

# HARTING PARISH COUNCIL

## MINUTES

Minutes of the Meeting of Harting Parish Council held in the **Law Room, Harting Parish Church, South Harting** on **Thursday 21 November 2019 at 7.30 p.m.**

**Present:** Mr Shaxson (Chair), Mrs Bramley, Mrs Curran, Mrs Dawson, Mrs Gaterell, Mr Johnson Hill, Mrs Martin, and Mr Palmer.

In attendance: Mrs Walker (Parish Clerk).

There were no members of the public in attendance.

**166. Apologies for absence:** Mr Bonner and Mr Miller

**167. Declarations of Interest:** None

**168. Minutes from Meeting held on 17 October 2019.**

The minutes of the Meeting of the Parish Council held on 17 October 2019 were signed by the Chairman as a true record.

**169. Questions from the Public**

None

**170. Matters of Urgent Public Importance**

None

**171. Reports from the County and District Councillor**

Dr O'Kelly, the County and District Councillor, confirmed that the "Small schools consultation" would be taking place to consider the future of 5 schools in West Sussex, locally this will include the schools at Stedham and Compton. The consultation would be open until 25 November and people are urged to respond.

WSCC are considering removing funding for the free senior railcard, a consultation is underway and is accessed via <https://haveyoursay.westsussex.gov.uk/highways-and-transport/concessionaryrail>.

Dr O'Kelly confirmed that consideration was still being given to the Stagecoach 54 07:34 service as a funding gap has been identified. The service is used during the week by a group of college students travelling to Chichester.

WSCC has set up a Microfund for grants up to a value of £750, currently there have been no bids from the North Chichester area, local organisations are urged to consider applying. The next allocation meeting will be held in March 2020. The website link is: <https://www.westsussex.gov.uk/leisure-recreation-and-community/grants-and-funding/funding-for-voluntary-and-community-organisations/community-initiative-fund/#micro-fund>.

Dr O'Kelly confirmed the WSCC Highways new service levels for highways maintenance was presented at the County Local Committee. The grass cuts will be reduced in urban areas from 7 to 5. and in rural areas from 2 x 1 metre cuts to 1 x 1 metre cut and 1 full cut.

The Winter Maintenance programme had also been reduced and salting has been reduced from 41% to 28% of the road network.

*Mr Shaxson, the Chair, raised concerns that the highways maintenance was not properly discussed at the Council Local Committee as a pre-meeting was called at short notice to discuss the topic, the pre-meeting was not publicised. It was noted that in some areas of the Parish have not received any cuts this year.*

The District Council section of the report referred to a new service starting in February 2020 to provide more support for rough sleepers in Chichester. The funding for this comes from a WSCC bid to Public Health England.

The final decision for the Southern Gateway is to be made at the Full Council meeting on 3 December 2019.

The area of Rumbolds Hill in Midhurst is, subject to a consultation, likely to be made an air quality management area. This will hopefully be formalised in early 2020.

#### **172. Traffic Working Group Update**

Mrs Bramley had been researching the acquisition of a Speed Indicator Device (SID). She had visited a village in Hampshire where one of the devices had been sited, and the local parish council confirmed the device had impacted on the vehicle speeds in the area.

The Evolis sign from Elancity was considered to be the best option due to cost, weight and versatility. The sign is able to change colour from green to red if the speed is exceeded and can include messages such as “thank you” and “slow down”.

The SID would be mounted in locations agreed by WSCC, using brackets and padlocks. They are battery operated as the solar systems are not currently very reliable.

The members agreed to purchase the Evolis system at a cost of £1843 plus vat. The price includes a mounting bar, 2 rechargeable batteries and the software which records traffic volume and speeds.

WSCC have agreed the two proposed locations for the SID in South Harting, and further discussion is underway regarding possible sites in Nyewood. The SID will be moved on a regular basis.

WSCC will need to issue a standard form of consent which will give conditions about the safe usage of the device.

