

HARTING PARISH COUNCIL

MINUTES

Minutes of the Meeting of Harting Parish Council held in the **Harting Community Hall, Pease Croft, South Harting on Thursday 20th September 2018 at 7.30 p.m.**

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

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

There were 1 member of the public in attendance.

114 Apologies for absence: Mr Powys Maurice and Mr Stuttaford.

115 Declarations of Interest: Mrs Dawson prejudicial and personal , and Mr Johnson-Hill prejudicial with regard to Velo South

116 Minutes from the Council Meeting held on 19th July 2018

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

117 Questions from the Public: None

118 Matter of Urgent Public Importance: None

119 Reports from the County and District Councillors

Dr O’Kelly, the County Councillor, reported that the WSCC finances were worsening the gap between revenue and expenditure is expected to be £5.7m in 18/19 rising to £22.3m in 19/20. WSCC will be debating possible ways to achieve savings and likely areas to be considered are housing support contracts, non-commercial bus services and services aiding troubled families.

The Health and Adult Social Care Committee are due to scrutinise the decision to close the Bailey Unit at Midhurst Community Hospital.

The WSCC bus group are due to meet in October to discuss bus strategy, and the local NW Bus Group is due to meet on 23rd October at 6pm in Rogate Village Hall.

Dr O Kelly confirmed that the TTRO for Velo South event had been granted late that afternoon, she stressed the importance of parishes to collect evidence regarding the impact of the event.

The Household Waste and Recycling site at Chichester have issued a new scheme which allows West Sussex residents who have a van, pickup or single axle trailer to have a free permit to use the site.

Dr O’Kelly’s next drop in session will be in the White Hart pub on 11th October between 10.30-12.30.

Mr Shaxson gave a report as the District Councillor. The Chichester Local Plan has outlined that any development around Chichester will contribute to upgrade the A27. Will there be a spin-off impact on traffic issues caused by commuters travelling via Harting rather than the A27.

The Council Tax payable on properties empty for more than 2 years is currently 50% higher than that for occupied properties. This rate is likely to rise to 100% to encourage the use of empty properties.

Mr Shaxson outlined that the only way to increase low cost housing is likely to be via a Community Land Trust (CLT). Rogate, Trotton and Stedham parishes are looking to work together to set up a CLT, it may be that Harting will need to consider such an approach. The sale of the old Grange site in Midhurst to be developed into a care home has not been popular locally. The District Council are legally obliged to get best value for the site, and this is deemed to be best value. The sale of the site and the subsequent pre-application submitted by the owner have raised some questions that will be pursued by Mr Shaxson and Dr O Kelly.

120 Velo South

The chairman reported that the TTRO’s for the event had been granted that afternoon, and that it would be interesting to be able to find out about the parking restrictions to be put into place. The weather forecast for the day of the event is bad with high winds and rain expected, the organiser has warned the participants.

It was noted that there had been a letter in the Midhurst and Petworth Observer stating the legislation that will enable businesses, making a loss because of the event, to claim compensation.

CSM Active, the organiser of Velo South, have still not responded to a great deal of questions, one of these being the impact of the ‘King of the Mountains’. This is the hill leading out of Harting to Compton, and it is not clear whether more spectators will be trying to congregate in this area.

On the day of the event vehicles parked along the route will need to be moved by 6am. A local farmer has kindly offered the use of a field, to the west of the route, where residents can park their vehicles from Saturday evening through to Monday morning.

All parish councils in the district have been asked to gather information in relation to the impact of the event. An article was placed in Harting Parish magazine asking residents to email the clerk with their experience of the day.

*The following recommendation was agreed:
That the Council noted the update.*

[Later in the meeting the Parish Council was made aware that CSM Active had called off the event owing to the forecast of high winds and rain]

121 Furze Meadow Update

It was noted that the meeting of the Council in May 2018 had received a verbal update confirming that Hyde Housing had given an “in principle” agreement to the sale of the Furze Meadow play area, subject to Heads of Terms being agreed.

The Heads of Terms had been drawn up in June 2018 and sent to Hyde Housing for consideration. Since that time there has been no contact from Hyde and a request for an update on progress was made. The update stated that Hyde and Chichester District Council are currently completing a full audit of stock to enable the development of a housing strategy. The Furze Meadow area is part of this audit, and so the transfer of land has been put on hold until the strategy is complete.

Mr Shaxson had spoken to the housing officers at Chichester District Council, they had confirmed the audit process was due to be completed by the end of September 2018.

The members agreed this was very disappointing and hoped the process would not take too long. It was noted that the Furze Meadow play area is a registered Open Space, and it is essential this is taken into consideration.

The following recommendation was agreed:

That the Council noted the report.

Action: AS to confirm to CDC that Furze Meadow is a registered Open Space.

122 Allotment Gardens

The clerk gave details of the Allotment Gardens training course attended earlier in the month. This had clarified the duties of the Parish Council to provide sufficient allotment gardens for the Community.

It was noted that there had been little information documented about the allotments in the last 7 years which is possibly due to the change in clerks. The allotments during this period have been kept in good order by the allotment owners, so any steps to be taken to fulfil the Council’s responsibilities must be taken in a sensitive manner.

The initial areas to be addressed are:

- Details of the original lease
- Allotment fees
- Allotment Association or Tenancy Agreements
- Waiting lists
- Access to the allotments
- Allocation of plots
- Public liability insurance and risk assessments for the site

It was agreed that a small working group should be established to work with the allotment holders to consider these areas and ensure the Council fulfils its legal obligations.

The following recommendation was agreed:

That an Allotment Garden working group (AWG) should be formed with the aim of working with representatives of the allotment garden holders to develop a plan for the future management of the allotment gardens and to ensure compliance with the Small Holding and Allotments Act 1908. The group to consist of the Clerk, Chairman and Mr Bonner.

123 Play Area Inspections

The clerk confirmed that an inspection of the play areas at South Gardens and the War Memorial Playing Field (WMPF) had taken place on 7th August 2018. There were no high risks issues raised as a result of the inspection. There are several low/medium risks items in the South Gardens that need to be addressed, one of the most important being the slide which no longer conforms to the current standards. This is recommended to be factored into a programme for replacement.

The clerk confirmed the WMPF report had been forwarded to the trustees.

The following recommendations were agreed:

- i. to note the inspection report*
- ii. that the clerk requests quotes for the work arising as a result of the play equipment inspections.*

124 Highways and Byways Advisory Committee (HABAC) Terms of Reference

The Council had previously agreed, at its Annual Meeting in May 2018, to set up a Highways and Footpath Committee. The membership of this committee was deferred until the Terms of Reference had been drawn up.

The TOR's were presented to the members and, with a minor adjustment to correct some repetition in the opening line, were agreed for adoption.

The following recommendations were agreed:

- i. to adopt the Highways and Byways Terms of Reference*
- ii. the following members were elected to the Highways and Byways Advisory Committee (HABAC):*
Mr Shaxson (ex officio), Mrs Bramley (ex officio), Mr Palmer, Mr Johnson-Hill and Mr Powys Maurice.
- iii. Mr Palmer was elected Chairman of the HABAC*

125 Update on the South Downs Local Plan

Dr Bowman updated the Council on the progress since the last update in June 2018. The Inspector and the Programme Officer had been announced. The Inspector has produced a list of "Matters and issues" which will form the basis of Hearings which are to be held over a period of nine days during the period 13th November to 13th December 2018. It was initially thought that individuals would speak at the Hearing at the invitation of the Inspector,

however this is not the case. Representations are invited to address the legal compliance and soundness of the Plan. It is possible that the Programme Officer might suggest speakers with similar issues liaise to avoid repetition. It is possible that a local resident may making a representation, so it is important to ensure there is no overlap.

The Local Plan Working Group (LPWG) met on 8th August and agreed that representations should be made at the Hearings, further work by two members of the Group ascertained that representations would be made on the following “Matters and Issues”:

- The Sustainability Appraisal
- The Statement of Community Involvement
- Matter 2 – Strategy (Policy SD25)
- Matter 7 – Landscape, Design and Special Qualities
- Matter 11 – Issues relating to Individual Sites (Policies SD90 & SD91)

It was noted that the SDNPA had not addressed the Parish Council’s comments regarding Sustainability, and they had also denied that the Council had suggested a brownfield site during a meeting with members of the Parish Council in April 2017.

Dr Bowman confirmed that Position Statements need to be prepared and submitted by 23rd October 2018, this will entail reviewing all the documentation that relates to the Plan.

The members thanked Dr Bowman for the considerable amount of Local Plan work that she has undertaken on behalf of the Parish Council.

The following recommendations were agreed:

- i. to note the report*
- ii. to agree that the Local Plan Working Group prepares and submits the relevant Position Statements on behalf of the Council*
- iii. to agree that Andrew Shaxson and Sheridan Bowman attend the relevant Hearings to represent the Parish*

126 Traffic Working Group Update

Mrs Bramley reported on the progress of the Traffic Working Group. A meeting had been held with Chris Dye and Mike Dare of WSCC to discuss possible measures to control the speed of vehicles travelling throughout the village, the following options have been discussed:

- Speed indicator devices (SID’s)- these are mobile devices which can be moved to different locations. However, the locations have to be approved by WSCC and currently there are only two sites in South Harting that meet the criteria, in Tipper Lane and North Lane.
- Gateways – these are felt to reduce the speed of vehicles entering villages, however as with the SID’s they need WSCC approval, and it is felt that the B2146 road from Petersfield would not be a suitable site.
- Community Speedwatch – this is operated in conjunction with the Police and relies on a group of trained volunteers. The registration numbers of speeding vehicles is recorded and forwarded to the Police who send out letters to the offenders. Sites have to be assessed, and currently it seems there is one possible site at the entrance

to the Congregational Church. This is seen as a longer term aim as training is required.

- Community Highways Scheme – The advice from an initial meeting with Laurence Shaw, a traffic consultant, was that many of the aims of the Traffic Working Group may be achieved by the development of a 20mph limit throughout the village. This would be enforced with the use of road narrowing and priority systems. This may include a crossing to the South Gardens area. Community Highways schemes can be funded by WSCC if various criteria ranks the scheme highly in comparison with other local schemes.

It was felt that the next stage would be to consult local organisations to gather their views on the traffic issues within South Harting, as well as ask for opinions on the suggested options. An article would also be placed in the October edition of the Parish Magazine to ask for comments from individual parishioners, a copy of the article will also be placed in the Village Shop for those that do not read the magazine.

The following recommendations were agreed:

- i. that the Traffic Working Group should proceed to consult directly with representatives of interested groups to ascertain views on the options, and in particular on the Community Highways Scheme proposal put forward by the traffic consultant.*
- ii. that an article should be inserted in the October edition of Harting Parish News to outline the options and the consultation process and to seek views from individual parishioners.*

127 General Data Protection Regulation (GDPR)

The members were updated with the progress made towards GDPR compliance. The IT specialist has been working with the clerk to set up the .gov.uk email accounts and to enable the Office 365 access for the Council. Once this is in place each councillor will be given their new email and login details. Councillors will be able to sign into the new account from home, or at one or two drop-in sessions to be arranged with the IT specialist. A go-live date will be set once this has been achieved.

The councillors were reminded that once the new system is in place, it is essential that all council data held on personal devices and in paper copy is destroyed.

The members were asked to consider a set of policies that had been substantially adjusted from the draft policies purchased from ProcessMatters2. These need to be adopted prior to the “go-live” date to ensure GDPR compliance.

After some discussion, the members agreed to change the item 17 of the IT, Communications and Monitoring Policy for councillors to read “Your email inbox should be checked at least once a week”.

The Chairman stressed that these policies would need to be reviewed once the new way of working was in place.

The following recommendations were agreed:

- i. to note the report*

- ii. to review and adopt the Data Protection Policy
- iii. to review and adopt the Data Processing Agreement
- iv. to review and adopt the IT, Communications and Monitoring Policy for staff
- v. to review and adopt the IT, Communications and Monitoring Policy for councillors.

128 Tree works in Warren and South Gardens

The clerk confirmed that contractors had been requested to provide quotes for the tree works required following the health and safety survey carried out in February 2018, plus additional work, mainly ash trees affected by die back, identified subsequently.

Three contractors had initially agreed to quote, but unfortunately one of them had decided not to quote some time after the request had been made. The two contractors who had quoted were both known to the Council and had previously carried out work on their behalf. In order to complete the work prior to the winter setting in, the members were asked to consider, and agreed that two quotes would be acceptable in this instance.

The members then considered the quotes provided by Contractor A and Contractor B. There was a lengthy discussion before the members agreed to award the contract to Contractor B.

The following recommendations were agreed:

- i. that the Council notes that Financial Regulations state that three quotes should be obtained, but agrees, given the need to undertake the work before the winter and prior knowledge of the two competing contractors, that two quotes are sufficient to enable the work to be commissioned.
- ii. that the Council appoints the Contractor B to carry out the tree works in the Warren and South Gardens.

129 All Parishes Meeting 8th October 2018

It was noted that the All Parishes Meeting was due take place at East Pallant House, Chichester on 8th October 2018 at 7pm. The clerk and two members of the Council are invited to attend. Unfortunately, the agenda had not been issued so it was agreed that once the topics were known, members should confirm if they were interested in attending.

The following recommendation was agreed:

To nominate the clerk and another councillor to attend the CDC All parishes meeting on 8th October 2018 once the agenda had been issued.

130. Finance

130.1. It was noted that the following payments had been made in August:

Undisclosed	Clerk & RFO Salary	725.52
Harting War Memorial Playing Field	Lengthsman	110.00
M H Kennedy & Son Ltd	Grass cutting	162.00
Trish Walker	Projector/screen –Justprojectors.co.uk	520.80

Andy Figgins Inspections Ltd	Play area inspection	130.00
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130.2. It was agreed that the following payments should be made:

Undisclosed	Clerk & RFO Salary - September	779.52
HMRC	Tax and NI contributions	20.70
David Chaffe	Process2Matters - GDPR	700.00
JNR Computer Services	MS Office 365, IT Support, .gov.uk domain	2,345.76
Moore Stephens	External Audit services	276.00
SSALC Limited	Allotment Training - Clerk	72.00
Debbie Harknett	HCH Bookkeeping Jun-Aug	73.13
M H Kennedy & Son Ltd	Grass mowing	162.00
Harting War Memorial Playing Field	Lengthsman	105.00
Ladywell Accountancy Services	Annual charge for payroll services	72.00
Information Commissioner	Data Protection Fee	40.00
Trish Walker	Expenses - course travel, postage & ink	90.72

130.3. The following receipts were noted:
Second instalment precept £21,550.00

131. Bank Reconciliation for September 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".

131. To note the bank balance as of 31st August 2018 - £63,610.48

Noted

132. Budget Statement for August 2018

Noted

133. Finance Committee

The unconfirmed minutes of the Finance committee held on 28th August 2018 were noted.

134. To note the external audit for 2017/18 is complete and notices are displayed on the noticeboard and Parish website.

Noted

135. To appoint Wallis White & Co as Internal Auditors for 2018/19

Agreed

136. Planning

The minutes of the Planning Committee held on 19th July 2018, 9th August 2018 and 28th August 2018 were noted.

137. Correspondence

The clerk gave details of 2 items of correspondence:

- Letter regarding solar panels on the Village Hall
- Velo South parking offer

138. Clerk's Report

The clerk's report was noted, and it was agreed that an update should be sought from Southern Water regarding the sewage issue, and that the South Gardens access road should be added to the report.

139. Items for future meetings

- WIFI request for Village Hall
- South Gardens entrance road
- Budget items
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140. Date of next meeting

18th October 2018 at 7.30pm

The meeting closed at 9.20 p.m.