



Meeting held at Old Youth Club Room, Rogate Village Hall starting at 5.30pm.

Parish Councillors in attendance: Chair: Max Harwood (MH), Adrian Collins (AC), Laura Craven (LC), Zoe Maclehose (ZM), Elena McCloskey (EM) and Octavia Pollock (OP). Clerk: Debbie Harknett
District Councillor: Tim O'Kelly (TOK) There was one member of the public (MOP) in attendance.

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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 Angie Simonds (AS) and noted from the County Councillor: Dr Kate O'Kelly (KOK).
- 3) **Declarations of interest in items on the agenda:** LC and OP declared membership of Rogate Joint PCC and the Clerk added she is their treasurer though it was noted none would benefit from any grants.
- 4) **The minutes of the last meeting** held on Monday 9th September 2024 were approved by the Council as a true record and signed by Chair.
- 5) **Representations from the public:** none at this time.

Reports from representatives of outside bodies:

- 6) **West Sussex County Councillor** – KOK's report had been circulated ahead of the meeting:
 - a) B2146 Harting-Chichester road closure (for Uppark sewer pipe) is due to last another 3 weeks. Phase 2 - closure of Harting-Uppark has been put back until the spring.
 - b) Full Council – 2 motions to be debated - Winter fuel payments and A27 funding withdrawal.
 - c) Health and Adult Social Care meeting discussed access to continuous monitoring of blood glucose for type 2 Diabetics as there is good evidence this method of monitoring improves quality of life.
 - d) Free weight management for residents Gro Health app free for 12 months to anybody over 18 with a BMI of 25 or over living, working or registered with a GP in WS.
 - e) Positive aging events are being held in libraries across WS including a 'slipper swap' (free pair designed to help prevent falls) <https://www.westsussex.gov.uk/campaigns/positive-ageing-month/>
- 7) **Chichester District Councillor** – TOK's report had been circulated ahead of the meeting:
 - a) B2146 road has been closed since 7th October for up to 4 weeks with no access southbound from Harting. The situation is made worse by damage to the listed house opposite the church resulting in that stretch of road also being closed. Public update meeting in Harting on Monday 21st October.
 - b) Southern Water Community grant scheme – community centres can apply for funding to help keep people warm this winter. They offer 30 grants (£1,000 each) to support hubs providing vital services with the cost of energy bills and essential running costs.
 - c) Winter fuel payments – increasing concern about the effect of ending these payments on residents in danger of fuel poverty. The council is urging residents who could be eligible for pension credit (and therefore retain the allowance) to claim the benefit. The 'Supporting you' team are very happy to attend any parish meeting to help raise awareness.
 - d) Local businesses - free mentoring scheme to offer tailored support and coaching to independent retail and high street businesses across the district.
 - e) Eco Rother Action – talk at Henry Warren Hall 7pm on 24th October - he will join a discussion about who is responsible for what within CD/WSCC for the environment and what they could do better.
- 8) **Chair's report** – MH had nothing to report not covered elsewhere in the meeting.

Matters for discussion:

- 9) **Traffic matters:**
 - a) **Rogate Village 20mph zone Community Highways Scheme (CHS)** – the MOP noted the need to ensure that any speed changes are incorporated in GPS software to ensure they show on car navigation systems and, in future, help with autonomous breaking/driving.
 - b) The MOP noted another MOP is hoping to ask the visiting MP about A272 motorcycle noise. Clerk added she has already raised this with the MP and understands others are likely to. AC added WS Highways management plan (56 pages) makes no mention of noise, acoustic or other cameras.

- c) MOP reported a previous FOI request for speed checks on the A272 showed Petersfield to Haywards Heath (West Sussex) section had 1 and Petersfield to Winchester (East Hampshire) had 17 during the same six-month period.
 - d) AC reported we are now permitted to share the Rogate village 20mph Community Highways Scheme (CHS) as the plan has gone out to tender.
 - e) AC noted the Traffic Regulation Order (TRO) consultation is likely to be after April 2025 when individuals will have the opportunity to formerly comment on the plan.
 - f) AC added there is no plan to change the existing 40mph on the eastern side of the village although we asked the consultant as it does not meet highways criteria. He reminded the meeting that after the original Rogate scheme in 2018 he had enquired and received information as to why Fyning junction was not included in the 30mph. WS records serious accidents on detailed on map and within the previous 5 years there has only been one accident there and it was beyond the Fyning junction on the 60mph stretch of road.
 - g) The MOP reminded the meeting the accepted plan had been on our website for a considerable time and mentioned within the R&T thereby providing the opportunity for people to comment.
 - h) It was agreed to publicise more widely and try to hold a public meeting when the TRO is published.
- TOK and the MOP left with thanks.

10) Villager of the year award – it was noted that Simon Ward had deservingly recently been awarded this and it was felt no further awards or involvement from the PC was appropriate.

