

HARTING PARISH COUNCIL

MINUTES

Minutes of the Meeting of Harting Parish Council held on **Thursday 15 October 2020**
at 7.00 p.m.

The meeting was held via Zoom video link in accordance with the Coronavirus Act 2020

Present: Mr Shaxson (Chair), Mr Bonner, Mrs Bramley, Mrs Bull, Mrs Curran, Mrs Dawson, Mrs Gaterell, Mr Johnson -Hill, and Mr Palmer.

In attendance: Mrs Walker (Parish Clerk).

There were 4 members of the public in attendance.

110.Apologies for absence: Mr Miller.

111.Declarations of Interest: None.

112.Minutes from Meeting held on 17 September 2020.

The minutes of the Meeting of the Parish Council held on 17 September 2020 were agreed as a true record and would be signed by the Chair when circumstances allow.

113.Questions from the Public:

There were no questions from the public.

114.Matters of Urgent Public Importance:

None.

115.Reports from the County and District Councillor

Dr O'Kelly, the County and District Councillor had circulated a report prior to the meeting and the members raised the following points:

- Are the grants for solar panels just for domestic properties or are they extended to business premises.

Dr O'Kelly confirmed she believed the grants were for both purposes.

- There were some questions regarding the levels of Covid cases in the area and the lack of local testing facilities. It was noted that the facility in the Taro Centre car park was for NHS and critical workers only.

Dr O'Kelly confirmed that the testing issues had improved, and a new site was being set up at Northgate car park in Chichester. She confirmed there is no local tracing being carried out at this time, but it is anticipated this happen at some point.

116.Parish Meeting report

The Council received a summary of the Parish Meeting held by video conferencing on Wednesday 7 October 2020 to discuss the Harting Tree Project. The full minutes of the meeting are available on the Council website.

There had been 34 Zoom connections linked to the meeting, some with more than one person present, it is estimated about 40 people had attended.

The meeting was chaired by Mr Shaxson, the chair of the Parish Council and the members of the Woodland and Tree Sub Committee (WTSC) had participated along with

Petra Billings, the chartered ecologist appointed by the Council to develop the planting scheme for the Warren.

The meeting had been called to promote the Harting Tree Project and to allow concerns and issues regarding the removal of the diseased ash trees to be discussed.

The councillors agreed the meeting had been well received and had resulted in a number of volunteers offering to help with the planting planned for December.

There were a number of areas that needed to be addressed as a result of the Parish Meeting, these included:

- a formal response to a statement and questions raised at the meeting which were too complex to be answered at that time. It was agreed that the councillors would have sight of the response before it was sent.
- the possible inclusion of new species in the second season of planting
- monitoring of the main footpath over the winter period
- continue to increase the methods of communication with the public, initially by encouraging more people to sign up to the Council website.

The following proposal was agreed:

To note the report

117. Grant request- Harting Football Club new goal posts

Joe Phillips and Matt Weller, members of Harting Football Club attended the meeting and presented their request for possible grant funding for new goal posts. They had previously sent an email to the clerk outlining their request.

They started by giving some background to the football club which had been revitalised in 2018 following some difficult years. Since then the club has enjoyed a good level of stability and now has around 30 registered players who meet on a weekly basis for training sessions. They have been promoted in the last two seasons and are now in the Southern Championship of the West Sussex Football League.

The current goal posts are in a bad state of repair and are now deemed unsafe for use. The football club have successfully applied for a grant from the FA (Football Association) for 75% of the cost of the purchase of a set of goal posts to a maximum of £1440. There is a time limit of 6 months, from the date the grant was offered, to raise the rest of the funds.

The club has identified some new aluminium posts which should have a long life, the total cost being £2030.

The remaining balance, once the FA grant has been taken into account, is £590 and the football club was seeking funding from the Parish Council towards this sum.

It was noted that the new goal posts will be the property of the football club and will not be owned by the War Memorial Playing Fields (WMPF) as they are a separate organisation.

The councillors considered the request and asked what fundraising activities had been undertaken to raise the funds. Matt and Joe confirmed that fundraising would normally have been through various events attended by club members, but this had been impossible due to the Covid-19 restrictions.

Mr Waller, the owner of Harting Stores and sponsor of the football club, was also at the meeting and confirmed that he was happy to cover the initial deposit for the goals, to ensure the FA grant was not lost, whilst further grants and funding were sourced.

The councillors thanked Joe and Matt for attending the meeting and congratulated them for their enthusiasm and commitment to the football club.

After some debate the members agreed that a grant should be awarded and that it should be for 50% of the remaining amount to be raised, with the other 50% to be raised by other methods. The grant was rounded up to 300.

