



Meeting held at Rogate Village Hall old youth club room, starting at 5.30pm.

Parish Councillors in attendance: Chair: Max Harwood (MH), Adrian Collins (AC), Laura Craven (LC), Mike Galley (MG), Zoe Maclehose (ZM), Elena McCloskey (EM), Gerard McCloskey (GM) & Angie Simonds (AS).

County Councillor: Yvonne Gravely (YG)

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

www.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** Octavia Pollock (OP).
- 3) **Declarations of interest in items on the agenda:** none.
- 4) **The minutes of the last meeting** held on Monday 12th May 2025 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) **Chichester District Councillor** – TOK's report had been circulated ahead of the meeting:
 - a) CDC App – residents are being urged to get the app on their phones before the food waste collection starts next year. It sends out a message reminding households which bin to put out and also lists what goes into which container.
 - b) 'Energy Saving Plan Builder' free website enables residents to explore and customise energy efficiency improvements most appropriate for their home/budget while taking the first step towards homes that are cheaper to run and have a reduced carbon footprint
www.energysaving.planbuilder.co.uk
 - c) Sustainability accelerator program is designed to empower businesses to understand, measure, manage, improve and report their sustainability practices and be certified by FuturePlus information at www.future-plus.co.uk/chichesterdistrictcouncil
 - d) Degree apprenticeships – specialists from the University of Chichester are holding a free informal lunchtime session on 19 June from 12-1pm where a panel of experts will be talking.
 - e) Housing register new online system 'Chichester HomeMove' will make it quicker and easier for residents to apply to join the register or to access housing advice is now live. It will enable residents to bid on available properties that meet their needs more frequently and housing associations to add vacant houses to the portal as soon as they become available. www.chichester.gov.uk/housing
- YG arrived.
- f) AC noted that CDC again responded quickly to a fly-tipping event clearing it within 18 hours and LC added that a car reported as being abandoned/damaged on the A272 was also removed quickly.
- 7) **West Sussex County Councillor** – YG was welcomed to the meeting and introduced to Councillors.
 - a) She explained that May had been a busy introduction month and she has 14 cases around the district where people want her help – mainly around highway matters.
 - b) She held her first surgery in the Grange, Midhurst and will be holding them monthly as well as hoping to arrange to hold joint surgeries with TOK.
 - c) Local Government Reorganisation (LGR) will bring big changes and her first session to learn more about the process is this week. The last major reorganisation was in 1974 and this time it is meant to bring economic savings and streamlining but it is happening very quickly. She noted it was important that Parish Councils do not lose their local voice in the new larger authority and urged the

council to collaborate with other parishes and stressed the importance of getting in at the beginning before decisions are made.

- d) She has been actively involved in getting the Midhurst gas work diversion (needed as a result of the Angel Hotel fire) moved until after the Festival of Speed but it will be in place for Glorious Goodwood and into the summer holidays. The road will remain open but have one-way traffic lights for up to 6 weeks.

TOK left with thanks.

8) Chair's report – MH had nothing to report not covered elsewhere.

Matters for discussion:

9) Rogate village 20mph Community Highways Scheme – Clerk noted there was no update despite requesting and asked YG if she could try to find out what is happening because the TRO consultation finished in February. Clerk to forward relevant information to YG who has a meeting with Highways this week.

10) Rogate Church wall vehicle damage

- a) MH reported further damage to the church wall opposite the White Horse and, for what we believe to be the first time, to the war memorial. While they have information on the tractor driver for the wall they do not know who damaged the war memorial and doubt their insurance will cover the cost because damage is such a regular occurrence. The Churchwardens have previously asked Highways to take some liability but they have always denied responsibility.
- b) LC reminded the meeting that the ground is consecrated and for any work the churchwardens have to obtain permission through a faculty which is granted by the Diocese of Chichester. Most faculties are granted lower down the hierarchy, but occasionally, as with the reflective posts, they have to appeal right up to the Diocese Chancellor.
- c) It was agreed Highways are unlikely to do anything until the CHS has been implemented.
- d) The clerk will pass the information to YG to see if she can help.

YG left with thanks.

11) Finance matters:

- a) AC reported we are only two months into the new financial year and have spent just over £5,000 including the annual insurance renewal while noting Membership of WALC/NALC was a new expense and not a budgeted item.
- b) Non-bank signatory to check reconciliation – ZM.
- c) Bank payments authorisation – MH and AS.

