

## MEETING OF HARTING PARISH COUNCIL

You are hereby summoned to a Meeting of Harting Parish Council to be held  
at Harting Community Hall on  
**Thursday 21 October 2021 at 7pm**

The Press and Public are welcome to attend.

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 16 September 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. New Homes Bonus - Nyewood noticeboard** (see supporting document for briefing note)

*The following recommendations are made:*

- i. That the Council accept the conditions of the Agreement relating to New Homes Bonus (Parish Allocations) 2021/22 and that the Clerk shall sign the Agreement on behalf of the Parish Council.*
- ii. That the Council agree to proceed with the purchase of the board from The Noticeboard Company at a cost of £872.58 + vat*
- iii. That the Council agree the wording will be 'Nyewood'*

- 8. Tree report** (see supporting document for briefing note)

*The following recommendations are made:*

- i. To note the report*
- ii. To consider the request from the 'Team Axiom' cycling club to plant a commemorative tree in the Warren*
- iii. If the request (ii) above is agreed, that the Woodland & Tree Sub-Committee liaise with the cycling club regarding the volunteer planting days and the species and placement of the commemorative tree.*

- 9. Platinum Jubilee 2021** (see supporting document for briefing note)

*The following recommendations are made:*

- i. To note the report*

- ii. *To agree the intention to light a Beacon on Thursday 2 June and that the Clerk should register this with the National scheme and make initial contact with the landowner*
- iii. *That the Council appoint a councillor/s to work with the Clerk to advance the Platinum Jubilee arrangements*

**10. Completion of 2020/2021 External Audit** (see supporting document for briefing note)

*The following recommendation is made:*

*To note the completion of the 2020/21 External Audit.*

**11. PCEG & Flooding issues** (see supporting document for briefing note)

*The following recommendations are made:*

- i. *To note the report*
- ii. *That the parish council allocate up to £1,000 for the purchase of emergency flood prevention equipment.*
- iii. *That the Council should work with the residents in the worse affected areas to set up a rapid response group that can help in emergency flood situations*

**12. Climate Change** (see supporting document for briefing note)

*The following recommendation is made:*

*That the members should consider the potential of a Climate Change Working Group and agree to gauge interest from within the Parish via articles in the Parish Magazine, Council website and other appropriate methods.*

**13. Finance**

**13.1. To approve expenditure for October 2021**

Undisclosed	Clerk and RFO Salary	941.60
Harting Parish Council	Deposit cheque to open Unity account	500.00
Parish Council Websites	Annual website hosting and maintenance	240.00
Clarity Accounting Associates Limited	Payroll August to September 2021	27.00
David Chaffe	Data Protection Officer annual fee	150.00
Gallagher	Harting Community Hall insurance	1,433.76
Surrey Hills Solicitors	Advice in connection with Community Hall	600.00
Moore	External auditor fee	360.00
Trish Walker	Monthly zoom subscription	14.39
Trish Walker	Clerk's expenses	66.58
M H Kennedy & Son Ltd	Grass cutting	338.40
Debra Harknett-Godfree	Hall Bookkeeping	112.50
JRB Enterprise Ltd	Dog waste bags	102.60

**13.2. To note income for September 2021**

Chichester District Council 2<sup>nd</sup> stage precept

£27,081.00

**13.3. To note that the bank reconciliations for October 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 30 September 2021 - £100,085.45**

**13.5. To note the budget statement to 31 August 2021**

**14. Planning -** To note the minutes of the Planning Committees held on 16 September 2021.

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

**16. Correspondence –** HSBC bank

Festivities committee

**17. Clerks report –** *(attached)*

**18. Items for future meetings**

**19. Date of next meeting -** Council Meeting 18 November 2021 at Harting Community Hall, time to be agreed

**20. Confidential item - Clerks employment –** to consider a report and recommendation

*As the publicity of this item might be prejudicial to the public interest by reason of the confidential nature of the business to be transacted it is likely that the press and public will be excluded during consideration of this agenda item, under the Public Bodies (Admission to Meetings) Act 1960 s2.*

## **Supporting Documents 21 October 2021**

### **Agenda Item 7 - New Homes Bonus – Nyewood noticeboard**

At its meeting on 17 June 2021 the Council agreed the project for the new Nyewood noticeboard should be included in the application for the New Homes Bonus.

This application has now been considered by Chichester District Council (CDC) and the Parish has been awarded £830 to spend on the Nyewood noticeboard project.

There is a requirement for the Parish Council to formally minute the acknowledgement of the Agreement (see below) which will be signed by the Clerk on behalf of the Council. It is important the Council notes paragraph 2.1.4 of the Agreement concerning the restricted use of the monies.

#### **AGREEMENT relating to New Homes Bonus (Parish Allocations) 2021/22**

##### **Harting Parish Council**

**THIS AGREEMENT** is made on the twenty third day of September 2021

##### **BETWEEN:**

- (1) THE DISTRICT COUNCIL OF CHICHESTER** of East Pallant House, 1 East Pallant Chichester West Sussex ("the Council") and
- (2) THE PARISH COUNCIL of harting** Acting by Ms Trish Walker, Clerk to Harting Parish Council, The Old Post Office, Harting, Hampshire ("the Parish")

1. At a special meeting of the Grants and Concessions Panel held on 15<sup>th</sup> September 2021, the Council considered a number of applications made for New Homes Bonus (Parish Allocations), including one project (NHB17/21) submitted by the Parish, a copy of which is annexed hereto.
2. The Council approved the application and has agreed to make available to the Parish the sum of £830 specifically for the above project. The Parish must comply with the following conditions:
  - 2.1.1 to act as responsible banker for the project and payments by the Council will only be made to the Parish and no other organisation.
  - 2.1.2 to obtain all necessary authorities for the expenditure of the New Homes Bonus (Parish Allocation)
  - 2.1.3 exercise proper due diligence in order to achieve best value for money, probity and a duty of care before releasing any monies to a third party or the direct payment of any invoices.
  - 2.1.4 to use the New Homes Bonus (Parish Allocation) only for the purpose given unless a variation is agreed by the Council. Any proposed change of purpose from that which was set out in the project originally submitted to the Council must be immediately reported to the Council. Unless and until any variations to the project are approved in writing by the Council, which may require further consideration by the Grants and Concessions Panel, no monies shall be expended on the project by the Parish (unless otherwise agreed in writing). If approval is not given to the variation the Council reserves the right to request the return of monies already forwarded to the Parish.
  - 2.1.5 monies shall be expended within three years from the date of this agreement. Any monies which have not been spent by the end of that period shall immediately be returned to the Council upon expiry of the third year including any VAT recovered where applicable.
  - 2.1.6 to monitor the project and any on-going release of monies in order to ensure the anticipated outcomes are achieved.

2.1.7 to provide a report to the Council when requested to do so, which shall provide information regarding the expenditure of the New Homes Bonus (Parish Allocation) and the progress of the project and an explanation of how the anticipated outcomes of the project have been achieved. Receipts and invoices should be retained for inspection by the Council.

3 The Parish hereby covenants with the Council that it will comply with the terms of the grant of the New Homes Bonus (Parish Allocation) set out in paragraph 2 above

IN WITNESS whereof the parties have hereunto set their hands the day and year first before written.

  
Signed on behalf of Chichester District Council  
David Hyland, Community Engagement Manager

.....  
Signed on behalf of Harting Parish Council  
Trish Walker, Parish Clerk

The initial preference was for a wooden noticeboard made by The Acorn Workshop, but further investigation has shown this may not be as resilient in the long term as a coated metal noticeboard (see picture below). The proposal is to select the second option cited in the New Homes Bonus application and purchase a noticeboard from The Noticeboard Company. The quoted cost is £872.58 + vat, and this falls within the original budget.





The proposed wording on the noticeboard will read 'Nyewood' with a picture of the Nyewood pheasant.

*The following recommendations are made:*

- iv. That the Council accept the conditions of the Agreement relating to New Homes Bonus (Parish Allocations) 2021/22 and that the Clerk shall sign the Agreement on behalf of the Parish Council.*
- v. That the Council agree to proceed with the purchase of the board from The Noticeboard Company at a cost of £872.58 + vat*
- vi. That the Council agree the wording will be 'Nyewood'*

### **Agenda Item 8 – Tree Report**

Two Saturdays, 9 and 16 October, marked the first of the tree-volunteer working parties in the Warren. About 18 volunteers attended the two events and were split into groups to carry out essential weeding, searching for and protecting regeneration as well as checking for failed saplings. The events were greatly enjoyed and a sense of community working was definitely evident.

Although 18 attended the events, the overall response was greater: those not able to help on those two dates expressed a willingness to participate on future occasions. Further working parties will be arranged as and when necessary.

The success rate of the seedlings protected last year and saplings planted in the last two seasons is very high: first estimations indicated there have been less than 80 failures inside deer fence.

There are potentially 2000 saplings to be planted in early 2022, mostly in the Wace Plantation but also in other areas that are sparsely planted. The planting will be community-based, drawing on the current tree volunteers and others who express an interest as the planting season approaches. It is anticipated the new planting will take place in late January or early February 2022, and the SDNPA Rangers have indicated that they will be happy to support some or all of the sessions.

