

HARTING PARISH COUNCIL

MINUTES

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

Present: Mr Shaxson (Chairman and District Councillor), Mrs Bramley, Mr Healey, Dr Bowman, Mr Bonner, Mr Powys Maurice, Mrs Dawson, Mrs Gammon, Mr Palmer and Mr Johnson-Hill.

In attendance: Mrs Walker (Parish Clerk).

There were 3 members of the public in attendance

234. Apologies for absence: Mr Stuttaford and Dr O’Kelly (County Councillor)

235. Declarations of interest: None.

236. Minutes from Meeting held on 15th February 2018

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

237. Questions from the Public:

- Is the Council in a position to take any action to enforce the size restrictions sign-posted in the Durford area of West Harting. Lorries larger than the 6’6” restriction regularly disregard the signage.

The chairman responded to say this was outside the power of the parish council, but that the Council can highlight the issue to WSCC Highways. Members of the public can also do this, and it is useful to get vehicle details and possibly pictures.

238. Matters of Urgent Public Importance:

The chairman informed the members that SDNPA were due to debate the Local Plan on 29th March 2018. However, he noted that they are only debating the progress of the Plan, and there is no indication that they are considering the comments submitted in the recent consultation. There are no background documents to the agenda available. SDNPA have stated there were 2460 representations made during the consultation, and no substantive objections were received to doubt the soundness of the document, therefore, no changes need to be made.

The chairman will add details to the April parish magazine article as it is essential to ensure the parishioners know SDNPA are not carrying out the process as they said they would.

239. Reports from County and District Councillors

Dr O Kelly (County councillor) was unable to attend the meeting, her report was read by the chairman.

Emsworth and District Council are withdrawing bus services 91,92 and 54 in mid April 2018. WSCC have put the services out to tender, and it is hoped that both a short and long term plan will be available soon. Dr O’Kelly is arranging a cross parish bus meeting at Rogate school on 19th March at 6pm to address the issues arising from this change.

There is a reprieve regarding bus subsidies whilst a new rural transport plan is developed.

A consultation on the voluntary and community sector within the NHS and WSCC will open soon on the “Have your say” website.

The Members Big Society Fund and Small Grants Fund are to move to crowdfunding from the next financial year.

The change to combine the catchment areas for Easebourne and Midhurst primary schools has been agreed, and this may impact on local primary schools .

Mr Shaxson, as District Councillor, reported the 2018/19 CDC council tax had risen by £5 per annum for a band D rate. He noted that the Parish Council had retained the same level of precept, but as there was a larger base, the individual house council tax in this respect had reduced.

240. Draft Housing Needs Assessment

Dr Bowman gave a report regarding the draft Housing Needs Assessment, noting that it had been carried out by the generosity of a local resident, with the Parish Council as a partner to the document.

There are a number of numerical errors and methodological issues which make the analysis hard to understand and follow. The Parish Council as partner to the document need to have faith in the integrity of the document, particularly as it will be used as a planning indicator. It was suggested that an approach should be made to the author of the report to correct the errors, and to simplify the analysis of the data.

The following recommendations were agreed:

- i. To note the report which outlines some of the errors in the draft Assessment*
- ii. To agree that the Council should respond to Chichester District Council’s Housing Delivery Team requesting at minimum that: numerical and methodological errors are rectified; a simpler analysis of the housing preference data is undertaken; an analysis is undertaken which considers the housing released by some of those wishing to move within Harting, and the methodology underlying the ‘indicative projected housing need’ is explained.*

241. Traffic Update

Mrs Bramley confirmed members of the Traffic Working Group had met with Chris Dye, WSCC Area Highway manager, who had provided useful advice. The traffic surveys, to be placed on the main roads leading to the village, have now been commissioned and will take place during the second half of April 2018. Following the results of these surveys, and prior to any consideration of Community Highway Scheme applications, there will be a need to engage with the community and community groups.

There are many traffic related problems areas that could be improved, particularly if the Parish Council is willing to provide the funding. It is foreseen that a highway consultant will be required to guide the Council on any potential schemes.

Possible short term measures to alleviate the speed of traffic in the village are:

Village gateways

SIDs (Speed Indicator Devices)

Improved signage

All of these measures require the approval of the Highways department, and funding. The WSCC Traffic Engineer is due to carry out a site visit to discuss the feasibility of the various schemes.

The following recommendation was agreed:

To note the report.

242. Furze Meadow

The clerk reported that a letter had been sent to Hyde Housing, following advice from the SSALC solicitor regarding the Council's legal position with the lease at Furze Meadow, and the covenants proposed by Hyde Housing if the land were to be purchased. This advice confirmed that a long term lease would be needed to attract any funding or grants for the area, and that were the purchase to go ahead, there should be negotiations with Hyde Housing regarding covenants 6 & 7, and the proposed legal fees.

A letter was sent to Hyde and no response had been received at the time the agenda was posted. However, a reply had been received prior to the Council meeting which confirmed that Hyde Housing would be willing to pay their own legal costs if a purchase was to go ahead, but wished to retain covenants 6 & 7. A further letter will be sent to Hyde Housing to try and find some middle ground.

The following recommendation was agreed:

To note the report

243. Bus Services

Following the announcement by Emsworth & District Bus Company that it is to cease some local services in mid-April 2018, a meeting of local parish councils has been arranged at Rogate School on 19th March 2018 at 6pm. It is hoped that a joint approach may be possible.

The following recommendation was agreed:

To note that the Chairman and clerk will attend this meeting.

244. Velo South

The Council had been notified of a cycle event, Velo South, to take place on 23rd September 2018. This event involves up to 15,000 cyclists and local roads will need to be closed for a period of time as the cyclists pass through. The event has been organised by Goodwood and appears to have been endorsed by WSCC, CDC and SDNPA. There was concern among the members that a large scale event could be organised without consultation with local communities.

The event is to be discussed at the next All Parishes Meeting on 30th April 2018 and it is important that the Parish Council is represented. The chairman will be attending in his capacity as District Councillor.

The following recommendation was agreed:

To note the report, and confirm that the clerk and Mrs Dawson will attend the All Parishes Meeting on 30th April 2018.

245. Petersfield Swimming Pool

Petersfield Open Air Swimming Pool are replacing the operating plant machinery. They have contacted local parish councils to ask if they might consider making a contribution of £250 towards their target of £10,000 to retain this much used facility.

The following recommendation was agreed:

To agree to make a one-off donation of £250 to Petersfield Open Air Swimming Pool.

246. Risk Assessment Review

The risk assessments for Litter Picking and Volunteers were discussed. An amendment was made to the Litter Picking assessment to include “no litter picking on roads other than those allocated by organisers”.

A suggestion was made that the recommendation should be amended as follows:

To note that the Finance Committee have assessed the risk assessments for Litter Picking and Volunteers, and subject to the amendments agreed, should be agreed and reviewed in 6 months.

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

247. Internal Controls

The Internal Control document was reviewed and it was noted that the number of bank signatories should be changed from 2 to 4.

The following recommendation was agreed:

To review and agree the Internal Control document.

248. Asset Register

The Asset Register was review and some minor amendments were noted.

The following recommendation was agreed:

To review and agree the Asset Register

249. Trees in the Warren and South Gardens

The clerk gave an update on the progress made by the Tree Working Group. The second tree survey had been completed and had not raised any urgent issues other than a concern about some of the ash trees within the Wace Plantation.

The tree wardens have started their monthly walk through inspections of the Warren and South Gardens, but their role needs to be further defined.

All the tree works required as a result of the first survey have been completed.

Further tree work will be required to crown lift some of the trees in South Gardens to enable users of the footpaths and the mowing contractor to access the area

safely. The crown lifting work will need approval by CDC as it is in the Conservation Area.

Subsequent to agenda being circulated, the Parish Council had been contacted by the Woodland Trust who are able to give free advice and help to enable the production of a woodland management plan. The members agreed that in the light of this information an additional recommendation should be included.

The following recommendations were agreed:

- i. To note the update from the Tree Working Group (TWG).
- ii. To agree that the TWG will identify the work that needs to be carried out in South Gardens, and make a TCA application for this work to Chichester District Council.
- iii. To agree to the TWG getting quotes for the tree works recommended and to agree to the TWG choosing the contractor
- iv. To agree that commissioning of all necessary bat survey work is similarly delegated to the TWG
- v. that TWG follows up the offer of free advice from the Woodland Trust

250. Finance

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

Trish Walker	Clerk & RFO salary	Undisclosed
HMRC	NI contributions	26.70
DG Green Work (Utilities) Ltd	Phase 1 and 2a tree works	11,700.00
Active Risk Management Services Ltd	Play area inspection	230.00
N D Fagg	Tree survey	875.00
SSALC Limited	GDPR Training	57.60
Harting PCC	Donation for use of Law Room	40.00
Trish Walker	Expenses	108.40
Debbie Harknett	Accountancy Adviser Oct-Feb	16.88
Debbie Harknett	Community Hall Bookkeeper Oct-Feb	286.88
Petersfield Open Air Swimming Pool	Grant	250.00

250.2. There were no receipts to note for February

251. 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.

252. To note the bank balance as of 28th February 2018 - £64,566.46

Noted

253. To note the budget statement for February 2018

Noted

254. Planning

The minutes of the Planning committee held on 15th February 2018 were noted.

255. Finance Committee

The unconfirmed minutes of the Finance Committee held on 22nd February 2018 were noted.

The following recommendation was agreed:

That the Council approve a movement of funds to "maintenance" from the following budget headings -

<i>Staff</i>	<i>£2000.00</i>
<i>Contingency</i>	<i>£3000.00</i>
<i>Capital</i>	<i>£7000.00</i>
<i>Maintenance</i>	<i><u>£ 401.43</u></i>
	<i>£12401.43</i>

256. POSAC

The unconfirmed minutes of the POSAC meeting held on 15th February 2018 were noted.

257. Correspondence

None

258. Health and Safety Quarterly Report

No incidents to report.

259. Clerk's report

The clerk's report was noted and updated to confirm the CDC boundary review committee had met and agreed that the review should be undertaken. Residents of Nyewood will now be asked for their views and agreement to the change.

260. Items for future meetings

- Allotments

**261. Date of next meeting – 19th April 2018 6.30pm Annual Parish Meeting
19th April 2018 7.45pm (or on the rising of the APM)
Full Council Meeting**

The meeting closed at 9.20 pm