

# HARTING PARISH COUNCIL

## MINUTES

Minutes of the Meeting of Harting Parish Council held in the **Harting Community Hall, Pease Croft, South Harting on Thursday 21<sup>st</sup> June 2018 at 7.30 p.m.**

**Present:** Mr Shaxson, Mrs Bramley, Mr Healey, Dr Bowman, Mr Bonner, Mr Johnson-Hill, Mrs Dawson, Mrs Palmer and Mrs Gammon.

In attendance: Mrs Walker (Parish Clerk) and Dr O'Kelly (County Councillor)

There were 9 members of the public in attendance.

**65 Apologies for absence:** Mr Stuttaford and Mr Powys Maurice.

**66 Declarations of Interest:** None

**67 Minutes from the Annual Meeting held on 17<sup>th</sup> May 2018**

The last paragraph of Minute 49 was amended to read "the amendment to recommendation vii was agreed and the substantive recommendation was then agreed. The first six recommendations (i-vi) were also agreed."

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

**68 Questions from the Public**

- Do the Council know who will pay for the policing of the Velo South cycle event. It appears that the similar event held in Birmingham last year had some problems requiring police attendance.  
*The Chairman confirmed that Velo South had stated that they would be controlling the events using both paid and voluntary marshalls. The police will only be in attendance if there are any problems, and they would be funded in the normal way.*
- There is concern about where the residents that currently park in North Lane, The Square and The Street will park on 23<sup>rd</sup> September as the route has to be clear of vehicles. The Velo representative at the Roadshow said they were going to approach a local landowner to provide parking space. The issue is also relevant to people that need to pre-position cars if they need to go out that day.  
*The Chairman reported that it was up to Velo South to provide a place for parking for both residents and possible spectators. He confirmed that the Parish Council will chase Velo on this issue.*
- There is concern that the Velo South leaflet stated that any cars still parked on the route can legally be removed. Can the Parish Council pursue this with Velo to see what authority they have and where the cars would be taken to.

*The Chairman confirmed that this was an issue faced by all the villages along the route. He confirmed that the Parish Council, himself as District Councillor, and Dr O’Kelly as County Councillor would do all they can to find answers about this.*

- It feels that Velo South has been foisted on the area. It was first mentioned in the March Parish Council minutes, and then discussed at the All Parish Meeting in April. It appears that it was a done deal. Is it possible to relay to WSCC the dissatisfaction about the total lack of consultation.

*The chairman confirmed that the Council would be debating the issues surrounding Velo South later in the meeting, and this would be considered.*

## **69 Matter of Urgent Public Importance: None**

## **70 Reports from the County and District Councillors**

Dr O’Kelly, the County Councillor, reported that the Education Strategy Consultation had been extended to 25<sup>th</sup> June 2018. The Strategy refers to viable schools having 210 pupils. This leads to concerns that some small West Sussex schools will face closure or amalgamation, although unlikely in the immediate vicinity at this time.

The NW West Sussex bus working group is due to meet on 10<sup>th</sup> July 2018 at Rogate Village Hall, they are hoping to get SDNPA to promote the local bus services 91, 92 and 54.

WSCC have announced further funding of £540k for pothole repairs.

The Council had also agreed, along with the District Council, to favour the Northern option for the A27 route.

The County Council is also considering how to encourage more women to stand as councillors.

Consideration is also being given to electric vehicle charging points, particularly where houses are without off road parking. CDC are already putting charging points in carparks.

The next drop-in session is to be in The White Hart on 12<sup>th</sup> July 2018 at 10.30am.

Mr Shaxson gave a report as the District Councillor. Both the District Council and WSCC have agreed to ask Highways England to prioritise the Northern A27 route which will be slightly sunk in the ground, and put into cut and cover tunnels in some places to reduce its impact. He noted that agreement on any scheme is a long way off and that it would cost a great deal more than the previous schemes.

CDC are concerned about the impact that online shopping has on towns and cities. Online shopping has reached 20%, and it is felt that it might increase to 40% in the next 5 years.

The District Council need to be fully aware of developing ways to encourage trade into towns.

