

MEETING OF HARTING PARISH COUNCIL

You are hereby summoned to a Meeting of Harting Parish Council to be held
by video link on
Thursday 19 November 2020 at 7.00pm

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
Trish Walker
Clerk to Harting Parish Council

AGENDA

- 1. Apologies for absence**
- 2. Declarations of Interest**
- 3. Minutes** - to approve the Minutes of the Meeting of the Parish Council held on 15 October 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 update** (see supporting document for briefing note)
The following recommendation is made:
To note the report
- 8. Grants 2020/21**
The following recommendations are made:
 - i. To agree that the Council allocates grants as shown in the draft budget (item 9) for 2021/22 to:*
 - a. Harting Community Hall and the War Memorial Playing Fields – (£2300 each) £4600 total*
 - b. Harting Parish hospital car scheme - £180*
 - c. Petersfield Citizens Advice Bureau - £300*
 - d. Allotment rents -£25*
 - e. The Parish Church and Congregational Church burial grants – (£200 each) £400 total*
 - f. Other applications received from organisations with local connections.*
 - ii. To agree, as part of their overall grants, that the Council also covers the cost of the insurance premiums for Harting Community Hall and the War Memorial Playing Field and the cost of a bookkeeper for the former.*
- 9. Budget and Precept 2020/21** (see supporting documents for budget proposal)
The Finance Committee recommends the attached budget for the financial year 2021/22 with an increase of £1838 to the precept, this represents a 2% increase on the previous financial year.
The following recommendation is made:
 - i. that the Council agree to request £54,162 as the precept from CDC (Chichester District Council) for the financial year 2021/22.*
 - ii. That the Council agree the Budget for the financial year 2021/22*
- 10. Appointing delegate at SSALC (Surrey and Sussex Association of Local Councils) and WSALC (West Sussex Association of Local Councils) meetings** (see supporting documents for budget proposal)
The following recommendations are made:
 - i) that Andrew Shaxson and Sheila Bramley are appointed voting representatives of the Council at meetings of WSALC*

ii) that the appointments are reviewed at the AGM of the Parish Council in May 2021 and annually thereafter

11. Highways and Byways Advisory Committee (HABAC)

To note the minutes of the HABAC held on 6 November 2020 (attached) and to consider the following recommendations:

- i. that the Council agree an article will be placed in the Parish magazine asking parishioners to note any footpaths that appear to have dropped off the official footpath register
- ii. that the Council ratify the initial response to the South Downs Safer Roads Task Force.
- iii. that the Council agrees that HABAC (Highways and Byways Advisory Committee) will take responsibility for the Speed indicator Device (SID)
- iv. that the Council agree that HABAC should organise a team of volunteers to move the SID and recharge the batteries.
- v. that the Council agree that Mr Palmer and Mr Shaxson will complete the online survey for the Government consultation on pavement parking expressing a preference for option (ii) 'A legislative change to allow local authorities with civil parking enforcement powers to enforce against unnecessary obstruction of the pavement'

12. Annual Governance and Accountability (AGAR) statement 2019/20 – Amended part 2 (see supporting document for briefing note)

The following recommendation is made:

that the Council approves the amended Annual Governance and Accountability Statement Part 2

13. South Downs National Park Authority Parishes Workshop - West Sussex (2/12/2020)

The following recommendation is made:

That the Council appoint up to two representatives to attend the South Downs National Park Authority Parishes Workshop on 2 December 2020.

14. Finance

14.1. To approve expenditure for November 2020

C Read	Refurbishment of W Harting phone box	743.00
Petaprint	Printing of Emergency Packs	350.00
MH Kennedy & Sons	Grass cutting	338.40
Wallis White & Co (Petersfield) Ltd	Internal audit	309.60
Petra Billings	Consultant fees for Warren restoration	575.00
Patricia Walker	Monthly Zoom subscription	14.39

14.2. To note income for November 2020 -

None

14.3. To note that the bank reconciliation for November 2020 has 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

14.4. To note the bank balance as of 31 October 2020 - £75,759.50

14.5. To note the budget statement for September 2020

15. Planning - To note the minutes of the Planning Committee held on 15 October 2020.

16. Finance - To note the minutes of the Finance Committee held on 4 November 2020

17. POSAC – To note the minutes of the Play and Open Spaces Advisory Committee (POSAC) held on 26 October 2020.

18. Correspondence

19. Clerks report – (attached)

20. Items for future meetings

Allotments

21. Date of next meeting - Council Meeting 17 December 2020 time and venue to be agreed

Supporting document – Harting Parish Council Meeting 19 November 2020

Agenda Item 7 – Tree Update

Briefing Note

Tree and Woodland Report – November 2020

The Grant for the Restoration Project

The grant awarded to the Council from the Network Rail Community Planting fund (administered by the Tree Council) is being paid in two tranches: 90% has already been received and the remaining 10% will be received at the end of the project on production of all relevant financial proof of expenditure. For ease of reference, the award will be referred to as the NR/TC grant.

