

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 17th May 2018 at 7.30 p.m.**

Present: Mr Shaxson, Mrs Bramley, Dr Bowman, Mrs Dawson, Mr Bonner and Mr Stuttaford.
In attendance: Mrs Walker (Parish Clerk) and Dr O'Kelly (County Councillor)

There were 5 members of the public in attendance.

1 Election of Chairman

Mr Shaxson was nominated as Chairman by Dr Bowman and this was seconded by Mrs Dawson. 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 Mrs Dawson and was seconded by Mr Stuttaford. 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: Mr Johnson-Hill, Mr Healey, Mr Palmer, Mr Powys Maurice and Mrs Gammon.

4 Declarations of Interest: None

5 Minutes from Meeting held on 19th April 2018

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

6 Questions from the Public

- Two children from Nyewood, accompanied by the parents of one of the children, presented a letter to the Council listing names of 34 Nyewood residents who were requesting that the play area in Furze Meadow be made more attractive and exciting to encourage children to play outdoors.

The Chairman thanked the young people for the effort they had made and outlined the problems encountered by the Council in trying to acquire and improve the area. He noted that Furze Meadow was to be discussed later in the meeting, and it was hoped some progress might then be made.

7 Matter of Urgent Public Importance: None

8 Reports from the County and District Councillors

Dr O'Kelly, the County Councillor, reported that WSCC have confirmed that they wish to retain a household waste and recycling plant at Midhurst.

Stagecoach have now taken over the 54, 91, 92 and 93 routes and new timetables have been issued. They are also going to renew the bus stop signs to make people aware of the new service. The WSCC bus strategy consultation is currently open, closing on 6th June. The NW West Sussex bus steering group had met on 1st May and the first plan is to promote and publicise bus services.

The WSCC crowdsourcing grant model is now up and running and can be accessed via www.westsussexcrowd.org.uk.

There will be severe disruption in Midhurst whilst major road reconstruction is carried. Rumbolds Hill will be closed 24 hours a day from 10-23rd June 2018. WSCC have also introduced “rove and fill” teams to move around the area to fill potholes, they are currently filling 250 potholes a day.

The biannual “What matters to you” survey has been launched, the information from this will help WSCC set their priorities for the next few years.

The next drop in session will take place in The White Hart on 12th July 2018 from 10.30-12.30.

Mr Shaxson gave a report as the District Councillor. The District Council is due to hold its annual meeting during the next week and this would very much be a scene setting exercise for the next year. There had been a briefing on the A27 route, but this was in embargo until Friday. The “Build a better A27 group” had come up with 2 routes, one is a major upgrade of the existing A27 and the other is a Northern route.

The Local Plan has been submitted to the Inspector but there are concerns that people expressing an interest to speak will only be able to if invited by the Inspector.

The North Chichester County Local Committee is meeting on 19th June at Elsted Village Hall, and the Velo South organisers are attending.

Finance Committee

9 Appointment of members

The following members were elected to the Finance Committee:

Mr Bonner, Mr Shaxson (ex officio), Mrs Bramley (ex officio), Dr Bowman, Mr Healey, Mr Johnson-Hill and Mr Stuttaford.

10 Appointment of Chairman

Mr Bonner was elected as Chairman of the Finance Committee.

11 Review of Terms of Reference

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

12 Review of the Financial Regulations

The following recommendation was agreed:

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

13 To note that the Asset Register was agreed on 15th March 2018

Noted

14 To propose agreement of the list of regular payments for 2018-2019

The following recommendations were agreed:

- i) That the Council agree to increase the level of approved regular payments to £750
- ii) That the Council adopt the revised list of regular payments

Payment category	Payee	Purpose(s)	No. per year
Staff (Clerk/RFO)	Trish Walker	- Salary	12
		- Office supplies	4
	Ladywell Accountancy Services	Clerk's PAYE/NI	4
Grants & Donations	Harting Parish Church	Burial ground donation	1
	Harting Congregational Church	Burial ground donation	1
	Petersfield Citizens Advice Bureau	Donation	1
	Heather Tuke	Hospital car telephone	2
	D. Harknett	HCH bookkeeping	≥4
	Lady Trail	Allotment rent	1
	Harriet Wilson- Lady Traill	Parish Magazine Sub	1
Office Admin	NALC/SSALC	Membership	1
	Wallis White & Co	Internal auditor	1
	D. Harknett	Audit preparation	1
	Spanglefish	Website	1
	Ladywell Accountancy Services	Payroll administration	1
	Moore Stephens	External auditor	1
	Office of the Information Commissioner	Notification fee (Data Protection Act)	1
Parish Admin	Came & Co Broker	HPC insurance	1
Maintenance	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

- iii) That the Council note the appointment of Moore Stephens as External Auditors

15 Review of the Insurance Schedule

The following recommendation was agreed:

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

16 Review of Staff and Council subscriptions

The following recommendation was agreed:

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

17. Review of the Health & Safety Policy and Risk Management Strategy

The following recommendation was agreed:

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

Planning Committee

18 Appointment of members

The following members were elected to the Planning Committee:

Mr Healey, Dr Bowman, Mr Shaxson (ex officio), Mrs Bramley (ex officio), Mr Bonner, Mr Powys Maurice and Mr Stuttaford.

19 Appointment of Chairman

Mr Healey was elected as Chairman of the Planning Committee.

20 Review of Terms of Reference

The terms of reference for the Planning Committee were reviewed, and subject to a minor amendment, were agreed.

Personnel Committee

21 Appointment of members

The following members were elected to the Personnel Committee:

Dr Bowman, Mrs Bramley (ex officio), Mr Shaxson (ex officio), Mr Healey and Mrs Dawson.

22 Appointment of Chairman

Dr Bowman was elected as Chairman of the Personnel Committee.

23 Appointment of Vice Chairman

Mrs Bramley was elected as Vice Chairman of the Personnel Committee.

24 Review of the Terms of Reference

The terms of reference for the Personnel Committee were reviewed, and subject to an amendment to paragraph 5 "The membership will be a maximum of eight", were agreed.

Play and Open Spaces Advisory Committee (POSAC)

25 Appointment of members

The following members were elected to POSAC:

Mr Stuttaford, Mr Shaxson (ex officio), Mrs Bramley (ex officio), Mr Bonner, Mr Palmer, Mrs Gammon, Mrs Dawson.

26 Appointment of Chairman

Mr Stuttaford was elected as the Chairman of POSAC

27 Review of the Terms of Reference

The terms of reference for POSAC were discussed, and subject to the movement of a sentence from paragraph 5 to paragraph 6, were agreed.

Complaints Committee

28 Appointment of members

The following members were appointed to the Complaints Committee:

Mr Stuttaford, Mr Shaxson (ex officio), Mrs Bramley (ex officio), and Dr Bowman.

29 Appointment of Chairman

Mr Stuttaford was elected as Chairman of the Complaints Committee

30 Review of the Terms of Reference

The terms of reference for the Complaints Committee were reviewed, and subject to changes to refer to GDPR, were agreed.

31 Review of the Complaints Procedure

The Complaints Procedure was reviewed and agreed.

Highways and Footpaths

32 Appointment of members

The membership of the Highways and Footpath Committee was deferred until the terms of reference had been agreed

33. Terms of Reference

*The following recommendation was agreed:
that Terms of Reference should be drawn up for the Highways and Footpaths Committee and presented to the Council in July 2018.*

Clerk to draw up initial TOR's

Representation on Other Bodies

34. War Memorial Playing Field

Mr Powys Maurice was elected as the Council representative for the War Memorial Playing Field Committee

35. Harting Community Hall

Mr Stuttaford was elected as the Council representative for the Harting Community Hall.

36. Reports to Council

*The following recommendation was agreed:
that the Parish Council representatives to the War Memorial Playing Field and Harting Community Hall should report to the Council at least once every 6 months.*

37. Review of the Standing Orders of the Council

The Standing Orders of the Council were reviewed and agreed.

38. Review of the Code of Conduct of the Council

The Code of Conduct was reviewed and agreed.

