

HARTING PARISH COUNCIL

MINUTES

Minutes of the Parish Council Meeting held in the **Harting Community Hall, Pease Croft, South Harting** on **Thursday 16th March 2017 at 7.30 pm.**

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

In attendance: Mrs Walker (Parish Clerk).

There were 7 members of the public in attendance

239. Apologies for absence: Mr Powys Maurice, Mr Stuttaford, Mrs Bramley and Mr McAra (County Councillor)

240. Declarations of interest: Mr Johnson-Hill declared a personal interest in item 5 as a trustee of HMCIC

241. Minutes from Meeting held on 16th February 2017

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

242. Questions from the Public

- Is it common practice to discuss planning items that are not on the agenda, and that these items are not minuted

The Chairman responded that the item in question was received from the planning office with a request for supplementary information requiring an urgent response. It was unable to be included on the agenda as it was too late, and was therefore discussed after the meeting on an informal basis

- Could the item SDNP/17/00174/CND rebuilding Poppets be included on the next planning agenda for discussion in public.

The Chairman proposed that the planning committee should reassess the application at its next meeting. The proposal was agreed by the members.

- Concerns about the safety of the path leading to the Scout Hut in South Gardens. It has become rough, pitted and waterlogged.

The Chairman responded that this item was due to be discussed under item 7 of the agenda

- Would it be possible to hold the “questions from the public” at the end of the meeting to allow items included in the agenda to be discussed
- *There are no plans to do so. The chairman pointed out that having them at the start of the meeting enabled members to take account of points raised by the public.*
- Has there been a decision on the Three Cornered Piece planning application.

No – the parish council has commented and the decision will be made by CDC

243. Matters of Urgent Public Importance

The Parish Council decided at its meeting on 15th September 2016 on the process to disband the Harting Minibus Management Committee (HMMC). It has now become apparent that final arrangements need to be made with regard to bank accounts and documentation.

The following recommendations were agreed:

- i) that the Parish Council instruct Colin Waller, the treasurer of HMMC, to transfer the residual balance to HMCIC on 31st March 2017, and for HMCIC to take on responsibility for the expenditure relating to the two outstanding traffic accidents.*
- ii) that the Parish Council formally remove the responsibility of HMMC from Colin Waller and instruct him to close the current and deposit accounts associated with that committee.*
- iii) that HMCIC take responsibility for all documentation associated with HMMC*

Clerk to send letter to Colin Waller

244. Reports from County and District Councillors

There was no report from County Councillor Gordon Mc Ara.

Mr Shaxson, as District Councillor, reported that the CDC and SDNPA are currently negotiating a new three year scheme to provide planning delivery and enforcement. It is hoped that CDC will be able to take the opportunity to improve the current situation and create better accountability. There will possibly be a 20% increase in planning fees, which if implemented could enable the applications to be dealt with faster and more efficiently.

The Parish litter pick up day had been very successful. There has been a definite increase in fly-tipping as a result of charges being introduced at the amenity tips, and the loss of the monthly amenity vehicle.

CDC will be sending out the business rate demands based on the pre-budget information. The rates will then be adjusted at a later date.

245. Access to the Scout Hut

Mr Shaxson reported that correspondence had been received from Mr Stewart, Harting Group Scout leader, raising issues regarding the condition of the footpath leading through South Gardens to the Scout hut. The points raised in the letter were regarding the dangerous condition of the public footpath, the health and safety impact of this and the liability.

It was noted that the actual public footpath runs from the front of the gate into South Gardens straight up to the Warren. The area under question running through the trees is not a public footpath.

The Scout group have a quote to dig out a pathway and lay down chalk, and they are willing to fund this.

Concerns were raised about the difficulty excavating the depth required to create a pathway without damaging the tree roots that are close to the surface. There was also concern expressed about the liability for the ongoing upkeep of the pathway. It was agreed that if the proper public pathway was used, this would be a matter of WSCC responsibility.

The following recommendations were agreed:

- i) That the Parish Council monitor the condition of the public footpath, and if necessary make an approach to WSCC to see if they can improve the surface*
- ii) That the land currently used as a footpath is roped off to allow the land to recover*

. Clerk to arrange the area to be roped off.

246. Adoption of Retention of Documents Policy

The policy was reviewed and after noting some minor word changes the following recommendation was agreed:

That the Parish Council adopt the Retention of Documents policy, and that it will be reviewed yearly at the Annual Meeting of the council.

247. Local Plan Allocation

Mr Shaxson and Dr Bowman had attended the SDNPA planning committee on 9th March 2017, and having already circulated copies of what they said to the committee gave the members a verbal update.

They had expressed concerns, whilst at the meeting, about the difference in allocations shown in the proposal document compared to the consultation document. The biggest issue is the allocation of 5-6 houses in the site opposite Smithfield. It has become apparent that the SDNPA committee had not visited the site and did not appear to be aware of the issue surrounding access to the arable land which would be hugely affected by this development. The allocation document did not state that the parking should be onsite. Parking along the road would create huge problems that had not been considered. It was also noted that the allocation previously known in October 2016, Loppers Ash, is now to have a third of the area allocated to green space. This will make the siting of 6-8 houses on the remaining area, with access from a narrow lane, very difficult.

Dr Bowman noted that thirteen settlements in the area have been given increased allocations in comparison to the original proposal.

The SDNPA officers are going to carry out a site visit on 6th April 2017, but do not wish to meet with members of the Parish Council.

The allocation plans will be issued for public consultation in September 2017 for consideration of the “soundness” of the policy.

The following recommendation was agreed:

To note the report

248. Asset Register

Mr Bonner presented the updated Asset Register and outlined that it will need to be updated on an annual basis and the values will need to be checked against the insurance documents.

The Asset Register was reviewed and agreed

Mr Bonner and Clerk to review against insurance documents

249. Risk Assessment

Dr Bowman presented the Risk Assessment document for agreement and inclusion in the annual accounts.

The Risk Assessment document was agreed, but to be reviewed for 2017 in the next 3 months.

Dr Bowman and Clerk to review document

250. Internal Controls

The Clerk presented the Internal Control report for agreement and inclusion in the annual accounts.

The Internal Control was reviewed and agreed

251. Public Path Orders

The order giving notice of the diversion of Public Pathways 871, 872 and 873 was noted.

Mr Johnson-Hill drew the member's attention to the clearance of footpaths by CDC, and noted that details of any paths needing attention should be forwarded to him by 21st March 2017.

252. Tree Survey

It was noted that during a recent SSALC training course, the Clerks present were made aware of the urgent need to have a tree survey done of any Council owned trees, and that this should be carried out by a properly qualified tree specialist with public liability insurance. This advice was given following a legal case awarded against Witley Parish Council due to an unsafe tree falling on a vehicle.

The tree survey will be an expensive exercise, but one that is essential. A plan of the trees will be required by the specialist, and it was suggested that this might be produced with local help. A plan of the trees in South Gardens is shown on the deeds. It was thought that it would be sensible to adopt a phased approach concentrating initially on the roadside, public paths and play areas.

Three quotes will be needed for any work.

The following recommendations were agreed:

i) That a survey for trees in areas of public use is commissioned at the earliest opportunity, taking regard of the opportunity to work with other Councils.

ii) The training for local wardens continues to enable the monitoring of trees on a regular basis.

Dr Bowman and Mr Johnson-Hill to contact possible specialists

253. Grass Cutting Quote

The quote from M H Kennedy and sons for the cutting of the grass in South Gardens was considered and the following recommendation was agreed:

That the quote of £132 per cut from M H Kennedy be accepted

Clerk to confirm to MH Kennedy

254. Finance

a) It was agreed that the following payments should be made:

Trish Walker	Clerk salary & RFO salary	undisclosed
SSALC	Year End Finance Training	90.00
Debbie Harknett	Community Hall Bookkeeping	157.50
Debbie Harknett	Financial Advisor	73.13
Mrs Harriet Wilson	Lady Traill Parish Mag & Post	18.88

b) The following receipts were noted:

HMRC PAYE refund	£423.86
CDC Grant S106	£2164.17

255. Bank reconciliation for March 2017

This was approved and signed by the Chairman.

256. Approve the bank balance of 9th March 2017 - £48,004.62

Approved

257. Budget Adjustment

It was noted that following an understatement of the precept requirement for 2015/16 and a rounding difference in the remittances received from CDC, a discrepancy had occurred in the budget figures. To resolve this the following recommendation was agreed:

That the "contingency" element of the budget is reduced by £100.02 to bring it into balance with the precept received.

RFO to adjust budget

258. Correspondence

An item of correspondence had been received from a member of public with regard to the loss of the monthly amenity vehicle. The letter had been noted and logged to feedback to the County Council.

259. Clerks Report

The clerks report was noted

260. Items for 20th April meeting

- Termination of Youth Club
- Heritage Signs – Fingerposts

261. Date of next meeting

20th April 2017 Annual Parish Meeting at 6.30pm followed by the Full Council meeting at 7.30pm (or the rising of the Annual Parish Meeting if later)

262. Clerks employment

Trish Walker has been employed as parish clerk for a probationary period of 6 months. The Council considered relevant details, and (subject to her agreement) agreed that her employment should be made permanent.

The meeting closed at 9.25 pm.