

# HARTING PARISH COUNCIL

## MINUTES

Minutes of the Meeting of Harting Parish Council held on **Thursday 6 May 2021**  
**at 6.00 p.m.**

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

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

In attendance: Mrs Walker (Parish Clerk).

There was 1 member of public in attendance.

### 1. Election of Chairman

Mr Shaxson was nominated as Chairman by Mrs Bramley, seconded by Mrs Dawson. There were no other nominations. It was resolved that Mr Shaxson was elected Chairman for the ensuing year. Mr Shaxson will sign his declaration of acceptance of office when the restrictions allow.

### 2. Election of Vice Chairman

Mrs Bramley was nominated as Vice Chairman by Mrs Curran, seconded by Mr Bonner. There were no other nominations. It was resolved that Mrs Bramley was elected Vice Chairman for the ensuing year. Mrs Bramley will sign her declaration of acceptance of office when the restrictions allow.

### 3. Apologies for absence: Dr Kate O'Kelly (County / District Councillor)

### 4. Declarations of Interest: None.

### 5. Minutes from Meeting held on 15 April 2021.

The minutes of the Meeting of the Parish Council held on 15 April 2021 were agreed to be a true record and would be signed by the Chair when circumstances allow.

### 6. Questions from the Public:

A member of the public, who had been involved in the erection of the extra goalpost at the War Memorial Playing Field (WMPF), raised some issues about the management of the playing fields. It was suggested there was insufficient engagement with the wider community, most of whom do not currently use the area, to see what facilities they might want and welcome. The need to encourage young people to exercise and enjoy the outdoors was highlighted with a desire for outdoor gym equipment and free use of the tennis facilities mentioned. The ban on exercising dogs on the ground was also questioned.

The member of the public suggested there should be more diversity in the WMPF committee and that a wider range of the skills of residents should be utilised.

*The Chair responded by confirming the Council, later in the meeting, was due to appoint two representatives to the WMPF committee who would be able to take the concerns forward and offer useful skills. He noted there was the opportunity for other village*

*organisations to have representatives on the committee too. The members agreed it was important to follow this up.*

**7. Matters of Urgent Public Importance:** Mr Shaxson noted the current Chair of Harting Community Hall is standing down at the AGM in July. The committee is unsure of what to do, and it has been suggested that the charity be wound-up, thereby passing the responsibility to the Parish Council as owners of the property. However, before the Parish Council take any action the Hall trustees and committee need to properly review the situation in accordance with Charity Commission guidance and make a formal resolution of their intentions.

**8. Reports from the County and District Councillor**

Dr O'Kelly, the County and District Councillor was unable to attend the meeting due to the local elections, however she had circulated a report prior to the meeting which included the following points:

- Chichester area Covid data and vaccination information
- Business grants

**Finance Committee**

**9. Appointment of Members**

The following members were elected to the Finance Committee:

Mr Bonner, Mrs Bramley (ex officio), Mrs Gaterell, Mr Johnson-Hill, Mr Miller Mr Palmer and Mr Shaxson (ex officio).

**10. Appointment of Chairman**

Mr Bonner was elected as Chairman of the Finance Committee.

**11. Appointment of Bank Signatories**

It was agreed that the four bank signatories should be Mrs Bramley, Mrs Gaterell, Mr Johnson Hill and Mr Shaxson.

**12. Review of the Financial Regulations**

*The following proposal was agreed:*

*that the review of the Financial Regulations is deferred until the Finance Committee has met and reports back to the Council in June*

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

Noted.

**14. To propose agreement of the list of regular payments for 2021/22 (see below)**

*The following proposal was agreed:*

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

# APPROVED REGULAR PAYMENTS ≤£900

2021-22

| Payment category              | Payee                                  | Purpose(s)                             | No. per year |
|-------------------------------|--|--|--------------|
| <b>Staff</b><br>(Clerk/RFO)   | Trish Walker                           | - Salary                               | 12           |
|                               |  | - Office supplies                      | 4            |
|                               | HMRC                                   | Clerk's PAYE/NI                        | 4            |
| <b>Grants &amp; Donations</b> | Harting Parish Church                  | Burial ground donation                 | 1            |
|                               | Harting Congregational Church          | Burial ground donation                 | 1            |
|                               | Petersfield Citizens Advice Bureau     | Donation                               | 1            |
| <b>Office Admin</b>           | Xa Palmer                              | Hospital car telephone                 | 1            |
|                               | D. Harknett                            | HCH bookkeeping                        | ≥4           |
|                               | Mr A Christie                          | Allotment rent                         | 1            |
|                               | 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            |
|                               | Came & Co Broker                       | HPC insurance                          | 1            |
| <b>Maintenance</b>            | 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            |

#### **15. Review of the insurance schedules**

*The following proposal was agreed:*

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

#### **16. Review of Staff and Council Subscriptions**

*The following proposal was agreed:*

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

### **Planning Committee**

#### **17. Appointment of Members**

The following members were elected to the Planning Committee: Mr Bonner, Mrs Bramley (ex officio), Mrs Curran, Mrs Dawson, Mrs Gaterell, Mrs Martin and Mr Shaxson (ex officio).

#### **18. Appointment of Chairman**

Mrs Bramley was elected as Chairman of the Planning Committee.

### **Personnel Committee**

#### **19. Appointment of Members**

The following members were elected to the Personnel Committee: Mr Bonner, Mrs Bramley (ex officio), Mrs Bull, Mrs Dawson, Mr Miller and Mr Shaxson (ex officio).

#### **20. Appointment of Chairman**

Mr Miller was elected as the Chairman of the Personnel Committee.

#### **21. Appointment of Vice Chairman**

It was agreed that a Vice Chairman would be appointed when the need arose.

### **Play and Open Spaces Advisory Committee (POSAC)**

#### **22. Appointment of Members**

The following members were elected to POSAC: Mr Bonner, Mrs Bramley (ex officio), Mrs Bull, Mrs Dawson, Mrs Martin, Mr Palmer and Mr Shaxson (ex officio).

#### **23. Appointment of Chairman**

Mr Shaxson was elected as the Chairman of POSAC

### **Highways and Byways Advisory Committee (HABAC)**

#### **24. Appointment of Members**

The following members were elected to HABAC: Mrs Bramley (ex officio), Mrs Curran, Mr Johnson Hill, Mr Miller, Mr Palmer and Mr Shaxson (ex officio).

#### **25. Appointment of Chairman**

Mr Palmer was elected as the Chairman of HABAC.

### **Aims and Objectives Advisory Committee (AOAC)**

#### **26. Appointment of Members**

The following members were elected to AOAC: Mrs Bramley (ex officio), Mrs Bull, Mrs Dawson, Mrs Gaterell, Mr Miller and Mr Shaxson (ex officio).

## **27. Appointment of Chairman**

Mrs Gaterell was elected as the Chairman of AOAC.

## **Complaints Committee**

### **28. Appointment of Members**

The following members were elected to the Complaints Committee: Mrs Bramley (ex officio), Mrs Gaterell, Mr Johnson Hill, Mr Miller, Mr Palmer and Mr Shaxson (ex officio).

### **29. Appointment of Chairman**

Mrs Bramley was elected as the Chairman of the Complaints Committee.

## **Representation on Other bodies**

### **30. Appointment of representatives to the War Memorial Playing Field (WMPF)**

It was noted there should be two Council representatives on the WMPF committee. Mrs Bull and Mrs Gaterell were elected as the Council's representatives for the War Memorial Playing Field Committee

### **31. Appointment of representatives to the Harting Community Hall (HCH)**

It was noted there should be two Council representatives on the HCH committee. Mrs Dawson and Mr Miller were elected as the Council's representatives for the Harting Community Hall Committee.

### **32. Appointment of representatives to the West Sussex Association of Local Councils (WSALC)**

Mrs Bramley and Mr Shaxson were elected as the Council's representatives for the West Sussex Association of Local Councils.

### **33. Review of Committee Terms of Reference**

*The following proposal was agreed:  
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.*

### **34. Review of the Standing Orders of the Council**

The Standing Orders of the Council were reviewed and agreed.

### **35. Review of the Code of Conduct of the Council**

It was noted the new Code of Conduct had been adopted on 18 February 2021 and agreed that no further review is required until May 2022.

### **36. Review of Council Policies**

*The following proposal was agreed:  
That the Council policies are reviewed by the Council over the course of the next three scheduled meetings in June, July and September.*

### **37. 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 during the pandemic. 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. These regulations will cease on the 7 May 2021, there will be no extension. This impacts on any decision making meetings (Council and Planning) as they will not be deemed legal if held remotely after that date.

The members discussed the various options available. It was agreed the next planning meeting would be held outdoors at either the Playing Fields or in the Hall car park.

The next Council meeting, due to be held on 17 June, will be deferred to 24 June when it is hoped the national restrictions will be lifted and a face to face meeting in the Hall will be possible.

It was agreed this may need to be reviewed if the restrictions are not lifted as anticipated.

*The following proposal was agreed:*

*That the Council agree to hold any necessary decision making meetings outdoors until the Covid-19 restrictions allow indoor face to face meetings.*

### **38. To agree the Schedule of Council Meetings for 2021/22**

The schedule of meetings for 2021/22 was agreed and noted.

24 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

### **39. Aims and Objectives Advisory Committee (AOAC) – Parish Gathering**

The minutes of the AOAC meeting held on 26 April 2021 were noted.

The members considered a request from the PCEG (Parish Council Emergency Group) asking for permission to hold a Parish Gathering to mark an end to the pandemic and to help the community transition from the isolation and difficulties of the lockdown which have become the norm, back to a more social and integrated community life.

A 'Parish Picnic in the Park' has been proposed for 14 August 2021 at the War Memorial Playing Fields following on from the Horticultural Society summer show. This would enable use of the marquee which is on site for the weekend.

Various ideas have been suggested to include:

- Inflatables and games for all
- Food and ice cream vans for those wishing to purchase food – emphasis to support local companies or those that have serviced the community during the pandemic
- Licensed bar run by the local pub/ Harting club
- Parish Council stall
- Local musicians to provide music
- Local clubs and societies to come along and promote their activities
- Possible transport through Harting minibus

It was recognised there would be some costs associated with such an event, initial estimates are in the region of £3.5k. However, it was recognised there were also clear benefits to such an event:

- 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
- To educate the community about the work of the Parish Council
- 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

It was noted that there may be potential to ask local businesses for sponsorship for the event, but at the same time it was important to ensure it is a Parish event.

The members considered the matter, and the following proposals were agreed:

- i. *That the Council agree a Parish gathering should be held on 14 August 2021 following the Harting Horticultural Summer show*
- ii. *That the Council agree 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*

#### **40. Minute and document signing**

*The following proposal was agreed:*

*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.*

#### 41. Litter picking

The annual Harting litter pick has not been able to take place due to the Covid-19 restrictions currently in place.

Chichester District Council (CDC) are advertising a scheme 'Adopt an area' which aims to get local residents to sign up to litter pick in their neighbourhood. The members agreed it would be good to encourage parishioners to join this scheme and take responsibility for a small area near their home on a regular basis.

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

It was noted that Nyewood and West Harting already have groups who carry out these tasks.

*The following proposal was agreed:*

- 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*

#### 42. SDNPA Parish Workshop

*The following proposal was agreed:*

*That Mr Bonner would represent the Council at the SDNPA parish workshop on Tuesday 15 June 2021 and that a further representative will be decided once the full agenda is published.*

#### 43. Finance

|                       |                          |        |
|-----------------------|--------------------------|--------|
| Trish Walker          | Clerk & RFO Salary - May | 887.60 |
| MH Kennedy & Son Ltd  | Grass cutting            | 169.20 |
| JNR Computer Services | New Council laptop       | 802.80 |

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

£27,081.00 1<sup>st</sup> instalment precept

£400.00 donation for Nyewood SID pole

#### 44. Bank balance as of 27 April 2021 £92,300.23

Noted.

#### 45. Planning Committee

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

**46. Correspondence:** The clerk had received three items of correspondence to report to the meeting:

- A letter, with regard to WMPF, from a member of the public who had addressed the Council during 'Questions from the Public' during the meeting, details can be seen under Minute no. 6.
- A letter from a neighbouring land owner regarding the strip of land to the west of the track leading to the Council owned parking area. The land owner has confirmed they own the land.

- A letter from a member of the public concerning the deterioration of the white line markings throughout the Parish.  
*It was agreed that the local County councillor would be asked for the WSCC view on this matter.*

**47. Clerk's report**

The report was noted.

**48. Items for future meetings**

Annual Governance Statement

Accounting Statements

Internal Audit report

- 49. Date of next meeting:** The next meeting would be held on Thursday 24 June 2021. The time and venue will be confirmed, it is hoped the end of lockdown restrictions will allow a face to face meeting.

The meeting closed at 8.14 pm.