

# HARTING PARISH COUNCIL

## MINUTES

Minutes of the Meeting of Harting Parish Council held at Harting Community Hall  
on **Thursday 17 March 2022 at 7.30 p.m.**

**Present:** Mr Shaxson (Chair), Mr Bonner, Mrs Bramley, Mrs Curran, Mrs Dawson, Mrs Gaterell, Mrs Martin and Mr Palmer.

In attendance: Mrs Walker (Parish Clerk).

There was 1 member of public in attendance.

**227. Apologies for absence:** Mr Johnson Hill and Mr Miller.

**228. Declarations of Interest:** None.

**229. Minutes from Meeting held on 17 February 2022.**

The minutes of the Meeting of the Parish Council held on 17 February 2022 were agreed and signed by the Chairman as a true record.

**230. Questions from the Public:** None

**231. Matters of Urgent Public Importance:** None.

**232. 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 was noted:

- The new Environment Act 2021 will require waste collection authorities to collect food waste separately. WSCC have decided to invest the capital at the treatment plant to deal with this, however Chichester District Council will be needing to fund and arrange the collection of the waste.

**233. Finance Committee**

The minutes of the Finance Committee held on 3 March 2022 were noted. Mr Bonner, the Chair of Finance, confirmed the financial situation was strong and the year end figures were within the budget with an expected underspend in the region of £5k. However, there had been some unbudgeted expenditure for the fingerposts and the Parish Gathering and therefore virements would be needed between some budget headings.

The following proposals were agreed:

- 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*

#### **234. 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 Council agreed the cost of the tree survey will be gifted and 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 proposal was agreed:*

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

#### **235. National Trust update on The Clump**

A communication had been received from David Elliot the Lead Ranger, South Downs West for the National Trust giving an update in relation to the Clump on Harting Down. A circular deer fence will be erected around the Clump to provide protection to the new planting to replace the dying ash trees. The plan is to plant a group of field maples, whitebeams and limes, surrounded by belt of blackthorn, hawthorn and juniper. The National Trust will cover the planting but may call on local volunteers to help with watering in the dry summer weather.

*The following proposal was agreed:*

*To note the report.*

#### **236. Grant request from Kent, Surrey and Sussex Air ambulance**

A request for a grant had been received from the Kent, Surrey and Sussex Air ambulance to help fund the mission to provide critical pre-hospital care.

The grant was initially considered and it was noted that other requests in recent years had been awarded a grant of £100.

*The following proposal was agreed:*

*That the Council should award the Kent, Surrey and Sussex Air ambulance a grant of £100*

#### **237. Casual Vacancy**

Mr Shaxson noted the resignation of Mrs Bull and paid tribute to the work she had during her time as a parish councillor. Mrs Bull was very involved in the setting up and running of the Parish Council Emergency Group, the creation of the new website and the arrangements for the Parish Gathering in August 2021. Mr Shaxson thanked her on behalf of the Parish Council.

The public notification of the vacancy was sent to the Elections Department at Chichester District Council on 7 March 2022. If there is no call for an election within 14 days of this notice, the Council will be able to fill the vacancy by co-option.

The vacancy will be advertised via the Parish Magazine, Parish Council website and noticeboards. Candidates will be invited to attend the Parish Council meeting on 21 April 2022 where the co-option can be considered.

*The following proposal was agreed:  
To note the report*

### **238. Sole Trustee – Harting Community Hall (HCH) and War Memorial Playing Fields (WMPF)**

The Council had previously received verbal reports to outlining the approaches made by HCH trustees to the Parish Council with regard to the potential for the Council to become a sole trustee, thereby overcoming the difficulties faced in recruiting new trustees.

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

ACRE had facilitated a meeting with representatives from HCH, WMPF, the Parish Council Chair, Vice Chair and Clerk. The aim of the meeting was to help representatives understand and further discuss the impacts of the Parish Council potentially becoming the sole trustee for either or both organisations.

The HCH and WMPF are due to discuss the various options with their committees and will communicate with the Parish Council in due course.

In the meanwhile, the members were asked to consider if the Parish Council would be amenable to an approach from the trustees to progress the potential for the Parish Council to become a sole trustee. It was agreed this would be acceptable.

*The following proposals were agreed:*

- i. To note the report*
- ii. The Council agreed it would 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.*

### **239. Harting Community Hall (HCH)– Transfer of the custodianship from the Parish Council to the Official Custodian for Charities.**

The trustees of HCH have received advice from the group Action with Communities in Rural England (ACRE) regarding future management arrangements, see previous minute number 213.

During these discussions it has become evident, from the wording of the lease, that Harting Parish Council was appointed Custodian Trustee. This means the Parish Council is effectively leasing the hall to itself. It would be seen as good governance, and necessary for any potential changes to the management, to transfer the custodianship of the lease to the Official Custodian for Charities. The Chair of HCH has asked the Parish Council to confirm it would be in favour of this change.

The members discuss the situation and agreed the Council would support the change.

*The following proposal was agreed:*

*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.*

#### **240. War Memorial Playing Fields -extension to layby**

At its meeting in February the Council agreed to contact WSCC with regard to the extension of the layby adjacent to the War Memorial Playing Fields. There was concern that, due to the greater number of spectators watching the football matches, the grass verges were being damaged as a result of a higher number of cars parking there.

The response from WSCC had confirmed they would not be able to carry out this work, however, the Parish Council could consider funding an extension to the parking area by entering into a Section S278 agreement. This agreement would require many considerations and financial input as well.

It was agreed that no further action was required in this aspect. The main outcome was the concerns had been raised with WSCC in case of any future issues over the state of the verges.

*The following proposal was agreed:*

*To note the report.*

#### **241. Community Highways Partnerships (CHP)**

The members discussed the option to enter a Community Highways Partnership agreement with WSCC. This gives town and parish councils the opportunity to tailor their highway service to local needs and covers grass cutting, weed spraying, removing encroaching vegetation on footpaths, tree work, strimming, cleaning signs and gullies. It was noted that some of this work is already undertaken by volunteers and as the CHP was not compulsory, it would be better to retain the current situation at this time.

*The following proposal was agreed:*

*The Council considered the option of setting up a Community Highways Partnership agreement with WSCC and agreed this should not be pursued at the present time.*

#### **242. Platinum Jubilee – Big Picnic at Uppark**

The Clerk had been 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. They are offering free entry for local residents.

The members agreed this invitation was very welcome and would be advertised along with the other events during the Jubilee weekend.

*The following proposal was agreed:*

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

## 243. Finance

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

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
Mulberry & Co	Year end accounts training	42.00

**243.2.** It was agreed that Mrs Bramley and Mrs Gaterell would authorise the March online payments.

**243.3.** There was no income to note for March 2022.

## 244. Bank Reconciliation for March 2022

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.

## 245. Bank balance as of 28 February 2022 £72,798.04

Noted.

## 246. Budget statement to 28 February 2022

Noted.

## 247. Planning Committee

The minutes of the Planning Committee held on 17 February 2022 were noted.

## 248. Feedback from WMPF and HCH representatives

The WMPF representatives reported the committee were needing to replace the gates at the entrance to the playing fields, a grant application would be forthcoming.

There was no report from HCH.

## 249. Correspondence

None.

## 250. Clerk's report

The report was given, and it was suggested that a photograph of the refurbished fingerposts should be forwarded to the Parish Magazine as a potential cover photograph.

## 251. Items for future meetings

Tree update

Annual Parish Meeting update  
Jubilee arrangements  
Co-option

**252. Date of next meeting:** The next meeting would be held at 7.30pm on Thursday 21 April 2022 at Harting Community Hall.

The meeting closed at 8.40 pm.