

# HARTING PARISH COUNCIL

## MINUTES

Minutes of the Meeting of Harting Parish Council held in the **Harting Community Hall, Pease Croft, South Harting** on **Thursday 19 September 2019 at 7.30 p.m.**

**Present:** Mr Shaxson (Chair), Mr Bonner, Mrs Bramley, Mrs Curran, Mrs Dawson, Mrs Gaterell, Mr Johnson Hill, Mr Mackay and Mr Miller.

In attendance: Mrs Walker (Parish Clerk).

There were two members of the public in attendance.

**120. Apologies for absence:** Mrs Martin and Mr Palmer.

**121. Declarations of Interest:** Mrs Bramley and Mr Johnson Hill as trustees of the Village Hall.

**122. Minutes from Meeting held on 11 July 2019 and the Extra-ordinary meeting held on 5 August 2019.**

The minutes of the Meeting of the Parish Council held on 11 July 2019 and the Extra-ordinary meeting held on 5 August 2019 were signed by the Chairman as a true record.

**123. Questions from the Public**

There were no questions from the public.

**124. Matters of Urgent Public Importance** – raised with consent of the Chairman.

The Chairman informed the members that BT were carrying out a review of BT phone boxes with the intention of removing the phones and the kiosks. It was unknown at the time of the meeting whether the East Harting phone box was included in this review. A notice had been posted on the box but Chichester District Council (CDC) were not aware of the review. Further information was awaited and the matter would be considered at the September Council meeting.

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

Dr O'Kelly, the County and District Councillor, confirmed that West Sussex County Council (WSCC) had published a plan to consult on the future of 5 of the smaller schools in the area, locally this included Compton and Stedham. Further information is expected shortly.

Dr O'Kelly has been part of a WSCC group looking at an Electric Vehicle Strategy for the County. There are many issues to consider, including whether to allow electric leads to lay across pavements during charging. It is likely that 18 more charging points will be installed across the region.

The new bus signs have been installed across the local area and are now more obvious to users. The local bus group is due to meet on 24 September 2019 to discuss the future of the number 54 bus route, and in particular the 7.34am service. It is likely that WSCC may ask local parish councils to contribute to retain this service.

The West Sussex Cycling Design guide is now available on the WSCC website.

The District Council section of the report referred to the Novium museum exhibition about Aliens, Zombies and Monsters which was open until 4 January 2020, and confirmed that 75 new businesses had benefitted from the start-up scheme.

Dr O'Kelly also gave information about the Home Energy advisers who are able to provide support and advice to those who are in fuel poverty and have health conditions affected by the cold. Contact can be made by emailing [info@chichesterwellbeing.org.uk](mailto:info@chichesterwellbeing.org.uk).

Dr O'Kelly will be holding a Drop In clinic at the White Hart pub on 3 October from 10.30-12.30.

## **126. Traffic Working Group Report**

Mrs Bramley gave an update from the Traffic Working Group which had met in August to review progress and also to revisit priorities following the negative response from WSCC to the initial 20mph limit scheme.

The areas discussed were:

### Speed Indicator Device (SID's)

Some research had been carried out with regard to the cost and specifications of SID's. The cost of a SID varies between £2000 to £3000, and would need to be battery powered and able to be attached to existing posts in the parish. The SID's would need to be moved on a regular basis by a group of local volunteers. The most effective SID's appear to be those that show the speed of the approaching vehicle with a possible "slow down" message as well. It is possible that some data can be collected and analysed from these devices.

Mrs Bramley presented information from three suppliers and asked the members to an "in principle" agreement to the funding to allow further investigation. The members were all in favour.

### Community Highways Scheme (CHS) application

CHS applications are assessed by West Sussex County Council (WSCC) with the use of a points scoring system, this is weighted heavily towards pedestrian based schemes. The Traffic Group had reconsidered previous priorities and proposed that applications for CHS and CIL (Community Infrastructure Levy) funding should be prepared in 3 phases: *Phase 1:* To develop a scheme for the crossing at South as the Council owns that land, using the professional guidance of the traffic consultant.

*Phase 2:* to improve the road markings from the Petersfield Road entrance.

*Phase 3:* to consider a reconfiguration of the islands The Square, ideally to incorporate a buildout and crossing from the Elsted Road approach and to eliminate the current bollards.

### 30mph signs at the southern entry to South Harting

The Council previously agreed funding to replace the 30mph signs at the southern entrance to South Harting. The cost had been higher than anticipated due to the cost of the traffic management required to fit them. The current signs are constantly being dislodged by passing traffic and further damaged. The Traffic Group will consult with WSCC after the council tree works have been undertaken as the visibility situation may improve.

### Noise issues

Mrs Bramley had also made contact with Communities Against Noise and Speed (CANS), a pressure group based in West Meon, which is lobbying on issues of noise, particularly caused by motorbike on the A272 and surrounding area. It is hoped that Harting Parish Council will be able to take part in future meetings.

### Speedwatch

The Speedwatch scheme had not previously been investigated as it would require a volunteer group to be trained by the police. It appears that volunteers may be coming forward, and a possible item on the Village Facebook page might generate further interest. This will be reviewed when further information is forthcoming.

A councillor asked about the new signs being placed in Nyewood. It was noted that this would be reported to the Council at a later date.

The members discussed the report and the various options and the following proposals were agreed:

- i. *To approve in principle the proposed spending on the SID*
- ii. *To approve the priorities proposed by the group for any CHS or CIL application*
- iii. *To note the report*

### **127. Aims and Objectives Working Group (AOWG) Report**

Mrs Gatterell reported on the progress of the AOWG and presented the proposals aimed at improving communication and interaction between the Parish Council and the community.

It was felt that the work of this group would be ongoing and would be able to consider issues that did not fall within the remit of the other established committees, and so should be established as an advisory committee to the Council.

Mrs Gatterell proposed an engagement plan which included:

Information Leaflet - This would be developed by the Group in conjunction with the various Council committees, and will be circulated to each household in the parish. The leaflet will be delivered by councillors or other volunteers.

Parish Drop-in Sessions – These would be held on a monthly basis in the White Hart pub in South Harting between 10am and 12 noon. Two Council representatives will be present at each session. It is hoped this will enable residents to come and raise queries and issues affecting them and the community.

Parish Meetings - It was suggested that quarterly meetings should be held to encourage community engagement as well as manage the community expectations. One of these meetings would be the statutory Annual Parish Meeting, the other meetings would be less formal more in the manner of “town halls”.

### Social Media and Website

It was noted that there are new legal requirements for website with regard to accessibility, these will need to be addressed and there will be a likely financial impact. The direct use of social media by councils is not recommended, however, it is possible to ask administrators of certain Facebook groups, ie. “Life in Harting and the Surrounding Villages” to post items on behalf of the Council. It was suggested that the Council place a weekly update on this Facebook page.

Mrs Gatterell also outlined the Vision and Values Statement, which had taken elements of the Council Code of Conduct, which aims to help the Council to demonstrate commitment to engagement, action and transparency.

The AOWG also proposed the creation of a Crisis Plan to be implemented in times of extreme emergency.

The members considered the proposals. An amendment was proposed to add the words *“and to appoint members and a chairman”* to the proposal (ii) which read:

ii. *“to establish Aims and Objectives Working Group as a permanent Advisory Committee – adopt Terms of Reference as drafted”*

iii.

The amendment was agreed.

A further amendment was proposed to change the word “surgery” to “session” in proposal (iii) (b) which read:

*“ agree that the AOAC will organise the introduction of regular Parish Council drop in “surgeries” to be attended by two representatives proposed to be the first Saturday of every month between 10am and 1200 at the White Hart”*

The amendment was agreed.

The following proposals, including substantive proposals (ii) and (iii)(b) were then agreed:

i. *to note the report*

ii. *to establish Aims and Objectives Working Group as a permanent Advisory Committee – adopt Terms of Reference as drafted and to appoint Mrs Gatterell as chair, with members being Mrs Bramley (ex officio), Mrs Dawson, Mr Miller and Mr Shaxson (ex officio).*

iii. *that the council agree the proposed engagement plan as follows:*

a. *agree the publication and delivery of a leaflet*

i. *Agree content – AOAC to work with the heads of each committee*

ii. *Agree budget for printing costs*

iii. *Agree to help with delivery*

b. *agree that the AOAC will organise the introduction of regular Parish Council drop in “sessions” to be attended by two representatives proposed to be the first Saturday of every month between 10am and 1200 at the White Hart*

c. *agree that there can be 4 parish meetings per year:*

i. *April – Annual Parish meeting, half an hour discussion at the end.*

ii. *July – eg Good ideas.*

iii. *October – eg Wellbeing and winter preparation*

iv. *January – eg What shall we do this year.*

d. *agree improvements in social media engagement and provide budget including:*

i. *legally mandated updates and augmented information onto the website – cost not to exceed £1,000 pa*

ii. *weekly update contributions from the clerk to the administrator of Life in Harting and the Surrounding Villages.*

e. *agree Vision and Values statement*

*iv. agree that the AOAC can develop a crisis plan for consideration at the October meeting.*

#### **128. Meeting Room Working Group update**

Mr Shaxson gave an update from the Meeting Room Working Group which had been tasked with assessing the viability for the creation of a secondary meeting room at the Community Hall. The group had met on 19th August 2019 and agreed that, although it was feasible to create a meeting room in the area currently used for storage, doing so would create the requirement for sufficient new storage space, which could not be identified. This issue was of concern to the hall trustees and the caretaker.

The members noted that there are several other venues within the parish which have proved quite adequate. Due to the current financial demands on the Council it was agreed that no further action should be taken.

*The following proposal was agreed;  
that no further action be taken to create a new meeting room.*

#### **129. Car park Working Group update**

Mr Shaxson reported that the Car Park working Group had met on 19th August 2019. He confirmed that the area is covered for public liability insurance, and a notice would shortly be erected pointing out that anyone using the area does so at their own risk. The large pot hole at the entrance to the area was discussed and the repairs required to rebuild the damaged pier at the entrance. A local resident had offered to supply the manpower and materials to fill the pot hole. The group had considered whether there were any ways of raising income from the area, but it was considered there are none at the present time. The area was deemed to fall under the remit of the POSAC.

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

#### **130. Village Hall Defibrillator**

At its meeting in July 2019 the Council had given the Village Hall Trustees permission to install a defibrillator. Subsequently, the Trustees decided they would like to use some of the outstanding grant payment to purchase the defibrillator.

The members considered the request and agree to purchase and gift the defibrillator to the Village Hall as part of the grant funding.

*The following proposal was agreed:  
that the Council agrees to pay £1284.00 plus vat to Four Square Healthcare Ltd for the purchase of a defibrillator to be installed at the Village Hall. The defibrillator will be gifted as a grant from the Council.*

#### **131. General Data Protection Regulation (GDPR) arrangements**

The clerk provided a report to the Council regarding the options for GDPR arrangements for the Council in the forthcoming year and the financial commitments to be considered.

The areas to be considered were:

Data Protection Officer (DPO)

Although there is not a legal requirement for parish councils to appoint a DPO, it is considered good practice to do so as they can provide a vital contact with the Information Commissioners Office. The members were asked to consider the employment of the DPO for a further 12 months at the cost of £150.

#### Office 365 licences

Each councillor is required to hold an individual parish council email address to ensure compliance with GDPR. The Office 365 software provides the facility for this structure as well as the file sharing system Sharepoint. The software has not yet been fully utilised, but it is hoped that further progress will be made in the forthcoming year.

The members were asked to consider the renewal of 12 Basic Office365 licences at a cost of £72.00 per annum (1 is held by a Working Party member who needs access to the file sharing system) and 1 Business Licence used by the clerk at a cost of £112.80. The total cost being £1976.80 plus vat per annum.

#### IT Support Contract

During the previous 12 months the Council had a contract with an IT Specialist to set up the Office 365 package and individual email addresses to ensure compliance with GDPR, this entailed visits to the clerk and some councillors to resolve issues. The contract was now due for renewal at the same cost as the previous year of £1000.

The contract covers areas such as advice and help for hardware and software problems for both the clerk and councillors, data cleansing, help with encryption of appropriate data, training in the use of Office 365 and Sharepoint, and checking for attempted data breaches. The contract is based on an average of two hours usage per month at a cost of £50 per hour. The charges outside of an IT contract would be £60 call out and then £75 per hour.

The members were asked to consider the IT support for the next year and felt that the training aspect of the contract could be very useful, especially given the WIFI connection in the Village Hall will enable training sessions.

*The following proposals were agreed:*

- i. That the Council agree to appoint ProcessMatters2 to continue as Data Protection Officer for a further year at the cost of £150 per annum*
- ii. That the Council agree to renew the 13 Office 365 licences for a further year at a cost of £976.80 plus vat*
- iii. That the Council agreed to renew the IT support contract with JnR Computers for a further year at a cost of £1,000 plus vat.*

Mrs Bramley left the meeting. 4

## **132. Finance**

**132.1** The members noted the cheques paid in August 2019

Undisclosed	Clerk & RFO Salary - August	761.09
Harting War Memorial Playing Field	Lengthsman	230.00
M H Kennedy & Son Ltd	Grass cutting	332.40
Surrey Hills Solicitors	Services re: Furze Meadow	147.60

Information Commissioner	Data Protection Annual Fee	40.00
Nigel Fagg	Tree Hazard survey	365.00

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

Undisclosed	Clerk & RFO Salary - September	815.09
HMRC	Tax and NI contributions	37.02
Trish Walker	Expenses - postage & ink	73.19
M H Kennedy & Son Ltd	Grass mowing	332.40
SSALC Limited	Budget Planning Training	84.00
Petra Billings Woodland Consultancy Ltd	Woodland Management Plan	1,000.00
Ladywell Accountancy Services	Annual charge for payroll services	75.00
Chichester District Council	Recharge for election postal votes	127.30
Alan Tulla Lighting	Advice for footpath lights	648.40
Mr A Shaxson	Security chain and paddlock	73.00

**132.3** The income for August and September 2019 was noted:

£348 Surrey Hills Solicitors – refund on advance payment for land searches  
£21,550.00 2<sup>nd</sup> instalment precept

**133. Bank Reconciliation for July and August 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.

**134. Bank balance as of 31 August 2019 – £36,702.54**

Noted

**135. Budget statement for August 2019**

Noted

**136. Finance Committee**

The unconfirmed minutes of the Finance Committee held on 27 August 2019 were noted and the following proposals were agreed:

- i. That the Council approve the revised Financial Regulations
- ii. To note that the Finance Committee have reviewed the risk assessments for Finance, Homeworking, Reputation and Expertise and Safeguarding Information and propose further review in October 2020

**137. Planning Committee**

The minutes of the Planning Meetings held on 11 July 2019, 5 August 2019 and 27 August 2019 were noted.

**138. Highways and Byways Advisory Committee (HABAC)**

The unconfirmed minutes of the HABAC held on 3 September 2019 were noted.

**139. Play and Open Spaces Advisory Committee (POSAC)**

The unconfirmed minutes of the POSAC held on 11 September 2019 were noted and the following proposal was agreed:

*that the Council agree to investigate the purchase of three barrier style gates to secure access to South Gardens and the Warren and agree the purchase price and installation costs of up to £4,000.*

**140. Correspondence**

There were no items of correspondence.

**141. Clerks report**

The clerks report was noted.

**142. Items for future meetings**

Bus service – number 54

East Harting BT Phone box

Nyewood signage

**143. Date of next meeting** - Council Meeting 17 October 2019 at 7.30pm.

The meeting closed at 9.15 pm.