The members agreed that the acquisition of a SID would be a positive move by the Parish Council to tackle speeding problems in the parish. Mrs Bramley was thanked for her work on this project.

*The following proposals were agreed:*

- i. To approve the purchase of the Evolis Speed Indicator device in accordance with the quote from Elancity*
- ii. To approve the application for a standard form of consent from WSCC for the operation of the device.*

#### **173. Casual Vacancy**

The clerk confirmed that as a result of the resignation of Barry Mackay, the Council had a casual vacancy.

The public notification of the vacancy commenced on 5 November and would run for 14 working days. If no call for an election during this period, the Council will need to fill the vacancy by co-option.

The members agreed that an article would be placed in the December Parish News and on the Parish website and noticeboard, asking interested candidates to contact the clerk by 16 December and to provide a short resumé.

Candidates will be invited to attend the Parish Council meeting on 19 December where the co-option can be discussed and agreed.

The members expressed their sadness at Mr Mackay's resignation.

*The following proposal was agreed:  
to note the report*

#### **174. East Harting BT Phone Box**

Following agreement at the October Council meeting, a local resident had circulated a questionnaire to households in East Harting detailing the various options in connection with the BT consultation to remove the phone box.

A total of 23 households responded to the questionnaire with a 95% majority choosing to adopt the for the Parish Council to adopt the phone box for the sum of £1.

The phone box is very valuable to the area as it provides an important beacon of light. It was noted that BT would continue to be responsible for the electrical supply once the box was adopted.

It was noted that a "key" is required to change the light bulb in the kiosk and it was agreed that one should be sought from BT.

The members considered the following three options:

- i. to justify a reason for the telephony to be retained
- ii. to take the option to purchase the kiosk for the sum of £1
- iii. to allow BT to remove both the kiosk and the telephony.

It was agreed that the results of the questionnaire were significant and that option (ii) should be progressed.

The clerk will notify Chichester District Council who will liaise with BT, and will thank the local resident for their help with the questionnaire.

*The following proposal was agreed:  
to take option (ii) to purchase the kiosk for the sum of £1*

#### **175. Nyewood Gateways**

Mrs Curran outlined the plans for Nyewood Gateways at the North and South entrances to the village, due to visibility issues there will only be one gateway at each location. The village of Nyewood is in support of this scheme.

It was noted that the road through Nyewood is very straight and this tends to encourage drivers to speed. It is hoped that the Gateways will help to reduce the speed of traffic as they clearly show the entrance to the village area.

WSCC Highways have agreed the design and positioning of the Gateways.

The design and manufacture of the Gateways will be provided at no cost to the Council by local residents.

The total cost of the Gateways is as follows:

Timber and cutting	£401 + vat
Signage and fitting	<u>£888 + vat</u>

Total cost                      £1289 + vat

There is information to suggest that a local benefactor will be making a donation to the Parish Council which will cover the cost of the Gateway and associated works. The members agreed the Gateways would enhance the village and hopefully help to reduce the speed of traffic passing through the area.

*The following proposals were agreed:*

- i.     to note the report
- ii.    that the Council agree to the cost of £1289 + vat for the Nyewood Gateway.

#### **176. Request for permission to place a circular traffic mirror on Council land**

The Council had received a request from the owners of 4 Park Cottages, South Harting seeking permission to install a 'Heavy Duty Circular Traffic Mirror', with a galvanized post, on the parish land opposite their concealed driveway. They have found the exit from their driveway very dangerous as cars tend to speed past the property. WSCC had been consulted and confirmed it was acceptable to place a mirror on private ground providing it is placed in such a way to avoid problems with light reflection.

The members considered the request and were happy to grant permission provided the Council did not hold any responsibility for any issues arising from the placement of the mirror.

*The following proposal was agreed:*

*that the Council agreed to give permission, subject to any necessary planning requirements and disclaiming any liability rising from its presence and use , to the owners of 4 Park Cottages, South Harting to install a heavy-duty circular traffic mirror on the parish land opposite their driveway*

#### **177. HABAC Update**

The minutes from the HABAC meeting on 5 November 2019 were noted.

The Winter Management Plan (WMP) was reviewed and agreed. It was noted that there was some overlap with the proposed Emergency Plan which was to be discussed later in the meeting, and that the WMP should be included in the appendices of this document.

The members were pleased to receive confirmation that the current salting levels in the Parish were to be maintained in the forthcoming year.

*The following proposal was agreed:*

*that the Council reviewed and agreed the Winter Management Plan and proposed further review in November 2020*

#### **178. Emergency Plan**

Mrs Gattrell presented the Emergency Plan which is being developed by the Aims and Objectives Advisory Committee (AOAC).

WSCC encourages parishes to consider how they would respond to an emergency and to formalise the approach in a Community Emergency Plan, this is not a statutory requirement but is a “best practice” approach.

The development of an emergency response recognises the Parish responsibilities to:

- Undertake local risk assessments

- Prepare parish/community emergency plans
- Document resources and key contacts
- Maintain the emergency plan
- Enact the plan when activation criteria met

The members discussed the plan and recognised the complexities associated with drawing together suitable volunteers and facilities, it was agreed that the plan should be developed further and presented to the Council at a future meeting.

*The following proposals were agreed:*

- to note the draft plan*
- to allow the AOAC to revise and populate the draft Emergency Plan and report to a future Council meeting*

#### **178. Police Community Support Officer (PCSO)**

The Council had received an introductory letter from PCSO Jack Keen who had become responsible for the Midhurst area, he will be the named officer for the Harting parish along with several other local parishes.

The members welcomed this news and suggested that he may be invited to attend the Annual Parish Meeting next year.

*The following proposal was agreed:*

*to note the report*

#### **179. Council Hedge Cutting**

The Clerk reported that she had, in her capacity as Responsible Finance Officer (RFO), agreed in conjunction with the Chair, according to Financial Regulations section 4.1, for the Council owned vegetation alongside the B2146 to the east of the Warren to be cut whilst the road was closed for recent tree works. A local farmer was contracted to carry out the work at a cost of £40 + vat.. This vegetation has not been cut for some years.

*The following proposal was agreed:*

*to note the report*

#### **181. Finance**

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

Undisclosed	Clerk & RFO Salary - November	761.09
M H Kennedy & Sons Ltd	Grass Mowing	332.40
S F Bate & Son	Hedge cutting	48.00
N W Adams	Annual Play area inspection	304.62
Laurence Shaw Associates	Traffic Consultant	1980.00
English Woodlands Timber	Timber for Nyewood gate	334.80

**181.2** The income for November was noted:

VAT Refund £3692.43

#### **182. New Bank Signatory**

The members agreed that Mrs Gattrell would become the new bank signatory.

#### **183. Bank Reconciliation for October 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.

**184. Bank balance as of 31 October 2019 – £48,857.47**

Noted

**185. Budget statement for October 2019**

Noted

**186. Planning Committee**

The minutes of the Planning Meetings held on 17 October 2019 and 31 October 2019 were noted.

**187. Correspondence**

A letter had been received from a member of the public raising concerns about the recent ash dieback tree works in the Parish, the clerk had responded.

**188. Clerks report**

Noted.

**189. Items for future meetings**

West Harting Phone Box  
Grants setting  
Budget and precept setting  
Co-option of new councillor

**190. Date of next meeting - Council Meeting 19 December 2019 at 7.30pm.**

**191. Clerk's employment**

The clerk left the room whilst this item was discussed. The chairman introduced the report that had previously been circulated to members which indicated that as a result of the clerk's annual assessment he had recently carried out it was clear that she was working more than the average of 14 hours / week she is currently contracted to do. She has worked 25 extra hours since the summer and cannot foresee being able to work off those hours.

Consequently the Council considered and agreed the two proposals:

- i. *that the clerk's hours of work are increased from an average of 14 to 16 hours a week with immediate effect*
- ii. *that she is reimbursed for the 25 hours she has worked but not been paid.*

The meeting closed at 8.50 pm.