

HARTING PARISH COUNCIL

MINUTES

Minutes of the Meeting of Harting Parish Council held at Harting Community Hall
on **Thursday 18 November 2021 at 7.00 p.m.**

Present: Mr Shaxson (Chair), Mr Bonner, Mrs Bramley, Mrs Bull, Mrs Dawson, Mr Miller and Mr Palmer.

In attendance: Mrs Walker (Parish Clerk).

There was 1 member of public in attendance.

153. Apologies for absence: Mrs Curran, Mrs Gaterell, Mr Johnson-Hill and Mrs Martin.

154. Declarations of Interest:

Mr Miller - item 9 of the agenda as a trustee to Harting Community Hall

Mrs Bull - item 9 of the agenda as a trustee to the War Memorial Playing Fields

Mr Palmer - item 9 of the agenda as his wife operates the Hospital Car Scheme

155. Minutes from Meeting held on 21 October 2021.

The minutes of the Meeting of the Parish Council held on 21 October 2021 were agreed and signed by the Chairman as a true record.

156. Questions from the Public:

None.

157. Matters of Urgent Public Importance: None.

158. Reports from the County and District Councillor

Dr O'Kelly, the County and District Councillor attended and had circulated a report prior to the meeting. The following points of interest were noted:

- Electric Vehicle (EV) charging points – WSCC have introduced the 'Connected Kerb' initiative with the intention of installing thousands of charging points across the County. Residents are encouraged to register for an EV point in useful public areas.
- Shop vacancies in the Chichester District – Dr O'Kelly was asked if there was any analysis of the 1 in 10 empty shops and if there was any particular trends. She confirmed the analysis was not easily available.
- Parking consultation – Dr O'Kelly confirmed there had been no further progress on the Pavement Parking Consultation carried out in November 2020.

159. Climate Change Working Group update

Mrs Healey, the lead for the Climate Change Working Group provided a brief progress report. The group had met and felt the initial aims should be to cut carbon emissions, particularly in relation to houses, a further meeting is due to happen shortly.

Other ideas to be considered are:

- Encouraging renewable energy
- A local repair shed
- Tree planting

Mrs Healey was thanked for her actions so far and the Council confirmed support for the group.

The following proposal was agreed:

To note the report

160. Dumping of untreated sewage

The members noted the article included in the Times newspaper on 8 November 2021. It identified the Harting sewage treatment works as one of the worse offenders in the country for incidents of untreated sewage being released into rivers..

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

It was agreed the Chair would place an item in the Parish News to ask if there were any properties in the Parish with sewage related problems.

It was noted there had been a national announcement of an investigation into the frequency of and problems associated with the discharge of untreated sewage into rivers.

The following proposal was agreed:

To note the report

161. Grants 2022/23

Mr Bonner, the Chair of Finance outlined the proposed grants for the year 2022/23. It was noted that the Community Hall had a high level of grant monies held in the Council reserves. The grant for the Hospital Car Scheme was not being claimed at this stage as the organiser had stated there were no associated costs, however the sum will be allocated in case any costs become apparent.

The following proposals were agreed:

- 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.*

162. Budget and Precept 2022/23

Mr Bonner, the Chair of Finance outlined the proposed budget (see below) and precept requirements for 2022/23. He noted that the Finance Committee had reviewed and agreed the proposed budget.

The members reviewed the budget and agreed that the precept should be raised by 1.24% to ensure the reserves are kept at a reasonable level to cover any unanticipated costs.

The following proposals were agreed:

- 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.*

Harting Parish Council - Budget 2022/23

Budget Headings	Budget 2021-22	Likely spend 2021-22	Proposed Budget 2022-23	Budget Increase/ decrease	
Staff Salaries					
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
Admin					
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	
Subscr/Memberships					
WSALC/NALC/Parish online	500.00	467.79	500.00	0.00	
Capital expenditure					
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	
Maintenance					
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	
Grants					
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	
Contingency	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

163. Fingerposts

The members considered the quotes for the restoration of the six fingerposts identified, in March 2021, as needing professional attention.

Quotes, based on specifications detailed by HABAC, had been requested from three contractors. One contractor responded with a detailed breakdown of costs and information. The other two contractors did not respond despite several reminders.

It was agreed that section 10.2 of the Financial Regulations, stating 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' had been fulfilled. It was accepted that the speciality of the work and the availability of suitable local contractors was restrictive.

The members discussed the quote and agreed that the Tim Ralph should be awarded the contract to refurbish the fingerposts at a cost of £8880.00, which includes a discount of £100 per post for working on multiple posts at the same time.

It was agreed the work should be carried out as soon as possible and this should be included in the 2021/22 budget allocations.

The Council has received three instalments of Community Infrastructure Levy (CIL) over the over the last 18 months totalling £4752.27. These monies are ring fenced and must be spent within a period of 5 years. The clerk had received confirmed from SDNPA that CIL can be spent on the refurbishment of fingerposts in the parish. The members agreed the CIL should be offset against the cost of the fingerpost refurbishment, thereby freeing up funds from the main Council budget for use on other projects.

The proposals were then considered. An amendment was proposed to change the word 'complete' to 'budget' in proposal (ii) which read:

- i. *That the Council agree to complete the whole project within the current financial year ending 31 March 2022*

The amendment was agreed.

The following proposals, including substantive proposal (ii), were then agreed:

The following proposals were agreed:

- 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 budget 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*
- iv.

164. Traffic Working Group update

The members received a report from the Traffic Working Group which had met on 10 November 2021. Mr Palmer, as chair of the HABAC, had now taken over as Chair of the group.

The group is looking at the possibility of a Community Highways Scheme (CHS), funded by WSCC, to cover four main areas of concern:

- South Gardens road crossing

- Petersfield road markings
- 30mph signs on the Chichester/Uppark road
- Traffic islands in the Square

The CIL application for the South Gardens crossing, made to SDNPA in 2020, had been unsuccessful, and although it could be resubmitted the likelihood of success is low. It was noted that Rogate Parish Council had been successful with CHS applications in recent years, and they may be willing to share some of their experiences.

The group had previously considered the option of 20mph speed limits in Harting, but this was not accepted by WSCC. However, it appears the WSCC view on 20mph zones may be changing.

The group will report to the Council when further information becomes available.

The following proposal was agreed:

To note the report

165. PCSO visit

The clerk had been contacted by the local PCSO, Nathan Ford, who is hoping to attend a future Council meeting to make himself known in the community. Unfortunately, he was not available for the November or December meetings, so the clerk will liaise to agree a suitable date in the New Year.

The following proposal was agreed:

To note the report

166. Finance

166.1. It was agreed that the following payments should be made:

Undisclosed	Clerk and RFO Salary	1404.54
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
JNR Computer Services	Office 365 licences and annual IT support	2,372.16
M H Kennedy & Son Ltd	Grass Cutting	169.20

166.2. It was agreed that Mr Shaxson and Mrs Bramley would authorise the online payments.

166.3. The income for November 2021 was noted.

SDNPA CIL Payment £1,516.27

167. Bank Reconciliation for November 2021

It was noted that the bank reconciliation had been scrutinised and signed by the Chairman of the Finance Committee. The Chairman of the Council then signed the reconciliation in accordance with the Council's Financial Regulations.

168. Bank balance as of 31 October 2021 £99,582.25

The bank balance was noted and it was confirmed that a deposit account would be investigated to hold any amounts over the FCSC (Financial Services Compensation Scheme) threshold.

169. Budget statement to 31 October 2021

Noted.

170. Planning Committee

The minutes of the Planning Committee held on 21 October 2021 were noted.

171. Finance Committee

The minutes of the Finance Committee held on 9 November 2021 were noted.

172. Feedback from WMPF and HCH representatives

The WMPF representatives reported the Cricket team was struggling and would be deciding whether to continue. The Committee will look at options, if the Cricket team cease, to either rent the pitch out or make it available to the football team who are doing really well.

The HCH representative confirmed events at the Community Hall were starting to get back to normal.

173. Correspondence

None.

174. Clerk's report

The report was noted.

175. Items for future meetings

Fire service consultation

176. Date of next meeting: The next meeting would be held at 7pm on Thursday 16 December 2021 at Harting Community Hall.

The meeting closed at 8.17 pm.