

HARTING PARISH COUNCIL

MINUTES

Minutes of the Meeting of Harting Parish Council held at Harting Community Hall
on **Thursday 21 July 2022 at 7.30 p.m.**

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

In attendance; Trish Walker, Parish Clerk.

There were four members of public in attendance.

81. Apologies for absence: Mrs Bramley and Dr O'Kelly (County and District Councillor)

82. Declarations of Interest: Mr Miller in agenda item 9 as a Trustee of the Harting Community Hall.

Mrs Martin in agenda item 11 as part of the group designing the interior of the Henry Warren Hall.

83. Minutes from Meeting held on 16 June 2022.

The minutes of the Meeting of the Parish Council held on 16 June 2022 were considered carefully as a result of correspondence from a member of public objecting to them.

A change was made to Minute 54 to change the word 'support' to 'supply'.

The minutes were agreed and signed by the Chairman as a true record.

84. Questions from the Public:

- A member of the public raised continued concerns about the works carried out in the Warren, the state of the paths and judged the Council to be 'ridiculous' following the agreement of the minutes of the 16 June meeting. They then queried the safety of a fallen tree laying across a footpath and a further tree they felt needed felling.

The Chairman responded to confirm that his criticism of work in the Warren was a long-standing issue which had been discussed with the member of the public for the last two years. He stated the Council had a number of tasks to fulfil and had to prioritise what was to be done. Re-affirming what was said at the 16 June meeting the clerk and Council cannot continue to spend time addressing unreasonable criticisms. The recent Tree Hazard survey had indicated that one tree, adjacent to the Highway, had been extremely dangerous and had been removed within 48 hours of the Council being notified. The other trees and the fallen tree across the path would be removed in the near future and contractors would be asked to quote for this work.

The member of public went on to raise concerns about the proposed Community Highways Scheme, in particular how effective unmarked pedestrian crossings would be.

The Chair of the Highways and Byways Committee confirmed that the decision of how all aspects of the Scheme, if accepted, would be delivered would be made by WSCC who have the expertise and knowledge in this area.

As the member of public left the meeting, they left a hard copy of an email previously sent to councillors with the clerk.

- A second member of public raised concerns that when he had discussed applying for the co-option with a member of the Council he had been told that older people were not wanted.

The Chair confirmed this was not the view of the Council and therefore was a personal opinion, it was confirmed he should contact the Monitoring Officer at Chichester District Council if he wished to complain. The member of public was encouraged to apply to become a parish councillor in the elections due to take place in May 2023

85. Matters of Urgent Public Importance: None.

86. Reports from the County and District Councillor

Dr O'Kelly, the County and District Councillor was unable to attend the meeting but had circulated a report ahead of the meeting. An issue with Hyde Housing levying a service charge on occupants of Furze Meadow, Nyewood for the use of the play area there was discussed and will be reported to Dr O'Kelly.

87. Co-option of a new councillor for the Harting Ward

The members considered one application for the vacancy within the Harting ward of the Parish from Mrs Vicky Maxwell Davies. The members agreed unanimously to co-opt her.

The following proposal was agreed:

That Vicky Maxwell Davies be co-opted as a member of Harting Parish Council.

After signing the declaration of acceptance of office, Vicky Maxwell Davies was welcomed and joined the meeting

88. Community Highways Scheme

In May 2022, following the support at the Annual Parish Meeting, the Council agreed to proceed with a Community Highways Scheme application and gave delegated authority to the Traffic Working Group to progress the application.

The final application was presented to the Council for ratification and can be accessed via the following link [Harting Parish Council CHS Application.pdf](#)

Mr Palmer thanked the clerk, Mrs Bramley, Mr Shaxson, Dr O'Kelly and Mr Miller for their help putting the application together. He also noted the helpful input that had been provided by non councillors. The Chair in turn thanked Mr Palmer for the considerable amount of time he has given to this project.

It was noted that only one in three applications is successful and that the final decision will be made by WSCC later in the year.

The members were fully supportive of the application.

The following recommendation was proposed and agreed:

That the Council ratify the Community Highways Scheme application prepared by the Traffic Working Group

89. Harting Community Hall (HCH)– Audio and Video system

The Chairman of HCH had contacted the clerk to request the Council consider offsetting the cost of purchasing and installing a new Audio and Visual system in the Hall using their grant held in the Council's reserves. It is hoped the new system will enable the Trustees to host their own Film Nights as well as give scope for a greater number of events which in turn will increase the income for the Hall.

The cost of the system is £5303 + vat and the councillors agreed to gift this to HCH in order the vat can be reclaimed.

The following recommendation was proposed and agreed:

That the Council agree to gift the purchase cost and installation of the new Audio Visual system by M J Visual to Harting Community Hall at a cost of £5303 + vat and that this shall be offset against the Parish Council grant held in reserve.

90. Harting Community Hall (HCH) Working Group update

A report was given to update the members on the current situation with regard to the Parish Council becoming the Sole Trustee of HCH. The Working Group had met with the Chair of HCH to discuss the next steps. There will be a need to update the Trust Deed and Robert Horn, Action in Rural Sussex, is working on this. It is clear there will need to be clear Terms of Reference for the Community Hall Management Committee to ensure the Sole Trustee (Parish Council) has a sufficiently robust framework in place. Further information will be forthcoming for discussion at future Council meetings as the situation progresses.

The Clerk has attended a training course for Parish Council's acting as Sole Trustees which has been very useful.

The Land Registry application for HCH is currently underway and the Deeds have been sent from Burley Geach to Surrey Hills solicitors.

The following recommendation was proposed and agreed:

To note the report.

91. Nyewood hall grant request

A grant application was received from the Henry Warren Village Club in Nyewood. The building of the new hall in Nyewood was nearing completion, however there is a shortfall in funds to complete the fitting out of the project.

The application requested a total of £4270.96 + vat to purchase new tables and chairs for the hall.

The Harting Parish Council Grant policy lists the Henry Warren Club as an affiliated group which may receive Council support.

The members unanimously supported the application and agreed these should be gifted to Henry Warren Village Club.

It was further agreed the grant should be offset against the recently received Community Infrastructure Levy (CIL) payments.

The following recommendations were proposed and agreed:

- i. *That the Council agrees the grant application from the Henry Warren Club for the amount of £4270.96 + vat to purchase new chairs and tables for the Henry Warren hall and that this should be gifted to the Henry Warren Club.*
- ii. *That the Council agreed to offset the grant against the Community Infrastructure Levy income*

92. Status of the southern end of New Lane

At the 21 April 2022 meeting of the Parish Council the issue of a notice that had recently been posted on New Lane by the Open Spaces Society (OSS) was raised as both a public question and a Matter of Urgent Public Importance. The notice indicated that the OSS were recommending that the track should be designated as a Byway Open to All Traffic (BOAT). Councillors and members of the public who attended were strongly against this move and were very concerned the notice would encourage an increase in motorised vehicle use. This concern appears to have been borne out, as motor bikes use has increased on New Lane. This has been drawn to the attention of the Council.

The members agreed that an approach should be made to WSCC to request a Traffic Regulation Order (TRO) is placed on New Lane and Upperton Lane to ensure the safety of pedestrians.

The proposals were then considered. An amendment was proposed to change the word 'TPO' to 'TRO' in proposal ii which read:

to approach WSCC to find out whether temporary TPOs or other forms of restrictions on motorised traffic use can be put in place on one or both tracks.

The amendment was agreed.

The following proposals, including substantive, were then agreed:

The following recommendations were proposed and agreed:

- i. *to note the report*
- ii. *to approach WSCC to find out whether temporary TROs or other forms of restrictions on motorised traffic use can be put in place on one or both tracks.*

93. Review of Terms of Reference

The Terms of Reference for Aims and Objectives Advisory Committee and the Planning Committee had been reviewed.

The following recommendations were proposed and agreed:

- i. *the Terms of Reference for the Aims and Objectives Advisory Committee were reviewed by that Committee and the following changes were agreed:*
 - a. *Section 5 - That the wording of the second sentence should be changed to read "The quorum is a minimum of four with three members appointed from HPC. The Chairman and the Vice-Chairman of HPC are ex-officio members."*
 - b. *Section 6 – That the wording should read "The AOAC will meet at least four times per year".*

- ii. the Terms of Reference for the Planning Committee were reviewed by that Committee and the following change was proposed and agreed:*
 - a. Section 11 - should be altered to include the Nyewood noticeboard.*

94. Media and Press

The Media and Press Policy was reviewed and agreed.

95. Correspondence Policy

The Correspondence Policy was reviewed and agreed.

96. Retention Policy

The Retention Policy was reviewed and agreed.

97. Grants Policy

The Grants Policy was reviewed and agreed.

98. Metal Detecting Policy

The Metal Detecting Policy was reviewed and agreed.

99. Finance

- 99.1.** It was proposed and agreed that the following payments should be made:

Undisclosed	Clerk and RFO Salary	1289.17
Debra Harknett- Godfree	Year end account advice and prep	84.38
Debra Harknett- Godfree	Hall bookkeeping	123.75
Trish Walker	Expenses April - July 2022	46.84
Trish Walker	Monthly zoom subscription	14.39
M H Kennedy & Son Ltd	Grass cutting	181.75
Harting War Memorial Playing Field	Lengthsman	105.00
Harting War Memorial Playing Field	Grant payment	2,120.00
Action in Rural Sussex	Course for councils acting as Sole Trustee	48.00
Clarity Accounting Associates Ltd	Quarterly payroll charge	27.00
Playsafety Limited	Annual Play Area inspection	184.80

- 99.2.** It was agreed that Mrs Shaxson and Mrs Gaterell would authorise the July online payments.

- 99.3.** The income for June was noted.

Vat refund £2131.26

100. Bank Reconciliation for July 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.

101. Bank balance as of 30 June 2022 £91,213.05

Noted.

102. To note the budget statement to 30 June 2022

Noted

103. Planning Committee

The minutes of the Planning Committee held on 16 June 2022 were noted.

104. Aims and Objectives Advisory Committee (AOAC) – The unconfirmed minutes of the AOAC held on 27 June 2022 were noted and the following recommendations were proposed and agreed:

To note the Aims and Objectives Advisory Committee have reviewed the risk assessments for Finance, Homeworking, Reputation and Expertise, Safeguarding Information, Litter Picking, POSAC, Public Safety, Covid playgrounds and Volunteers and propose further review in May 2023.

105. Feedback from War Memorial Playing Field (WMPF) and Harting Community Hall (HCH) representatives

WMPF

There was no update as there had been no further meetings since the AGM.

HCH

As previously noted in Minute 89 it was reported that HCH were looking to install the new Audio Visual system and this should allow a better quality of sound for the Film Nights as well as enabling many more events.

106. Correspondence

- A response had been received from Tim Slaney, Director of Planning at SDNPA, declining the invitation to meet at the Warren. He had suggested the Council should take up the matter with Gillian Keegan MP, who had forwarded his response to a member of public in the first instance. Whilst the councillors were very disappointed with this response, they considered that it would be unwise to take this matter further.
- A member of public living in Hurst, and who had last January been involved in a road accident in which her horse was killed, contacted the Council with her great concerns about the safety of the B2146 between Hurst Farm and the Buriton turning at Stanbridge Farm. There is already ongoing liaison between the Parish Council and neighbouring Buriton Parish Council concerning this matter. The Council encouraged further discussion about this issue.

107. Clerk's report

Noted.

108. Items for future meetings

Availability of grants for the Jubilee Pump

Management of Harting Community Hall

109. Date of next meeting: The next meeting would be held at 7.30pm on Thursday 15 September 2022 at Harting Community Hall. There is no meeting in August 2022

The meeting closed at 8.39 pm.