Protection of Natural Regeneration

Harting Tree Champion volunteers were asked to participate in finding and protecting the natural regeneration in the Warren. The 15 volunteers were provided with a crib sheet on how to identify species and instructions on how to place the spiral guards. A total of about 700 seedlings have been protected with biodegradable spiral guards.

The Chairman has also protected about 60 beech seedlings outside of area to be deer fenced with large tree guards.

The level of regeneration is very encouraging and the deer fencing, which is currently being erected, will help the ground flora and fauna to flourish as there is a great deal of evidence of deer predation.

Planting Days and Volunteers

Community planting days were to have taken place on 3-5 December with support from the SDNPA (South Downs National Park Authority) rangers. Sadly, due to the uncertainty over what coronavirus restrictions will be in place when the current lockdown ends on 2 December, it was agreed with Petra Billings, the Tree Council and the rangers that community planting should be postponed until January or February. Volunteers have been updated regarding the postponement. Further information on the future dates may be available prior to the Council meeting.

When the planting does take place, it is anticipated that around 800 tree and shrub saplings will be planted with some sessions being for adults only and others being for families. Currently 57 volunteers have registered an interest in becoming a 'Harting Tree Champion'; these have come via articles in the Parish magazine, the tree leaflet, posters at the four entrances to the Warren, the website and as a result of the Parish Meeting.

A Harting Tree Champion badge, funded by the NR/TC grant, has been designed by Paul Martin; councillors will be asked to express their preference on the colour of the design via email.

The planting sessions will have to be planned in detail to ensure they are Covid-safe. Mrs Bull has volunteered to work with the WTSC (Woodland and Tree Sub Committee) to help pull together all of the Covid-related issues. It is currently being assumed that the 'rule of six' will operate once the lockdown is lifted.

A further update will be given at the December Council meeting.

Network Rail and Tree Council Planting Day

This was initially due to take place on 3 December with members of the Tree Council and Network Rail potentially planting 400 trees; the CEO of Network Rail was due to have made an appearance for part of the day. However, the 'rule of six' and then the current lockdown have caused the event to be dramatically scaled down with only 25-50 trees being planted to enable a 'photo opportunity' to coincide with the launch of Network Rail's Sustainability Strategy on that day.

Contractor planting

The NR/TC grant provides for 2/3rds of the planting being carried out by contractors. They will be able to plant in the more difficult areas i.e. on slopes and rough ground. They will also plant outside of the deer fence where tree saplings need tall guards and most volunteers would find it too difficult to insert the associated stakes.

A quote from MJO Forestry (Mark Odin), a local firm based in West Dean, was used for the grant application. They are able to plant saplings in the new year. Petra Billings will liaise with the WTSC to ensure a clear planting brief is provided to the contractor and will meet him on site to discuss it.

Brash pile next to the area used as a loading bay

Two volunteers have offered to deal with the brash pile and to burn the remains in the new year. The Clerk will provide them with the necessary health and safety advice and risk assessments.

Next season and beyond

A further 300 seedlings will need to be identified and protected in the autumn of 2021, and a further 500 saplings will be planted by the community in December 2021 or early in 2022.

On-going maintenance will be required to ensure the young trees and shrubs thrive and, in particular, are not starved of light by ivy and brambles in their early years. It is to be hoped that the enthusiasm shown to date for the Warren restoration project will engender both long-term interest and active participation in looking after the woodland. However, if the enthusiasm wanes, other measures will have to be put in place to ensure the Warren is not neglected as it has been in the past.

The following recommendation is made:

To note the report

Agenda Item 9 - Budget and Precept 2020/21

Briefing Note

See below for proposed budget

Harting Parish Council - Budget 2021/22

<u>Budget Headings</u>	Budget 2020-21	Likely spend 2020-21	Proposed Budget 2021-22	Budget Increase/ decrease	
<u>Staff Salaries</u>					
Salary	12,000.00	12,227.38	14,000.00	2,000.00	1
Pension	-	-	600.00	600.00	
Total Staff Salaries	12,000.00	12,227.38	14,600.00	2,600.00	
<u>Admin</u>					
IT/website and telephone	900.00	739.00	550.00	-350.00	2
Microsoft Licence	1,100.00	976.80	1,100.00	0.00	
IT support	1,000.00	1,000.00	1,000.00	0.00	
Chairmans allowance	200.00	200.00	200.00	0.00	
Audit fees	500.00	500.00	600.00	100.00	
Admin	1,500.00	2,826.61	2,000.00	500.00	3
PC Insurance	400.00	360.07	500.00	100.00	
Training	500.00	216.00	200.00	-300.00	
Legal	500.00	500.00	500.00	0.00	
Election	200.00	-	300.00	100.00	
Total Admin	6,800.00	7,318.48	6,950.00	150.00	
<u>Subscr/Memberships</u>					
SALC/NALC	450.00	415.51	500.00	50.00	
<u>Capital expenditure</u>					
Open spaces; major repairs and replacements	5,000.00	4,000.00	6,000.00	1,000.00	4
Total Capital	5,000.00	4,000.00	6,000.00	1,000.00	
<u>Maintenance</u>					
Woodland Management	2,500.00	2,245.00	2,000.00	-500.00	5
Highways	5,000.00	2,335.00	4,500.00	-500.00	6
Mixed repairs	3,500.00	2,970.08	2,500.00	-1,000.00	
Waste bins/dog gloves bags	700.00	563.87	800.00	100.00	
Grass cutting	2,400.00	1,971.50	2,300.00	-100.00	
Lengthsman	750.00	755.00	850.00	100.00	
Tree survey	400.00	590.00	-	-400.00	7
Total Maintenance	15,250.00	11,430.45	12,950.00	-2,300.00	
<u>Grants</u>					
Hall	2,250.00	2,250.00	2,300.00	50.00	
S137 - eg. Citizens Advice	300.00	300.00	300.00	0.00	
WMPF	2,250.00	1,455.00	2,300.00	50.00	
Churchyards	400.00	400.00	400.00	0.00	
Hospital car	200.00	180.00	180.00	-20.00	
Allotment rent	50.00	25.00	50.00	0.00	
Hall insurance	1,300.00	1,393.46	1,300.00	0.00	
Hall bookkeeping	500.00	579.38	500.00	0.00	
WMPF insurance	1,200.00	1,200.00	1,200.00	0.00	
Grants	-	2,605.00	-	-	
Total Grants	8,450.00	10,387.84	8,530.00	80.00	
<u>Contingency</u>	5,150.00	-	6,470.00	1,320.00	8
Total Budget	53,100.00	45,779.66	56,000.00	2,900.00	

Notes:

The orange columns show the budget and anticipated year end spend for 2020-21.

It is anticipated there will be a budget underspend for 2020-21 in the region of £7000

The blue column shows the budget proposed for the year 2021-22

Note 1. Increase reflects the potential need for extra hours

Note 2. 2020-21 contained a sum for the development of the new website

Note 3. Includes £500 for council leaflets

Note 4. Capital element includes £1k for office equipment if needed

Note 5. Includes £1k for Petra Billings advice.

Note 6. Speedwatch, fingerposts refurbishment.

Note 7. A tree survey is due to take place in Nov 2020, next one will be in 2022-23 financial year

Note 8. £2k included in contingency fund in relation to the Emergency plan

Agenda Item 10 - Appointing delegate at SSALC (Surrey and Sussex Association of Local Councils) and WSALC (West Sussex Association of Local Councils) meetings

Briefing Note

The AGM of West Sussex Association of Local Council's (WSALC) Ltd has been re-scheduled to take place by Zoom on 2nd December 2020. As the organisation is a company it has to abide by Companies Act rules and regulations. Consequently, delegates must be properly appointed by the Parish Council they represent, which enables them to vote on behalf of that parish at meetings should a vote be called. The directors of WSALC Ltd, who are in the main the chairs of the local branches of West Sussex ALC, have commissioned a report costing £7,000, on the grounds that it should show that an organisation representing just West Sussex parishes will be better value for money than the existing one including East Sussex and Surrey.

Without going to great detail there is disquiet about several aspects of this, and dependent on the results of the study that has been commissioned the AGM could be controversial. A proposition has been made that includes the standing down of the chairman and vice-chairman of WSALC Ltd.

In short, are Harting Parish Council content with the service they receive from the present arrangements, and the cost to the Parish Council of providing it? We currently use SSALC for training and general advice and help, and access to specialised legal advice pertaining to Local Government matters. It should be noted that until all the facts are known and everybody has spoken at the AGM the way forward will not be clear, therefore the delegates vote cannot be prescribed. It is quite possible that regardless of the vote one outcome of this study will be to shine a light into the somewhat arcane workings of SSALC and WSALC, which will hopefully motivate changes which will benefit all parish councils.

Although members of HPC have attended meetings of WSALC in the past, they have not been officially 'appointed' by the Council. The specific procedural details of what is involved in participating and voting at the WSALC AGM will not be known until after this agenda is published but will be available before the Council meeting. An update and clarification will therefore be provided prior to or at the Council meeting. Subject to being clarified by the information received, it is proposed that Andrew Shaxson and Sheila Bramley, as chair and vice-chair of the Council, are appointed the Council's official appointees with voting rights. This appointment will last until the AGM of the Council in May 2021, or unless there is need to amend the appointments during the interim period.

The following recommendations are made:

- i) that Andrew Shaxson and Sheila Bramley are appointed voting representatives of the Council at meetings of WSALC*
- ii) that the appointments are reviewed at the AGM of the Parish Council in May 2021 and annually thereafter*

Agenda Item 12 – Annual Governance and Accountability (AGAR) statement 2019/20 – Amended part 2

Briefing Note

The external audit have raised a discrepancy that has arisen as the result of the transfer of the ring fenced 'youth club' monies to the capital fund. This move was agreed by the Council in December 2019 to part pay for the new slide in South Gardens.

As a result figures in section 7 of the AGAR part 2 (see below) have changed from £40,313 to £37,103. The Council are asked to approve the amended Part 2 statement.

The following recommendation is made:

that the Council approves the amended Annual Governance and Accountability Statement Part 2

Section 2 – Accounting Statements 2019/20 for

HARTING PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	50,653	53,047	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	43,100	43,100	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	6,695	5,890	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	9,005	10,423	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	38,396	54,511	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	53,047	37,103	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	62,046	40,915	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	781,886	815,743	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i> <i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>
		✓	

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

14. Agenda Item 13 - South Downs National Park Authority Parishes Workshop - West Sussex
(2/12/2020)

The following recommendation is made:

That the Council appoint up to two representatives to attend the South Downs National Park Authority Parishes Workshop on 2 December 2020.



South Downs National Park Authority **West Sussex** Parishes workshop

Date: **Wednesday 2nd December 2020**

Workshops will start at 16:00 and finish no later than 18:00

The workshops will be held on Zoom. Joining instructions will be sent to Parish representatives before the meeting. Please note only two parish representatives per parish, other Councillors can watch the workshop on a live feed.

Agenda

1. Welcome and Introductions - Parish Councillors and Members of the SDNPA (16:00 – 16:05)
2. South Downs Partnership Management Plan – (16:05 – 16:20)
Introduction to the Partnership Management Plan review, key projects and SDNPA work locally
3. SDNPA COVID response and Recovery fund (16:20 – 16:30)
4. South Downs Partnership Management Plan – Local Action (16:30 – 16:45)
The new approach to Town and Parish Council workshops. Local Action to contribute to the Partnership Management Plan, what can local communities do to support the delivery of the Partnership Management Plan
5. Break (16:45 – 17:00)
6. Q&A (17:00 – 18:00)
An opportunity for delegates to ask questions of the SDNPA officer Panel and SDNPA Parish Nominated Members. SDNPA Panel will include Director of Countryside and Policy Management, Director of Planning, Local Countryside and Policy Manager, Lead Ranger, Development Management Manager, Enforcement officer, Communications team, Communities Lead
Delegates will need to use the 'hands up' function in Zoom to indicate they have a question for the panel. We will try to deal with all questions on the night, but we will follow up with a FAQ from the workshops, which will include questions raised and answered and question which we were unable to respond to on the night
7. Close (18:00)