

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 18 November 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 21 October 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. Climate Change Working Group update** (see supporting document for briefing note)
The following recommendation is made:
To note the report
- 8. Dumping of untreated sewage** (see supporting document for briefing note)
The following recommendation is made:
To note the report
- 9. Grants 2022/23**
The following recommendations are made:
 - i. To agree that the Council allocates grants as shown in the draft budget (agenda item 10) for 2022/23 to:*
 - a. Harting Community Hall and the War Memorial Playing Fields – (£2350 each) £4700 total*
 - b. Harting Parish hospital car scheme - £180*
 - c. Petersfield Citizens Advice Bureau - £300*
 - d. Allotment rents -£25*
 - e. The Parish Church and Congregational Church burial grants – (£200 each) £400 total*
 - f. Other applications received from organisations with local connections.*

- ii. *To agree, as part of their overall grants, that the Council also covers the cost of the insurance premiums for Harting Community Hall and the War Memorial Playing Field and the cost of a bookkeeper for the former.*

10. Budget and Precept 2022/23 (see supporting document for briefing note)

The Finance Committee recommends the attached budget for the financial year 2022/23 with an increase of £673 to the precept, this represents a 1.24% increase on the previous financial year.

The following recommendation is made:

- i. *That the Council agree the Budget for the financial year 2022/23*
- ii. *that the Council agree to request £54,835 as the precept from CDC (Chichester District Council) for the financial year 2022/23.*

11. Fingerposts (see supporting document for briefing note)

The following recommendations are made:

- i. *That the Council agree to appoint contractor A to refurbish the six fingerposts identified as needing professional restoration*
- ii. *That the Council agree to complete the whole project within the current financial year ending 31 March 2022*
- iii. *That the Council consider allocating £4752.27 of Community Infrastructure Levy towards the fingerpost refurbishments*

12. Traffic Working Group update (see supporting document for briefing note)

The following recommendation is made:

To note the report

13. PCSO visit (see supporting document for briefing note)

The following recommendation is made:

To note the report

14. Finance

14.1. To approve expenditure for November 2021

Undisclosed	Clerk and RFO Salary	1,404.54
Mr A Christie	Annual Allotment rent	25.00
Petersfield Citizens Advice Bureau	Donation - S137	300.00
Harting PCC	Burial Grant	200.00
Harting Congregational Church	Burial Grant	200.00
West Sussex ALC Limited	Parish Online subscription	84.00
Trish Walker	Monthly Zoom subscription	14.39

14.2. To agree the two banking signatories to authorise the online payments for November.

14.3. To note income for October 2021

SDNPA CIL payment £1,516.27

14.4. To note that the bank reconciliations for November 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

14.5. To note the bank balance as of 31 October 2021 - £99,582.25

14.6. To note the budget statement to 31 October 2021

15. Planning - To note the minutes of the Planning Committees held on 21 October 2021.

- 16. Finance** - To note the minutes of the Finance Committee held on 9 November 2021
- 17. Feedback from WMPF and HCH representatives** (verbal report)
- 18. Correspondence** –
- 19. Clerks report** – *(attached)*
- 20. Items for future meetings**
- 21. Date of next meeting** - Council Meeting 16 December 2021 at Harting Community Hall, time to be agreed

Supporting Documents 18 November 2021

Agenda Item 7 - Climate Change Working Group update

Report from Jane Healey

Following last month's Parish Council meeting it has been decided to hold a brainstorming gathering soon, to decide on priorities and the best way forward with Harting climate action. There is a lot of interest in this with positive ideas and offers of practical help. Further updates will follow.

It is anticipated a further verbal update will be provided at the meeting.

The following recommendation is made:

To note the report

Agenda Item 8 – Dumping of untreated Sewage

The link below leads to an article that was included in the Times newspaper on 8 November 2021. It details the incidents of untreated sewage being spilt into rivers. The Southern Water sewage treatment works in South Harting was shown as one of the worse offenders in the country, having spilt untreated waste into the Rother for about 6 months.

<https://www.thetimes.co.uk/article/sewage-dumped-in-rivers-for-months-on-end-sg2rgvdc?shareToken=f5210b407acc1b1517fe09576bed10d3>

The clerk is arranging a meeting between the Parish Council Chair, the County Councillor, and all stakeholders as soon as possible.

The following recommendation is made:

To note the report

Agenda Item 10 – Budget 2022/23

See below for proposed budget. A separate copy of the budget is included in the meeting pack.

