



Meeting held at Rogate Village Hall starting at 5.00pm.

Parish Councillors in attendance: Chair: Max Harwood (MH), Adrian Collins (AC), Elena McCloskey (EM) Octavia Pollock (OP) and Angie Simonds (AS).

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

Clerk: Debbie Harknett

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**Vice-chair:** 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) and Zoe Macle hose (ZM) and it was noted that OP had been delayed.
- 3) **There were no declarations of interest in items on the agenda.**
- 4) **The minutes of the last meeting** held on 10<sup>th</sup> June 2024 were approved by the Council as a true record and signed by Chair.
- 5) **Representations from the public:** none.

**Reports from representatives of outside bodies:**

6) **West Sussex County Councillor** – no report received from KOK

7) **Chichester District Councillor** – no reported received from TOK

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

- a) Land registry - after a very long time the Clerk has finally succeeded in registering Fyning Recreation ground with HM Lang Registry. A momentous task as some of you may remember the first solicitors' firm we used, McDonald Oats, were of the opinion that our chances were slim. We changed solicitors and the job is now complete.
  - Clerk noted we need have to change the address all four parcels of land registered to the PC because they are currently registered at her previous address. Unfortunately, because we are not an individual the process looks complicated and we may need the help of a solicitor.
- b) Grass verges – we have received complaints around vegetation blocking the view for motorist turning out of the Parsonage. On advice from highways a sight line was cut which has helped the situation. We understand the wildflower meadow on the entrance to Parsonage will be cut in mid-July. The situation with overgrown vegetation appears to be a common local issue as other junctions have also been reported to us - we have referred these WSCC Highways.
- c) Rake recreation ground - OP and the Clerk noticed a horse chestnut tree looked diseased so sought advice from our Tree Warden who checked with the Forestry England. Apparently this is a minor disease and the situation would be helped if the leaf waste is raked up in autumn.
- d) Our July meeting with Hyde has been deferred to October.

**Matters for discussion:**

9) **Rogate Hall** – old youth club room furniture grant:

- a) MH reported that he, AC and the Clerk met with a hall representative to look at the old youth club room furniture requirements. It was agreed it would need 4 large tables and 12 chairs and its default set up would be as a meeting room – therefore saving the need for furniture to be moved at the beginning/end of every meeting. The hall would fund the redecoration and if the PC would donate the furniture they would have first refusal for booking the room which should allow us to be more flexible about meeting times.
- b) Clerk had priced tables/chairs to match the existing hall furniture (allowing it to be used elsewhere in the hall if necessary) but suggested a different colour to ensure it gets returned to the room – the approximate cost is £1,350.
- c) EM's suggestion to seek a six-month rent-free period in consideration of the donation was discussed

- but as it would only save about £150 it was not felt appropriate in the interests of good relations.
- d) AC reminded the meeting that we have £6,850 in the grant budget and so far this year we have only spent £150. He added that we had also anticipated meeting some of the costs for the emergency generator infrastructure but this had been met by the SSE grant.
  - e) After much discussion, EM's proposals of **resolution 'to purchase 4 tables (maple colour) and 12 chairs (blue with black legs) as a grant to the hall for use in the old youth club room at an approximate cost of £1,350'** was seconded by AC and unanimously agreed.

**10) Traffic matters:**

- a) **Hillbrow 30mph TRO application** – no update although the public consultation period finished on 10<sup>th</sup> May 2024.
- b) **Rogate Village 20mph zone Community Highways Scheme (CHS)** – AC reported that he, MH, the Clerk and Simon Ward met with the WSCC Highways representative who are working on the scheme. Questions were asked from both sides and it is hoped a design will be available to share soon.
- c) AC explained that as a parish contribution to the scheme we asked if it would be possible to include village gateways on the A272. WSCC have offered to include the installation (which would save about £1,000 per set) as part of the scheme if we purchase the gateways. Suggestion:
  - Parsonage end - a pair of Gladson 'ornate' style gateways incorporating the 20mph speed restriction signs. Positioned either side of the road where the 20mph starts they would be single sided, white in colour with wording 'ROGATE' 'Please drive carefully'. These would cost c£2,000 each.
  - Fyning end – there is not a suitable location where the 20mph starts so proposed position is immediately in front of the 40mph on both sides of the road (before Fyning Lane). A pair of Gladson standard type 3 horizontal and one diagonal bar in white pvc 1.8m above ground with 2m in width. The design does not include a placename but one could be added afterwards. These would cost c£950 each.
- d) AC reminded the meeting that we currently have c£2,000 in RATA funds and while this wouldn't cover the c£6,000 cost there is time so it would be hoped that grants could be obtained and we could include some cost in next year's precept.
- e) After discussion, AC's proposal of **resolution 'to offer to fund village gateways as above if WSCC can install them as part of the Village 20mph CHS at a cost of approx. £6,000'** was seconded by AS and unanimously agreed.
- f) The clerk will pass the agreed village gateway design/locations onto highways to they can include in the scheme design.

