

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), Elena McCloskey (EM), Gerard McCloskey (GM) and Octavia Pollock (OP).

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

Clerk: Debbie Harknett

Chair: max.harwood@rogateparishcouncil.gov.uk
www.rogateparishcouncil.gov.uk

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** Mike Galley (MG), Zoe Maclehose (ZM) and Angie Simonds (AS). Apologies were noted from County Councillor Yvonne Gravely (YG) and District Councillor Tim O'Kelly (TOK).
- 3) **Declarations of interest in items on the agenda:** none.
- 4) **The minutes of the last meeting** held on Monday 9th June 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) **West Sussex County Councillor** – YG's report had been circulated ahead of the meeting:
 - a) She shared the response from Highways about damage to the church wall and war memorial who confirmed they have incorporated a non-obligatory feature as part of the Community Highways Scheme to help mitigate the wall structure from being struck, despite it being separate to the 20mph works, as it complements the speed reduction ethos. It will provide additional driver awareness to an obvious structure with the desired effect that drivers navigate this particular road section with care and attention. They put the war memorial strike down to poor parking manoeuvres too close to the gate and memorial structure, rather than speed related factors.
 - Clerk noted the war memorial damage was not believed to be as a result of parking manoeuvres rather carelessness of a commercial/agricultural vehicle. The residue paint is of a primary colour (not used for cars) and shaken off soil from the impact on the road both point to a commercial or agricultural vehicle causing the damage. It was agreed to respond to the highways accordingly.
 - b) Sussex Police 'Operation Crackdown' initiative - you can report drivers' antisocial behaviour and abandoned cars through their website. In June 2025 alone the scheme had 552 reports submitted online, 34 of which resulted in prosecutions, with many other drivers receiving warning letters.
 - c) Midhurst North Street planned SGN works have been delayed until 22 July when school holidays have started and Festival of Speed and Gold Cup ended. Midhurst remains very much 'open for business'.
 - d) Children in care – she has been learning more about the number of children and how vulnerable and traumatised they can be as well as the 'Independent Visitor' scheme and is receiving training in adult and child safeguarding.
 - e) She has been appointed to WSCC Appeals Committee and HASC Committee, replacing Kate O'Kelly.
 - f) Rother Valley Together provide social care in The Grange, Midhurst over 2 days a week for the elderly, including those with dementia. They are provided with a range of activities and a very good lunch for £18 per day and currently have capacity for more clients.
 - g) Local Government Reorganisation – it's vital we make the point about keeping the focus on local issues. An extraordinary meeting will be held in September, presumably to announce proposals to put forward to government about what the structure of a Unitary Authority would look like for us.
 - h) Fire service news release – urge council to review and respond to the survey.

- 7) Chichester District Councillor –** TOK's report had been circulated ahead of the meeting:
- a) Wellbeing programme is a free service available to adults who live or work in the district and is designed to support people in making healthier lifestyle choices to help reduce the risk of serious health conditions such as heart disease, stroke, type 2 diabetes and some forms of cancer. A dedicated team of advisors offer personalised support in weight management, healthy eating, smoking cessation, alcohol reduction, falls prevention and increasing physical activity.
 - b) Chichester Skate, Scoot and Bike event is on Sunday 10 August at Chichester Skatepark.
 - c) Antiques and vintage market returns to Chichester City centre on Sunday 17 August.
 - d) Recycling bins can now take empty blister pill packs and toothpaste tubes.
- 8) Chair's report –** MH noted the wildflower patch at the entrance to Parsonage Estate has been cut back.

