

## 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 December 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](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 Meeting of the Parish Council held on 19 November 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** (report to follow)

*The following recommendation is made:*

*To note the report*

- 8. South Downs Safer Roads Task Force** (report to follow)

*The following recommendation is made:*

*To note the report*

- 9. PREVENT duty guidance for parish councils** (see supporting document for briefing note)

*The following recommendation is made:*

*To note the report*

- 10. All Parishes Meeting 8<sup>th</sup> February 2021**

The All Parishes Meeting will take place virtually via Zoom video conferencing on 8<sup>th</sup> February 2021 at 5.30pm. Two members of the Council are invited to attend.

*The following recommendation is made:*

*To nominate two councillors/clerk to attend the CDC All parishes meeting on 8th February 2021.*

- 11. Finance**

#### 11.1. To approve expenditure for December 2020

Undisclosed	Clerk & RFO Salary	941.00
HM Revenue & Customs	Tax and NI	108.39
Trish Walker	Defibrillator battery - church porch	298.80
Colin Croucher	Pavilion door replacement - grant	560.00
Philip Juniper	Deer Fencing and gates	15,747.72
Harting War Memorial Playing Field	Lengthsman	147.50
Came and Company	WMPF Insurance	1,021.61
Paul Martin	Tree champion enamel badges	308.60
Mill Farm Plants	Saplings for 3 Dec planting day	77.40
Parish Council websites	Coronavirus banner	40.00
Trish Walker	Monthly Zoom subscription	14.39
Greentech Limited	Bio spiral guards, stakes and canes	4,656.48

Trish Walker	Clerk expenses	122.06
Andrew Shaxson	Yew Trees for 3 December planting day	49.90

**11.2. To note income for December 2020 -**

Tree Council grant 90%	£28,960.62
Vat refund	£640.84

**11.3. To note that the bank reconciliation for December 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**

**11.4. To note the bank balance as of 30 November 2020 - £98,095.51**

**11.5. To note the budget statement for November 2020**

**12. Planning** - To note the minutes of the Planning Committee held on 19 November 2020.

**13. POSAC** – To note the unconfirmed minutes of the Play and Open Spaces Advisory Committee (POSAC) held on 7 November 2020 (to follow).

**14. Correspondence**

**15. Clerks report** – *(attached)*

**16. Items for future meetings**

Allotments

**17. Date of next meeting** - Council Meeting 21 January 2021 time and venue to be agreed

**Supporting document – Harting Parish Council Meeting 17 December 2020**

**Agenda Item 7 - Tree Report**

**Network Rail and Tree Council Planting Day**

The scaled down planting event took place on 3 December 2020, a day during which 25mm of rain fell creating difficult ground and planting conditions. Fortunately, the rain stopped briefly for the planting and photography. The CEOs of both Network Rail and the Tree Council were in attendance along with a limited number of members of staff. It was hoped that the Secretary of State for Transport might also attend; however, he was unable to be present. The CEO of Network Rail was on site for longer than anticipated and showed a genuine interest in the Warren restoration project.

The original intention to plant 400 saplings was reduced to 50 due to the 'rule of six' guidance. However, the weather conditions on the day meant this was reduced to two yew trees purchased that morning by the Chairman. The 50 saplings have since been planted in the Warren.

A Daily Mail photographer was in attendance. However, although there was a brief mention of the event in the newspaper the following day, sadly no photographs were included.

**Planting Days and Volunteers**

Planting days, with support from the SDNP (South Downs National Park) Rangers, are currently planned as follows:

Thursday 28 January 2020 – Adult day

Saturday 30 January 2020 – Family Day

Due to the uncertainty of the Covid-19 restrictions and the potential for frozen ground, two backup dates, Friday 19 and Saturday 20 February, have been allocated.

The arrangements for the planting days are being based on the current 'rule of six' and are being carefully planned to ensure they are Covid-safe. Mrs Bull is working with the Woodland and Tree Sub Committee (WTSC) to ensure appropriate measures are put in place.

On the first planting day, it is anticipated there will be two sessions of about 2 hours each, morning and afternoon, with four groups of five people plus a coordinator. This allows for about 40 volunteers to take part: about 60 have volunteered, but some will not be able to make the date or may not wish to endure unfavourable weather. It is estimated that 600 saplings will be planted.

The second day will be devoted to family planting. There are likely to be more sessions of shorter duration to allow young children to participate. Also, under the 'rule of six', it is likely that a planting group will have to be constrained to a single family plus a coordinator. It is estimated that 200 saplings will be planted during these sessions.

### **Ezee Tree Shelters**

The cardboard Ezee Tree shelters, used on the February planting day, have now been removed as they were failing. The Tree Council has acknowledged they are not suitable and have agreed to fund the cost of replacement biodegradable spirals.

### **Disease Resistant Elms**

The Tree Council has obtained some disease resistant elms and a small number have been reserved for the Warren. Petra Billings will decide where to plant them to best suit their needs.

### **Contractor Planting**

The contractor has confirmed that planting can be carried out in two phases, either side of the volunteer planting sessions. Petra Billings will be liaising with the contractor and the WTSC to ensure a clear planting brief is provided.

### **Additional Grant**

The Tree Council has confirmed that the original grant sum will be increased by £1200 to pay for the two information boards requested in the original application.

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

### **Agenda Item 9 - PREVENT duty guidance for parish councils**

The clerk received the following email (shown below in italics) from the Community Engagement Manager at Chichester District Council. The clerk has forwarded this to the of the Harting Community Hall and the War Memorial Playing Fields.

*In Chichester District, indoor and outdoor community venues are in a mix of ownerships:*

- There are some in the direct ownership of Parish Councils which are specifically covered by the PREVENT duty and if you are not already familiar then the attached may be of interest to you.*
- Others are independent of the Parish Council and therefore not bound by the duty, but we would none the less encourage adopting a similar approach for their own reputation.*
- There are also some (Halls particularly) where the ownership maybe at arms length from the Parish Council, but the extent to which they might be "under" the Parish Council may warrant the PC reviewing this guidance. It might be worth considering what reputational damage there may be for the Parish Council were a booking of a local venue made by an extremist group, and if there should be any direct encouragement of the venue to assume the same duty.*

*Fortunately, some of the terrorism related activity covered by the PREVENT duty is less prevalent in Chichester District than in other parts of the country, but other extremist views (for example Far Right groups) have been expressed locally. While I appreciate that many venues remain closed to the public at this time, the prevention of Extremism remains a key consideration for national security. We hope your Council can give some consideration to this matter in due course.*

# PREVENT duty guidance

Ensuring that Public owned venues and resources do not provide a platform for extremist views

The following steps should be followed by public bodies (e.g. Parish Councils\*) or best practise for charitable or private sector venues, to mitigate the risk of undesirable bookings of buildings, land or other resources. This document is not a definitive list and should be used in conjunction with any existing checking mechanisms venues have in place.

## ASK

### What's planned and who's planning it?

1. Who is the individual or organisation booking the event?
  - Ask for their name and address and any associated names they operate under
  - Ask for their address and a phone number
  - Get details of the individual or organisation's website and associated websites
2. Ask for details of the event including: theme; title; agenda; content; speakers; expected audience, numbers and demographics; details of how the event will be promoted (ask for copies of flyers or posters etc); is the event open to the public or ticket only?
3. Do they have an equality/diversity policy that challenges all forms of discrimination?

## CHECK

### Undertake due diligence to confirm what you have been told and find out more

1. Run a check on the individual/organisation/speakers by:
  - Viewing their websites, articles or speeches
  - Considering what third parties are saying about them (press articles/social media)
2. Ask for a reference from a venue provider previously used by the individual/organisation
3. If the booking is for a charity, check the details with the Charity Commission [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk)

## DECIDE

Does your website or booking process state that you have the right to refuse bookings?

Do you specifically state that your venue should not be used for the promotion of extremist views?

**Do you let the event go ahead?**

**Or take action to reduce the risks?**

Use the information collected to inform your decision.

\*Section 26 of the Counter-Terrorism and Security Act 2015 places a duty on certain bodies (including parish councils), in the exercise of their functions, to have "due regard to the need to prevent people from being drawn into terrorism". This is known as the Prevent Duty. In complying with the Prevent Duty, there is an expectation that local authorities ensure that publicly-owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views

Therefore, the hirer is not to use local authority resources to espouse violent and/or non-violent extremist views

### Top tips when taking bookings

- If the booking is being arranged by an event management or another company, make sure you know who their client is
- Be wary of individuals only giving mobile numbers
- If enquiries are made about internet use and bandwidth, investigate whether any speakers are participating in the event remotely
- Be wary of any individuals/organisations making large cash payments
- Ensure that you have the ability to refuse the booking at any point prior to the event, to avoid reputational risk

### Top tips when researching individuals/organisations online

- Complete a thorough check on the individual/organisation by:
  - viewing their website
  - looking at what other people are saying about them (articles/ blogs etc)
- Complete a thorough check on any speakers by looking at what other people are saying about them (press coverage, social media etc)
- When you are looking at a website, check that it is being kept up to date
- If you are unsure about an organisation check if it has a landline number and business address
- Where possible base your decision on primary evidence – e.g. an organisation's published manifesto, or the individual speaking (eg youtube)

### More information

List of terrorist groups or organisations banned under UK law

[www.gov.uk/government/publications/proscribed-terror-groups-or-organisations-2](http://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations-2)

The Charity Commission

[www.charitycommission.gov.uk](http://www.charitycommission.gov.uk)

If you still have concerns about a booking you can contact Chichester District Council, email [community@chichester.gov.uk](mailto:community@chichester.gov.uk)

In a case of an emergency dial **999**

To report suspicious activity call the Anti-Terrorist Hotline anonymously on **0800 789 321**

*Guidance based on good practise shared by Royal Borough of Kensington and Chelsea*

*December 2020*

*The following recommendation is made:*

*To note the report*