11) Terwick Lupin field – MH/OP explained there had been some further correspondence with the National Trust. They are seeking to clarify if the deed of gift specifically requires lupins to be kept in the field or just wildflowers. It has been cut this year and they seem reluctant to involve volunteers. It was agreed to keeping monitoring/communicating with the NT and interested local parties.

12) To consider grant applications from: AC shared recommendations from the finance committee and reminded the meeting that £3,200 was budgeted for the churchyards and £3,300 for general grants of which we have awarded £150 to LUPIN and £1,167.03 for the old youth club room furniture.

- a) Kent, Sussex and Surrey Air Ambulance – on behalf of the Finance Committee and understanding of their supporting the village in emergencies AC's proposal of **resolution to award the Kent, Sussex & Surrey Air Ambulance £100'** was seconded by OP and unanimously agreed.
- b) Tyler Trust – AC explained the Finance committee did not consider this charity was a local enough or obviously supporting local residents and therefore did not recommend a grant; this was agreed by all. OP and LC abstained from discussion for the rest of the grants.
- c) Terwick churchyard – on behalf of the Finance Committee and in consideration of their 2023 accounts AC's proposal of **resolution 'to award Terwick churchyard £900' was seconded by ZM and unanimously agreed.**
- d) Rogate churchyard - on behalf of the Finance Committee and in consideration of their 2023 accounts AC's proposal of **resolution 'to award Rogate churchyard £2,000 with a further £300 toward the rear wall repairs' was seconded by ZM and unanimously agreed.**
- e) Little Angels - on behalf of the Finance Committee and in consideration of their 2023 accounts AC noted that while we do not normally support running costs this is a vital service to the community and families and the hall gives them reduced hire charges. His proposal of **resolution 'to award Little Angels £300' was seconded by ZM and unanimously agreed.**

13) Parish Council communication – the Clerk asked if there was any other ways the PC should be sharing information - there has been quite a lot happening recently with road closures, MP visit and scam presentation. We share on our website, the village notice board, the R&T and its alerts and to the Rake Facebook page. After some discussion it was agreed there is not anything else suitable.

14) To note:

- a) **MP Andrew Griffiths surgery** - Friday 18th October was noted as being fully booked.
- b) **Police scam presentation** – Monday 21st October at 7.00pm – OP & ZM offered to help with tea/coffee and will liaise with the Clerk.

15) Finance matters –

- a) AC reported at halfway through the year it appears there may be a surplus of c£6,000 at year-end because of underspends and bank interest (over £1,000 received) that is not included in the budget. We have yet to pay for any playground repairs though we are starting to build a replacement fund by moving £3,600 into earmarked reserves AC reminded members the c£10k cost of the proposed village gateways (currently £2,707 in RATA) so anything we can include from this year's budget will

reduce the amount we have to budget for next year. While we have made a SDNP CIL grant application the previous application was unsuccessful.

- b) Non-bank signatory to check reconciliation – ZM.
- c) Bank payments authorisation – AC and MH with AS doing the payment for AC.

| Receipts noted: | | |
|------------------------------------|---|-------------|
| Chichester District Council | Precept – second tranche | £20,921.50 |
| Unity Trust Bank | Interest | £354.66 |
| Unity Trust Bank | Refund of incorrect charges | £20.80 |
| Transfer approved: | | |
| Current account to deposit account | | £10,000.00 |
| Payments approved: | | |
| Clerk/RFO | Salary/PAYE/NI/Pension | Undisclosed |
| Rogate Village Hall | September hall hire | £23.00 |
| Unity Trust Bank | Bank charges – incorrect | £20.80 |
| Unity Trust Bank | Bank charges | £18.00 |
| Adrian Collins | Playground repair materials | £152.59 |
| Patricia Walker | Locum Clerk | £60.00 |
| Laura Craven | Planter plants | £30.97 |
| David Dolby | Rhododendron spraying | £876.00 |
| Fred Fosberry | Bin cleaning – 6 months | £100.00 |
| Geoff Cornwell | Rake recreation ground – 6 months | £100.00 |
| Mick Butcher | Bus shelter cleaning – 6 months | £200.00 |
| Sean Farren | Hugo Platt maintenance – 6 months | £100.00 |
| R&T News | Subscription | £150.00 |
| Petersfield Citizens Advice | Grant | £350.00 |
| Henry Warren Hall | Hall hire | £15.00 |
| Rogate church | Churchyard grant | £2,300.00 |
| Terwick church | Churchyard grant | £900.00 |
| Little Angels | Grant | £300.00 |
| Card payments: | | |
| Lloyds Bank | Monthly card charge | £3.00 |
| Zoom | Video conferencing monthly cost | £15.59 |
| Spusu | Mobile monthly cost (introductory rate) | £1.00 |
| Bitdefender | Laptop security | £25.05 |

Committee/Working group reports:

16) Finance Committee

- a) The minutes from the Finance Committee meeting of 29th April 2024 were received.
 - b) The Finance Committee meeting on Monday 25th November 2024 was noted.
- Update from Finance Committee meeting of Monday 7th October 2024:
- c) Laptop security – it was agreed to purchase Bitdefender laptop security at an estimate cost of £40.
 - d) The risk register was reviewed and it was agreed to amend in consideration of:
 - Laptop security purchase - lowers the risk of records being corrupted.
 - Data protection - .gov.uk email address – it was noted one member is still using their personal address and it was agreed to give them 6 weeks to adopt their gov.uk address after which time their personal email would be removed from council correspondence; MH will discuss with them. AC reminded all councillors to use their gov.uk email for all council business - in the event of a FOI request use of a personal email address could require access to their personal account.
 - Risk/loss by personal fraud – added the risk of council credit card and its controls.
 - FOI requests – control helped and risked lowered with completed review of the vexatious policy with the guidance from Chichester District Council Monitoring Officer.
 - Meeting location – include details of the old youth club room.
 - Non-compliance with legislation/improper decisions at meeting ultra vires – risk if there are insufficient councillors to be quorate/make a compliant decision.
 - H&S risk assessments – AC will assess what activities, if any, undertaken by RPC are significant with regard to H&S risk and require documented risk assessment.
 - e) **Draft budget 2024/25** - AC reminded Members last year's precept was £41,843 and the recommendation from the Finance Committee is to keep the budget increase under 5% (no more

than £2,092) which would bring the precept to £43,935. His proposal of **resolution ‘to keep the budget increase under 5%’** was seconded by OP and unanimously agreed.

17) Planning

- a) The comments from the Planning Working Group discussion of 2nd September were received.
- b) It was noted that a zoom Planning Working Group discussion will be held as necessary.

18) Open Spaces Committee

- a) The minutes of the Open Spaces Committee meeting of 22nd July 2024 were received.
- b) The Open Spaces Committee meeting on Monday 25th November 2024 was noted. Update from Open Spaces Committee meeting of 30th September 2024 – LC reported:
- c) We are waiting for a start date for the Terwick Woodland pine thinning and it needs to be done in the autumn or we will lose another year; MH is chasing.
- d) We have requested the overgrown footpath from the garage to Garbett’s Lane is cut back and overgrown bushes obscuring the 30mph sign to WSCC.
- e) OP noted her R&T swift article received a positive response. Would like to share more information and advice – it was suggested possibly get speaker for the annual parish meeting in April.

19) Policy reviews –

- a) Child Protection and Vulnerable adults – LC had circulated a draft combined policy. After some discussion her proposal of **resolution ‘to adopt the child protection and vulnerable adults policy’** was seconded by ZM and unanimously agreed.
- b) Risk register – in view of the previous discussion AC’s proposal of **resolution ‘to accept the reviewed risk register’** was seconded by LC and unanimously agreed.
- c) Transparency code – AC explained this is not a requirement unless a council’s income is less than £25,000 or over £200,000 but is considered good practice and recommended by our auditor. Code is on our website and the Clerk keeps financial information updated. AC’s proposal of **resolution ‘to accept the reviewed Transparency Code’** was seconded by LC and unanimously agreed.
- d) Financial regulations – AC noted there are new regulations which the Clerk is working through, comparing with our current regulations and adapting to meet our requirements. She will pass a draft to AC with aim for approval at the next finance committee meeting.

20) Projects and grants – AC asked EM if there were any suitable grants for the village gateways but she explained she had been unable to find any. He suggested it may be worth approaching the Inert lorries/Sandpits (West Harting & Midhurst) to see if they have any local grant schemes as they use the road a great deal; EM will investigate; AC will share the grant request information we used for SDNP.

21) Drainage issues/operation watershed – no update.

Village organisation reports:

22) Rogate and Rake Schools – no update.

23) Rogate and Rake Village Halls – no update.

24) Correspondence -

- a) Bank statements received – filed in finance file.
- b) Other information/emails – circulated as received. MH noted he received correspondence about the Harting road closure which he had passed to KOK/Harting PC who provided a detailed response.
- c) FOI request – MH reported we have received a further request for information from a MOP. A response is being considered taking account of GDPR regulations and the CDC Monitoring Officer advice that some correspondence could be considered vexatious and unnecessarily includes third parties. We have firmly rebutted the accusation of illegally co-opting a councillor as facts presented by the MOP were plainly false. It was noted the amount of time spent by the clerk dealing with FOI requests generated by one MOP creates significant additional expense to the parish budget. Clerk will add a FOI disclosure section to the website.

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

26) Date of next meeting – the **Full Parish Council Meeting** will be on **Monday 11th November 2024 at 5.30pm at Rogate Village Hall old Youth Club Room.**

There being no further business the meeting closed at 7.35 pm.

Chair:

Date: