

HARTING PARISH COUNCIL

Minutes of the meeting of the Aims and Objectives Advisory Committee held on Monday 7 September 2020 at 7pm.

The meeting was held via Zoom video link in accordance with the Coronavirus Act 2020

Present: Stephanie Gaterell (SG) (Chairman), Sally Bull (SB), Sunny Dawson (SD), John Miller (JM).

In attendance: Trish Walker

- 1. Apologies for Absence:** None.
- 2. Declarations of Interest:** None.
- 3. Minutes from Meeting held on 27 July 2020** were agreed and will be signed in due course.

4. Website Update

The website is now ready to go live. All the necessary statutory requirements are now included. There are some issues to be addressed by the developer, but these are not anything major.

The launch of the website will be announced via posters the Village Stores and at other sites, the parish magazine and the village Facebook page.

The members were asked to look through the website and note any areas that needed amendment.

The accessibility statement attached to the website will need to be adopted by the Council on 17 September.

It was agreed that the date of the public meeting regarding the Tree Project should feature on the front page of the website when it is launched.

The old website will be closed down and any search traffic will be redirected to the new website.

The website is a good step towards better communication with the parish. SB was thanked for her work in developing the website.

The following proposals were agreed:

- i. That the committee should recommend that the Council agree to launch the new Harting Parish Council website on xx/xx/xxxx*
- ii. That the committee should recommend that the Council agree the Accessibility Statement*
- iii. That the committee should recommend that the Council agree the Tree Project date, once agreed, should feature on the front page of the website when it is launched.*

5. PCEG (Parish Council Emergency Group) matters

It was noted there was likely to be a second wave of Covid-19 as the newly affected case numbers were starting to increase.

It was agreed that, in the event of further restrictions, the Emergency Plan would be operated in the same manner as previously. This would commence with a household

emergency pack being produced and delivered to each property. The appropriate stationery items will be purchased as a precaution, any printing can be carried out at short notice by Petaprint in Petersfield.

The members also agreed it would be helpful to know what resources were available from WSCC in the case of a second wave of Covid-19, particularly as the communication during the initial phase was quite slow at first.

The following proposals were agreed:

- i. That the committee should recommend that the Council agree to ask the local county councillor to ask WSCC to provide a breakdown of resources, both physical and monetary, that are available to parish councils*
- ii. That the committee should recommend that the Council agree to ask the local county councillor to confirm that WSCC will produce an information leaflet for each household in the event of a second wave of Covid-19*
- iii. That the committee should recommend that the Council agree to allow a further contingency sum of £500 which can be used by the PCEG in the event of a second wave of Covid-19.*

6. Future projects

6.1. Parish Office space

This remains a long term project, but with the threat of a second wave of covid-19, and the vulnerability of running an Emergency Group from a domestic property, there is an immediate need to find a space that can be used immediately as a temporary office space. The Upper room in the Village Hall, currently housing the Council archives, could be used in such a situation and access could be via the emergency door at the rear of the hall to ensure the security of the playgroup areas are not compromised. It was agreed the Council should be asked to consider approaching the hall trustees with this proposal.

6.2. Parish public meeting

The public meeting to promote the Harting Tree Project has had to be cancelled on several occasions due to the Covid-19 restrictions and limitations of numbers gathering in public.

There has been some clarification of the government regulations by NALC (National Association of Local Councils) which enable councils to hold a face to face meeting if they 'have an identified need to hold a physical meeting'. The need to have a meeting has become more urgent as it is hoped the first phase of planting will take place at the end of November 2020. The meeting will give residents that chance to find out more about the project and ask any appropriate questions.

The coronavirus legislation also eased the restrictions around the possible days and timings of meetings as well as the statutory notification needed.

The members agreed that a possible date of Saturday 26 September at 4pm would be proposed to the Council.

There will need to be a risk assessment undertaken for the meeting and marshals will be needed to direct people to ensure social distancing is maintained.

6.3. Project Manager – Harting Tree Project

The members discussed the need to find a project manager to and support the Tree and Woodland subcommittee to roll out the Harting Tree Project

The following proposals were agreed:

- i. *That the committee should recommend that the Council agree to ask the trustees of the Village Hall to allow the establishment of a temporary office space in the Upper Room of the village hall to be used in the event of a second wave of Covid-19*
- ii. *That the committee should recommend that the Council agree to set a date for the public meeting to be held on Saturday 26 September at 4pm, subject to satisfactory risk assessments and confirmation of guidance from SSALC (Surrey Sussex Association of Local Councils), and to agree a venue*
- iii. *That the committee should recommend that the Council agree to appoint a volunteer project manager to assist the Tree and Woodland Sub Committee organise the Harting Tree Project*

7. Any other business

Review of assets and leases

8. Date of next meeting: Monday 5 October, time to be agreed.

The meeting closed at 8.30pm