**11) Finance matters –**

- a) AC noted the Playsafety annual inspection cost is as expected and includes the Rake playground. He explained the VSigns payment was for new 'ROGATE' lettering for the village sign in the churchyard which he is going to take down and refurbish.
- b) Non-bank signatory to check reconciliation – EM.
- c) Lloyds bank card update – AC explained the Clerk has received a commercial multi-pay card (a credit card) rather than a pre-payment card. While the card is not as expected he felt it could be managed through the credit limit which he can log-in and adjust. Originally we would have loaded £500 onto a pre-payment card thereby limiting the monthly expenditure to that amount – he has reduced the limit of the new card to £500. The limit can only be increased (to a maximum of £1,500) in order to cover specified expenses as approved in accordance with financial regulations. The £3 monthly fee and any outstanding card balance will be paid by direct payment from the Unity bank account so no additional charges will be incurred. After discussion, AC's proposal of **resolution 'to accept the Lloyds credit card with an operating limit of £500'** was seconded by AS and unanimously agreed.
- d) Commercial MultiPay card policy and procedure – after discussion of the circulated policy MH's proposal of **resolution 'to adopt the MultiPay card policy and procedure'** was seconded by EM and unanimously agreed.
- e) Bank payments authorisation – AC and MH.

<b>Receipts noted:</b>		
Unity Trust Bank	Interest – 3 months	£314.00

<b>Payments approved:</b>		
Clerk/RFO	Salary/PAYE/Pension	Undisclosed
Unity Trust Bank	Charges – 3 months	£18.00
Lloyds Bank	Monthly card charge	£3.00
LUPIN	Grant	£150.00
Playsafety	Annual RoSPA inspections	£451.20
Netwise	Annual website cost	£528.00
VSIGNS	'Rogate' sign lettering x 2	£114.00
Adrian Collins	Repayment - Screwfix replacement SID padlock	£13.99
<b>Card payments:</b>		
Zoom	Video conferencing monthly cost	£15.00

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

### **12) Finance Committee**

The Finance Committee meeting on Monday 30<sup>th</sup> September 2024 was noted.

### **13) Planning**

- a) The comments from the Planning Working Group discussion of 7<sup>th</sup> May 2024 were received.
- b) The zoom Planning Working Group discussion on 15<sup>th</sup> July 2024 was noted.
- c) Clerk noted she had contacted Liss PC but they are also unaware of what is happening at the Copper Beeches/Heathmount old care home site where significant earthworks and tree removal has been reported.

### **14) Open Spaces Committee**

- a) The Open Spaces Committee meeting on 22<sup>nd</sup> July 2024 was noted.  
Update from Open Spaces Committee –
- b) Clerk noted a report of footpath 1162 being overgrown from Home Farm to the bench at Fyning. MH to check and report to owner if appropriate.
- c) AC noted that no urgent matters were raised by the annual RoSPA playground inspections – Open Spaces will consider the findings at its next meeting.
- d) Clerk has asked if its possible to have an update following the WSCC Footpath Ranger visit.

### **15) Policy reviews –**

- a) Bullying and harassment - OP
- b) Privacy - MH
- c) Child Protection and Vulnerable adults - LC
- d) Modern slavery - AS
- e) Others: Standing orders; Code of Conduct; Financial regulations; Risk register; Transparency code.

### **16) Projects and grants –**

- a) EM asked if village gateway grant applications could be made under the Fyning Recreation Ground charity as they can attract additional funding. After discussion, it was agreed it would not be appropriate as its not connected.
- b) AC noted that the SDNP CIL grant list still appears to show our application of £7,200 for village gateways even though we didn't resubmit; Clerk to check the status and when new applications can be submitted.
- c) AC added the SDNP CIL funding project list also includes other items as long-term aims for Rogate, possibly from the Neighbourhood Plan. It was agreed to include as an agenda item for next month to consider/update as necessary.

OP arrived.

- 17) Drainage issues/operation watershed** – MH explained there is ongoing discussion about Fyning Lane but at the moment there doesn't seem to be a solution. AS asked if it is possible to get the existing drains cleared as there is a river running down Fyning Lane. After discussion, at AS's suggestion, it was agreed to find out how much a drainage/structural engineer would cost to look at the problem.

## **Village organisation reports:**

- 18) Rogate and Rake Schools** – none.

**19) Rogate and Rake Village Halls** – none

**20) Correspondence -**

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

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

**22) Date of next meeting** – the **Full Parish Council Meeting** will be on **Monday 12<sup>th</sup> August 2024 at 5.00pm at Rogate Village Hall.**

There being no further business the meeting closed at 6.40 pm.

Chair: .....

Date: .....