Matters for discussion:

- 9) Western Rivers Trust –** water champion is now to attend the August meeting.
- 10) Rogate village 20mph Community Highways Scheme –** WSCC Highways are on course with the delivery of the scheme and have processed and completed the TRO phase. They are currently trying to secure road space which entails a series of night closures to ensure safe delivery of the works. Their initial diversion route was rejected so an alternative, longer route taking in the A27 has been submitted. They are hoping works will be carried out in November.
- 11) BT switching to internet phones and risk to vulnerable adults –**
- a) LC noted a MOP has raised concern the BT Digital Voice changeover to fibre so landlines will no longer work (and therefore there will be no phone during a power cut) is being rolled out. This is especially of concern to resident's dependent on emergency alarm pendants but also people without access to a mobile phone and those with a poor mobile reception – much of the rural area.
 - b) EM noted it can also affect security installations.
 - c) After some discussion, it was agreed to encourage vulnerable residents to register for battery back-up packs to maintain access during power outages. MH to include something in the R&T.
- 12) SDNPA Partnership Management Plan Consultation and all parishes meeting report –**
- a) GM reported on a meeting he found bland and not very forthcoming to his questions about being carbon neutral by 2045 – when asked how they are going to do it they said it wasn't their responsibility.
 - b) LC noted the CPRE (Campaign to Protect Rural England) supported most of the LAA suggested site allocations but objected to four – including the one in Rogate.
 - c) AC noted Rogate's LAA site received the third highest number of responses in the consultation with 118 responses. Clerk added the recent SDNPA planning meeting agreed to a three-month extension of the consultation timetable to allow time to deal with the large number of responses.
- 13) Local Government Reform –**
- a) AC reported on a recent WSALC devolution conference he attended with over 120 representatives from local councils addressed by the Chair of WSCC and CEO of CDC. Various options have been looked at and they have whittled them down to 4 from which they need to make their final choice in September. Overall, the number of councillors will be reduced by about 150. According to government statistics the population of WS will increase by 50k but only 1k will be of working age thereby giving a large increase in children and elderly.
 - b) A white paper on Parish Councils is due to be published in September. It is likely they will be given additional powers but may also be subject to precept increase limits. There are currently 158 PCs in West Sussex and 130 in East Sussex ranging in size from Chichester Town with lots of assets and responsibilities to small parishes like Trotton.
 - c) There will be the opportunity for parishes to apply for assets to be transferred from CDC but they will come with ongoing responsibility and therefore need an attached budget. Clerk noted there are none listed in Rogate.
 - d) Clerk noted CDC zoom on Tuesday 5th August – OP, LC and EM expressed an interest in attending.
 - e) Post meeting note: CDC are inviting residents, businesses and community groups across the county to share their views about the future of their councils with a survey running from 17 July until 11.59pm on 13 August at www.shapingwestsussex.org.

14) Finance matters:

- a) AC reported at ¼ way through the financial year we have spent 20% of the budget though expenditure is not equally split throughout the year – big payments include insurance in June and the churchyard grants are in the autumn.
- b) Non-bank signatory to check reconciliation – EM.
- c) Bank payments authorisation – MH and GM.

Transfer approved:			
From deposit to current account			£10,000.00
Receipts noted:			
Unity Trust Bank	d/d	Interest – 3 months	£376.90
Payments approved: <i>under LGA1972, Section 111 - anything “conducive or incidental to the discharge of any of their functions” unless otherwise detailed</i>			
Clerk/HMRC/Nest	Bank	Salary/PAYE/NI/Pension	Undisclosed
<i>LGA1972, Section 112 - appoint officers as necessary for the proper discharge of their functions</i>			
Unity Trust Bank	d/d	Monthly transaction fees – June	£7.35
Angie Simonds	Bank	Reimbursement from chair’s allowance	£50.00
<i>Local Government Act 1972, Section 15(5) “A parish council may pay the chair an allowance to cover expenses of his office, such allowance as the council thinks reasonable”.</i>			
Playsafety	Bank	Annual RoSPA playground inspections	£460.00
<i>Local Government Act 1976 s19 & Open Spaces Act 1906 – ‘power to provide and manage recreational land’</i>			
MJS Fencing	Bank	Playground fence repair	£780.00
<i>Local Government Act 1976 s19 & Open Spaces Act 1906 – ‘power to provide and manage recreational land’</i>			
Netwise	Bank	Website hosting annual cost	£528.00
<i>Local Government Act 1972, Section 142 – ‘power to provide information relating to matters affecting local government to the public’</i>			
Rogate Hall	Bank	Hall hire May, June & July	£92.00
Zoom	Card	Video conferencing monthly cost – June	£15.59
Lloyds Bank	d/d	Monthly credit card fee – July	£3.00
Spusu	Card	Mobile monthly cost – July	£5.00
Microsoft	Card	365 annual cost for use on council laptop	£84.99

Committee/Working group reports:

15) Finance Committee

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

16) Planning

- a) The comments from the Planning Working Group discussion of 27th May 2025 and the Planning Committee meeting of 10th June were received.
- b) It was noted that a zoom Planning Working Group discussion would be held as required.