The following proposal was agreed:

That the Council would provide Harting Football Club with a grant of £300 to help with the purchase of new goal posts

118.Tree Survey – Leaf Off

The members agreed that a 'leaf off' tree survey was due to be carried out in December 2020 to continue the eighteen-month cycle of tree surveys.

The previous two surveys had been completed by Nigel Fagg, Arboricultural and Safety Consultant, and it was agreed it would be good to have this continuity for the next survey.

The proposal was considered. An amendment was proposed to remove the words 'leaf off' from the original proposal which read:

That the Council commission a 'leaf off' tree survey to be carried out, by Nigel Fagg, Arboricultural and Safety Consultant, as soon as possible.

The amendment was agreed.

The following proposal, was then agreed:

That the Council commission a tree survey to be carried out, by Nigel Fagg, Arboricultural and Safety Consultant, as soon as possible.

119.Office 365 Licences and IT support

The clerk provided a report on the Microsoft Office and IT support proposals.

Office 365 licences

Each councillor is required to hold an individual parish council email address to ensure compliance with GDPR (General Data Protection Regulations). The Office 365 software provides the facility for this structure as well as the file sharing system Sharepoint.

The members were asked to consider the renewal of 12 Basic Office365 licences at a cost of £72.00 per annum (1 is held by a Working Party member who needs access to the file sharing system) and 1 Business Licence used by the clerk at a cost of £112.80. The total cost being £976.80 plus vat per annum.

IT Support Contract

The annual IT contract, currently held for 2 years, is due for renewal at a cost of £1000 plus vat. This covers advice and help for hardware and software problems for both the clerk and councillors, data cleansing, help with encryption of appropriate data, training in the use of Office 365 and Sharepoint, and checking for attempted data breaches. The contract is based on an average of two hours usage per month at a cost of £50 per hour. The charges outside of an IT contract would be £60 call out and then £75 per hour. The members considered the proposals and agreed the use of Microsoft Office and dedicated councillor emails were essential for GDPR purposes. They also noted the IT support had been very useful during the previous year and continued cover would be important.

The following proposals were agreed:

- i. That the Council agree to renew the 13 Office 365 licences for a further year at a cost of £976.80 plus vat
- ii. That the Council consider the option to renew the IT support contract with JnR computers for a further year at a cost of £1,000 + vat

120.Finance

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

Undisclosed	Clerk & RFO Salary - October	887.00
J K Engineering	Nyewood fingerpost	2,442.00
Parish Council websites	New website set up and annual maintenance	739.00
SSALC Limited	Clerk Training	36.00
Harting War Memorial Playing Field	Lengthsman	155.00
David Chaffe	Data Protection Officer - ProcessMatters2	150.00
Debra Harknett-Godfree	Hall bookkeeping	73.13
Mr A Christie	Annual Allotment rent	25.00
Mrs H Tuke	Telephone - Hospital Car Service	180.00
Petersfield Citizens Advice Bureau	Donation - S137	300.00
Harting PCC	Burial Grant	200.00
Harting Congregational Church	Burial Grant	200.00
Mr A Shaxson	Chairman's Allowance	200.00
Patricia Walker	Monthly Zoom subscription	14.39
M H Kennedy & Son Ltd	Grass cutting	169.20
Came & Co	Hall insurance	1,393.46
JNR Computer Services	Office 365 licences and annual IT support	2,372.16
Philip Juniper	Clearing debris and grading fence line	3,996.00
Harting Football Club	Grant towards cost of new football goals	300.00

120.2. There was no income in October

121.Bank Reconciliation for October 2020

It was noted that the bank reconciliations had been scrutinised and will be signed by the Chairman of the Finance Committee. The Chairman of the Council will sign the reconciliation in accordance with the Council's Financial Regulations when circumstances allow.

122.Bank balance as of 30 September 2020 £83,888.80

Noted.

123.Budget statement for September 2020

Noted.

124.Planning Committee

The minutes of the Planning Meetings held on 17 September 2020 were noted.

125.Aims and Objectives Advisory Committee (AOAC)

The unconfirmed minutes of the AOAC meeting held on 5 October 2020 were noted.

126.Correspondence

WMPF had sent an email thanking the Parish Council for the grant to support repairs to the pavilion.

An email had been received from a resident of South Harting wishing to organise a litter pick in the next few months.

127.Clerks report

The report was noted. It was agreed that the clerk would contact Hyde regarding the anticipated repairs to the fencing at the play area in Nyewood.

The removal of the footpath lights would also be added to the clerk's report.

128.Items for future meetings

Allotments

Budget 2021-22

Precept 2021-22

129.Date of next meeting – The next meeting would be held on Thursday 19 November via video conferencing, the time will be confirmed.

The meeting closed at 8.00 pm.