

## **MEETING OF HARTING PARISH COUNCIL**

You are hereby summoned to a Meeting of Harting Parish Council to be held  
by video link on  
**Thursday 17 September 2020 at 6.30pm**

The Press and Public are welcome to attend.

This meeting is being held remotely in accordance with the Coronavirus Act 2020, any members of public wishing to join the meeting should contact the clerk, prior to the meeting at [clerk@harting-pc.gov.uk](mailto:clerk@harting-pc.gov.uk)  
Trish Walker  
Clerk to Harting Parish Council

### **AGENDA**

- 1. Apologies for absence**
- 2. Declarations of Interest**
- 3. Minutes** - to approve the Minutes of the Annual Meeting of the Parish Council held on 16 July 2020.
- 4. Questions from the Public**
- 5. Matters of Urgent Public Importance** – raised with consent of the Chairman.
- 6. Reports from the County and District Councillor**
- 7. Tree Report** (briefing note to follow)  
*The following recommendations is made:*  
*To note the report*
- 8. Website** (see supporting document for briefing note)  
*The following recommendations are made:*
  - i. *That the committee should recommend that the Council agree to launch the new Harting Parish Council website on 21/9/2020*
  - ii. *That the committee should recommend that the Council agree the Accessibility Statement /*
  - iii. *That the committee should recommend that the Council agree the Tree Project date, once agreed, should feature on the front page of the website when it is launched.*
- 9. Footpath Lights**  
*The following recommendation is made:*  
*That having received no feedback from the public following the article in the August parish magazine, the existing lights be removed and not replaced, and that quotes are obtained from local electricians for their removal.*
- 10. Flooding at the B2146/Cow Lane junction** (see supporting document for briefing note)  
*The following recommendation is made:*  
*To note the report*
- 11. Government consultation on pavement parking** (see supporting document for briefing note)  
*The following recommendation is made:*  
*To note the report*
- 12. Furze Meadow Play Area** (see supporting document for briefing note)  
*The following recommendation is made:*  
*To note the report*
- 13. Grant application War Memorial Playing Fields (WMPF)** (see supporting document for briefing note)  
*The following recommendations are made:*
  - i. *That the Council consider a grant application from WMPF for a total sum of £2766.67 for works to carry out necessary repairs and updates to the pavilion to make it weatherproof, usable and safe.*

- ii. *That the Council agrees to pay the agreed level of grant to the contractors for the repair works to the pavilion*

#### **14. Aims and Objectives Advisory Committee (AOAC) Update**

To note the minutes of the meeting held on 7 September 2020 (attached) and to consider the following recommendations:

- i. *that the Council agree to ask the local county councillor to ask WSCC to provide a breakdown of resources, both physical and monetary, that are available to parish councils*
- ii. *that the Council agree to ask the local county councillor to confirm that WSCC will produce an information leaflet for each household in the event of a second wave of Covid-19*
- iii. *that the Council agree to allow a further contingency sum of £500 which can be used by the PCEG in the event of a second wave of Covid-19.*
- iv. *that the Council agree to ask the trustees of the Village Hall to allow the establishment of a temporary office space in the Upper Room of the village hall to be used in the event of a second wave of Covid-19*
- v. *that the Council agree to set a date for the public meeting to be held on Saturday 26 September at 4pm, subject to satisfactory risk assessments and confirmation of guidance from SSALC (Surrey Sussex Association of Local Councils), and to agree a venue*
- vi. *that the Council agree to appoint a volunteer project manager to assist the Tree and Woodland Sub Committee organise the Harting Tree Project*

#### **15. Allotments** (see supporting document for briefing note)

*The following recommendations are made:*

- i. *to note the report*
- ii. *that the Council agree to allocate a sum to pay for legal advice from Mr Ian Davison, Surrey Hills Solicitors, if required.*

#### **16. Sewage** (see supporting document for briefing note)

*The following recommendation is made:*

*To note the report*

#### **17. Data Protection Officer** (see supporting document for briefing note)

*The following recommendation is made:*

*That the Council agree to appoint ProcessMatters2 to continue as Data Protection Officer for a further year at the cost of £150 per annum*

#### **18. Review of Council Policies & Procedures**

**18.1. Correspondence Policy** (attached)

**18.2. Metal Detecting Policy** (attached)

#### **20. Finance**

##### **20.1. To note cheques paid in August 2020**

Undisclosed	Clerk & RFO Salary - August	1,366.80
M H Kennedy & Son Ltd	Grass cutting	338.40
Trish Walker	Zoom Monthly Fee	14.39

