

## MEETING OF HARTING PARISH COUNCIL

You are hereby summoned to a Meeting of Harting Parish Council to be held  
**by video link on**  
**Thursday 15 April 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](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 18 March 2021.
- 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. Play and Open Spaces Advisory Committee (POSAC)**  
To note the minutes of the POSAC held on 6 April 2021 (attached) and to consider the following recommendations:
  - i. *That the Council agree the design for the South Gardens signage*
  - ii. *That the Council agree the sign should be produced according to Option 1 at a cost of £496 + vat*
  - iii. *That the Council agree the contractors should fit the sign at a cost of £225 +vat*
  - iv. *That the Council agree that Gray's Ecology should be appointed to carry out an ecological survey of the ponds in South Gardens*
- 8. New Homes Bonus**  
*The following recommendation is made:*  
*To note the report*
- 9. Soft Sand Review Adoption** (see supporting document for briefing note)  
*The following recommendation is made:*  
*To note the report*
- 10. Parish Council Annual Meeting** (see supporting document for briefing note)  
*The following recommendation is made:*  
*That the Council agree to hold the Parish Council Annual meeting on 6 May 2021 to enable members to meet via tele conferencing.*
- 11. Annual Parish Meeting** (see supporting document for briefing note)  
*The following recommendation is made:*  
*That the Council agree a date for the Annual Parish Meeting.*
- 12. Parish Council Emergency Group (PCEG) Update** (see supporting document for briefing note)  
*The following recommendation is made:*  
*To note the report*
- 13. Finance**

#### 13.1. To approve expenditure for April 2021

Trish Walker	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

**13.2. To note income for April 2021 - CDC Grant for barrier gate £1000.00**

**13.3. To note that the bank reconciliation for April 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 March 2021 - £74,560.54**

**13.5. To note the budget statement for March 2021**

**14. Planning - To note the minutes of the Planning Committee held on 13 March 2021 (to follow).**

**15. Correspondence -**

**16. Clerks report – (attached)**

**17. Items for future meetings**

**18. Date of next meeting – Annual Parish Council Meeting 6<sup>th</sup> May 2021 time and venue to be agreed**

## **Supporting document – Harting Parish Council Meeting 15 April 2021**

### **Agenda Item 7 – POSAC minutes**

#### **Briefing Note**

Extracts from the minutes of the POSAC meeting held on 6 April 2021 are copied below to provide background for the following recommendations:

*The following recommendations are made:*

- v. *That the Council agree the design for the South Gardens signage*
- vi. *That the Council agree the sign should be produced according to Option 1 at a cost of £496 + vat*
- vii. *That the Council agree the contractors should fit the sign at a cost of £225 +vat*
- viii. *That the Council agree that Gray's Ecology should be appointed to carry out an ecological survey of the ponds in South Gardens*

#### **Minute 6 – South Gardens signage**

Further to the previous POSAC meeting, Mr Martin had created a design for the South Gardens signage (see Appendix A), the planned size is 1000mm x 925mm.

The members discussed the design and, after some minor amendments, agreed to recommend the design to the full Council meeting on 15 April 2021.

The position of the sign will be discussed at a later date. It was agreed it needed to be clearly visible but not in the way of the new barrier gate.

Quotes had been provided for the construction and fitting of the sign:

#### **Option 1**

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.

£496 + vat

#### Option 2

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.

£260 + vat

For both options the cost of onsite fitting is £225 + vat.

The members considered the options and agreed that Option 1 would provide a better quality sign, and also it would be sensible to have the sign fitted by the contractors.

‘No cycling’ signs will be purchased to put on the gates and entrances to the Warren.

*The following recommendations were agreed:*

- i. *That the committee agreed to recommend to the Council that the design for the South Gardens signage is accepted*
- ii. *That the committee agreed to recommend to the Council that the sign should be produced according to Option 1 at a cost of £496 + vat*
- iii. *That the committee agreed to recommend to the Council that the contractors should fit the sign at a cost of £225 +vat*

#### **Minute 7 – Quotes for pond survey**

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

The Council had agreed for quotes to be obtained and contractors had been approached. The following quotes had been received:

Contractor A – Gray’s Ecology - £1281.20 – visited site prior to quote

Contractor B – Laurie Jackson - £650 – no visit, quote provided

Contractor C – Tom Grayling – unable to provide a quote at time of asking, no further contact.

The members considered the quotes and felt the survey offered by Gray’s Ecology was more comprehensive and, given the contractor had been to the site, agreed to recommend this quote to the full Council at its meeting on 15 April 2021. It is hoped the survey will take place during the Spring.

*The following recommendation was agreed:*

*That the committee agreed to recommend to the Council that Gray’s Ecology should be appointed to carry out an ecological survey of the ponds in South Gardens*

## **Agenda Item 8 – New Homes Bonus 2021**

### **Briefing Note**

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

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

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

The Panel then meets in September of each year to consider request and agree which projects can be undertaken.

The aim of the NHB is to:

- 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

Projects accepted during 2020 with a similar level of funding included the following:

Tree planting

Bench seats

Play equipment improvements.

The members are asked to consider projects in the region of £850 and provide information to the clerk to enable a decision to be made at either the June or July Council meeting.

*The following recommendation is made:*

*To note the report*

## **Agenda Item 9 – Soft Sand Review Adoption**

### **Briefing Note**

In partnership, West Sussex County Council (WSCC) and the South Downs National Park Authority (SDNPA) have undertaken a Soft Sand Review of the West Sussex Joint Minerals Local Plan, as required by Policy M2 of the adopted Local Plan.

The Planning Committee considered the Review particularly in relation to the West Heath site, and comments were submitted and the Planning chair attended the public examination in 2020.

The Inspector's Report and the recommended modifications have now been agreed by both WSCC and SDNPA and will be adopted from 25 March 2021.

The Inspector's Report and modifications recommended by the Planning Inspector were considered by West Sussex County Council on 19 March 2021, and by the South Downs National Park Authority on 25 March 2021.

Both Authorities resolved to adopt the formal changes to the JMLP, with effect from 25 March 2021.

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

*The following recommendation is made:*

*To note the report*

## **Agenda Item 10 & 11– Parish Council Annual Meeting & Annual Parish Meeting**

### **Briefing Note**

There are two quite different meetings that must be held each year.

The first is the Parish Council Annual Meeting which must be held during the month of May. This is a formal Council meeting and includes items such as:

Election of chair and vice chair

Appointing committee

Appointing representatives to other bodies ie. WMPF, Village Hall

Agreeing annual subscriptions

Review of policy documents

Harting Parish Council would normally hold the Parish Council Annual meeting on the 3<sup>rd</sup> Thursday of May. However, due to the cessation of the Coronavirus Act on 7 May, allowing Council's to meet virtually, it is proposed the meeting is moved to 6 May 2021 to enable the members and public to meet in a Covid-safe environment.

The second meeting is the Annual Parish Meeting. This is a quite separate meeting to a normal parish council meeting. The decisions reached at this meeting are not binding on the Council however the Council should take heed of what is raised there.

The Annual Parish Meeting is open to all electors of the parish who may speak on a matter of local interest. Harting parish has usually invited different local groups to attend this meeting and provide a short report. Prior to the pandemic, the Council had agreed that future Parish Meetings should be an opportunity for the Parish Council to provide an update and for organisations to 'advertise' the opportunities available to the community.

This meeting has to be held between 1 March and 31 May each year. The clerk is seeking clarification from WSALC about the legality of holding this meeting in a virtual environment. If this is not acceptable the Council would be advised to hold the Annual Parish Meeting virtually before 7 May 2021. A further update will be provided to the Council meeting.

*The following recommendations are made:*

- i. *That the Council agree to hold the Parish Council Annual meeting on 6 May 2021 to enable members to meet via tele conferencing.*
- ii. *That the Council agree a date for the Annual Parish Meeting.*

## **Agenda Item 12 – Parish Council Emergency Group (PCEG) Update**

### **Briefing Note**

The PCEG continues to meet on a weekly basis. The group is considering ways to 'wind down' the group activities once the lockdown is fully eased. The options for the parish gathering continues to be discussed and further information will be forthcoming.

*The following recommendation is made:*

*To note the report*



## Clerk's Reports - Harting Parish Council – 15 April 2021

### Agenda Item 17

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)	The planting of approximately 3150 trees and saplings was finished on 29 March 2021. Volunteers will be asked to seek out further regen in the next few months. A further 500 trees will be planted at the end of the year by the Tree champion volunteer groups.
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	New post in Nyewood has been erected and will be in use once the new bracket has been received.
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
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	Clerk	In progress

	setup and operation of a deposit account		
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, if necessary, 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	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.
Annual Parish Council Meeting	Possible movement of AGM to first week of May 2021	TW	The current Coronavirus Act allowing Parish Councils to hold virtual meetings is due to expire on 7 May 2021. At this time there is no indication that this date will be extended, and therefore public Parish Council meetings would need to be held face to face. Councils are being advised to consider moving AGM meetings to the first week of May to ensure the statutory business can be carried out with all members present. A further update is awaited.

**Trish Walker - Clerk**