Harting Parish Council - Budget 2022/23

<u>Budget Headings</u>	Budget 2021-22	Likely spend 2021-22	Proposed Budget 2022-23	Budget Increase/ decrease	
<u>Staff Salaries</u>					
Salary	14,000.00	13,445.24	16,900.00	2,900.00	
Pension	600.00	-	680.00	80.00	
Chairman's allowance			200.00	200.00	
Total Staff Salaries	14,600.00	13,445.24	17,580.00	2,980.00	1
<u>Admin</u>					
IT/website and telephone	550.00	240.00	250.00	-300.00	2
Microsoft Licence	1,100.00	1,100.00	1,100.00	0.00	
IT support	1,000.00	1,000.00	1,000.00	0.00	
Audit fees	600.00	572.00	600.00	0.00	
Admin	2,000.00	1,638.48	1,500.00	-500.00	3
PC Insurance	500.00	1,053.44	1,100.00	600.00	4
Training	200.00	105.00	100.00	-100.00	5
Legal	500.00	1,000.00	500.00	0.00	
Election	300.00	-	300.00	0.00	
Total Admin	6,750.00	6,708.92	6,450.00	-300.00	
<u>Subscr/Memberships</u>					
WSALC/NALC/Parish online	500.00	467.79	500.00	0.00	
<u>Capital expenditure</u>					
Open spaces, major repairs and replacements	6,000.00	2,119.00	5,000.00	-1,000.00	
Total Capital	6,000.00	2,119.00	5,000.00	-1,000.00	
<u>Maintenance</u>					
Woodland Management	2,000.00	3,590.00	2,000.00	0.00	
Highways	4,500.00	12,140.00	1,000.00	-3,500.00	6
Mixed repairs	2,500.00	1,231.75	3,000.00	500.00	
Waste bins/dog gloves bags	800.00	734.82	800.00	0.00	
Grass cutting	2,300.00	1,851.00	2,400.00	100.00	
Lengthsman	850.00	605.00	850.00	0.00	
Tree survey	-	-	550.00	550.00	7
Total Maintenance	12,950.00	20,152.57	10,600.00	-2,350.00	
<u>Grants</u>					
Hall	2,300.00	2,300.00	2,350.00	50.00	
S137 - eg. Citizens Advice	300.00	1,943.32	1,500.00	1,200.00	8
WMPF	2,300.00	2,300.00	2,350.00	50.00	
Churchyards	400.00	400.00	400.00	0.00	
Hospital car	180.00	180.00	180.00	0.00	
Allotment rent	50.00	25.00	25.00	-25.00	9
Hall insurance	1,300.00	1,433.76	1,500.00	200.00	
Hall bookkeeping	500.00	371.25	500.00	0.00	
WMPF insurance	1,200.00	1,200.00	1,300.00	100.00	
Grants	-	-			
Total Grants	8,530.00	10,153.33	10,105.00	1,575.00	
<u>Contingency</u>	6,470.00	-	6,200.00	-270.00	10
Total Budget	55,800.00	53,046.85	56,435.00	635.00	

Notes - reasons for the proposed budget changes in 2022/23

1. Clerks hours were increased to 18 per week and pay rate increased to £17 per hour
2. Only hosting and maintenance fees now the website is up and running
3. Admin costs were higher in 2020/21 due to the Emergency Group activity
4. Following a review of the Council assets and insurance provision, the premium has increased.
5. Courses are reasonably limited at the moment, and the WSALC networking meetings provide a lot of information free of charge
6. It is anticipated the fingerpost works will be completed within 2021/22

7. 18 monthly tree survey is due Summer 2022

8. Platinum Jubilee celebrations in June 2022

9. The subscription to the Parish Magazine is no longer required for the new owner of the allotments

10. The contingency includes up to £2,000 in the event of the Emergency Group being reconvened.

Agenda Item 11 – Fingerposts

In March 2021 the Council agreed the following:

Minute 219

That the Council requests quotes for the restoration of the six fingerposts identified as needing professional restoration over the next two financial years with an estimated budget of £5000 per annum to finish by March 2023.

Requests for quotes for the six fingerposts in need of substantial refurbishment and repair were duly sent out to three potential contractors, one of which was a new contact and there was some uncertainty if they could provide such a service. The specification was drawn up by the HABAC, with detail for the work required on each of the six fingerposts. The work to refurbish finger posts is a specialist area and contractors will have been required to visit the site to fully assess the scope of the works.

There has only been one quote received, and the detail contained within shows the extent of the work to be undertaken.

Section 10.2 of the Financial Regulations states that an officer shall ensure ‘as far as reasonable and practical that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates’. In this instance, due to the speciality of the work and the availability of suitable local contractors, this is deemed to have been done.

The quotes are detailed in the table below:

Contractor	Details	Cost
A	Previously completed work on the North Lane fingerpost	£8880.00 Including discount for working on multiple posts at one time
B-	Previously completed work on Nyewood fingerpost No quote supplied despite reminder emails and phone messages	N/A
C	New contractor to Parish Council, no response received	N/A

The project will complete all works required to bring the fingerposts in the Parish back to a good condition.

There are reductions in price, £100 per post (already accounted in the quote shown above) if multiple posts are refurbished at the same time. This is because the contractor can move from one post to another throughout the day to paint and, whilst one is drying, work on another. The members are asked to consider appointing contractor A to carry out the works. The previous work completed by this contractor has been to a high standard.

The members are also asked to consider completing the whole project in the current financial year, ie. all 6 fingerposts, as opposed to splitting the work across two years, as agreed in March 2021. The budget has sufficient flexibility to enable this due to an underspend in the capital category.

The Council has received three instalments of Community Infrastructure Levy (CIL) over the last 18 months totalling £4752.27. The monies are ring fenced and must be spent within a period of 5 years. SDNPA have confirmed the CIL can be spent on the refurbishment of fingerposts in the parish. The members are asked to consider this option thereby freeing up funds from the main Council budget for use on other projects.

The following recommendations are made:

- i. That the Council agree to appoint contractor A to refurbish the six fingerposts identified as needing professional restoration*
- ii. That the Council agree to complete the whole project within the current financial year ending 31 March 2022*
- iii. That the Council consider allocating £4752.27 of Community Infrastructure Levy towards the fingerpost refurbishments*

Agenda Item 12 – Traffic Working Group (TWG) update

The Traffic Working Group met on 10 November 2021.

It was agreed that as he is chairman of HABAC it would make sense for AP to take over from SB as chairman.

The four main items discussed were all in South Harting, being:

1. South Gardens road crossing
2. Petersfield Road markings
3. 30mph signs on the Chichester/Uppark road
4. Traffic islands in the Square.

The recommendation is that they all be combined as part of a Community Highways Scheme (CHS) funded by WSCC, rather than through a CIL application to SDNPA. WSCC has funds for suitable capital projects whereas CIL applications are hugely oversubscribed with worthy projects.

The CIL application in the 2020 round was unsuccessful, and though it could be resubmitted the likelihood of success remains very low.

Approximately two thirds of CHS applications to WSCC are unsuccessful, but Rogate PC has twice been successful, the most recent being a £400k scheme in Rake. The application deadline is the end of July, and if accepted it would be fully designed in the 12 months after that, and implemented in the following year. It is likely a Rogate parish councillor, involved in the Rake scheme, will be willing to provide advice.

Up to now WSCC has been negative about 20mph speed limits, but that may be changing. One scheme could be based on the introduction of pinch points on all four roads into the village, although these could be a problem for large agricultural vehicles.

Lowering the speed limit to 20mph would be particularly good for pedestrian safety on the roads by both churches, as neither road has a footpath/pavement.

It was agreed the previous plans produced by the Traffic consultant would be reviewed and a meeting should be arranged with WSCC Highways in the new year.

It will be essential to demonstrate community involvement in the scheme, as was done previously, once positive feedback has been received from WSCC.

The need for realignment of the 30mph signs on the B2146 near Tipper Lane, and the 30mph sign on the south side of the B2146 on the Petersfield road will be reported to Love West Sussex

The following recommendation is made:

To note the report

Agenda Item 13 – Police Community Support Officer (PCSO) visit

The local PCSO, Nathan Ford, contacted the clerk to suggest he might attend the next Council meeting to make himself known locally. However, he is not available to attend either the November or December meeting. He will be offering some alternative dates, hopefully in November, to meet the councillors.

The following recommendation is made:

To note the report

Clerk's Reports - Harting Parish Council – 18 November 2021

Agenda Item 19

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)	Community planting days to be arranged for Feb/Mar 2022. 1500 saplings and shrubs have been ordered for this time. SDNPA rangers have agreed to assist with the volunteer days and to utilise their own volunteer groups if there are any saplings left unplanted at the end of the community sessions.
HABAC November 2020	Fingerpost refurbishment South Downs Safer Roads Task Force. East Harting Flood Pond. Flooding in South Harting	Clerk WSCC	See agenda item 11 No further update A useful site meeting was held between officers from WSCC and CDC and Kate O'Kelly and parish councillors. WSCC will be placing an ad hoc request for the jetting of drains in and around the Square and in North Lane. Further investigation of the drains is in hand, this may lead to the need for an Operation Watershed grant application.
Online Banking /New bank	To establish online banking	Clerk	The Unity bank account is open and the transfer of funds from, and subsequent closure of the account, HSBC is due to take place on Monday 15 November. The online payment system will be used for the payments authorised at the November 2021 Council meeting
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	A Drop-In session took place on 6 November. No members of the public attended.
Platinum Jubilee October 2021	To consider events to mark the 70 th year of the Queen's reign		Beacon lighting to be arranged with local farmer and the National Trust. Local arrangements for the Big Lunch
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. Further legal information is awaited from Ian Davison.

Trish Walker - Clerk