

# HARTING PARISH COUNCIL

## MINUTES

Minutes of the Meeting of Harting Parish Council held on **Thursday 15 April 2021**  
**at 6.30 p.m.**

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

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

In attendance: Mrs Walker (Parish Clerk).

There were no members of the public in attendance.

**245. Apologies for absence:** Mrs Bramley and Mrs Martin.

**246. Declarations of Interest:** None.

**247. Minutes from Meeting held on 18 March 2021.**

The minutes of the Meeting of the Parish Council held on 18 March 2021 were reviewed and following some discussion in relation to the 'Correspondence' minute 241 were agreed as a true record and would be signed by the Chair when circumstances allow.

**248. Questions from the Public:**

There were no questions from the Public.

**249. Matters of Urgent Public Importance:** None.

**250. 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 following points were discussed:

- Chichester area Covid numbers were currently at the lowest levels since Autumn 2020
- £61k fund for cycling and walking related projects in Chichester and Midhurst – Dr O'Kelly confirmed this was to be used to develop potential schemes to ensure they were 'shovel-ready' for submission for Government grants schemes. There was concern these funds had been raised despite cutbacks in family services, however Dr O'Kelly confirmed these were different strands of funding
- Coffee pod recycling collections are likely to be carried out in Harting parish
- Dr O'Kelly was thanked for giving her time as a Covid-19 vaccinator

**251. Play and Open Spaces Advisory Committee (POSAC)**

The minutes of the POSAC held on 6 April 2021 were noted.

Mr Martin had created a design for the South Gardens sign (see appendix A). The sign would be 1000mm x 925mm and would be situated at the northern entrance to South Gardens, it is designed to welcome visitors but to urge them to use the area in the right way. The members agreed the design.

Two quotes had been obtained for the construction of the sign:

Option 1 – cost £496 + vat

Manufactured from exterior grade aluminium, laser cut with radius corners for safety and a central bevel as specified.

Powder-Coated with a gloss RAL Green on both sides and edges.

The rear of the sign fitted with full length powder-coated channels for post fixture.

Production and output of 2 posts - 2000mm in length (76mm diameter).

Powder-coated green as per the main sign plate.

Graphics printed in full colour onto exterior grade self adhesive vinyl and applied with a clear UV resistant wipe-clean mat laminate prior to wrapping.

#### Option 2 - £260 + vat

Manufactured from exterior grade metal Dibond, screwed onto existing posts. The materials used would mean the sign would have to be in a rectangular form.

The members agreed that Option 1 should be accepted as it would provide a better quality sign.

It was agreed the sign should be installed by the contractors at a cost of £225 + vat.

It was also noted that 'No cycling' signs would be purchased and fixed to the gates and entrances to the Warren.

The POSAC had also discussed the need for an ecological survey to be carried out on the ponds in South Gardens, to enable a management plan to be set up for future works, whilst taking into account the ecological and leisure aspects of the area.

Following agreement by the Council the POSAC had obtained quotes for the survey and after consideration recommended the Council appoint Gray's Ecology to carry out an ecological survey of the ponds in South Gardens at the cost of £1281.20.

*The following proposals were agreed:*

- i. *That the Council agreed the design for the South Gardens signage*
- ii. *That the sign should be produced according to Option 1 at a cost of £496 + vat*
- iii. *That the contractors should fit the sign at a cost of £225 +vat*
- iv. *That Gray's Ecology should be appointed to carry out an ecological survey of the ponds in South Gardens*

## **252. New Homes Bonus**

The Chichester District Council (CDC) Grants and Concessions Panel had met on 24 March 2021, and approved the Indicative Allocation for the New Homes Bonus (NHB) 2021/22.

Harting has been informed it is one of the eligible parishes due to an increase of 5 properties during the period from 2/1/2018 to 31/12/2020. The available sum is likely to be £830.

It was noted the New Homes Bonus is not automatically provided to parishes, a reasonably complex application form has to be completed giving details of a chosen project and submitted to the Grants and Concessions Panel, along with three quotes. The deadline for this application is usually around 31 July each year, but that was still to be confirmed. A Panel then meets in September of each year to consider the various requests.

The scope of the Bonus is as follows:

- To improve quality of life for the community, and stimulate cohesive and vibrant communities
- To allocate monies and reward communities where significant development has occurred
- To facilitate infrastructure where there are deficits within a community or area
- To enhance local facilities available to new and existing residents
- To encourage communities to identify their needs and work collaboratively to address them

The members were asked to inform the clerk of any potential schemes as soon as possible to ensure a recommendation could be considered at either the June or July Council meeting, and submission of the agreed application by 31 July 2021

*The following proposal was agreed:*

*To note the report*

### **253. Soft Sand Review Adoption**

The members noted the adoption, on 25 March 2021, of the Soft Sand Review of the West Sussex Joint Minerals Local Plan. This had been carried out in partnership between West Sussex County Council (WSCC) and South Downs National Park Authority (SDNPA). The Planning Committee had considered the Review particularly in relation to the West Heath site, and comments had been submitted and the Planning chair had attended the public examination in 2020.

The Plan has recognised the potential flooding issues at the West Heath site, and it was noted a full planning application will be required before any new working can take place on the site. An application will necessitate traffic surveys which should pick up on the number and size of vehicles using the site and the other local businesses.

Further details of the plan can be accessed via the link below:

[Joint Minerals Local Plan - West Sussex County Council](#)

*The following proposal was agreed:*

*To note the report*

### **254. Parish Council Annual Meeting**

The Parish Council Annual Meeting has been held during the month of May. Harting would usually hold the annual meeting on the third Thursday of May each year. However, due to the cessation of the Coronavirus Act on 7 May 2021, which allows Council's to meet virtually, it is proposed to hold the meeting on 6 May 2021 to enable the members and public to meet in a Covid-safe environment.

*The following proposal was agreed:*

*That the Parish Council Annual meeting should be held on 6 May 2021 to enable members to meet via tele conferencing.*

## **255. Annual Parish Meeting**

The Annual Parish Meeting is open to all electors of the parish who may speak on a matter of local interest. The meeting must be held between 1 March and 31 May each year. Although the meeting is usually organised by the Council, it is not an official Parish Council meeting.

Traditionally, different local groups were invited to attend the meeting and provide a short report about the activities in the past year. Prior to the pandemic, the Council had agreed a different approach should be taken with the meeting becoming an opportunity for organisations to meet with the community. Sadly, the restrictions during the last 12 months have not allowed this to happen.

As the Annual Parish Meeting is not an official Council meeting it can be held via tele conferencing, this will ensure the meeting is held within the legal timeframe and will allow people to meet safely.

The members agreed the meeting should be held on Thursday 20<sup>th</sup> May, the venue will be agreed at a later date, although it is likely to be via tele conferencing. The Chair will note the date in the parish magazine.

The members agreed the clerk should contact the local PCSO (Police Community Support Officer) to speak at the Annual Parish Meeting.

It was agreed that an Extra-ordinary Parish Meeting could be held later in the year once the restrictions had been lifted and larger groups could meet together again.

*The following proposal was agreed:*

*That the Annual Parish Meeting should be held on Thursday 20<sup>th</sup> May at 6.30pm, venue to be confirmed.*

## **256. Parish Council Emergency Group (PCEG) Update**

The PCEG continues to meet on a weekly basis. There was not further update since the previous meeting.

The arrangements for the parish gathering were still ongoing.

*The following proposal was agreed:*

*To note the report*

## **257. Finance**

undisclosed	Clerk & RFO Salary - April	887.60
Chichester District Council	Bins and dog bins - annual payment	587.18
A P Hoare	Tree felling due to hazard survey	1,290.00
James Hennessy Construction Ltd	Nyewood SID pole	480.00
West Sussex ALC	WSLAC and NALC subscriptions	433.35
Mrs P Curran	Materials for Nyewood phone box repairs	40.88
Trish Walker	Monthly Zoom subscription	14.39
M H Kennedy & Son Ltd	Grass cutting	169.20
Miss L S Hayward	Fabrication & installation security gates	1,200.00
MJO Forestry Ltd	Planting in Warren - Tree grant	3,994.80

Debra Harknett-Godfree	Hall bookkeeping	180.00
S F Bate	Barrier gate material	794.40

**257.1.** The income for April 2021 was noted:

CDC Grant for barrier gate £1000.00

**258. Bank Reconciliation for April 2021**

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.

**259. Bank balance as of 31 March 2021 £74,560.54**

Noted.

**260. Budget statement for March 2021**

Noted.

**261. Planning Committee**

The minutes of the Planning meeting held on 13 March 2021 were noted.

**262. Correspondence:** None

**263. Clerk's report**

The report was noted.

**264. Items for future meetings**

Ideas for NHB monies

**265. Date of next meeting** – The next meeting would be held on Thursday 6 May 2021 via video conferencing, the time will be confirmed.

The meeting closed at 19.47 pm.

## Appendix A

