

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 16 March 2023 at 7.30pm

The Press and Public are welcome to attend.

Trish Walker

Clerk to Harting Parish Council

Published 12 March 2023

Members of the Friends of Rother Valley Way (FoRVW) will give a short talk about the aims and progress of the group ahead of the meeting.

AGENDA

- 1. Apologies for absence**
- 2. Declarations of Interest**
- 3. Minutes** - to approve the Minutes of the Parish Council meeting held on 16 February 2023.
- 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** (see supporting document for minutes)
To note the minutes of the Finance Committee held on 23 February 2023 (attached) and to consider the following recommendations:
 - i. To note the Finance committee has reviewed the budget for the financial year ending 31 March 2023 and to agree the following recommended virements:
 - a. a movement of £6.2k from the “contingency” budget to the “grants” budget.*
 - b. a movement of £2.1k from the “capital” budget to the “grants” budget.*
 - c. a movement of £800 from the “capital” budget to the “admin” 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 2022/23*
 - iii. to note the Finance Committee has reviewed the Internal Control Review for the 2022/23*
- 8. Charles III Coronation celebrations update** (see supporting document for briefing report)
The following recommendations are made:
 - i. To note that following the circulation of further detailed costings the Chair in conjunction with the Chair of Finance and the Clerk agreed, with regard to 4.1*

of the Financial Regulations, that up to £3539 will be granted to the Harting Primary School PTA to cover the cost of the coronation garden and that this cost covers construction materials and plants.

ii. To note the Headteacher is happy for the garden to be open at least six times a year and also by appointment

iii. That the Council agree to gift the materials and plants to Harting Primary School PTA.

9. Village Hall Committee Room refurbishment (see supporting briefing note)

The following recommendations are made:

i. That the Council agree to contribute one third of the cost of refurbishing the Village Hall Committee Room at a cost of £2222.50 + vat

ii. That the Council agree to gift the remaining two thirds of the cost of refurbishing the Village Hall Committee Room at a cost of £4441.17 + vat and that this is offset against the reserved grant sum held for the Village Hall.

10. Speedwatch (see supporting document for briefing note)

The following recommendation is made:

i. That the Council agree to progress the setting up of a parish Speedwatch team

ii. That the responsibility is delegated to HABAC to progress this initiative

iii. That the sum of up to £3000 is agreed to purchase the necessary Speedwatch equipment and set up the Scheme

11. Bike stands (see supporting document for briefing note)

The following recommendation is made:

that the Council agree to put forward a proposal to gain an in-principle agreement from WSCC for two sets of bike racks by the north side of the phone box and on the pavement outside of Port and Starboard cottages.

12. Finance

12.1. To approve expenditure for March 2023

Undisclosed	Clerk and RFO Salary	1,418.71
HMRC	Tax and NI contributions	426.80
M H Kennedy & Son Ltd	Grass cutting	181.44
Hindley Treecare	Tree works	2,535.00
Trish Walker	Clerk's expenses August - March	189.73
Clarity Accounting	Quarterly payroll charge	27.00

12.2. To agree the two banking signatories to authorise the online payments for March 2023.

12.3. To note income for February 2023.

Vat refund £3085.77

12.4. To note that the bank reconciliation for March 2023 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

12.5. To note the bank balance as of 31 January 2023 - £78,181.39 (earmarked funds £38.8k)

12.6. To note the budget statement to 28 February 2023

13. Planning - To note the minutes of the Planning Committee held on 16 February 2023 (attached).

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

15. Correspondence

16. Clerks report – *(attached)*

17. Items for future meetings

Restoration of water pump

South Downs Local Plan review and Parish Statements

18. Date of next meeting – Parish Council Meeting 20 April 2023 at Harting Community Hall at 7.30pm.

Supporting Documents 16 March 2023

Agenda Item 7 - Finance Committee

The minutes of the Finance Committee of 23 February 2023 are copied below

HARTING PARISH COUNCIL

Minutes of the meeting of the **Finance Committee** held at **6.00 pm** on

Thursday 23 February 2023

The meeting was held via Zoom video link.

Present: Mr Bonner (Chairman), Mrs Bramley, Mr Miller and Mr Shaxson.

In attendance: Trish Walker, Parish Clerk

Mr Bonner noted this would be the final Finance Committee meeting of the current Council and thanked the members for their diligence and input over the last four years. Mr Miller then gave a vote of thanks to Mr Bonner for his work as Chair of the committee.

1. Apologies for Absence: Mrs Gaterell and Mr Palmer.

2. Declarations of Interest: Mr Miller declared an interest as a trustee of the Community Hall.

3. Minutes from Meeting held on 27 October 2022

The minutes were agreed by the members and will be signed in due course.

4. Budget monitoring 2022/23

The latest budget statement to the end of February 2023 was reviewed and the further predicted expenditure to the end of March 2023 was considered.

It was noted there would be an overspend in the following budget areas:

Admin – an overspend in the region of £750 is anticipated. This can be attributed to the legal fees for the hall land registry and the increase in the Council insurance premium as a result of the asset review.

Grants – an overspend in the region of £8k is anticipated. This can be attributed to the additional grants given to the War Memorial Playing Field for the replacement windows in the pavilion, the new gates and for the repayment of the insurance premium for the Henry Warren Hall.

The members agreed that a recommendation should be made to the Council to vire funds between the following budget headings:

£6.2k	to be vired from Contingency to Grants
£2.1k	to be vired from Capital to Grants
£800	to be vired from Capital to Admin

The following recommendations were agreed:

- iv. to recommend that the Council approve a movement of £6.2k from the “contingency” budget to the “grants” budget.*
- v. to recommend that the Council approve a movement of £2.1k from the “capital” budget to the “grants” budget.*
- vi. to recommend that the Council approve a movement of £800 from the “capital” budget to the “admin” budget.*

5. Asset Register (see appendix A)

The Asset Register was reviewed and agreed. It was noted there was not a great deal of change this year.

The following recommendation was agreed:

that the Committee agree to confirm to the Council that a full review of the Council assets has been carried out in respect of the 2022/23 accounts.

6. Internal Control Review

The members reviewed the Internal Control and were satisfied that it covered the new arrangements for the online banking system.

The following recommendation was agreed:

that the committee agree to confirm to the Council that the Finance Committee have reviewed the Internal Control Review for 2022/23

7. CIL payments and spending

The members noted that a total of £14,850.69 had been received in respect of the CIL. The payments shown below had been offset against the CIL monies leaving a balance available to spend of £4276.94.

Fingerposts	4756.27
Nyewood Hall chairs	2180.00
Nyewood Hall tables	2637.48
Nyewood Hall defibrillator	1000.00

8. Date of next meeting

The next meeting will be arranged for May/June 2023 to consider the annual accounts.

The meeting closed at 6.30pm

HARTING PARISH COUNCIL
(For Year Ending 31st March 2023)

The known assets of the Parish council: -		value	disposed	purchased	insurance
A. OFFICE EQUIPMENT					
Various pieces of stationery and equipment		£1.00			100.00
Computer		£669.00		May-21	670.00
Projector and screen		£434.00		Aug-18	500.00
B. PERMANENT BUILDINGS					
1. Harting Community Hall & Car Park		£601,857.00			750,000.00
2. Contents of Community Hall		£15,846.61			17,000.00
3. War Memorial Playing Field and pavilion with entrance gates		£90,000.00			170,000.00
4. Contents of Pavilion		£2,000.00			5,000.00
5. Equipment: Temporary floodlights		£457.46			600.00
6. South Gardens car park		£25,000.00		Jun-19	-
7. Bus stop concrete base (outside old school)		£1.00			-
C. OPEN SPACES					
1.	Furze Meadow	Bench seat	£1.00		350.00
2.	South Gardens & Warren: comprising 14.5 acres of woodland and grassed area with 2 ponds		£1.00		
	Play furniture	Goal nets	£48.26	Jun-19	
		3 seat and 1 cradle swing	£5,534.18		5,500.00
		Steel memorial seat	£1.00		300.00
		Wooden seat	£1.00		300.00
		Kompan Play area	£57,614.67		60,000.00
		Twizzler	£905.00	Apr-19	1,000.00
		Slide	£4,650.00	Jul-19	4,700.00
Equipment:		Lifebelt and stand	£329.38	Feb-20	350.00
		Dog bins: (4) & glove dispenser	£317.12		200.00
		Dog waste glove dispenser	£138.92		100.00
		Tree popper	£301.00	Nov-22	301.00
		12 Weed slashers	£46.68	Jun-21	50.00
		Litter bin South Gardens	£345.60		150.00
Benches:		Two metal benches	£832.84	Nov-16	850.00

