

MEETING OF HARTING PARISH COUNCIL

You are hereby summoned to a Meeting of Harting Parish Council to be held
by video link on
Thursday 21 January 2021 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
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 17 December 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. **Play and Open Spaces Advisory Committee (POSAC)** (see supporting document for briefing note)
To note the minutes of the meeting held on 11 January 2021 (attached) and to consider the following recommendations:
That the Council agrees to obtain estimates for a survey of the council owned ponds in South Gardens in the Spring/summer of 2021
9. **Covid-19 vaccine roll out** (see supporting document for briefing note)
The following recommendation is made:
That a letter expressing the Council's concerns is sent to the appropriate authorities
10. **Payroll** (see supporting document for briefing note)
The following recommendation is made:
That the Council agree to contract Brandon Yeadon of Clarity Accounting Associates to provide the payroll service for the Parish Council from 1 April 2021 at the cost of £8 per payslip per month.
11. **Speed Indicator Device (SID) batteries and sites** (see supporting document for briefing note)
The following recommendation is made:
To note the report
12. **Grant application to fund a new website to support the Henry Warren Hall, Nyewood**
The following recommendations are made:
 - i. *That the council considers whether to provide a grant to fund a new website to support the Henry Warren Hall, Nyewood*
 - ii. *If the Council agree to a grant, that the amount of that grant is set.*
13. **Finance**

13.1. To approve expenditure for January 2021

Undisclosed	Clerk & RFO Salary	887.00
Debra Harknett-Godfree	HCH - Bookkeeping - grant	84.38
Trish Walker	Zoom monthly subscription	14.39

13.2. To note income for January 2021 - None

13.3. To note that the bank reconciliation for January 2021 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

13.4. To note the bank balance as of 31 December 2020 - £79,176.33

13.5. To note the budget statement for December 2020

14. Planning - To note the minutes of the Planning Committee held on 17 December 2020.

15. Correspondence

16. Clerks report – *(attached)*

17. Items for future meetings

Allotments

Deposit Account

18. Date of next meeting - Council Meeting 18 February 2021 time and venue to be agreed

Supporting document – Harting Parish Council Meeting 21 January 2021

Agenda Item 7 - Tree Report

Planting Days

The planting days planned for January 2021, as reported at the December 2020 Council meeting, have been postponed until Autumn 2021. This is due to the current lockdown restrictions resulting from the Covid-19 virus and the uncertainty when these restrictions will end. The current restrictions have a “Stay at Home” warning and no group activities are allowed.

The Tree Council has also issued a statement to confirm that volunteer planting schemes should be delayed until they are safe.

The dates for the autumn planting days will be subject to the availability of the bare root saplings i.e. when they are dormant, and the availability of Petra Billings and the SDNP rangers. Further details will be provided later in the year.

It is hoped the autumn planting days will be free of any Covid-19 restrictions thereby allowing a really sociable community event with 800 saplings being planted.

Contractor Planting

Forestry is an essential occupation so MJO Forestry will be commencing the professional planting aspect of the Warren restoration in the next few weeks.

A specification has been produced, under the guidance of Petra Billings, showing the areas to be planted, inside and outside the deer fencing, and confirming the number of each species. A total of 2900 saplings will be planted by the contractors.

Volunteers

The volunteers have been informed of the postponement of the planting days and will be updated as more information is available.

However, they have been invited to help over the next few months with checking the tree spirals on the regeneration and the new saplings, replacing any that have blown off, as well as ensuring ivy and brambles do not overcome the young trees.

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

Agenda Item 8 - Play and Open Spaces Advisory Committee (POSAC), Pond survey

Whilst the ponds and surrounding area at South Gardens are generally in good condition, the POSAC have discussed the need for a survey to be carried out, to ensure further work conserves them and is ecologically sound. Any survey and resultant report would take proper account of the public use of the areas surrounding the ponds. This balance should be achievable, as such a situation is quite common. The study would be done in the late spring / summer, in order to identify all fauna and flora, and other factors that need to be taken into account. The POSAC have been provided with the details of four experts who could undertake the work.

That the Council agrees to obtain estimates for a survey of the council owned ponds in South Gardens in the Spring/summer of 2021

Agenda Item 9 – Covid-19 vaccine rollout

The national roll-out of the Covid-19 vaccine is currently being targeted at the following categories:

- people aged 80 and over
- people who work in care homes for older people
- people who live in care homes for older people (initially care homes with 50 or more residents)
- health and social care workers at high risk.

Harting Parish residents tend to be registered with either Petersfield GP's or Midhurst GP's. The former sits in Hampshire, the latter in West Sussex.

The roll out has been very swift for patients registered with Petersfield GP's and vaccines have been administered from the Festival Hall for several weeks.

However, the roll out for patients registered with Midhurst GP's has not yet started, leaving local residents concerned and anxious about the delay.

There have been regular updates from WSCC about the imminent start of the local vaccines, but at the time this report was written it is believed there has been no further progress. It is understood this is due to non receipt of the vaccine.

There is also concern that the Riverbank Surgery in Midhurst, the local vaccine site, has limited parking spaces and access is reasonably difficult when there is a high traffic volume going in and out.

The Council is aware that the South Downs Centre was noted as a good site with easy access, but it seems the NHS have not chosen to use this site.

The following recommendation is made:

That a letter expressing the Council's concerns is sent to the appropriate authorities.

Agenda Item 10 – Payroll

The Council payroll has been administered by Ladywell Accounting services for some years at a cost of £96 per annum. The clerk has received notice this service will be ceasing at 31 March 2021.

An alternative provider has been sourced, following recommendation. Brandon Yeadon of Clarity Accounting Associates Ltd, Elstead is able to provide a payroll service at the cost of £8 per payslip per month. The Council has one employee, the clerk, so the annual cost would be £96.

Further quotes have not been pursued as this is comparable to the Ladywell service and the overall cost is not significant.

The following recommendation is made:

That the Council agree to contract Brandon Yeadon of Clarity Accounting Associates to provide the payroll service for the Parish Council from 1 April 2021 at the cost of £8 per payslip per month.

Agenda Item 11 – Speed Indicator Device (SID)

Mr Johnson-Hill has agreed to take over the storage and charging of the spare batteries for the SID, previously carried out by Mrs Bramley.

The Highways and Byways Advisory Committee (HABAC) has taken over the responsibility of moving SID to the various locations around the parish, and volunteers are currently doing this.

The post for the fourth location in Nyewood is still in progress and a contractor is being sought to provide a quote for supply and installation.

The following recommendation is agreed:

To note the report

Agenda Item 12 - Grant application to fund a new website to support the Henry Warren Hall, Nyewood

A grant application has been made, on behalf of the Henry Warren Village Hall in Nyewood, to help with funding for a new website for community use. This will replace the current one provided free of charge by BT which is being withdrawn in May 2021. A copy of the application is shown below.

The estimated cost is between £750 - £1000.

For information purposes, the Council set up a new website in August 2020 and the associated costs were:

£499 setting up new website

£240 for annual hosting and maintenance

The grant application policy is attached for information.

The following recommendations are made:

- iii. That the council considers whether to provide a grant to fund a new website to support the Henry Warren Hall, Nyewood*
- iv. If the Council agree to a grant, that the amount of that grant is set.*

Harting Parish Council Grant & Indirect Financial Assistance Application Form

Please read the Parish Council's policy on *Award and Administration of Grants and Indirect Financial Assistance* before completing this form.

Name of Organisation	Henry Warren Village Hall, Nyewood
Name, Address and Position of Contact in Organisation	Tania Chaplin, Chair Operating Committee Field Place, Nyewood Petersfield, Hants, GU31 5HY
Telephone Number(s) of Contact	01730 818265 Home 07585 553995 Mobile
Is the Organisation a Registered Charity?	Yes
If Yes, please give the Charity Number	Charity Number: 230852
For what purpose(s) is the grant or indirect financial assistance requested? Please provide a separate list if there is more than one purpose	To create a new website for community use, replacing our current website http://henrywarrenvh.btck.co.uk built and maintained by volunteers using a free BT service which is being withdrawn in May 2021. We will require funding assistance to create a new website, ideally to mirror the approach taken by the Parish Council/Harting Community Hall - specifically: Purchase new domain Name Website design and set up of webpages Hosting website Content loading and changes will continue to be manned by volunteers, providing the community with information about Nyewood events (post COVID restrictions) and development / services on offer in the new village hall (once built).
Amount requested from the Council If there is more than one purpose, show the individual costs against purpose on the separate list; show VAT separately	Estimated £750-£1,000
When will the money be spent?	First half of 2021 to set up new website
Who will benefit from the project? Please be as specific as possible.	Nyewood community and fellow residents of Harting Parish who wish to join in Nyewood events, and make use of new hall facilities once available

What other means of funding are available to you for the amount requested from the Council?	Possible sourcing of other free services (replacing that offered by BT in past) for not for profit websites but unsure of longevity/ease of use/suitability for users Potential funding from Trustees of charity, incurring spending avoided to date through BT free service and voluntary management.
Have you tried any of these means? If No, why not?	Being explored
If the total cost is more than the donation you are seeking from the Council, what will the total cost be? Do you already have the balance available? If No, please indicate how you intend to raise the balance and how long it is expected to take	N/A

DECLARATION

By submitting this form to the Clerk to Haring Parish Council, I declare that I have read the Council's policy on *Award and Administration of Grants and Indirect Financial Assistance* and have provided all the required information accurately.

In the event of the application being successful, I accept the Council's *Successful Applications Conditions*. In particular, I acknowledge that the award made will be used solely for the purpose(s) outlined in the application form and I understand that the Council reserves the right to reclaim the award in the event of it not being used for the purpose specified. I also understand that the Council reserves the right to reclaim any residual funds if the actual cost incurred for the specified purpose(s) is less than the award allocated.

Name (BLOCK CAPITALS): Tania Chaplin

Position in the organisation (if not the contact):

Signed (if sent by post):

Date: 16/1/21

Send the completed form, most recent accounts and, in the case of Harting Community Hall and the War memorial Playing Fields, a rolling five-year plan for new or replacement capital items and major maintenance to:

Trish Walker, Clerk to Harting Parish Council

Email: hartingparishcouncil@hotmail.co.uk

Clerk's Reports - Harting Parish Council – 21 January 2021

Agenda Item 16

Items raised at previous meetings:

Topic/Date first raised	Item Detail	Action by	Status
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	Responsibility now moved to HABAC and battery charging and movement of the device have been formalised. New post in Nyewood is being investigated and quotes sourced.
HABAC November 2020	Quotes for North Lane finger post. South Downs Safer Roads Task Force. East Harting Flood Pond. Durford Lane and Bridge.	Clerk WSSC WSSC	Quote received from one contractor, the second is awaited. Minutes of the meeting on 30 November 2020 still awaited Dangerous pot hole on edge of carriageway still to be filled by WSSC. The narrowing of the carriageway has been reported to WSSC with a reminder about the damage to the bridge. No reply has yet been received.
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 commenced in March 2020
Online Banking	To investigate online banking to enable the setup and operation of a deposit account	Clerk	As agreed at the finance committee on 4 November 2020, Mr Miller is looking at some options for deposit accounts.

Footpath lights (Minute 89 – Sept 2020)	To disconnect and remove the footpath lights	Clerk	Estimates for the disconnection of the electrical supply and removal of lights are awaited
Allotments	Change of ownership and the potential impact on the allotments	Allotment Working Group	Advise to be sought from SSALC with regard to the current lease and the legal responsibility of the Council
PCEG Minute 266 Mar 2020	Set up of Parish Council Emergency Group in reaction to COVID-19 pandemic	TW, SG and SB	The PCEG continues to meet on a weekly basis and the buddy system is working well. Various 'schemes' are considered to help the community through the current lockdown which is likely to be in place for some time. The roll out of vaccines in the area is a concern for residents registered with GP's in the Midhurst area. A free Emergency Pack has been received from WSCC consisting of equipment to help in almost any emergency situation. A detailed list will be provided in due course. The equipment is currently stored in the upper room of the village hall

Trish Walker - Clerk