A pre-application has been submitted for the old Grange Centre site in Midhurst, this is good news as the site has been left for several years.

## **71 Update on the South Downs Local Plan**

Dr Bowman gave an update to confirm that SDNPA had submitted the latest version of the South Downs Local Plan to the Planning Inspectorate on 27<sup>th</sup> April 2018. It was noted there were no changes to the site allocation “Land North of the Forge”. However, a significant change had been made to the allocation “Land at Loppers Ash”. It has reverted back to the original plan, and the settlement boundary has been redrawn to reflect the change. Was this change made as a result of the representations made in response to the Pre-submission Plan? The change to this site has removed the requirement for a single access point from New Lane, this will result in the historic bank being breached by drives in several places. Clarification has been given to the definition of “replacement dwellings”, “extensions” and “existing dwellings”.

There are many further papers to be considered and updates will be given to the Council as necessary.

The public hearing will not take place until October 2018, so it is likely to be well into 2019 before the Local Plan is adopted.

*The following recommendation was agreed:*

*That the Council noted the report.*

## **72 Traffic Update**

Mrs Bramley reported that the traffic survey results had been received and the first stages of analysis had shown that the net result increase in traffic on B214 since 2008 was between 17-22%. However, speeds are lower than in 2008 which may be as a result of the volume of traffic and parking issues.

Tipper Lane showed no increase in volume and the average speed was under 20mph.

The Traffic Working Group had met with a traffic consultant who was going to prepare quotes in relation to the production of a traffic scheme for the village.

Undoubtedly, any traffic scheme will be a long process so in the meanwhile the TWG will contact WSCC to try and improve the 30mph signage and requests roundels on the roads entering the village.

Mrs Bramley had also attended a Boxgrove Parish Council meeting to hear about the community Speedwatch scheme which has been operating there. This scheme is run in conjunction with the police and has been successful in reducing traffic speed. Further information will be pursued.

*The following recommendation was agreed:*

*That the Council noted the report.*

## **73 GDPR Update**

The clerk reported the progress made by the GDPR Working Group since the last meeting. ProcessMatters2 (PM2) had carried out a Data Mapping exercise to establish the areas to be addressed to achieve full compliance with GDPR.

PM2 will act as Data Protection Officer to the Council, and will provide IT Security and new Data Protection policies for adoption.

All councillors and the clerk will need to receive Data Protection training, and this will most likely take place in July, subject to availability of the trainer and location. PM2 will provide this training.

Technical support will be provided by JnR Computers for a period of one year. This support will enable the setting up of individual councillor emails using a new .gov.uk domain name, file sharing and system security. The emails and file sharing will be achieved by using Office 365 and Sharepoint. JnR Computers will provide both the clerk and councillors with both hardware and software support.

It was noted that the cost to the Council of GDPR in the first year would be in the region of £2600.

*The following recommendation was agreed:*

*That the Council noted the report.*

#### **74 Tree update**

The Tree Working Group confirmed that the TCA application for tree works in South Gardens had been approved. This work will crown lift many trees to improve the area in terms of health and safety, and in particular to enable the mowing contractors to carry out their work safely.

The Chairman was thanked as he had already carried out a lot of the work to the trees alongside the pathway to enable access for the machinery which is due to lift and remove the Horse Chestnut timber in the next couple of weeks. There may be a small amount of chippings left, and perhaps a working party can be formed to move them.

There are some tree works to be carried out to 13 trees in the Warren resulting from the second tree survey. The clerk will request quotes for this work and any remaining work in South Gardens.

The Woodland Trust have arranged for one of their consultants to come and survey the Warren on 19<sup>th</sup> June 2018, this will help to create a Woodland Management Plan.

*The following recommendation was agreed:*

*That the Council noted the report.*

#### **75 School Effectiveness Consultation**

It was noted that WSCC were holding a consultation, due to close on 25<sup>th</sup> June 2018, on a new School Effectiveness Strategy.

The main concern arising from the Strategy is that it suggests the number of pupils required for a school to be deemed viable is 210. This is an issue for many small schools and there are fears that this Strategy could lead to closures and amalgamations, impacting hugely on local communities.

The clerk had contacted the local Head teacher and Chair of Governor for their opinion, and this was considered by the Council.

*The following recommendation was agreed:*

*that the councillors agreed that the Parish Council should respond to the consultation emphasising the impact of school closures on the community.  
Chair and Clerk to complete the consultation survey.*

#### **76. Fingerposts**

The Chairman outlined the situation with Heritage Finger Post Signs (HFPS), which had been ongoing since 2015. HFPS was commissioned to repair 2 fingerpost, and the Council paid an initial 50% deposit of £850.

At the time of the meeting, the work had not been completed. Despite many reminders and communications, HFPS has only repaired one post, but not to a satisfactory standard. The second post has not been completed and some parts are still held by HFPS. Recently, when contacted, HFPS had indicated that the initial costs had increased but there were no further details, or reasons why the works had not been completed.

The councillors were asked to consider what action should be taken next.

*The following recommendation was agreed:*

*that the Council cease all further communication with HFPS.*

*Clerk to notify WSCC of the Council's dissatisfaction with HFPS.*

#### **77. Furze Meadow update**

There was no further update available at the time of the meeting. The Heads of Terms were awaiting agreement by Hyde Housing.

*The following recommendation was agreed:*

*That the Council noted the report.*

#### **78. Allotments**

It was noted that an Allotment Management course was due to be provided by SSALC, and it would provide guidance to ensure the Council fulfils its statutory duty.

*The following recommendation was agreed:*

*that the Clerk should attend the SSALC Allotment Management course on 6<sup>th</sup> September 2018 and report back to the September Council meeting.*

#### **79. Velo South**

The Chairman gave an update of the latest situation regarding the Velo South cycle event, and noted that the situation was changing on a daily basis and had altered since the report for the agenda had been written.

The North Chichester CLC meeting held at Elsted on 19<sup>th</sup> June 2018 had been attended by the Velo South organisers and many members of the public. Both WSCC and Velo South had been surprised at the level of concern and upset regarding the road closures that are planned for the event.

There is considerable concern within the community about the lack of communication. The leaflets that should have been delivered to all the affected households, and advertising the Roadshows to be held locally, were not delivered and hence many in the community are only just becoming aware of the event.

The length of the road closures is of great concern, with Harting and Nyewood residents facing 9 hours of closures, leaving many residents trapped in their homes. It seems that the closures will be given permission by WSCC as the emergency services are confident they will be able to operate safely that day, and cyclists will be stopped to allow any blue lights through.

It was noted that a group of local people were hoping to put together a petition to WSCC to stop the road closures. If the petition is signed by at least 3000 people, it would force WSCC to debate the issue.

The question was raised whether the community should embrace the event as it was raising funds for charity and it might be an opportunity for the village to have a street party. The general feeling was that the ideal location for a street party would be in the main street. which would be closed and full of cyclists.

After some debate the following recommendation was considered:

To note the report.

It was suggested that this be amended to read:

that the Council write to WSCC objecting to the road closures and expressing strong concern about the lack of consultation about an event that will inconvenience large numbers of residents.

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

*The following recommendation was agreed:  
that the Council write to WSCC objecting to the road closures and expressing strong concern about the lack of consultation about an event that will inconvenience large numbers of residents.*

Clerk and Chairman to draft a letter to WSCC, and also to Velo South about parking.

## **80. Play equipment**

The clerk reported that the slide in South Gardens has been subject to some vandalism, and its safety needed to be assessed.

The annual inspections are due in the next two months, so it was suggested to bring them forward, and that quotes should be requested for the inspections.

*The following recommendation was agreed:  
that the Clerk arranges for three quotes for the play equipment inspections at South Gardens and the War Memorial Playing Fields.*

### 81. Samaritans

The Council had received a request for a grant from Bognor and Chichester branch of Samaritans. The councillors considered the valuable work carried out by the charity, but also agreed that the Council must consider the possibility that further requests may be forthcoming from other charities.

*The following recommendation was agreed:*

*that the Council decide to give a grant of £100 to the Bognor and Chichester branch of Samaritans, as a one off payment. Further such payments to be considered in the next budget round.*

### 82. Review of Council Policies & Procedures

The Disciplinary procedure and the Grievance procedure were reviewed and agreed.

### 83. Finance

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

Trish Walker	Clerk & RFO Salary	Undisclosed
HMRC	Tax and NI contributions	20.70
Trish Walker	Clerks expenses	130.73
Debbie Harknett	Accountancy adviser Mar-May	123.75
Debbie Harknett	Harting Community Hall Bookkeeper	224.10
WMPF	Annual Grant	2,000.00
M H Kennedy & Son Ltd	Grass Cutting	324.00
Wallis White & Co Ltd	Internal Audit	270.00
Surrey Hills Solicitors	Furze Meadow advice	138.00
Lexisnexis	Arnold Baker Local Council 10th edition	59.99
SSALC Limited	Councillors Training	72.00
WMPF	Lengthsman	130.00
Harting Community Hall	Insurance claim for water pump	1510.40

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

£1510.40 Insurance payment re: HCH water pump

### 84. Bank Reconciliation for June 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".

### 85. To note the bank balance as of 31<sup>st</sup> May 2018 - £71,583.05

Noted

## **86. Budget Statement for May 2018**

Noted

## **87. Health and Safety Quarterly Report**

No incidents to report.

## **88. Planning**

The minutes of the Planning Committee held on 17<sup>th</sup> May 2018, and the unconfirmed minutes of the meeting held on 5<sup>th</sup> June 2018 were noted.

## **89. Finance Committee**

The unconfirmed minutes of the Finance Committee held on 5<sup>th</sup> June 2018 were noted.

*The following recommendations were made:*

- i. That the Council approve the revised Financial Regulations*
- ii. To note that the Finance Committee have reviewed the Health & Safety and Risk Management Strategy and propose further review in April 2019*
- iii. To note that the Finance Committee have reviewed the risk assessments for Public Safety, POSAC and Reputation and Expertise and propose further review in April 2019*
- iv. To note that the Finance Committee propose the risk assessments for Finance, Safeguarding of Information and Homeworking should be reviewed in October 2018 after taking account of GDPR*
- v. That the Insurance Schedules for the Parish Council, WMPF and HCH are retained at the current level*
- vi. That the staff and Council subscriptions are retained at the current level*

It was suggested that (ii) and (iii) were amended to include “and propose they are adopted” at the end of the recommendation.

The amendment to (ii) and (iii) was agreed and the substantive recommendation were then agreed.

The recommendations (i),(iv),(v) and (vi) were also agreed.

## **90. Correspondence**

The clerk gave details of 4 items of correspondence:

- i. suggestion from member of public that the Village Hall should have solar panels installed.*
- ii. CDC had informed the Council that the Planning system will move towards a paperless way of working from October 2018.*
- iii. Holly Nicol, CDC – Housing Needs Assessment, had confirmed that changes to rectify the numerical errors in the assessment, and had noted the Council’s concerns about the methodology used to collect data.*
- iv. the Police have requested to attend the Council meeting in April 2019 to report on crime levels in the area.*

## **91. Clerk’s Report**

Noted



## **92. Items for future meetings**

- GDPR

## **93. Date of next meeting**

19<sup>th</sup> July 2018 at 7.30pm

## **94. Clerk's Contract**

The NALC GDPR Toolkit suggests that councils may wish to appoint someone to provide central support and guidance in respect of data legislation compliance. The role of Data Protection Compliance Officer (DPCO) could be added to the duties of the Clerk.

The Clerk was happy to take on this role.

*The following recommendation was agreed:*

*that Mrs Walker's contract be amended as follows;*

- *To act as the Council's Data Protection Compliance Officer (DPCO) providing central support and guidance to councillors in respect of compliance with data protection legislation including GDPR.*
- *As DCPO to liaise as necessary with the Council's Data Protection Officer (DPO) if one had been appointed and, in the absence of an appointed DPO, with the Information Commissioner's Office in the event of a data breach.*

The meeting closed at 9.40 p.m.