

HARTING PARISH COUNCIL

MINUTES

Minutes of the Parish Council Meeting held in the **Harting Community Hall, Pease Croft, South Harting** on **Thursday 15th February 2018 at 7.30pm.**

Present: Mr Shaxson (Chairman and District Councillor), Mrs Bramley, Mr Healey, Dr Bowman, Mr Bonner, Mr Stuttaford, Mrs Dawson and Mrs Gammon.

In attendance: Mrs Walker (Parish Clerk). Dr O’Kelly (County Councillor).

There was 1 member of the public in attendance

213. Apologies for absence: Mr Johnson-Hill, Mr Powys Maurice and Mr Palmer

214. Declarations of interest: None.

215. Minutes from Meeting held on 18th January 2018

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

216. Questions from the Public: None.

217. Matters of Urgent Public Importance: None

218. Reports from County and District Councillors

Dr O Kelly, as County Councillor, reported that Emsworth and District Bus Company had just announced they were withdrawing from two of the contracted bus services, route 54 and route 91/2, from April 2018. These services currently run 6 days a week, and there will be a great impact on Harting and the surrounding villages if they cease. WSCC is considering whether an alternative bus company can be contracted, although it is felt that this might be too costly.

WSCC will make provision to transport school children affected by the changes.

A bus plan consultation is due to take place in February- March and this will be accessible via the “have your say” website.

Community grants are being halved and moved to an arrangement of crowd-sourcing. Part of these grants were previously used for resident’s well-being. The decision is due to be scrutinised by the environment, communities and fire committee.

Dr O’Kelly confirmed that the decision about the change of catchment area for Easebourne and Midhurst is still pending.

Locally, Dr O’Kelly had met with Warrenside residents regarding bins, policing and mobile recycling. The CDC Community officer has arranged an estate inspection with Hyde to take a look at all the issues. A community clear up is organised for that area on 22nd March 2018, and a further project to restore the bank behind the Warrenside carpark is being considered.

Mr Shaxson, as District Councillor, reported that the Enterprise Centre in Terminus Road, Chichester is about to open. The centre is designed to allow businesses to start up and close down with minimum costs as it offers business space with a minimum of 2 weeks rental. It is hoped that this will make new businesses more feasible. There are 82 units available, including both offices and workshops.

219. POSAC Committee Member

*The following recommendation was agreed:
That Mr Anthony Palmer was elected to POSAC*

220. SDNPA Local Plan Consultation: Summarised responses to be sent to the Secretary of State

Dr Bowman outlined concerns that summarised versions of the responses to the SDNPA pre-submission plan are going to be submitted to the Secretary of State alongside the original comments. The summaries are going to be written by SDNPA officers, and it is feared that the Council's response will not be read in full by the Inspector.

It is, therefore, very important that councillors and residents are made aware of this as previously the SDNPA have not mentioned using summaries. There were concerns amongst the members that the Parish Council would not have an opportunity to see the summarised comments.

It was noted that in the Council submission there was a request to enable two councillors to take part in the hearing.

Information about this issue will be placed in the next edition of Harting Parish News.

*The following recommendation was agreed:
to note the report, and to ensure attendance at the meeting of SDNPA on 22nd March 2018 to express the Council's concern about the implications of providing summaries.*

221. Village Litter Picking Day

The Council discussed the arrangements for the litter picking day and the need to review the associated risk assessments for that activity.

*The following recommendation was agreed:
that the Litter Picking Day should take place on 17th March 2018 starting at the Village Hall at 9.30 am.*

Action: Clerk to advertise day and to ensure risk assessments are provided.

222. General Data Protection Regulation (GDPR)

The clerk outlined the new GDPR coming into force on 25th May 2018, and the likely impact it will have on the Council. Certain measures will need to be put in place to protect personal information of staff, councillors, contractors, volunteers and members of the parish. Data will need to be stored in a secure and accessible manner to conform to the new regulation, and also to enable the collation of any data if required by Freedom of Information requests.

Further information and guidance is expected from NALC but, as the timetable for implementation is very tight, it is important that the Council perform certain actions in readiness, and are able to show some progress toward implementation.

These include:

- Setting up individual councillors emails
- Setting up a file sharing cloud based system
- Carrying out a data audit
- Carrying out a data cleansing exercise
- appointing a Data Protection Officer (DPO)

The following recommendations were agreed:

- i. to note the report*
- ii. to seek IT advice regarding setting up councillor emails and file sharing facilities*
- iii. to purchase a number of Microsoft Business Essential licences for a period of 2 months, to allow it to be tested as one possible option for emails and file sharing.*
- iv. to set up a Task and Finish Group consisting of the clerk, Mr Shaxson and Dr Bowman.*
- v. that a progress report should be given to the March meeting.*

223. Grass Cutting Quote

The quote from M H Kennedy and sons for the cutting of the grass in South Gardens for the year 2018 was considered.

The following recommendation was agreed:

That the quote of £135 per cut from M H Kennedy be accepted for 2018.

224. Metal Bench in South Gardens

The members considered the quote of £520 + vat to renovate the metal bench in South Gardens and agreed that the cost was too great.

The following recommendation was agreed:

that the quote should not be accepted and that the damaged metal bench in South Gardens should be removed.

225. Finance

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

Trish Walker	Clerk & RFO Salary	Undisclosed
SSALC	GDPR Course	57.60
Mrs Harriet Wilson	HPN Magazine subs for Lady Traill	17.44
Surrey Hills Solicitors LLP	Advice in connection with Furze Meadow	646.80
Reeves Arboricultural Services	Horse chestnut felling	6060.00

225.2. The following receipts were noted:
£323.72 VAT Refund

226. Bank reconciliation for February 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.

227. To note the bank balance as of 31st January 2018 - £72,058.63

Noted

228. To note the budget statement for January 2018

Noted

229. Planning

The minutes of the Planning committee held on 18th January 2018 were noted.

230. Correspondence

None

231. Clerk's report

The clerks report was noted and updated to confirm that Chris Dye, WSCC Traffic Officer had met with members of the Traffic Working Group to consider possible traffic calming schemes.

It was also noted that Roy Parker from Kompan had been to look at the play equipment. He felt the area just needed some of the flooring repaired and all relevant areas to be jet washed. He will provide a quote for the replacement of the slide.

232. Items for future meetings

- Traffic Working Group Update
- GDPR Update
- South Gardens sign

233. Date of next meeting – 15th March 2018

The meeting closed at 8.50 pm