Dawn Nelson, a local botanist, has kindly agreed to undertake a botanical survey of the Warren to log the species that are appearing now the dense ash-tree cover has gone. This is obviously a snapshot of the opportunistic light-seeking species that have sprung up and which will gradually disappear as the new canopy develops.

The Clerk has received the following request from the treasurer of a local cycling group.

*"I am treasurer of a Hampshire cycling club 'Team Axiom', We very recently suddenly lost one of our most active, popular, and fittest members at the very early age of 51. The Club would like to plant a tree in memoriam in an area frequented by him and all the members on Club outings. The Warren Woodland is ideal. A number of our members are willing to attend one of your 4 Volunteer planting days and incorporate the planting of One Special tree in his*

*memory. May I submit this proposal to The Council for consideration and discussion ? Please don't hesitate to contact me with any queries."*

*The following recommendations are made:*

- iv. To note the report*
- v. To consider the request from the 'Team Axiom' cycling club to plant a commemorative tree in the Warren*
- vi. If the request (ii) above is agreed, that the Woodland & Tree Sub-Committee liaise with the cycling club regarding the volunteer planting days and the species and placement of the commemorative tree.*

### **Agenda Item 9 – Platinum Jubilee**

In June 2022 the Queen will be marking 70 years as monarch with a Platinum Jubilee. The celebrations will be spread over the year, with a 'central weekend' over a period of four day from Thursday 2 June to Sunday 5 June 2021. The Thursday and Friday will be national bank holidays and will replace the normal Whitsun bank holiday at the end of May.

The national schedule of celebrations is as follows:

<i>Thursday 2 June 2022</i>	Trooping of the Colour & Beacon lighting
<i>Friday 3 June 2022</i>	Service of Thanksgiving at St Paul's Cathedral
<i>Saturday 4 June 2022</i>	Derby at Epsom Downs Platinum Party at the Palace, broadcast live
<i>Sunday 5 June 2022</i>	The big Jubilee Lunch - People are invited to share friendship, food and fun with neighbours, this can be big or small - street party or picnic, tea and cake or a garden barbeque. Jubilee Pageant at Buckingham Palace

There will be an expectation within the Parish that there will be some kind of celebrations or commemoration of the Platinum Jubilee.

The Clerk has met with the Chair of the Festivities Committee who has confirmed the annual Harting Festivities Day will take place, with a Jubilee theme, on Friday 3 June. The Street will be closed, subject to approval by WSCC, for the day in the usual way. There is no intention to extend the event to include a Street Party, as in 2002, as the logistics and insurance issues regarding the road closure are a great deal more problematic that they were 20 years ago.

Some possible options that might be considered for the weekend events could be:

Thursday 2 June	Lighting of Beacon on Harting Hill ( in conjunction with registered national scheme)
Friday 3 June	Harting Festivities
Sunday 4 June	Big Jubilee Lunch – encourage parish to join in by decorating houses and gardens and joining with friends and neighbours to celebrate ie. VE75 day

Other items to consider:

- Possible commemorative item in the parish ie. tree (as part of Queen's Green Canopy, bench, mugs or coins for children
- Best decorated house/garden award

There are many areas that could be considered, but it seems sensible, given the Harting Festivities takes place on the Friday, to keep other events simple but effective with the key objective of community cohesion.

It will be necessary to pull together a group of willing volunteers/councillors to consider any options and develop plans for further consideration by the Council. The Beacon will require some immediate action to register with the national scheme as well as contact the landowner to gain the appropriate permissions.

*The following recommendations are made:*

- iv. To note the report*
- v. To agree the intention to light a Beacon on Thursday 2 June and that the Clerk should register this with the national scheme and make initial contact with the landowner*
- vi. That the Council appoint a councillor/s to work with the Clerk to advance the Platinum Jubilee arrangements*

### **Agenda Item 10 – Completion of External Audit**

The external auditors, Moore concluded the audit on 24 September 2021 and the Notice of Conclusion of Audit was posted to the Council website on 30 September 2021.

There were no issues raised in the audit, however the following note was added:

“Section 14(1) of the Audit and Accounts Regulations 2015 provides the period of public rights should be a 'single period of 30 working days'. The Council provided a period of 31 working days for the review of their records. Whilst we do not consider providing a longer period than stated to be more than a trivial breach of the regulations, we would suggest that in future the dates are calculated to provide 30 days”

Harting Parish Council has always calculated the number of working days for the public rights in the same way, without any comment. However, care will be taken to ensure only 30 working days are provided in the future.



*The following recommendation is made:  
To note the completion of the 2020/21 External Audit.*

#### **Agenda Item 11 – PCEG and flooding issues**

Recent excessive rainfall on Saturday 2 October 2021 caused flooding in the areas of the junction by the Old Ship, the Square and by Smithfield. Despite a huge effort, water did enter Vine Cottage, in the Street, luckily other properties narrowly missed flooding due to the actions of the residents living in the area. During the peak of the flooding residents struggled to clear and divert the water into the drains using brooms, various boards and items taken from gardens. Some of the Parish Council emergency equipment was used and hi-vis gilets were handed out.

The Parish Council Emergency Plan does have a section addressing floods, but given the recent experience, and the speed at which the emergency arose, it would seem an opportune time to work with the affected residents to form a rapid response action plan that could be triggered to supplement their efforts and bring maximum help when needed. Although the householders managed the situation brilliantly, this could be very different on the next occasion if a number of them happened to be away from home at the time. It would also be helpful to consider if there is any equipment that could be purchased, and kept in an accessible place, to help in a flood situation ie. sandbags, boards, brooms.

WSCC Highways have agreed to meet on site with the County Councillor and members of the parish council to discuss the causes of the flooding which range from partially blocked drains and gullies to excessive water flowing from the fields. It is hoped the meeting will be productive and an update will be brought to a future Council meeting.

*The following recommendations are made:*

- iv. To note the report*
- v. That the parish council allocate up to £1,000 for the purchase of emergency flood prevention equipment.*
- vi. That the Council should work with the residents in the worse affected areas to set up a rapid response group that can help in emergency flood situations*

#### **Agenda Item 12 – Climate change**

Climate change is a subject which is very much on the national and international agenda at the moment. Many parish councils are starting to work with their local communities, via Working Groups, to find ways in which the local community can make a difference and work together. The link below shows Effingham Parish Council as an example, and how they have started to work with their community on many areas connected with climate change. They are clearly a much larger parish than Harting, but the initiatives are still applicable.

[Climate Change – Effingham Parish Council](#)

The members are asked to briefly consider if there is the scope or interest within the Parish for such a group to be formed and if potential members should be sought via the Parish Magazine, Council website and other methods. The outcome of this to be discussed at a future Council meeting.

*The following recommendation is made:*

*That the members should consider the potential of a Climate Change Working Group and agree to gauge interest from within the Parish via articles in the Parish Magazine, Council website and other appropriate methods.*

## Clerk's Reports - Harting Parish Council – 21 October 2021

### Agenda Item 17

Items raised at previous meetings:

Topic/Date first raised	Item Detail	Action by	Status
Tree Works March 2016 (Minute 252)	Woodland restoration	SB/ Clerk/AS Tree Working Group (TWG)	See Agenda item 8
HABAC November 2020	Fingerpost refurbishment  South Downs Safer Roads Task Force.  East Harting Flood Pond.  Flooding in South Harting	Clerk    WSCC	Requests for quotes for the remaining posts have been sent out.  No further update   See agenda item 11
Online Banking /New bank	To establish online banking	Clerk	The application for the account with Unity Trust bank has been accepted and is progressing well. For expedience the account was set up with 3 signatories, the 4 <sup>th</sup> will be added as soon as the account is live. The customer service has been exceptional at this stage.
New Homes Bonus (Minute 252 – April 2021)	Consideration for potential schemes for £830 grant & application	Clerk	Application has been granted
Footpath lights (Minute 89 – Sept 2020)	To disconnect and remove the footpath lights	Clerk	The Hall committee have arranged for an electrician to disconnect the lights as part of a scheme of works in the hall. Awaiting confirmation the lights have been disconnected so they can be removed.
PCEG Minute 266 Mar 2020	Set up of Parish Council Emergency Group in reaction to COVID-19 pandemic	TW, SG and SB	The group is not currently active

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. The insurers denied liability in April 2021 and no further contact has been received from claimants insurers.
Drop ins		AOAC	The first Drop-In following the pandemic took place on 2 October. There was one query about the speed of traffic entering the village, in particular in relation to the recent accident and demolition of wall
Platinum Jubilee October 2021	To consider events to mark the 70 <sup>th</sup> year of the Queen's reign		See agenda item 9
Legal advice	To seek advice in relation to the Community Hall and WMPF	Clerk	This area is ongoing and a report will be brought to a future meeting
South Gardens sign	New signage for the entrance to South Gardens	Clerk	The artwork and printing for the sign has all been completed, the delay is caused by the wait for the raw materials to make the sign

**Trish Walker - Clerk**