17) Open Spaces Committee

- a) The Open Spaces Committee meeting on Thursday 31st July 2025 at Fyning Recreation Ground (unless wet) was noted.

Update from Open Spaces Committee:

- b) LC sought help to water the East Lodge planter – OP volunteered and AC suggested approaching the residents.
- c) MH and AC took the new fire warning signs to install/keep as appropriate.
- d) LC noted the fence has been repaired at Rogate Village Playground but we are still waiting for the playground repair specialists to replace the log rolls by the tunnel.
- e) OP reported on a very successful ‘Swift walk’ last week when it was a delight to see so many birds flying and calling in Fyning. The local conservationist has offered to return in August to advise people where to obtain swift boxes, site them and to help install them if necessary at a later date. OP is going to talk to the school to see if they are interested. Hopefully there will be boxes, with swift callers, in place for next spring to attract even more swifts to Rogate.

18) Policy reviews: GM reported he had reviewed all the policies and checked/amended to be in accordance with the latest NALC models.

- a) GM's proposal of **resolution 'to accept the revised Standing Orders'** was seconded by LC and unanimously approved.
- b) GM's proposal of **resolution 'to accept the revised Code of Conduct'** was seconded by LC and unanimously approved.
- c) GM's proposal of **resolution 'to accept the revised Financial Regulations'** was seconded by LC and unanimously approved.
- d) GM noted the Bereavement policy is new and has been created from other council policies while in consideration of the size of our council before proposing **resolution 'to adopt the Bereavement policy'** which was seconded by LC and unanimously approved.

Remaining:

a)	Risk register	AC
b)	Banking arrangements (at year-end)	Finance chair/clerk
c)	Transparency code	MH/Clerk
d)	Emergency/contingency plan	AS
e)	Winter plan & map	AS
f)	Accessibility statement	Clerk/Netwise
g)	Equality & Diversity	MG
h)	Co-option of Councillor procedure & application form	EM
i)	Remote Access to meetings	ZM
j)	Health & safety	AC
k)	Employee grievance procedure	LC
l)	Employee disciplinary procedure	AC
m)	Employee whistle blowing	OP
n)	Lone worker	LC
o)	Sickness & absence	LC
p)	IT (new)	OP
q)	Planning terms of reference	EM

19) Projects and grants – no update

20) Drainage issues/operation watershed –

- a) Clerk noted the local resident who has been looking at Fyning Lane is hoping to attend a meeting later in the year but she is not hopeful of a solution without permission from a local landowner.
- b) LC noted we have again reported the blocked drain/flooding by The Dell. WSCC requested photos of the flooding which we don't currently have but we have submitted photos of the completely blocked drain. The nearby resident is also going to report as the resulting flooding goes through their garage as well as into The Dell.

21) Village organisation reports: Rogate and Rake Schools; Rogate and Rake Village Halls - as reports are not received from these bodies it was agreed to remove these from future agenda.

22) Correspondence -

- a) Bank statements received – filed in finance file.
- b) Other information/emails – circulated as received.
- c) AC noted a request for help to establish a speedwatch in Durleighmarsh on the A272. He had responded with various information but unfortunately the location is not considered suitable because its speed limit is more than 40mph.
- d) GM offered to draft a press release about the number of responses to the Rogate LAA site proposal.

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

24) Date of next meeting – the Full Council Meeting will be held on **Monday 11th August 2025 at 5.30pm at Rogate Village Hall old youth club room.**

There being no further business the meeting closed at 7.02pm.

Chair:

Date: