

# HARTING PARISH COUNCIL

## MINUTES

Minutes of the Annual Meeting of Harting Parish Council held in the **Harting Community Hall, Pease Croft, South Harting on Thursday 16 May 2019 at 7.30 p.m.**

**Present:** Mr Shaxson, Mrs Bramley, Mr Bonner, Mrs Curran, Mr Johnson Hill, Mr Mackay and Mr Miller.

In attendance: Mrs Walker (Parish Clerk).

There were no members of the public in attendance.

The members stood in silence in memory of the lives of Captain Mike O'Kelly, County Councillor for 8 years from 1989 to 1997, and the Reverend Mark Morton, the Parish rector.

### **1 Election of Chairman**

Mr Shaxson was nominated as Chairman by Mr Johnson Hill, seconded by Mr Bonner. There were no other nominations. It was resolved that Mr Shaxson was elected Chairman for the ensuing year. Mr Shaxson signed his declaration of acceptance of office.

### **2 Election of Vice Chairman**

Mrs Bramley was nominated as Vice Chairman by Mr Johnson Hill, seconded by Mr Bonner. There were no other nominations. It was resolved that Mrs Bramley was elected Vice Chairman for the ensuing year. Mrs Bramley signed her declaration of acceptance of office.

### **3. Apologies for absence:** Mrs Dawson, Mrs Gaterell and Mr Palmer.

### **4. Declarations of Interest:** None

### **5. Minutes from Meeting held on 18<sup>th</sup> April 2019**

The minutes were approved and signed by the Chairman as a true record.

### **6. Questions from the public**

There were no questions from the public.

### **7. Matter of Urgent Public Importance:** None

### **8. Reports from the County and District Councillors**

Dr O'Kelly (County and District Councillor) was unable to attend the meeting and her written report had been circulated to councillors prior to the meeting.

The report highlighted County Council concerns about the children's services in West Sussex following an inadequate Ofsted inspection, an extra £5 million has been added to the children's services budget to improve the service. The not-for-profit supplier, Your Energy Sussex, has just been launched offering two new tariffs available to Sussex residents, further information can be found at [www.yourenergysussex.org.uk](http://www.yourenergysussex.org.uk). Dr O'Kelly also confirmed that she is continuing to work towards safeguarding and promoting local bus services.

The District Council section of the report highlighted the threats facing the High Streets, with vacancy rates as high as 6.3% in Chichester. A new events officer has been appointed to try and encourage more city centre events.

Dr O’Kelly will hold a drop-in session in the White Hart pub on 6<sup>th</sup> June from 10.30-12.30.

### **Finance Committee**

#### **9. Appointment of members**

The following members were elected to the Finance Committee:

Mr Bonner, Mrs Bramley (ex officio), Mr Johnson-Hill, Mr Miller and Mr Shaxson (ex officio).

#### **10. Appointment of Chairman**

Mr Bonner was elected as Chairman of the Finance Committee.

#### **11. Appointment of Bank Signatories**

It was agreed that the four bank signatories should be Mrs Bramley, Mr Johnson Hill, Mr Mackay and Mr Shaxson.

#### **12. Review of Terms of Reference**

The terms of reference for the Finance Committee were reviewed and subject to a minor change in wording in paragraph 6 and changes to the content of the timetable were agreed.

*The following proposal was agreed:*

*that the Council adopt the revised Financial Terms of Reference*

#### **13. Review of the Financial Regulations**

*The following proposal was agreed:*

*that the review is deferred until the Finance Committee has met and reports back to the Council in June.*

#### **14. To note that the Asset Register was agreed on 18 April 2019**

Noted.

#### **15. To propose agreement of the list of regular payments for 2019/20**

*The following proposal was agreed:*

- i. that the Council agree to increase the level of approved regular payments to £800*
- ii. that the Council adopt the list of regular payments for 2019/20*

<b>Payment category</b>	<b>Payee</b>	<b>Purpose(s)</b>	<b>No. per year</b>
<b>Staff</b> (Clerk/RFO)	Trish Walker	- Salary	12
		- Office supplies	4
	Ladywell Accountancy Services	Clerk’s PAYE/NI	4
<b>Grants &amp; Donations</b>	Harting Parish Church	Burial ground donation	1
	Harting Congregational Church	Burial ground donation	1
	Petersfield Citizens Advice Bureau	Donation	1

Payment category	Payee	Purpose(s)	No. per year
	Heather Tuke	Hospital car telephone	1
	D. Harknett	HCH bookkeeping	≥4
	Lady Trail	Allotment rent	1
	Harriet Wilson- Lady Traill	Parish Magazine Sub	1
<b>Office Admin</b>	NALC/SSALC	Membership	1
	Wallis White & Co	Internal auditor	1
	D. Harknett	Audit preparation	1
	Spanglefish	Website	1
	JnR Computers	Domain Name (bi annual)	<1
	Ladywell Accountancy Services	Payroll administration	1
	Moore Stephens	External auditor	1
	Office of the Information Commissioner	Notification fee (Data Protection Act)	1
	Harting Congregational Church	Hall rental	2
<b>Parish Admin</b>	Came & Co Broker	HPC insurance	1
<b>Maintenance</b>	MH Kennedy & Son	Grass cutting	≥8
	Chichester District Council	Emptying dog-waste and waste bins	1
	War Memorial Playing Field	Lengthman duties	≥4
	Harting Community Hall	Footpath electricity	2
	JRB Enterprises	Dog-waste gloves	≥3
	John Stein	Mole catching	1

#### 16. Review of the insurance schedules

*The following proposal was agreed:*

*that the review is deferred until the Finance Committee has met and reports back to the Council in June.*

## **17. Review of Staff and Council Subscriptions**

*The following proposal was agreed:*

*that the review is deferred until the Finance Committee has met and reports back to the Council in June.*

## **18. Review of the Health & Safety Policy and Risk Management Strategy**

*The following proposal was agreed:*

*that the review is deferred until the Finance Committee has met and reports back to the Council in June.*

### **Planning Committee**

## **19. Appointment of Members**

The following members were elected to the Planning Committee: Mr Bonner, Mrs Bramley (ex officio), Mrs Curran, Mrs Gaterell and Mr Shaxson (ex officio).

## **20. Appointment of Chairman**

Mrs Bramley was elected as Chairman of the Planning Committee.

## **21. Review of Terms of Reference**

The terms of reference for the Planning Committee were reviewed and agreed.

### **Personnel Committee**

## **22. Appointment of Members**

23. The following members were elected to the Personnel Committee: Mr Bonner, Mrs Bramley (ex officio), Mrs Dawson, Mr Mackay, Mr Miller and Mr Shaxson (ex officio).

## **24. Appointment of Chairman**

Mr Miller was elected as Chairman of the Personnel Committee

## **25. Appointment of Vice Chairman**

Mrs Bramley was elected as vice -chairman of the Personnel Committee

## **26. Review of Terms of Reference**

The terms of reference for the Personnel Committee were reviewed and agreed.

### **Play and Open Spaces Advisory Committee (POSAC)**

## **27. Appointment of Members**

The following members were elected to POSAC: Mr Bonner, Mrs Bramley (ex officio), Mrs Curran, Mrs Dawson, Mr Mackay, Mr Palmer and Mr Shaxson (ex officio).

## **28. Appointment of Chairman**

Mr Shaxson was elected as Chairman of POSAC

## **29. Review of Terms of Reference**

The terms of reference for POSAC were reviewed and subject to a minor change in wording and paragraph numbering were agreed.

### **Highways and Byways Advisory Committee (HABAC)**

## **30. Appointment of Members**

The following members were elected to HABAC: Mrs Bramley (ex officio), Mrs Curran, Mr Johnson Hill, Mr Mackay, Mr Miller, Mr Palmer and Mr Shaxson (ex officio).

### **31. Appointment of Chairman**

Mr Palmer was elected as Chairman of HABAC.

### **32. Review of Terms of Reference**

The terms of reference for HABAC were reviewed and subject to a minor change of wording to paragraph 8 were agreed.

### **Complaints Committee**

### **33. Appointment of Members**

The following members were elected to the Complaints Committee: Mrs Bramley (ex officio), Mr Mackay, Mr Palmer and Mr Shaxson (ex officio).

### **34. Appointment of Chairman**

Mrs Bramley was elected as Chairman of the Complaints Committee.

### **35. Review of Terms of Reference**

The Terms of Reference for the Complaints Committee were reviewed and agreed.

### **36. Review of the Complaints Procedure**

The Complaints Procedure was reviewed and agreed.

### **Representation on Other Bodies**

### **37. War Memorial Playing Field**

Mr Johnson Hill was elected as the Council's representative for the War Memorial Playing Field Committee

### **38. Harting Community Hall**

Mr Miller was elected as the Council's representative for the Harting Community Hall.

### **39. Review of the Standing Orders of the Council**

The Standing Orders of the Council were reviewed and subject to a change to section 5j(xvii) to read Data Protection Act 2018, were agreed.

### **40. Review of the Code of Conduct of the Council**

The Code of Conduct was reviewed and agreed.

### **Council Policies**

### **41. Review of Freedom of Information Act 2000**

*The following proposal was agreed:*

*that the Freedom of Information policy is reviewed in June 2019 after revision in order to produce a Publication Scheme*

### **42. Review of Data Protection Policy**

The Data Protection Policy was reviewed and agreed.

### **43. Review of IT Security policy for councillors**

The IT Security Policy for councillors was reviewed and agreed.

### **44. Review of IT Security policy for staff**

The IT Security Policy for staff was reviewed and agreed.

### **45. Review of Media and Press**

The Media and Press Policy was reviewed and agreed.

#### **46. Review of Correspondence Policy**

The revised Correspondence Policy had been reduced to fit on an A4 sheet with guidance notes on the reverse.

*The following proposal was agreed:*

*that the Council adopt the revised Correspondence Policy*

#### **47. Review of the Retention Policy**

The Retention Policy was reviewed and agreed.

#### **48. Review of the Grants Policy**

The Grants Policy was reviewed and agreed.

#### **49. Review of the Metal Detecting Policy**

The Metal Detecting Policy was reviewed and agreed.

#### **50. Schedule of Council Meetings**

The schedule of meetings for 2019/20 was agreed and noted.

20<sup>th</sup> June 2019

11<sup>th</sup> July 2019

August –no planned meeting

19<sup>th</sup> September 2019

17<sup>th</sup> October 2019

21<sup>st</sup> November 2019

19<sup>th</sup> December 2019

16<sup>th</sup> January 2020

20<sup>th</sup> February 2020

19<sup>th</sup> March 2020

16<sup>th</sup> April 2020

21<sup>st</sup> May 2020

#### **51. Tree survey update**

The members were informed that the 18 monthly “leaf on” survey was due to take place on 10 or 11 June 2019, depending on weather conditions, the cost will be in the region of £390. The proposal was considered. An amendment was proposed to add the words “and the Council noted and approved the cost in the region of £390” to the original proposal which read:

*“To note that the tree survey for South Gardens and the Warren is due to take place on 10 or 11 June 2019”*

The amendment was agreed, and the following proposal was then agreed:

*To note that the tree survey for South Gardens and the Warren is due to take place on 10 or 11 June 2019, and the Council noted and approved the cost in the region of £390”.*

#### **52. Co-option of a councillor to the Nyewood ward**

The members discussed the vacancy for a councillor in the Nyewood ward following the election on 2 May 2019. It was agreed the vacancy should be advertised in the Parish Magazine, Nyewood newsletter, noticeboards and the Council and Nyewood websites. Potential candidates will be asked to provide information to the clerk and attend the

Council meeting on 20 June when the members will consider and appoint the co-opted councillor.

*The following proposal was agreed:*

*To note that following the election on 2 May 2019 one vacancy remains in the Nyewood ward, and the co-option of an additional member will be considered at the Council meeting on 20 June 2019.*

### **53. Parish Member appointments to the National Park Authority 2019**

The Council had received nomination forms, via SSALC (Sussex and Surrey Association of Local Councils), for the appointment of Parish Council members to the National Park Authority. The members considered this and agreed that Mr Andrew Shaxson should be nominated by the Council. The closing date for completed nomination papers is 24 May 2019.

Ballot papers, and election statements from the potential candidates, will be issued to each parish council on 10 June and will need to be returned by post by 24 June 2019. The tight timescale for the return of the ballot papers will require the Council to hold an extraordinary meeting to consider the nominations.

*The following proposal was agreed:*

*that the Council decided to nominate Andrew Shaxson for appointment to the National Park Authority*

### **54. Update of South Gardens registration and access road**

In December 2018, following advice from a solicitor, the Council agreed to register the area of South Gardens and The Warren, transferred to the Council in 1937, with the Land Registry. The access road leading to the area was included in the application on the basis of lost deeds as evidence showed that the Council had, in previous years, given a deed of grant over, and had maintained the road over a period of many years, The application was made on behalf of the Council by Surrey Hills Solicitors. The area of South Gardens and the Warren have now been successfully registered; however, the Land Registry were not prepared to include the access road as there was insufficient evidence of ownership.

The solicitor has recommended that the Council apply to put a caution against first registration of the access road, this would ensure the Council was notified if a third party tried to register the road. The caution will take the solicitor a further 1-2 hours work at a cost of £250-£500 + vat.

It was noted that the RFO in conjunction with the Chairman under Financial Regulations 4.1, had agreed to proceed with the expenditure in relation to the cost of the caution.

*The following proposal was agreed:*

*To note the report*

## 55. Finance

**55.1.** It was agreed that the following payments should be made:

Undisclosed	Clerk & RFO Salary - May	747.74
Spanglefish	Annual website fee	29.95
Came & Co	Parish Council insurance	348.14
M H Kennedy & Son Ltd	Grass Cutting - April	332.40
J R B Enterprise Ltd	Dog bags and gloves	101.94
Surrey Hills Solicitors	Services re: South Gardens Access Road	240.00
SSALC Limited	Good councillor guide booklets	73.37
Park Steele	Land valuation	1,140.00
Surrey Hills Solicitors	Professional charges	429.00
Harting War Memorial Playing Field	Lengthsman	125.00
R J Playground Services	Repair and painting of swings	684.00

**55.2.** The following receipts were noted:

Vat Refund                      £1776.31

## 56 Bank Reconciliation for May 2019

It was noted that the bank reconciliation had been scrutinised and signed by the Chairman of the Finance Committee. The Chairman of the Council then signed the reconciliation in accordance with the Council's Financial Regulations.

## 57 Bank balance as of 30 April 2019 - £81,993.63

Noted

## 58 Budget statement for April 2019

Noted

## 59 Planning

The minutes of the Planning Committee held on 18 April 2019 and the unconfirmed minutes of the meeting held on 3 May 2019 were noted.

## 60 Highways and Byways (HABAC)

The minutes of HABAC held on 23 April 2019 were noted.

## 61. Correspondence

The Chairman had been asked to provide a hymn for the Village Festivities Songs of Praise and chose "He who would valiant be".

## 62. Clerks report

The clerks report was discussed and it was noted that the Hall Meeting Room group had met with a local builder who thought it was in principle feasible to convert the downstairs storerooms into a meeting room.

## 63. Items for future meetings

National Trust re: Harting Down tree cutting.

## 64. Date of next meeting - Council Meeting 20 June 2019 at 7.30pm



*As the publicity of the next item might have been deemed prejudicial to the public interest by reason of the confidential nature of the business to be transacted the members resolved that the press and public would be excluded during consideration of the next agenda item, under the Public Bodies (Admission to Meetings) Act 1960 s2.*

**65. Land Ownership issue**

The Council debated this item and agreed the resolutions in the confidential report dated 16 May 2019.

The meeting closed at 9.30 pm.