##### **20.2. To approve expenditure for September 2020**

Trish Walker	Clerk & RFO Salary - September	1,058.17
HMRC	Tax and NI contributions	277.32
Greentech Limited	Bio spiral guards, stakes and canes	1,227.76
Petaprint	Harting Tree Project Leaflet	165.00
SSALC Limited	Data Protection Course	36.00
Information Commissioner	Data Protection Fee	40.00
M H Kennedy & Son Ltd	Grass mowing	169.20
Trish Walker	Clerk expenses Jul - Sept	69.48

**20.3. To note income for August and September 2020 -**

£26,550.00 2<sup>nd</sup> instalment of precept (not included in bank balance shown below)

**20.4. National Pay Scales Award** (see supporting document for briefing note)

*The following recommendation is made:*

*To note the report*

**20.5. To note that the bank reconciliations for August and September 2020 have been scrutinised and signed by the Chairman of the Finance Committee and will be signed by the Chairman of the Council in accordance with the Financial Regulations**

**20.6. To note the bank balance as of 31 August 2020 - £61,780.21**

**20.7. To note the budget statement for August 2020**

**21. Planning** - To note the minutes of the Planning Committee held on 16 July 2020, 11 August 2020 and 27 August 2020.

**22. Correspondence** – Harting School regarding signage boards

**23. Clerks report** – (*attached*)

**24. Items for future meetings**

Allotments

**25. Date of next meeting** - Council Meeting 15 October 2020 time and venue to be agreed

## Supporting document – Harting Parish Council Meeting 17 September 2020

### Agenda Item 7 – Tree report

Report to follow

### Agenda Item 8 - Website

# HARTING PARISH COUNCIL

## NEW WEBSITE UPDATE

### DOMAIN NAME

The new website is ready to go live. The address will be [www.harting-pc.gov.uk](http://www.harting-pc.gov.uk). The old website will be de-activated and users entering the old domain name will be directed to the new site.

The test site can be viewed using the link below:

<https://pcclients.co.uk/hartingpc/>

### ACCESSIBILITY

The site meets our requirement to provide an accessible website including the following functionality:

- zoom in up to 200% without the text spilling off the screen
- navigate most of the website using just a keyboard
- navigate most of the website using speech recognition software
- listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver)

### STATUTORY REQUIREMENTS

All documentation needed to meet the statutory requirements of the council have been added. These include Standing Orders, Asset register, and policies and procedures as well meeting documentation.

## CONTENT

The content has been divided into 5 sections plus a [Contact Us](#) page

[Your Parish Council](#) contains all information and documentation relating to the work of HPC. Agendas, Minutes

[News and Events](#) will be the place for us to provide information to the community, highlight upcoming events and report on other items of interest

[Services and Facilities](#) provides information and links about other services supported by the Parish Council

[Community](#) page details local community organisations clubs and societies

[Environment](#) provides links to other authorities such as CDC and WSCC. It also will be used for giving information about improvement projects and activity undertaken by HPC. For example, The Warren regeneration.

## MAINTAINENCE

Trish will remain responsible for updating the agendas and minutes etc.

For the time being I will look after the news items and other pages. Anything that you think should be added – or subtracted – please let me know.

## A WEBSITE FOR THE COMMUNITY

Whilst the website is an information source it is not designed to be a library. Pages can be easily added, amended, or archived.

Some areas are incomplete but this should not be a barrier for the site to be launched.

Information to be added later

1. ENVIRONMENT PAGE – Highways Byways and Footpaths
  - a. SID information page
  - b. Pedestrian Crossing proposal
2. ENVIRONMENT PAGE – Playing Fields and Open Spaces
  - a. South Gardens

- b. Allotments
- 3. NEWS AND EVENTS – Chairman’s Blog
- 4. Newsletter Sign-Up facility

Websites are never ‘finished’ and the key to the success of this new site will be in ensuring that the information remains relevant and up to date. The flexibility that this site offers means that we can easily add new pages, photos, and links as we need.

## PROPOSALS

- 1. That the committee should recommend that the Council agree to launch the new Harting Parish Council website on 21/09/20
- 2. That the committee should recommend that the Council agree the Accessibility Statement
- 3. That the committee should recommend that the Council agree the Tree Project date, once agreed, should feature on the front page of the website when it is launched.

### Agenda Item 9 - Footpath Lights

The following proposal was agreed at the Council meeting held on June 18 2020:

*that the Council agree that due to the perceived lack of demand for the replacement lighting on the village footpath, and the potential cost in the region of £10k, that the project may not be justified and that a carefully worded article will be placed in the Parish Magazine stating the situation.*

There has been no feedback received from the public following the article placed in the August parish magazine.

*The following recommendation is made:*

*That having received no feedback from the public following the article in the August parish magazine, the existing lights be removed and not replaced, and that quotes are obtained from local electricians for their removal.*

### **Agenda Item 10 - Flooding at the B2146/Cow Lane junction**

During the very wet winter of 2019-20 the existing drains were unable to cope with water running off the fields onto the Petersfield road.

WSCC's Highways Department have so far been unable to provide drainage plans from when the road was realigned and widened some 50 years ago so it is not known whether there is any pipe work underlying the French drains (although plans of the drainage nearer the Street junction have been provided).

WSCC's representative inspected the site on 28 August 2020 and has suggested that the construction of a hump on the north side would channel a lot of water into the French drain. This would be a simple job carried out by WSCC at its expense, rather than the parish council having to apply for Operation Watershed funding, as the land up to the fence belongs to WSCC and there would be no need to close one lane of the carriageway. The job has subsequently been approved and sent to the contractor to program.

We have also asked WSCC to clear the vegetation on the footpath on the north side of the road, it being on their land therefore their responsibility. Their representative is going to inspect it next week.

*The following recommendation is agreed:*

*To note the report*

### **Agenda Item 11 - Government consultation on pavement parking**

The Government have issued a consultation, due to end at 11.59pm on 22 November 2020, regarding pavement parking. The link below will take you to the briefing note issued.

<https://www.gov.uk/government/consultations/managing-pavement-parking/pavement-parking-options-for-change>

It is currently unknown how the Local Council will be handling this matter. The local councillor, Kate O'Kelly, has confirmed she will engage with the Cabinet member for Highways to register the local interest and the importance of this consultation.

*The following recommendation is made:*

*To note the report*

### **Agenda Item 12 - Furze Meadow Play Area**

The matter of the responsibility and upkeep of the play area in Furze Meadow, Nyewood has been a matter of concern and frustration to the Council since June 2016. Over the last 4 years the Council has investigated several ways to secure the area and improve the play equipment.

At the meeting in May 2018 the Council agreed to purchase the play area at Furze Meadow from Hyde Housing for the sum of £1 and the heads of terms were sent to Hyde for agreement. After several prompts Hyde responded in September 2018 stating the sale was on hold due to an audit of stock being undertaken by CDC and Hyde to enable the development of a housing strategy. The audit was completed in January 2019 and Hyde confirmed they would not be selling the site.

During the intervening period the Council has corresponded with Hyde about the maintenance and replacement of the play equipment, this culminated in a meeting between Hyde and representatives of the Council in October 2019. This was a positive meeting and a review of the situation was promised.

In August 2020 contractors started replacing the play equipment at Furze Meadow, and it has just been opened. This is extremely good news for the young people of Nyewood who have been passionate in their campaign for this area. This item will now, after 4 years, be removed from the Clerk's monthly report.

*The following recommendation is made:*

*To note the report*

### **Agenda Item 13 - Grant application War Memorial Playing Fields (WMPF)**

The WMF committee have been considering ways to raise the funds for a new pavilion, however in light of the coronavirus and the current economy it is felt this may be a longer term project.

There is an immediate need to carry out some necessary repairs to ensure the pavilion is waterproof, safe and remains usable.

A grant application has been made for a total of £2766.67.

£2166.67	replace both gable ends of pavilion with new 25 x 150mm tantalised rustic shiplap, new breathable felt underneath and make good on external corners.
£600	to replace the main front door.

*The following recommendations are made:*

- i. *That the Council consider a grant application from WMPF for a total sum of £2766.67 for works to carry out necessary repairs and updates to the pavilion to make it weatherproof, usable and safe.*
- ii. *That the Council agrees to pay the level of grant awarded to the contractors for the repair works to the pavilion*

#### **Agenda Item 15 - Allotments**

The clerk has received a letter from Mr Christie to confirm that he has purchased the area known as Huts Orchard, the site of the allotments. He confirms that he is pleased to continue to lease the area of the allotments to the Parish Council and confirms that the level of rental payable, ie £25 per annum, will be retained.

The original lease, issued in 1993, was for a period of one year and was signed in 1993, when the allotments were moved due to the development of the school in Tipper Lane.

The Council may benefit from some legal advice in this matter, particularly as the provision of allotments is a statutory responsibility of a Parish Council under s23 of the 'Smallholdings and Allotments Act 1908'.

A further update will be given at the October meeting.

*The following recommendations are made:*

- i. *to note the report*
- ii. *that the Council agree to allocate a sum to pay for legal advice from Mr Ian Davison, Surrey Hills Solicitors, if required.*

#### **Agenda Item 16 - Sewage**

The email (shown below in blue italics) was received from Southern Water on 3 September 2020. A response was sent to confirm that the Council can display posters via the website and noticeboards and that attendance at a meeting post Covid-19 would be a good idea.

Representatives from Southern Water have already been delivering flyers to the school and local households.

*The following recommendation is made:*

*To note the report*

*I am a Field Customer Engagement Officer from Southern Water and I am emailing today regarding some issues we have been facing with our South Harting wastewater treatment works, which treats the sewage for all of South Harting (around 470 properties).*

*Over the past year or so we have been experiencing some significant challenges at the treatment works with the levels of fat, oil and grease as well as unflushable items, such as wipes and sanitary items. Due to the sheer amount of these items that the treatment works is having to deal with, it recently, nearly caused our treatment works to pollute the environment with raw sewage, however we managed to resolve the issue before it got to this point.*

*The purpose of my email, is to see if we could get some kind of message/advert/information within your newsletter that you send your residents and to see how best we could work together to get our advice to our customers of South Harting on how to reduce the amount of fat oil and grease they wash down their sinks and push our 3P's message (pee, poo and toilet paper)?*

*I am visiting the primary school on Monday to give them our information leaflet which they are going to add to their newsletter to the parents and over the next week we will be starting a door knocking campaign to all the customers*

*of South Harting, giving them information and advice, but I thought it would be a really good idea to back this up with having something in your newsletter and perhaps putting up some posters in the local area to help enforce our message.*

*Do you have an AGM that perhaps we could attend and deliver a presentation to the locals? (Or perhaps once COVID has disappeared and were back to normal?)*

*I really look forward to hearing from you and hope we can work together in help tackle these issues.*

*Feel free to contact me on my number below and perhaps we could talk in more detail on the phone if that would be easier?*

*Thanks again.*

**Matthew Collins  
Field Customer Engagement Officer  
(West Sussex, Hampshire & IOW  
FOG & Unflushable Team**

*The following recommendation is made:*

*To note the report*

**Agenda Item 17 - Data Protection Officer**

Although there is not a legal requirement for parish councils to appoint a Data Protection Officer (DPO), it is considered good practice to do so. The Council has used ProcessMatters2 during the last two year to ensure it is complaint with GDPR. The DPO provides monthly updates and would be a vital contact with the Information Commissioners Office if there was a data breach. The cost of the DPO is £150 per annum.

*The following recommendation is made:*

*That the Council agree to appoint ProcessMatters2 to continue as Data Protection Officer for a further year at the cost of £150 per annum*

**Agenda Item 18- SSALC meeting for Council chairs**

SSALC invited all the parish council chairs in the counties of Surrey, East and West Sussex to a briefing on 10th September. 55 chairs tuned in, for what turned out to be an extremely informative and hence useful session. Trevor Leggo gave verbal reports on a number of topical matters and facilitated debate. It was agreed that these sessions should take place monthly.

The Planning White Paper was the first item, with TL reminding Councils that NALC want their feedback. It will not be surprising that many Councils are hoping that others will take a lead, as without expert advice they are finding it difficult to comment on such a nebulous document.

This was followed by the need to have an Accessible Website by 23rd September. Whilst many Council's believe they will comply, for others it is more a case of hope than certainty. Although it doesn't apply to Harting, it was suggested that smaller parishes put a statement on the home page of their website to the effect that they are aware of the legislation and invite users to contact the clerk if they are having difficulty in using it. NALC have indicated that if the replacement of a website is a major cost to a small parish the government will not expect websites to be replaced or rebuilt.

The Pavement Parking consultation followed, and Trevor mentioned the 45 questions that the questionnaire poses. He also said that if communities can make a justified case for allowing pavement parking dispensations would be considered. Arguably this applies to S Harting?

Trevor reported that over the previous 24 hours his office had been inundated by the practical implications of the recently announced changes to Covid 19 rules, especially does the ruling concerning social meetings outside of no more than 6 people apply to Parish Councils (it does). This engendered a lot of debate, but there was no argument with the fact that as Parish Councils are efficiently using Zoom etc to carry out their business there is currently no need to attempt face-to-face get together, especially as one has no control over the numbers who are entitled to attend. I mentioned that a parish I chair feels under some pressure to hold a public meeting to address a specific matter, and the advice was "don't - use Social media". It was agreed that there could be dire implications ...and one chairman said it would in any case be 'irresponsible'.

Hybrid meetings are already taking place (Parliament being the classic example, with some people in 'the chamber' and others participating from home. This is being looked into as a permanent solution, which would enable councillors who are away from home (for whatever reason) to participate in meetings. [One Councillor told us that she chaired her July Council meeting from a holiday villa in Italy]

'Virtual' Training sessions are continuing, with 20 sessions coming up between now and the end of November. The night before our get-together 26 new councillors were trained – they were pleased not to have to travel many dozens of miles to attend the session.

The implications of the Devolution White paper were discussed at length. This has nothing to do with Scotland but expresses the proposals that District and Borough Councils are abolished and that Unitary authority replace them. Cornwall, Dorset and Wiltshire and many others have already done this. West Sussex will surely follow, BUT under what arrangement? The outcome is most likely to mean that the resultant unitary authority will be more remote and strategic than the current two-tier system, and parish councils will be under pressure to do more for their residents. No doubt a matter for discussion amongst ourselves before too long. It could include the need for parishes to consider 'clustering' to enable them to deliver more and better services.

Andrew Shaxson 11/9/2020

*The following recommendation is agreed:  
To note the report*

**Agenda Item 19.4 - National Pay Scales Award**

The National Association of Local Councils (NALC) has published a new employment briefing (attached) on the national salary pay scales for clerks and other employees employed under the terms of the model contract.

On 24 August, the National Joint Council for Local Government Services (NJC) announced that an agreement was reached between the National Employers and the NJC Trade Union Side on the new pay scales for 2020-21 to be implemented from 1 April 2020. The increase for the clerks salary is approximately 2.64% backdated to 1 April 2020. This increase has been automatically updated by payroll and back pay is included in the September salary.

The model contract has also been updated with an increase in annual leave entitlement from 21 to 22 days for employees with less than five years' service. The clerks contract will be updated in due course to reflect this change.

*The following recommendation is agreed:*

*To note the report*

## Clerk's Reports - Harting Parish Council – 17 September 2020

### **Agenda Item 23**

Items raised at previous meetings:

Date first raised	Item Detail	Action by	Status
Furze Meadow/Hyde Homes June 2016 (Minute 86)	Possible purchase of the play area at Furze Meadow, Nyewood	Chairman/ S Br	New play equipment has now been installed by Hyde. The area has been opened and is already well utilised by the children.
Tree Works March 2016 (Minute 252)	Tree survey and associated tree works, and development of tree management plan	SB/ Clerk/AS Tree Working Group (TWG)	See agenda item 7 for update
Traffic Working Group (Minute 153)	A working group was created to address the problems of traffic and speeding in the village of South Harting	Traffic working group	Two further positions for SID have been agreed with WSCC on the Elsted road entering the village from the east, and in Nyewood. CIL application for South Gardens crossing submitted January 2020. The applications are due to be considered in April 2020. No further detail has been received at this stage, it is likely the processes have been delayed as a result of the pandemic.
Drop in sessions (Minute 127 – Sept 2019)	To hold monthly Saturday morning drop-in sessions at the White Hart	AOAC	There have been no drop in sessions as a result of the COVID-19 restrictions.
Online Banking	To investigate online banking to enable the setup and operation of a deposit account	Clerk	Pending the further change of bank signatories
West Harting Phone Box refurbishment Minute 248 Feb 2020	Refurbishment of West Harting Phone Box		Contractor has confirmed that the work will be started imminently.

New website Minute 22 May 2020	Creation of new Council website	AOAC	See agenda item 8
PCEG Minute 266 Mar 2020	Set up of Parish Council Emergency Group in reaction to COVID-19 pandemic	TW, SG and SB	The group has been 'mothballed' at this stage. The buddy system and help is still in place if anyone needs aid.
Special Parish Meeting	Meeting to connect with community		See agenda item 14. The date of 3 Sept was not possible. A further date of Saturday 26 <sup>th</sup> Sept has been proposed. However, following the Government announcement regarding meetings of 6 or more, further guidance is awaited from NALC (National Association of Local Councils.)

**Trish Walker - Clerk**