Policies

39. Freedom of Information Act 2000 Policy

The following recommendation was agreed:

that this policy is reviewed in July 2018 once the implications of GDPR are better known.

40. Data Protection Act 1998

The following recommendation was agreed;

that this policy is amended in line with GDPR once the implications are better known.

41. Media and Press

The Media and Press Policy was reviewed and agreed.

42. Correspondence Protocol

The Correspondence Protocol was reviewed and subject to some minor changes was agreed.

43. Retention Policy

The Retention Policy was reviewed and agreed.

44. Grants Policy

The Grants Policy was reviewed and subject to changes to some minor changes was agreed.

45. Metal Detecting Policy

The Metal Detecting Policy was reviewed and agreed.

46. Schedule of Council Meetings

The schedule of meetings for 2018/19 was agreed and noted.

21st June 2018

19th July 2018

August –no meeting

20th September 2018

18th October 2018

15th November 2018

20th December 2018

17th January 2019

21st February 2019

21st March 2019

18th April 2019

16th May 2019

47. Furze Meadow

Mr Stuttaford reported that after lengthy negotiations with Hyde Housing, an in principle agreement had been reached, that subject to agreeing to the Heads of Terms the Parish Council would be able to proceed to purchase the Furze Meadow play area.

This will have an ongoing cost to the Council for maintenance, but will provide a secure future for the area and enable the play equipment to be repaired or replaced.

The next step would be to agree Heads of Terms with Hyde, and then instruct a solicitor to progress the purchase of the area.

The members were very pleased that this long running issue was drawing to a close.

The following recommendations were considered:

- i. that the Council agree to purchase the Furze Meadow play area from Hyde Housing for the sum of £1, subject to certain positive obligations and restrictive covenants
- ii. that the Council instruct Mr Ian Davison to act on behalf of the Council
- iii. that the Council investigate whether Nyewood residents would be willing to help the Council manage the area.

It was suggested that (ii) be amended to read:

that the Council, at the appropriate stage, instructs Mr Ian Davison to act on behalf of the Council.

The amendment to the recommendation was agreed and the substantive recommendation were then agreed.

The following recommendations were agreed:

- i. that the Council agree to purchase the Furze Meadow play area from Hyde Housing for the sum of £1, subject to certain positive obligations and restrictive covenants*
- ii. that the Council, at the appropriate stage, instructs Mr Ian Davison to act on behalf of the Council.*
- iii. that the Council investigate whether Nyewood residents would be willing to help the Council manage the area.*

One of the members of public present thanked the Council for its work in this area.

48. Traffic Update

The traffic surveys have now taken place and it is hoped that the results will be available in a couple of weeks. This is slightly delayed as the work was subcontracted by the WSCC. In order to progress matters once the traffic survey data has been received, the Traffic Working Group would like to arrange an introductory meeting with a traffic consultant.

The following recommendation was agreed:

that the council authorise the working group to arrange an introductory meeting with the traffic management consultant at a cost of £45 per hour

Mrs Bramley left the meeting

49. GDPR Update

An update was given on the requirements of the GDPR bill that was still passing through Parliament. It is anticipated that there will be an amendment which removes the legal

requirement for parish councils to appoint a DPO (Data Protection Officer). However, it is still seen to be good practice to use a professional DPO to ensure the Council is compliant with GDPR. A professional DPO would be a source of advice and a vital contact with the Information Commissioners Office if there were a data breach. The cost of a DPO is reasonably small at about £150 per annum.

It was confirmed that the RFO in conjunction with the Chairman has authorised the sum of £100 (Financial Regs 4.1) to enable a preliminary meeting with a potential DPO who will assess if they are willing to work with the Parish Council.

The potential DPO may be able to provide advice on the setup and transfer to individual councillor emails and file sharing that will be necessary to comply with GDPR. Unfortunately, the IT specialist initially engaged to help can no longer do so.

The following recommendations were made:

- i. to agree to the appointment of a Data Protection Officer at a cost of about £150 per annum, subject to a preliminary meeting.*
- ii. subject to advice received at the preliminary meeting, to agree to purchase a licence for Office 365 for the councillors and the clerk at a cost of about £7.90 per user per month (one year contract) including the Office suite (£3.80 without Office, but compatibility will need to be checked for all users)*
- iii. to agree to paying for data protection policies and working protocols (about £50)*
- iv. to agree to the appointment of a new IT specialist to aid the Council to move towards the new way of working with council emails and file sharing.*
- v. to agree to the appointment of an IT specialist to aid councillors in the process of data cleansing, if needed.*
- vi. to agree to establish a Working Group to work on the processes required to move toward GDPR compliance.*
- vii. to agree to any additional expenditure that may be necessary up £1000 (this is the level that could be agreed by the Chairman and RFO without a proposal to the Council).*

It was suggested that (vii) be amended to read:

- vii. to agree to any additional expenditure that may be necessary*

The amendment to the recommendation was agreed and the substantive recommendation were then agreed.

50. WSCC Bus Strategy Consultation

WSCC is in the process of developing a new Bus Strategy to run from 2018-2026 and are carrying out an online consultation which is accessible via the WSCC "Have your say" website and runs from 12th April to 6th June 2018.

The consultation is asking the respondent to agree or disagree with the 7 objectives of the proposed strategy, and then to choose the 3 top priorities giving reasons for that choice. The Council agreed that a response should be given with emphasis on the need for local community transport.

*The following recommendation was agreed:
that the Chairman and clerk would be delegated to formulate a comment.*

51. WSCC Post – 16 Transport Consultation

WSCC is carrying out an annual consultation to gather views from young people, parents and other interested parties with regard to post-16 transport. The policy outlines the help that might be available through the County Council, schools and colleges, transport operators and others, to help young people get to school and college. The consultation is accessible via the WSCC "Have your say" website, and runs from 20th April to 25th May 2018.

*The following recommendation was agreed:
that the Chairman and clerk would be delegated to formulate a comment.*

52. Samaritans request for a grant

The Bognor Regis, Chichester and District branch of the Samaritans had approached the Council asking for a donation as each branch is required to raise their own funds. The members agreed that further information should be sought to confirm the local branch that would service the Harting Parish

*The following recommendation was agreed:
that the decision should be deferred to the June Council meeting when more information would hopefully be available*

Clerk to find further information about the local branches that Harting residents might contact

53. Community Governance Review of Parish arrangements for Rogate and Harting

At the meeting on 27th July 2017, the Parish Council had agreed, subject to agreement by Rogate Parish Council, to approach CDC requesting the start of a boundary review to include a very small number of houses at the northern end of Nyewood. This review has reached the first stage of consultation stage and the Council was invited to comment on the proposed change.

*The following recommendation was agreed:
that no further comment was necessary other than to reaffirm the acceptance of the proposed change*

54. Finance

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

Trish Walker	Clerk & RFO Salary	Undisclosed
Spanglefish	Annual website fee	29.95
Came & Co	Parish Council Insurance	348.14
M H Kennedy & Son Ltd	Grass Cutting	162.00

54.2. The following receipts were noted:

S106	£184.83
Vat Refund	£3092.89

55 Bank Reconciliation for May 2018

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".

56 Budget Statement for May 2018

Noted

57 To note the bank balance as of April 30th 2018 - £73,591.07

Noted

58 Annual Governance Statement 2017/18

The statement had been circulated to members in advance of the meeting. The members reviewed the responses to the questions read out by the Chairman and agreed that "Yes" should be the response to all the statements.

The clerk and the Chairman signed and dated the Governance Statement.

59 Accounting Statements 2017/18

The accounting statements had been circulated to the members in advance of the meeting. The Chairman proposed that the Accounting Statement for 2017/18 should be approved and the Annual Return submitted to the external auditor.

The members agreed and the RFO and Chairman signed and dated the Accounting Statement.

60 Planning

The minutes of the Planning Committee held on 17th April 2018 were noted.

61 Correspondence

None

62 Clerk's Report

Noted

63 Items for future meetings

- Health and Safety report
- Allotments
- Fingerposts

64 Date of next meeting

21st June 2018

The meeting closed at 9.35 p.m.