to see if there are any OW funds available for a specialist surveyor to investigate solutions.

Village organisation reports:

23) Rogate and Rake Schools – LC noted an article in the Midhurst and Petworth Observer reporting on the children’s litter pick.

24) Rogate and Rake Village Halls – no update.

25) Correspondence -

- a) Bank statements received – filed in finance file.
- b) Other information/emails – circulated as received. Clerk noted we had just received a grant application from Lupin (Liss United People In Need) who have been supporting a Rogate resident with hospital transport – she will include request for consideration next month.
- c) Complaint to CDC Monitoring Officer – no update.

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

27) Date of next meeting – the **Full Parish Council Meeting** will be on **Monday 10th June 2024 at 5.00pm at Rogate Village Hall.**

There being no further business the meeting closed at 6.24 pm.

Chair:

Date: