

## MEETING OF HARTING PARISH COUNCIL

You are hereby summoned to a Meeting of Harting Parish Council to be held  
at Harting Congregational Church on  
**Thursday 15 July 2021 at 7pm**

The Press and Public are welcome to attend.

Social distancing must be observed and face masks will be required.

*This meeting is being held at the Congregational Church due to the ongoing coronavirus restrictions and the need for social distancing. The Coronavirus Act 2020 allowing councils to hold public meetings via video conferencing ceased on 7 May 2021.*

Trish Walker  
Clerk to Harting Parish Council

### AGENDA

- 1. Apologies for absence**
- 2. Declarations of Interest**
- 3. Minutes** - to approve the Minutes of the Parish Council meeting held on 24 June 2021.
- 4. Questions from the Public (limited to 15 minutes in total)** *This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting except by special invitation of the Chairman) to ask questions for up to 3 minutes, raising concerns or making comments on matters affecting Harting parish. No decision can be taken during this session, but the Chairman may decide to refer any matters raised for further consideration.*
- 5. Matters of Urgent Public Importance** – raised with consent of the Chairman.
- 6. Reports from the County and District Councillor**
- 7. Tree report** (see supporting document for briefing note)  
*The following recommendations are made:*
  - i. To note the report*
  - ii. That the Council note that the Chairman and the RFO have agreed expenditure of £2000, in accordance with Section 4.1 of the Financial Regulations, for the felling of five trees in the Warren damaged in the recent storms.*
  - iii. That the Council note the Chairman and the RFO have agreed expenditure of £46.68 + VAT, in accordance with Section 4.1 of the Financial Regulations, for the purchase of 12 weed slashers.*
- 8. Habitual or Vexatious Complaints Policy** (draft policy attached see supporting document for briefing note)  
*The following recommendation is made:*  
*That the Council consider and agree to adopt the Habitual or Vexatious Complaints Policy*
- 9. New Homes Bonus (NHB)** (see supporting document for briefing note)  
*The following recommendations are made:*
  - i. To note the report*
  - ii. To agree that the New Homes Bonus application should be made in respect of a new noticeboard for Nyewood produced by Acorn workshop*

**10. South Gardens signage** (see supporting document for briefing note)

*The following recommendations are made:*

- i. To note the report*
- ii. That the Council agree the post for the South Gardens signage should be lengthened to 2.5 metres at an additional cost of £67 + vat*
- iii. That the Council agree that given the increased height of the sign and the difficulty in arranging for the relocation or removal of bins, that the sign be erected in the position recommended by the POSAC meeting on 8 June 2021*

**11. Parish Council Emergency Group (PCEG)** (see supporting document for briefing note)

*The following recommendation is made:*

*To note the report.*

**12. Review of Terms of Reference**

*The following recommendations are made:*

- i. To note the Terms of Reference for the Aims and Objectives Advisory Committee have been reviewed by that Committee and no amendments are proposed*
- ii. To note the Terms of Reference for the Complaints Committee have been reviewed by that Committee and no amendments are proposed*
- iii. To note the Terms of Reference for the Personnel Committee have been reviewed by that Committee and no amendments are proposed*
- iv. To note the Terms of Reference for the Highways and Byways Advisory Committee have been reviewed by that Committee and the following changes are recommended:*
  - a. Section 10 - the wording “notwithstanding 10” is replaced with “notwithstanding 9”*
  - b. Section 15 – the wording “Standing Orders” is replaced with “Terms of Reference”*

**13. Review of Council Policies & Procedures**

**13.1. Complaints procedure** (attached)

**13.2. Grants policy** (attached)

**13.3. Retention of documents** (attached)

**14. All Parishes Meeting 9 September 2021**

The All Parishes Meeting will take place virtually via Zoom video conferencing on 9 September 2021 at 5.30pm. Two members of the Council are invited to attend.

*The following recommendation is made:*

*To nominate two councillors/clerk to attend the CDC All parishes meeting on 9 September 2021.*

**15. Finance**

**15.1. To approve expenditure for July 2021**

Undisclosed	Clerk and RFO Salary	887.60
Wallis White & Co	Internal audit	326.40
Debra Harknett- Godfree	Year end account advice and prep	106.88
Debra Harknett- Godfree	Hall bookkeeping	78.75
Edge Entertainment Consultants Ltd	Inflatables for parish gathering	660.00

Trish Walker	Expenses April - July 2021	111.76
Trish Walker	Monthly zoom subscription	14.39
M H Kennedy & Son Ltd	Grass cutting	338.40

**15.2. To note income for June 2021 - none**

**15.3. To note that the bank reconciliation for July 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**

**15.4. To note the bank balance as of 30 June 2021 - £87,745.02**

**15.5. To note the budget statement to 30 June 2021**

**16. Highway and Byways Advisory Committee (HABAC) – To note the unconfirmed minutes of the HABAC (attached) held on 6 July 2021 and approve the following recommendation:**

*That the Council agree to appoint K & R Power to disconnect and remove the footpath lights at a cost of £120.00*

**17. Planning - To note the minutes of the Planning Committees held on 24 June 2021.**

**18. Feedback from WMPF and HCH representatives (verbal report)**

**19. Correspondence – None**

**20. Clerks report – (attached)**

**21. Items for future meetings**

Review of policies

Jubilee 2022

**22. Date of next meeting - Council Meeting 16 September 2021 time and venue to be agreed**

### **Supporting document – Harting Parish Council Meeting 15 July 20**

#### **Agenda Item 7 - Tree report**

##### **Briefing Note**

##### Update of newly planted saplings

The 3075 saplings planted at the end of March are thriving and the consistent periods of rain have helped to overcome the very dry period in April. Some of the yew trees within the deer fencing are struggling and may fail. Due to their size they could not be placed in spiral guards, which can create a micro climate, and the earlier dry weather may have impacted. They will be monitored and further yew can be planted to replace them later in the year and specialist shelters will be used. Otherwise, the failure rate is currently very low.

##### Volunteers

The Warren restoration volunteers have been contacted with a brief update of the progress in the Warren and confirmation that there will be community planting later in the year. They have also been asked if they can help in any of the following ways:

Weeding: this is our number one priority at the moment. Various herbaceous plants have shot up and in some areas are swamping the regen and new saplings – starving them of light. The Chairman has discovered that a ‘weed slasher’ is the best tool to use in order to clear a circle around each new tree and he has already made quite an impact, but the area is too large for one person to deal with. The Clerk has ordered some weed slashers and the Chairman has offered to give a demonstration of best practice to any volunteers willing to give it a go.

Searching for and protecting new tree seedlings ('regen'): where the herbaceous plants have not taken over, new seedlings are now showing. Many of these are ash which probably will not survive, but there are numbers of other species as well.

Righting canes and spirals that are leaning: due to winds, this is a perpetual task and one which volunteers can readily do when they take a walk through the Warren.

The initial response has been good, but further information will be available at the Council meeting.

#### Information boards

The Tree Council grant allowed for two information boards to be placed at the north and south entrances of the Warren. These will be designed to provide very basic information about the restoration project and to acknowledge the substantial grant that has enabled it to happen. The Tree Council will be providing input into the content of the boards. The final design will be brought to the Council.

#### Storm damage

The extremely high winds at the end of May 2021 caused some tree damage and loss throughout the Parish. The Warren also suffered some damage:

- Ash falling from a neighbour’s land to the west of the Warren, damaged three sections of the deer fencing. Temporary repairs were carried out by a local resident. The neighbour has taken responsibility for the cost of replacing the damaged wire; this work will be carried out shortly by the original fencing contractor.
- A large double trunked beech fell across the main N-S footpath – this was cleared by the Chairman
- Five beech trees had their root-plates lifted and are leaning across public areas. These need to be removed as soon as possible and the Chairman and Clerk have arranged for a local contractor to remove the trees at a cost of £2000. The trees are too dangerous to climb so a 800mm tracked cherry picker will be used.. The contractor is very aware of the need to limit any damage to both the paths and the newly planted saplings.

*The following recommendations are made:*

- i. To note the report*
- ii. That the Council note that the Chairman and the RFO have agreed expenditure of £2000, in accordance with Section 4.1 of the Financial Regulations, for the felling of five trees in the Warren damaged in the recent storms.*

- iii. That the Council note the Chairman and the RFO have agreed expenditure of £46.68 + VAT, in accordance with Section 4.1 of the Financial Regulations, for the purchase of 12 weed slashers.

### **Agenda Item 8 - Habitual or Vexatious Complaints Policy (attached)**

#### **Briefing Note**

Harting Parish Council is committed to dealing with complaints fairly and a Complaints Policy is in place for this purpose. However, the Parish Council must take proper account of people who either refuse to use this process or whose frequency of contact or behaviour makes it necessary for special measures to be taken.

The Habitual or Vexatious Complaints Policy aims to provide the Council and its staff a clear and fair process for dealing with these situations.

*The following recommendation is made:*

*That the Council consider and agree to adopt the Habitual or Vexatious Complaints Policy*

### **Agenda Item 9 – New Homes Bonus (NHB)**

#### **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.

At its meeting in June 2021 the Council agreed the NHB application should be made for a new noticeboard in Nyewood and the councillors from that ward and the clerk would progress the application.

The following quotes have been obtained for a replacement noticeboard to be positioned by the bus shelter in Nyewood:

#### **The Acorn Workshop ( Selsey-West Sussex)**

Air dried oak notice board (with Green Oak posts) 1160mm x 740 mm £825

Engraved header £115

Delivery £70 (we could collect and save this cost)

Total £1,050 inc. VAT

This board has double lockable doors and polycarbonate glazing. It takes 8 x A4 sheets.

#### **Noticeboard Company**

Classic 58 painted metal notice board (includes posts) 1500mm x 750mm £686.58 + VAT

Delivery £10

Total £696.58 + VAT

This board is made from painted aluminium. Glazed with 4mm plexiglass.

5 year guarantee. It holds 9x A4 sheets

#### **Green Barnes**

Oak 2 door board with 4mm toughened safety glass 1130mm x 1064mm £1,690 + VAT  
(includes Lettering £68.13 Logo (pheasant) £61.50)

Delivery - £148.98

Total - £1968.61

This board holds 6 x A4 sheets.

The Acorn Workshop is the favoured option in terms of materials and cost, and is a company reasonably local to the parish. Once the vat has been recovered the net cost will be £875.00. The NHB claimable is £830 leaving a balance of £45 payable by the Council. There will be installation costs in addition to this sum.

At this stage, the priority is to agree sufficient detail to ensure the NHB application is completed as accurately as possible and is submitted on time.

The Council will be asked to agree any additional costs once the grant has been awarded and the project is given the final go ahead.

*The following recommendations are made:*

- iii. To note the report*
- iv. To agree that the New Homes Bonus application should be made in respect of a new noticeboard for Nyewood produced by Acorn workshop*

## **Agenda Item 10 - South Gardens signage**

### **Briefing Note**

At its meeting in June 2021 the Council considered the positioning of the new South Gardens sign. The following was agreed:

*“There was some discussion regarding the positioning of the new South Gardens sign, the planned signage was not very tall so it was felt the emphasis may be on the bins that are inside the gate rather than the sign. The options to move the bins and perhaps remove the dog bins were discussed.*

*It was agreed the decision should be deferred until further information was available.*

*The clerk will ask the contractor if the signage can be increased to 2.5 metres tall and will contact Chichester District Council about the options and costs associated with the removal or relocation of bins.”*

The Clerk has been in contact with the sign makers and they have confirmed the height of the sign can be increased to result in the final height, once erected, to be 2metres above the ground. The price of the sign will rise to £563 + vat, an increase of £67.00 on the previously agreed sum. The installation cost will not change.

The Clerk has also been in contact with Lisa Jones, the Street lead for Chichester District Council, about the possible removal or repositioning of bins and dog bins. She confirmed that dog waste can be placed in normal bins, however, this would be where there is likely to be a good mix of rubbish rather than just dog waste. Her professional view was that bins need to be visible to ensure people use them, although recognising they can be smelly and unsightly.

It is possible, at a cost to the Parish Council, to arrange to move bins, but CDC would have to come out and agree the new locations were suitable and a price would be set at that point. However, they are not carrying out any of these inspections at the moment and are unlikely to in the next few months. This is due to the current Covid situation where they are

experiencing a greater number of staff having to self-isolate. Also, and more importantly, they are having to put all their efforts into supporting the coastal regions as they are extremely busy with holiday makers this year.

It is proposed that given the raised height of the sign which will draw the public's eye above the line of the bins, that the Council progress this long awaited project and place the sign in the position recommended by the POSAC group.

*The following recommendations are made:*

- iv. To note the report*
- v. That the Council agree the post for the South Gardens signage should be lengthened to 2.5 metres at an additional cost of £67 + vat*
- vi. That the Council agree that given the increased height of the sign and the difficulty in arranging for the relocation or removal of bins, that the sign be erected in the position recommended by the POSAC meeting on 8 June 2021*

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

#### **Briefing Note**

Work with the Parish Council Emergency Group continues in a 'monitoring' role with weekly catch-up meetings until the PM 'stands us down'.

Parish Gathering – the plans are ongoing and a verbal update will be given at the meeting.

*The following recommendation is made:*

*To note the report*

**Clerk's Reports - Harting Parish Council – 15 July 2021**

**Agenda Item 20**

Items raised at previous meetings:

<b>Topic/Date first raised</b>	<b>Item Detail</b>	<b>Action by</b>	<b>Status</b>
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
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	See agenda item 16
Online Banking	To investigate online banking to enable the setup and operation of a deposit account	Clerk	The online application has been completed, signed by the Chair and Vice Chair and delivered to the bank. The processes to authorise payments are still not clear and conflicting advice has been received. Further information will be gained as the application progresses.
New Homes Bonus (Minute 252 – April 2021)	Consideration for potential schemes for £830 grant & application	Clerk	See Agenda Item 9



Footpath lights (Minute 89 – Sept 2020)	To disconnect and remove the footpath lights	Clerk	See agenda item 16
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 11
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.

**Trish Walker - Clerk**