Payments approved: under LGA1972, Section 111 - anything "conducive or incidental to the discharge of any of their functions' unless otherwise detailed			
Clerk/HMRC/Nest	Bank	Salary/PAYE/NI/Pension	Undisclosed
LGA1972, Section 112 - appoint officers as necessary for the proper discharge of their functions			
Unity Trust Bank	d/d	Monthly transaction fees – April	£7.35
Rake Village Hall	Bank	Hall hire – June planning meeting	£48.00
Debbie Harknett	Bank	Clerk's expenses March-May	£82.65
Laura Craven	Bank	Reimburse cost of plants for village planter	£48.97
Local Government Act 1972, Section 123 - authority to maintain and improve public spaces, including planting flowers and greenery in planters			
WSALC	Bank	WSALC/NALC Membership to end March 2026	£473.25
Local Government Act 1972, Section 143 – power to subscribe to Local Government Associations			
Sean Farren	Bank	Fyning Recreation Ground strimming	£154.00
Open spaces act 1906, ss.9 and 10 Power to maintain land for public recreation			
VSigns	Bank	Fire risk warning signs	£177.60
Zoom	Card	Video conferencing monthly cost – May	£15.59
Lloyds Bank	d/d	Monthly credit card fee – June	£3.00
Spusu	Card	Mobile monthly cost – June	£5.00
Petaprint	Card	Large scale printing for Rake planning meeting	£7.00

Committee/Working group reports:

12) Finance Committee

The Finance Committee meeting on Monday 22nd September was noted.

13) Planning

- a) The comments from the Planning Working Group discussion of 28th April 2025 were received.
- b) It was noted that a zoom Planning Working Group discussion would be held as required.
- c) The planning meeting on Tuesday 10th June 2025 at Rake Village Hall at 7.00pm to consider the large Heathmount/Copper Beeches/Silver Birches application for 68 dwellings was noted. ZM thanked AC for attending the site visit and Liss Planning meeting which is due to be held later this evening. AC noted the developer will be giving a presentation to our meeting (at our invitation) and we are expecting quite a lot of MOP's as well as the press to attend.

AC left with thanks.

14) Open Spaces Committee

- a) The minutes of the Open Spaces Committee meeting on Monday 24th March were received.
- b) The Open Spaces Committee meeting on Thursday 31st July 2025 at Fyning Recreation Ground (unless wet) was noted.

Update from Open Spaces Committee:

- c) LC reported concern was raised by a MOP that the playground mound has yet to be repaired and that the site was not closed/taped off. She explained we had instructed a contractor and while we are waiting for the repair it had been taped off many times but each time the tape has been removed/bypassed by children. The mound has now been repaired and it is hoped the other bits will be done soon.
- d) Clerk added the fence is also due to be repaired and the annual RoSPA inspections should be carried out this month.
- e) MH reported the grass at Fyning Recreation Ground has been strimmed and the area is looking nice.
- f) MH noted he bumped into the WSCC Volunteer leader at Terwick bus shelter – they are going to repair the leak and add some bookshelves to house the free library that is currently on the seat.
- g) LC noted she is still waiting for the agreement from Hyde to site the grit bin on Parsonage and will send a reminder before we have to do the annual grit bin return in the hope it can be included.

15) Policy reviews – Clerk reminded members all policies need to be reviewed by the end of March 2026 but ideally beforehand. Existing policies are on our website and all councillors are now able to register with NALC to access their documents. The list of policies was circulated with volunteers:

a)	Standing Orders	
b)	Code of Conduct	GM
c)	Financial regulations	GM
d)	Risk register	AC
e)	Banking arrangements	Finance Chair/Clerk in March
f)	Transparency code	Clerk
g)	Emergency/contingency plan	AS
h)	Winter plan & map	AS
i)	Accessibility statement	Clerk/Netwise
j)	Equality & Diversity	MG
k)	Co-option of Councillor procedure & application form	
l)	Remote access to meetings	ZM
m)	Health & safety	AC
n)	Employee grievance procedure	LC
o)	Employee disciplinary procedure	AC
p)	Employee whistle blowing	AC
q)	Lone worker	LC
r)	Sickness & absence	LC
s)	Bereavement (new)	GM
t)	IT (new)	OP
u)	Planning terms of reference	EM

16) Projects and grants – no update

17) Drainage issues/operation watershed –

- a) Clerk noted she and MH had bumped into the MOP who was helping consider a scheme for Fyning after the last meeting – he hopes to come to a future meeting to discuss ideas.
- b) MH noted the drains at Terwick Rise have never been cleaned – Clerk will report again.
- c) Clerk noted we received a survey about Operation Watershed which she responded to and expressed concern that while the scheme is a good idea we are not qualified to design drainage schemes and are reliant on the contractor for advice and we felt professional advice/planning through the scheme would be beneficial.

18) Correspondence -

- a) Bank statements received – filed in finance file.
- b) Other information/emails – circulated as received.
- c) MH noted he had received a response to the village 20mph proposals but had explained to the sender the consultation closed in February.
- d) Clerk noted a FOI request asking for details as to why we fell out with NALC – there is no written record just memory – she will respond in the next few days which is within the required time limit. She will also add the information to the FOI disclosure on our website.
- e) Clerk reported Thursday 23rd October has been agreed as a date for the MP, Andrew Griffith to attend a question session in the village – more information nearer the time.

19) Information for the Council (for noting or inclusion on a future Agenda) – GM asked about rumours the shop is being sold and noted a public meeting is due to be held Thursday. MH said if it is appropriate for the council to consider involvement it would be included in a future agenda but at the moment there are many rumours.

20) Date of next meeting – the **Full Parish Council Meeting** will be held on **Monday 14th July 2025 at 5.30pm at Rogate Village Hall old youth club room.**

There being no further business the meeting closed at 7.01pm.

Chair:

Date: