

ANNUAL MEETING OF HARTING PARISH COUNCIL

You are hereby summoned to the Annual Meeting of Harting Parish Council to
be held **by video link** on
Thursday 6 May 2021 at 6.00pm

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. Election of Chairman** (chair to sign declaration of acceptance of office as soon as restrictions allow)
- 2. Election of Vice Chairman** (vice chair to sign declaration of acceptance of office as soon as restrictions allow)
- 3. Apologies for absence**
- 4. Declarations of Interest**
- 5. Minutes** - to approve the Minutes of Meeting of the Parish Council held on 15 April 2021.
- 6. Questions from the Public**
- 7. Matters of Urgent Public Importance** – raised with consent of the Chairman.
- 8. Reports from the County and District Councillor**

Appointment of Committees, Members and associated issues

9. Finance Committee

9.1. Appointment of Members

9.2. Appointment of Chairman

9.3. Appointment of Bank Signatories

9.4. Review of the Financial Regulations

Recommendation:

that the review is deferred until the Finance Committee has met and reports back to the Council in June.

9.5. To note the Asset Register for the period 1 April 2020 – 31 March 2021

Recommendation:

To agree the updated Asset Register for the period to 31 March 2021

9.6. To propose agreement of the list of regular payments for 2021/22 (see Financial Regulations 5.6)

(proposed payments are detailed on the supporting document)

Recommendation:

that the Council adopt the list of regular payments for 2021/22

9.7. Review of the insurance schedules

Recommendation:

that the review is deferred until the Finance Committee has met and reports back to the Council in June.

9.8. Review of Staff and Council Subscriptions

Recommendation:

that the review is deferred until the Finance Committee has met and reports back to the Council in June.

10. Planning Committee

10.1. Appointment of Members

10.2. Appointment of Chairman

11. Personnel Committee

11.1. Appointment of Members

11.2. Appointment of Chairman

11.3. Appointment of Vice Chairman

12. Play and Open Spaces Advisory Committee (POSAC)

12.1. Appointment of Members

12.2. Appointment of Chairman

13. Highways and Byways Advisory Committee (HABAC)

13.1. Appointment of Members

13.2. Appointment of Chairman

14. Aims and Objectives Advisory Committee (AOAC)

14.1. Appointment of Members

14.2. Appointment of Chairman

15. Complaints Committee

15.1. Appointment of Members

15.2. Appointment of Chairman

16. Representation on Other bodies

16.1. Appointment of representatives to the War Memorial Playing Field

16.2. Appointment of representatives to the Harting Community Hall

16.3. Appointment of representatives to the West Sussex Association of Local Councils (WSALC)

17. Review of Committee Terms of Reference

The following recommendation is made:

that the Terms of Reference for each Committee are reviewed by the Chair of that Committee in conjunction with the committee members and details of the review reported to the Council at a later meeting.

18. Review of the Standing Orders of the Council (attached)

19. Review of the Code of Conduct of the Council

Recommendation:

To note the updated Code of Conduct was adopted on 18 February 2021 and no further review is required until May 2022.

20. Review of Council Policies (see supporting document for briefing note)

Recommendation:

That the Council policies are reviewed by the Council over the course of the next three scheduled meetings in June, July and September.

21. Current guidance for Council meetings (see supporting document for briefing note)

Recommendation:

That the Council agree a method to carry out Council business in the intervening period between the cessation of section s78 of the Coronavirus Act 2020 allowing virtual meetings from 7 May 2021 and the full lifting of the Covid-19 restrictions.

22. To agree the Schedule of Council Meetings for 2021/22 (see supporting document)

23. Aims and Objectives Advisory Committee (AOAC) – Parish Gathering To note the minutes of the AOAC meeting (attached) on 26 April 2021 and to consider the following recommendations:

- i. *That the committee agree to recommend to the Council that a Parish gathering should be held on 14 August 2021 following the Harting Horticultural Summer show*
- ii. *That the committee agreed to recommend to the Council that a budget of up to £3.5k should be made available to the Parish Council Emergency Group to arrange a Parish gathering to achieve the following aims:*
 - a. *To celebrate the role of the ‘buddy system’ during the recent pandemic and to launch an ongoing ‘buddy system’ to encourage community cohesion and provide continued assistance where needed*
 - b. *To educate the community about the work of the Parish Council*
 - c. *To provide entertainment and a coming together of the parish to aid the transition from lockdown and isolation back to a more social and integrated community life*

24. Minute and document signing

Recommendation:

To note that the minutes and other necessary financial documents, relating to the Council activity in 2020/21, up until 23 April 2021, have now been signed by the committee chairs.

25. Litter picking (see supporting document for briefing report)

Recommendation:

- i. *That the Council agree to promote the Chichester District ‘Adopt an area’ litter picking campaign to encourage regular litter picking in the parish*
- ii. *That an article is placed in the June parish magazine to support this campaign*

26. SDNPA Parish Workshop (see supporting document for briefing report)

Recommendation:

That the Council appoint two representatives to attend the SDNPA parish workshop on Tuesday 15 June 2021.

27. Finance

27.1. To approve expenditure for May 2021

Undisclosed	Clerk & RFO Salary - May	887.60
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- 27.2. To note income for April 2021 -** £27,081.00 1st instalment precept
£400.00 donation for Nyewood SID pole
- 27.3. To note that the bank reconciliation for May 2021 will be presented to the June 2021 Council meeting.**
- 27.4. To note the bank balance as of 27 April 2021 - £92,300.23**
- 28. Planning - To note the minutes of the Planning Committee held on 13 April 2021.**
- 29. Correspondence**
- 30. Clerks report – (attached)**
- 31. Items for future meetings**
Annual Governance Statement
Accounting Statements
Internal Audit report
- 32. Date of next meeting - 17 June 2021 time and venue to be agreed**

Supporting document – Harting Parish Council Meeting 6 May 2021

Agenda Item 9.6 – Agreement of the regular list of payments for 2021/22

The following recommendations are made:

that the Council adopt the revised list of regular payments for 2021/22

see below for payments table

APPROVED REGULAR PAYMENTS ≤£900

2021-22

Payment category	Payee	Purpose(s)	No. per year
Staff (Clerk/RFO)	Trish Walker	- Salary	12
		- Office supplies	4
	HMRC	Clerk's PAYE/NI	4
Grants & Donations	Harting Parish Church	Burial ground donation	1
	Harting Congregational Church	Burial ground donation	1
	Petersfield Citizens Advice Bureau	Donation	1
	Xa Palmer	Hospital car telephone	1
	D. Harknett	HCH bookkeeping	≥4
	Mr A Christie	Allotment rent	1
Office Admin	NALC/WSALC	Membership	1
	Wallis White & Co	Internal auditor	1
	D. Harknett	Audit preparation	1
	Parish Council websites	Website	1
	JnR Computers	Domain Name (bi annual)	<1
	Clarity Accounting	Payroll administration	1
	Moore	External auditor	1
	Office of the Information Commissioner	Notification fee (Data Protection Act)	1
	Harting Congregational Church	Hall rental	2
	Harting PCC	Hall rental	2
Parish Admin	Came & Co Broker	HPC insurance	1
Maintenance	MH Kennedy & Son	Grass cutting	≥8

	Chichester District Council	Emptying dog-waste and waste bins	1
	War Memorial Playing Field	Lengthsman duties	≥4
	JRB Enterprises	Dog-waste gloves	≥3
	John Stein	Mole catching	1

IMPORTANT NOTES

1. The above is a list of approved payments (to specified payees for specified purposes): it is **not** a list of agreed payees.
2. The RFO has delegated authority to authorise the payments listed provided the amount is ≤£900: all Financial Regulations apply (HPC Financial Regulations adopted 17 July 2014; reviewed 16 May 2019)

Agenda Item 20 – Review of Council Policies

The list of documents to be reviewed is listed below:

- 21.** Freedom of Information Act 2000
- 22.** Data Protection Policy
- 23.** Complaints procedure
- 24.** IT Security policy for councillors
- 25.** IT Security policy for staff
- 26.** Media and Press
- 27.** Correspondence Policy
- 28.** Retention Policy (attached)
- 29.** Grants Policy (attached)
- 30.** Metal Detecting Policy (attached)

The following recommendation is made:

That the Council policies are reviewed by the Council over the course of the next three scheduled meetings in June, July and September

Agenda Item 21 - Current guidance for Council meetings

In April 2020, section 78 was added to Coronavirus Act 2020 to allow the Secretary of State the power to make regulations to ensure local authorities were able to conduct business safely and legally. This allowed Council's to use various platforms to hold virtual meetings to ensure councillors and members of the public could continue to meet safely. The regulations cease on the 7 May 2021 and any decision making meetings (Council and Planning) will not be legal if held remotely after that date.

The following advice has been received from WSALC (West Sussex Association of Local Councils):

Dear Members,

Following yesterday's Court decision regarding remote Meetings, NALC met with County Association Officers this morning to discuss the implications. The following guidance emerged. It tends to reflect guidance in our earlier bulletin. It does not answer all the questions. NALC will, today, be sending a letter to Luke Hall MP (Local Government) requesting urgent clarification of basic issues where they conflict with the COVID regulations. NALC are also meeting with 'partners' (Local Government Association etc) to provide further guidance to all local councils and we will keep you informed.

For the present -

- **Remote Meetings** - the law is clear – they are not 'lawfully' permitted from 7th May
(Consequences of holding a remote meeting are unclear. Risk of challenge that decisions are unlawful. Qualified audit?)

- **Attendance of public at Council Meetings** – This was not determined by the Courts and it was left open for the parties to return with their case. NALC and other partners have agreed to follow the interpretation of Government guidance (issued on the 25th March 2021) that the public can attend Council Meetings remotely and that this should be encouraged.
- **COVID guidelines** – any in person meetings must meet the social distancing guidelines, hand sanitisers must be available, ideally introduce one way systems, and display notices reminding of the importance of compliance. Hard copy papers should only be used if absolutely necessary.
- **Meeting Venues** - can take place (i) outside in the open air and outside the Parish; (ii) in licensed premises if no alternative (no alcohol);(iii) at other venues regardless of whether the venue is owned /controlled by the Council, eg principal authorities meeting rooms (cost should not be a consideration).
- **Tests** – negative lateral flow tests cannot be imposed on attendees
- **Six Months rule disqualification of members** –consider, if appropriate, sharing and rotating members to ensure compliance with the 6 month rule
- **Parish Meeting (Electors Meeting)** - can be held remotely – any regulations unlikely to be enforceable.
- **Delegation to Clerk** – where councils have difficulties with in person meetings they could, as an interim measure, delegate actions to the clerk but, in the interests of good governance, this should only apply to matters where the decision cannot be reasonable deferred and must be made in order to comply with a statutory or commercial deadline.

Kind regards,

Trevor Leggo



WSALC Limited

Phone 03303 450597

Website www.wsalc.co.uk

9 Pound Lane, Godalming, Surrey, GU7 1BX

Company no 8500937 registered in England

In March 2020 the Council agreed the following recommendation, Minute no. 264:

The Chair outlined the Government restrictions which had been set up as a result of the coronavirus pandemic, this included the curtailment of public gatherings and meetings. The members were asked to consider and agree steps to enable the Council work to be effectively carried out throughout the crisis or until Government guidance details alternative measures. The members agreed that during this period the Council would delegate the decisions of the Council to the Clerk who would act in consultation with the Chair, Vice Chair and the Chairs of the committees relevant to the matters under consideration.

The following recommendations were agreed:

- *That with effect from the end of the meeting, the Council delegate its decision-making responsibilities to the Clerk. The Clerk will undertake this after proper consultation with the*

Chairman of the Council, the Vice Chair and the Chairs of committees relevant to decisions being taken.

- *That this course of action will remain in place until the crisis eases or alternative arrangements are announced by the Government to supersede the need for this action.*

It is hoped there will be further guidance available prior to the Council meeting on Thursday 7 May to aid the discussion.

Recommendation:

That the Council agree a method to carry out Council business in the intervening period between the cessation of section s78 of the Coronavirus Act 2020 allowing virtual meetings from 7 May 2021 and the full lifting of the Covid-19 restrictions.

Agenda Item 22 - To agree the Schedule of Council Meetings for 2021/22

Full Council

17 June 2021
15 July 2021
August –no planned meeting
16 September 2021
21 October 2021
18 November 2021
16 December 2021
20 January 2022
17 February 2022
17 March 2022
21 April 2022
19 May 2022

Planning Meetings

Planning meetings will only be held when there are applications to consider. If required, they will normally be held prior to the Full Council meeting on the 3rd Thursday of the month but this is dependent on the number and type of applications.

Agenda Item 25 – Litter picking

Chichester District Council (CDC) have a scheme 'Adopt an area' which aims to get local residents to sign up to litter pick in their neighbourhood. Due to the Covid-19 restrictions the annual Harting litter pick has not taken place, it is also becoming apparent that a more regular tidy up is required.

The following (in blue italics) is taken from the CDC website:

The scheme is simple. You decide on the area you wish to adopt and then sign up to our Adopt an Area scheme. This would be a commitment to one or more of the following:

- *encouraging people to take pride in their local area.*

- *reporting any problems to us, such as fly tipping, extensive littering or continuous issues of dog fouling in your local area.*
- *helping to keep the area clean by getting involved in, or organising, community clear ups.*

We will then send you our Adopt an Area pack to help you:

- *plan your activities*
- *manage health and safety*
- *get people involved, and*
- *find out how our Against Litter team can help you.*

Further details of the scheme can be found by clicking on the link below:

<https://www.chichester.gov.uk/adoptanarea>

Recommendation:

- iii. That the Council agree to promote the Chichester District 'Adopt an area' litter picking campaign to encourage regular litter picking in the parish*
- iv. That an article is placed in the June parish magazine to support this campaign*

Agenda Item 26 - SDNPA Parish Workshop

The West Sussex County Parish Workshop will be held on **Tuesday 15th June, 18:00 to 20:00**. The format will be similar to those in the past, with presentations from SDNPA Officers, followed by a question and answer session. An Agenda and joining instructions will follow.

South Downs National Park Authority PARISH WORKSHOP – WEST SUSSEX

Hold the date:

Date: Tuesday 15 June 2021

Time: 18:00 – 20:00

Our County Parish Workshops will again be virtual this time around and will be held as Zoom meetings, with a simultaneous live stream on YouTube

As before, there will be space for a maximum of two Parish Councillors per Parish or Town Council to join the Zoom meeting and have the ability to put questions to the panel, but with the facility for others to follow the meeting on a live stream

Agenda and joining instructions to follow

SOUTH DOWNS
NATIONAL PARK
CELEBRATING 10 YEARS

Recommendation:

That the Council appoint two representatives to attend the SDNPA parish workshop on Tuesday 15 June 2021.

Clerk's Reports - Harting Parish Council – 6 May 2021

Agenda Item 30

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)	Volunteer planting to be arranged at the end of 2021. 500 trees to be planted by the volunteers.
HABAC November 2020	Quotes for North Lane finger post. South Downs Safer Roads Task Force. East Harting Flood Pond. Durford Lane and Bridge.	Clerk WSCC WSCC	Contractor has been contacted. Further meeting has been held and parishes have been asked to give details of problem areas/days/times Dangerous pot hole on edge of carriageway still to be filled by WSCC. A resident has coppiced a hazel which has helped, there has been no feedback from WSCC. The bridge repairs are due to start imminently
Online Banking	To investigate online banking to enable the setup and operation of a deposit account	Clerk	In progress
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
PCEG Minute 266 Mar 2020	Set up of Parish Council Emergency Group in reaction to COVID-19 pandemic	TW, SG and SB	See agenda item 12

Insurance Claim	Claim from Hastings Direct for damage to a car from a tree falling from Council land on 28 February 2020	TW	A claim has been received from Hastings Direct, on behalf of a client, regarding alleged damage to a car from a tree falling from Council land in February 2020. The claim has been passed to the Council insurers who will be investigating the claim. Various information about the tree surveys and subsequent tree work has been requested and supplied.
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Trish Walker - Clerk