

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 17 March 2022 at 7.30pm

The Press and Public are welcome to attend.

Face masks will be required and social distancing will be observed. Where possible,
attendees are requested to take a lateral flow test prior to the meeting.

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 17 February 2022.
- 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. Finance Committee**
To note the minutes of the Finance Committee held on 3 March 2022 (attached) and to consider the following recommendations:
 - i. to note the Finance committee has reviewed the budget for the financial year ending 31 March 2022 recommend the following virements:*
 - a. a movement of £6k from the 'contingency' budget to the 'maintenance' budget*
 - b. a movement of £1.67k from the 'capital' budget to the 'grants' budget*
 - ii. to note the Finance committee confirms an audit has been taken of the Council assets to be reported in the annual accounts for 2021/22*
 - iii. to note the Finance Committee have reviewed the Internal Control Review*
- 8. Tree survey of the War Memorial Playing Fields (WMPF)**(see supporting document for briefing note)
The following recommendation is made:
That the Council agree to gift the War Memorial Playing Field tree survey at a cost of £230.
- 9. National Trust update on The Clump** (see supporting document for briefing note)
The following recommendation is made:
To note the report.

10. Grant request from Kent, Surrey and Sussex Air ambulance (see supporting document for briefing note)

The following recommendation is made:

That the Council considers the grant application from the Kent, Surrey and Sussex Air ambulance

11. Casual Vacancy (see supporting document for briefing note)

The following recommendation is made:

To note the report

12. Sole Trustee – Harting Community Hall (HCH) and War Memorial Playing Fields (WMPF)-
(see supporting documents for briefing note)

The following recommendations are made:

i. To note the report

ii. to consider if the Council will be amenable to an approach from the trustees of Harting Community Hall and the War Memorial Playing Field with regard to the Parish Council becoming the Sole Trustee of one, both or jointly for the two charities if they are minded to combine.

13. Harting Community Hall – Transfer of the custodianship from the Parish Council to the Official Custodian for Charities.

The following recommendation is made:

That the Council supports the Harting Community Hall trustees' application to transfer the custodianship of the lease from the Parish Council to the Official Custodian for Charities.

14. War Memorial Playing Fields -extension to layby (see supporting documents for briefing note)

The following recommendation is made:

To note the report.

15. Community Highways Partnerships (see supporting document for briefing note)

The following recommendation is made:

That the Council consider the option of setting up a Community Highways Partnership agreement with WSCC

16. Platinum Jubilee – Big Picnic at Uppark (see supporting document for briefing note)

The following recommendation is made:

That the Council consider the opportunity to include the Big Picnic at Uppark as part of the Parish Jubilee celebrations on Sunday 5 June 2022.

17. Finance

17.1. To approve expenditure for March 2022

Undisclosed	Clerk and RFO Salary	1,316.52
HMRC	Tax and NI contributions	434.28
Mr A Shaxson	Chairman's Allowance	200.00
Mr T P A Ralph	Fingerpost restoration - final payment	5,570.00
Trish Walker	Monthly Zoom subscription	14.39
Trish Walker	Clerk's expenses Nov - Mar	172.20

17.2. To agree the two banking signatories to authorise the online payments for March 2022.

17.3. To note income for February 2022.

None.

17.4. To note that the bank reconciliation for March 2022 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

17.5. To note the bank balance as of 28 February 2022 - £72,798.04

17.6. To note the budget statement to 28 February 2022

18. Planning - To note the minutes of the Planning Committees held on 17 February 2022

19. Feedback from WMPF and HCH representatives (verbal reports)

20. Correspondence

21. Clerks report – *(attached)*

22. Items for future meetings

Annual Parish Meeting arrangements

Jubilee arrangements

Casual vacancy

23. Date of next meeting - Council Meeting 21 April 2022 at Harting Community Hall, time to be agreed

Supporting Documents 17 March 2022

Agenda Item 8 - Tree survey of the War Memorial Playing Fields (WMPF)

The trees in the area of the WMPF fall under a 3 yearly cycle for inspection.

The WMPF trustees have requested that the cost of the tree survey is gifted by the Council, thereby enabling VAT to be reclaimed. The cost of the survey will be offset against the residual grant held by the Council for the WMPF. The survey report will be in the name of the WMPF trustees who will be responsible for carrying out any recommendations.

The following recommendation is made:

That the Council agree to gift the War Memorial Playing Field tree survey at a cost of £230.

Agenda Item 9 – National Trust update on the Clump on Harting Down

David Elliot the Lead Ranger, South Downs West for the National Trust has supplied the following update with regard to the Clump on Harting Down.

We are shortly about to begin on putting up a circular Deer fence around the clump so that we can later this winter undertake planting of a group of trees to replace the dying Ash, the deer fence is needed so that the new trees get chance to become established without being browsed and would be removed once the trees are established in a few years time. For obvious reason we are not able to replant with Ash, our plan is to plant a group of Field Maples, Whitebeams and Limes, surrounded by a scrubby belt of Blackthorn, Hawthorn and Juniper. We very much hope that this will be well received by the parish, we have certainly tried to listen to the views that were expressed over the last couple of years.

I think there may have been some conversation locally about volunteering with regard to helping with the planting, I am not sure how far this got, but I think we will be ok to do the planting with NT staff, however planting is really only the first, and possibly the smaller part of the issue when it comes to getting the trees established. If they are to survive and grow well I suspect that we are going to need to think about watering of the young trees during dry weather in the summer otherwise I suspect not very many of them will survive to establishment on the thin soils of the downs. I wondered whether this might be something we could, at some point, discuss with the parish council to see whether there might be the possibility of setting up a small group of volunteers to help with watering so that we can try and ensure that the effort that goes into planting does lead to an established new clump of trees for the future? It might not be worth possible, but I thought it was worth exploring as an option.

The following recommendation is made:

To note the report.

Agenda Item 10 - Grant request from Kent, Surrey and Sussex Air ambulance

Parish Clerk
Harting Parish Council
c/o The Old Post Office
South Harting
PETERSFIELD
Hampshire
GU31 5PU

Dear Harting Parish Council

Air Ambulance Charity Kent Surrey Sussex (KSS) fight each day to save lives. We provide critical pre-hospital care across the region, to those that need us most. We are a vital part of your communities, your lives and your safety.

I am writing to you today to apply for a grant of £300 to help towards our mission of saving lives and ensuring the best possible outcomes for our patients.

Last year was the busiest year in our 32-year history. We were called to over 3000 incidents throughout the South East with 26% of our missions coming in East & West Sussex alone.

It takes over £15.2million to operate our service and we simply could not do what we do without the generosity of the people and communities of our region so any support Harting Parish Council may be able to offer really would be appreciated.



I hope that you will join us in our fight to save lives - your support is as critical as our care.

Yours faithfully

Nick Turrell
Head of Community Fundraising

*The following recommendation is made:
That the Council considers the grant application from the Kent, Surrey and Sussex Air ambulance.*

Agenda Item 11 – Casual Vacancy

As a result of the resignation of Sally Bull, the Council has a casual vacancy.

The public notification of the vacancy was sent to the Elections Department at Chichester District Council on 7 March 2022. This will run for 14 working days and after this period, if there has been no call for an election, the Council can fill the vacancy by co-option.

An article will be placed in the April Parish News to advertise the casual vacancy and confirm that, subject to no call for an election, a new councillor will be appointed by co-option. The vacancy will also be advertised on the Parish website and noticeboards asking interested candidates to contact the Clerk and provide a short resumé.

Candidates will be invited to attend the Parish Council meeting on 21 April 2022 where the co-option can be considered.

The following recommendation is made:

To note the report

Agenda Item 12 - Sole Trustee – Harting Community Hall (HCH) and War Memorial Playing Fields (WMPF)

The Council has previously received verbal reports to outline the approaches made by HCH trustees to the Parish Council with regard to the potential for the Council to become a sole trustee to overcome the problems recruiting new trustees.

The HCH has taken some advice from the group Action with Communities in Rural England (ACRE) and has been in discussion with the WMPF trustees about the potential to combine both charities.

ACRE have facilitated a meeting with representatives from HCH, WMPF, the Parish Council Chair, Vice Chair and Clerk (the PowerPoint from this meeting is attached).

The meeting enabled the representatives to understand and further discuss the impacts of the Parish Council potentially becoming the sole trustee for either or both organisations.

The HCH and WMPF will now need to discuss the options with their committees and will communicate with the Parish Council after that has happened.

In the meanwhile, the members are asked to consider if the Parish Council will be amenable to an approach from the trustees to progress the potential for the Parish Council to become a sole trustee.

The following recommendations are made:

iii. To note the report

iv. to consider if the Council will be amenable to an approach from the trustees of Harting Community Hall and the War Memorial Playing Field with regard to the Parish Council becoming the Sole Trustee of one, both or jointly for the two charities if they are minded to combine.

Agenda Item 13 – Harting Community Hall (HCH) – Transfer of the custodianship from the Parish Council to the Official Custodian for Charities.

Further to the briefing report for agenda item 12, ACRE provided HCH with advice about the hall lease (see below):

- HPC owns the freehold of HVH (Harting Village Hall and leases it to HVHT (Harting Village Hall Trustees). Unusually the lease also says HPC (Harting Parish Council) should be appointed Custodian Trustee, which is not ideal as HPC would, in effect, be leasing to itself. Transfer to the Official Custodian would help address possible future conflicts of interest. Re-registration with the Land Registry required.

The Chair of HCH has contacted the Clerk, see copy of email below:

As you know Louise (ACRE) advised that we should transfer the custodianship of our lease from the Parish Council to the Official Custodian for Charities. The reasons for this seem very sensible and will apply whatever route we go down in the future. However, before doing this I would be grateful if you could confirm that the Parish Council are in favour of us making the transfer as clearly I would not wish to do this if the Parish Council were not supportive. I am planning a HCHT trustees meeting in the next weeks when we could pass the necessary resolution for the transfer.

The following recommendation is made:

That the Council supports the Harting Community Hall trustees' application to transfer the custodianship of the lease from the Parish Council to the Official Custodian for Charities.

Agenda Item 14 – War Memorial Playing Fields – extension of layby

At the February Council meeting it was agreed the Parish Council would contact West Sussex County Council to investigate the potential to extend the layby at the War Memorial Playing Fields. The WSCC response is detailed below in blue:

Whilst it would be your prerogative to submit an CHS application, this is not something that would normally score very highly, in that it does not align to the key principles for CHS application e.g. creating additional parking does not promote sustainable travel etc.

However, if the Parish wished to fund an extension of the parking area, then depending on the extent and nature of the works, you will be probably be looking at entering into a Section S278 agreement. Link provided...

<https://www.westsussex.gov.uk/roads-and-travel/information-for-developers/road-agreements/>

You will notice that there are a number of fees and considerations which will need to be considered before making a formal application

I hope that the information provided is helpful

Kind Regards

Mike D

*The following recommendation is made:
To note the report.*

Agenda Item 15 – Community Highways Partnerships

Community Highways Partnerships give town and parish councils the opportunity to tailor their highways service to local needs.

A variety of maintenance activities can be undertaken by a parish council by signing a Community Highways Partnership agreement with WSCC (see attached for draft document). The activities can include grass cutting, weed spraying, removing encroaching vegetation on footpaths, tree work, strimming, cleaning signs and gullies. Clearly, all of this would not be expected of a council who sign an agreement, however it would be an option if it was felt it would be desirable for the area.

*The following recommendation is made:
That the Council consider the option of setting up a Community Highways Partnership agreement with WSCC*

Agenda Item 16 - Platinum Jubilee – Big Picnic at Uppark

The Clerk was contacted by Pam Kester, Volunteering and Community Officer at Uppark with regard to events over the Platinum Jubilee weekend from Thursday 2 June to Sunday 5 June. Uppark is planning to hold some Jubilee events over the weekend with the main event being held on Sunday 5 June. This will be a fete style event with stalls and music and subject to the favourable weather conditions, a big outdoor picnic area for everyone to enjoy. They are offering free entry for local residents and this is likely to be on sight of a letter or bill with a local postcode.

Uppark is mindful that the Harting Festivities are taking place on Friday 3 June and it has been suggested they close Uppark on that day and offer support and help to the Festivities. Previously, the Council had agreed to the following for the Jubilee weekend:

Thursday 2 June	Beacon lighting on Harting Down
Friday 3 June	Harting Festivities
Sunday 5 June	Encourage residents to take part in the Big Lunch Jubilee scheme.

The Council felt that organising a Parish Picnic event on top of the Festivities would be too great a call on volunteers time.

The members are asked to consider the option to include the Uppark Big Picnic event as part of the Parish Jubilee celebrations.

*The following recommendation is made:
That the Council consider the opportunity to include the Big Picnic at Uppark as part of the Parish Jubilee celebrations on Sunday 5 June 2022.*

Clerk's Reports - Harting Parish Council – 17 March 2022

Agenda Item 21

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 took place and despite an interruption by Storm Eunice, a total of 1100 saplings were planted via volunteers and the SDNPA Rangers. This completes the planting for the restoration project. Future weeding and management of the woodland will be needed over future years.
HABAC November 2020	Fingerpost refurbishment South Downs Safer Roads Task Force. East Harting Flood Pond. Fence repairs Flooding in South Harting	Clerk WSCC	The work was completed on 8 March 2022 No further update Reported to LoveWestSussex Awaiting update from contractor to confirm when the work will go ahead. 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.
Traffic Working Group	To consider the possibility of applying for a Community Highways Scheme to improve safety for pedestrians and to reduce the speed of traffic in the village		Group had a positive meeting with Mike Dare, WSCC on 4 February 2022. Various potential options for the Scheme, using drawings already produced for the Council in 2019, will be detailed for future consideration by the Council, consultation by the community and ultimately an application for CHS.
Annual Parish Meeting	To arrange the new style Annual Parish Meeting	Clerk/SG/SD	The date will be Thursday 5 th May at 7pm. PCSO Nathan Ford has agreed to attend the meeting. Organisations to be invited to attend and have a display. Refreshments to be arranged.
Footpath lights (Minute 89 – Sept 2020)	To disconnect and remove the footpath lights	Clerk	The lights were not removed on 5 February as planned. They will now be removed on Thursday 17 February
Jubilee	The Queen's Platinum Jubilee is being held between Thursday 2 June to Sunday 5 June 2022		<u>Village pump restoration project</u> Advice regarding potential listed building consent has been sought. One One contractor has been on site and will provide a quote. <u>Beacon lighting</u> on Harting Hill – Thursday 2 June 2022 at 9.45pm. the Olphert's have agreed to erect and light the Beacon, as on previous occasions. National Trust questionnaire has been completed and the details have been passed to the NT Estate Manager to agree a licence. Consultation underway with Natural England.

			<p><u>Harting Festivities</u> – Friday 3 June 2022 – Festivities committee organising the day. Parish Council has applied for the road closure as usual.</p> <p><u>Big Lunch</u> – National celebration Sunday 5 June 2022- Council to encourage people to join with friends and neighbours to celebrate this event.</p>
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	<p>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.</p> <p>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.</p> <p>The insurers denied liability in April 2021 and no further contact has been received from claimants' insurers.</p>
Drop ins		AOAC	The Drop In was held on 5 March 2022.
Climate Group			<p>The insurers have confirmed the Council policy will not cover the Repair shop due to the nature of the work, but also as the group is not working under the direction of the Council. Information has been passed to the group about an insurer that will provide such cover directly.</p> <p>The group has been informed of the potential for grants from the Council once they have a formal bank account set up.</p>

Trish Walker - Clerk