

## **HARTING PARISH COUNCIL**

### **MINUTES**

Minutes of the Parish Council Meeting held in the **Harting Community Hall, Pease Croft, South Harting** on **Thursday 19<sup>th</sup> April 2018 at 7.30pm.**

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

In attendance: Mrs Walker (Parish Clerk).

There was 1 member of the public in attendance

**262. Apologies for absence:** Mr Johnson-Hill and Mrs Dawson

**263. Declarations of interest:** None.

**264. Minutes from Meeting held on 15<sup>th</sup> March 2018**

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

**265. Questions from the Public:**

None

**266. Matters of Urgent Public Importance:**

The chairman noted that the SDNPA Local Plan was due to have been submitted and in the public domain by the end of March 2018. However, it appears that the earliest this will happen will be the end of April 2018 as they have not only received a lot of comments but are redacting information, most likely names and email addresses. SDNPA have not been in contact with parishes to update them on the progress of the Plan.

**267. Reports from County and District Councillors**

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

WSCC have announced that Stagecoach have taken over the 54, 91, 92 and 93 services from 15<sup>th</sup> April 2018.

The WSCC Bus Strategy consultation has now opened and individuals and organisations are encouraged to respond via the WSCC "Have Your Say" website. The next local Bus Steering Group will meet on 1<sup>st</sup> May 2018 at 6pm in Rogate Village Hall.

The North Chichester Local Community Network has met and is looking at social prescribing and rural isolation issues.

An Action in Rural Sussex initiative "Village Agents" is due to be rolled out in the North Chichester area.

The Public Rights of Way Inspections are to be carried out in May 2018, any routine maintenance will be carried out following this.

Mr Shaxson, as District Councillor, reported that the Chichester District Council "Initiatives" magazine is highlighting issues about rubbish. Luckily, this does not seem to be a huge issue in the Parish as an increasing number of residents regularly litter pick in their areas.

Mr Shaxson also confirmed that the Chichester District councillors representing rural areas try to emphasise the difficulties and issues facing the rural areas, particularly those north of the Downs.

#### **268. Housing Needs Assessment**

Dr Bowman reported that following the last Parish Council meeting a response had been sent to Chichester District Council containing some 72 comments about the Housing Needs Assessment.

A second draft has subsequently been received with many of the issues resolved. However, there are still some outstanding issues which have left inconsistencies throughout the report leading to a lack of confidence in the analysis. It also appears that some primary data has been changed without any explanation.

The members agreed that they retained serious reservations about the methodology of the survey, notably the absence of the fundamental question "What is your primary tenure preference", and in consequence the resultant conclusions. The Council accepted that it did identify the need for 1-2 bedroom social housing units, but only in suitable locations.

*The following recommendations were agreed:*

- i. To note the Briefing Note on the Second Draft Housing Need Survey Report*
- ii. To agree that the Council has reservations about the Housing Needs Assessment and should write to CDC's Housing Team briefly outlining why*

#### **269. Traffic Update**

Mrs Bramley confirmed that the traffic surveys are due to take place prior to 4<sup>th</sup> May 2018. It is hoped that the analysis will be received reasonably quickly, enabling a comparison to be made with the data collected 10 years ago.

The Traffic Working Group had met with Mike Dare, WSCC Highways Engineer, who had given advice about the various measures that might be considered to address the various traffic issues in the village. Consideration was given to signage, SID's (speed indicator devices), and village gateways. The engineer concluded that a combination of these methods may be the best route forward.

Once further information is gathered from the traffic surveys, the Traffic Working Group will recommend the next step to the Parish Council.

*The following recommendation was agreed:*

*To note the report.*

#### **270. GDPR**

The clerk gave an update on the progress towards GDPR which is coming in on 25<sup>th</sup> May 2018.

A meeting had been held with the IT specialist, and a data audit form had been sent out to councillors. The data collected from this will enable the IT specialist to plan software requirements to enable the new system of working.

It is very likely that the councillors will require IT assistance to update any new software, or to achieve the data cleansing that is required.

NALC has also suggested that councillors are given training on compliance to GDPR. Ways of providing this training will be investigated, and it may be possible to share this with other nearby councils.

*The following recommendation was agreed:*

- i. To note the report*
- ii. That the Council agrees to pay for the IT specialist to assist individual councillors where necessary to transfer to the new software and to help with data cleansing*
- iii. That the Council agrees to pay for GDPR training for councillors once a suitable course is identified.*

## **271. Finance**

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

Trish Walker	Clerk & RFO salary	Undisclosed
WSALC Limited	WSALC & NALC Subscription	397.35
Chichester District Council	Litter and Dog Bins emptying	537.26
SSALC Limited	Magazine Annual subscription	17.00
SSALC Limited	CiLCA Training - Clerk	320.00
Lewis & Glue	Repair of footpath lights	192.60

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

£21,550.00 1<sup>st</sup> instalment precept - CDC

## **272. Bank reconciliation for March 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.

## **273. To note the bank balance as of 31<sup>st</sup> March 2018 - £50,500.67**

Noted

## **274. To note the budget statement for March 2018**

Noted

## **275. Annual Governance Statement 2017/18**

It was noted that due to a change in accounting procedure the Annual Governance Statement will be presented to the May 2018 meeting.

**276. Accounting Statements 2017/18**

It was noted that due to a change in accounting procedure the Accounting Statements will be presented to the May 2018 meeting.

**277. Planning**

The minutes of the Planning committee held on 15th March 2018, and the unconfirmed minutes of 5<sup>th</sup> April 2018 were noted.

**278. Correspondence**

An email had been received from a member of public in response to the Council minutes from March 2018 with regard to Velo south and the donation made to Petersfield Swimming Pool.

**279. Clerk's report**

The clerks report was noted and updated to confirm that an email had been sent to Hyde suggesting an alternative to covenants 6 & 7.

**280. Items for future meetings**

- WSCC bus consultation
- Furze Meadow
- GDPR

**281. Date of next meeting – 17th May 2018 7.30pm**      Annual Meeting of the Parish Council

The meeting closed at 9.20 pm