Deer fencing	Warren fencing	£13,123.10	Dec-20	18,000.00
	Barrier gates	£1,862.00	Apr-21	2,000.00
	South Gardens signage	£788.00	Oct-21	800.00
3. War Memorial Playing Field: 5.62 acre playing field				
Containing -	Tennis court with fenced surround	£1.00		-
	2 swing seat	£1.00		2,500.00
	7 bench seats (on grounds and in tennis court)	£2,164.17	Mar-17	2,200.00
D. MUSEUM PIECES found in the Parish of Harting stored in the Parish Council store in the Village		£1.00		
E. SOUTH HARTING: ARTEFACTS				
Whipping post & stocks (by church wall)		£1.00		400.00
Notice board (South wall village shop and public toilets)		£540.00		600.00
Village pump (old school wall)		£1.00		600.00
Timber seat (North Lane)		£1.00		300.00
Bus shelter (Nyewood)		£1.00		600.00
Bus shelter (East Harting)		£1.00		2,500.00
Brazier "Beacon Hill" (with Jumbo)		£1.00		400.00
Lot: Festivities paraphernalia		£1.00		1,200.00
Telephone Box (West Harting)		£744.00	Nov-21	150.00
Telephone Box (Nyewood)		£1.00		150.00
Telephone Box (East Harting)		£1.00	Feb-20	150.00
Fence along stream from Old to New School		£996.50		1,300.00
Fence along stream extension		£550.00	Nov-16	
Nyewood Notice Board		£872.58	Jan-22	900.00
Nyewood SID pole		£400.00	Apr-21	400.00
Nyewood Gateways		£1,062.00	Dec-19	1,200.00
School/Hall fingerposts		£398.00	2014	400.00
The Street Sign		£21.87		50.00
Speed Indicator Device		£1,867.02	Feb-20	1,800.00
Fingerposts		£1.00	Feb-22	5,000.00
F. Defibrillator kept at Parish Church		£216.71	Oct-16	500.00

ESTIMATED TOTAL VALUE at 31 March 2023

£832,952.67

The following recommendations are made:

- i. To note the Finance committee has reviewed the budget for the financial year ending 31 March 2023 and to agree the following recommended virements:
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 - b. a movement of £2.1k from the “capital” budget to the “grants” budget.*
 - c. a movement of £800 from the “capital” budget to the “admin” 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 2022/23*
- iii. to note the Finance Committee has reviewed the Internal Control Review for the 2022/23*

Agenda Item 8 - Charles III Coronation celebrations update

At its February meeting the Council agreed to support the arrangements for the Coronation celebrations and to support a grant of up to £4000 to Harting School PTA subject to further clarification of costs and installation details.

A detailed account of cost was subsequently circulated to councillors for consideration. On the basis of those comments the Chair, Chair of Finance and the Clerk agreed the funds should be allocated up to the value of £3539 and that this would cover the cost of construction materials and planting.

The more detailed information also confirmed the Headteacher is happy for the garden to be open at least six times a year and also by appointment.

The Council is also asked to considering gifting the construction materials and plants to the PTA to ensure maximum benefit can be made from reclaiming the vat.

The following recommendations are made:

- iv. To note that following the circulation of further detailed costings the Chair in conjunction with the Chair of Finance and the Clerk agreed, with regard to 4.1 of the Financial Regulations, that up to £3539 will be granted to the Harting Primary School PTA to cover the cost of the coronation garden and that this cost covers construction materials and plants.*
- v. To note the Headteacher is happy for the garden to be open at least six times a year and also by appointment*
- vi. That the Council agree to gift the materials and plants to Harting Primary School PTA.*

Agenda Item 9 - Village Hall Committee Room refurbishment

The Village Hall Committee Room has for many years been used as a storage area for the Council's archive documents and papers. In recent years, and particularly since the pandemic, it has also become an area where the emergency equipment is stored. The paperwork is stored previously built cupboards, however the other equipment is in the general room space.

The following and request has been received from the Hall Management Committee.

VILLAGE HALL REBURBISHMENT & IMPROVEMENTS - Committee Room

It is very important to get the Committee Room up and running as a Village hall resource again. It is not only a wasted space generally, but it can also be a real income generator to help boost the hall's income and fund other much needed projects.

We have identified that the following are the ideal elements of this project:

Basic refurbishment and decoration

- Window conversion to allow opening for improved ventilation and safety
- Room repainted (incl. cracks, holes etc filled)
- Open eaves boxed in to match other end for additional Parish Council storage

Kitchenette

- Refurbish - wall cupboard
- Stock with appropriate glasses, crockery and utensils

Room furniture and equipment

- Velux opening equipment
- Curtains and/or blinds, incl. Velux – blackout
- 2 new foldable tables to allow reasonable size meetings etc
- 20 new stackable upholstered chairs, to allow for decent gatherings/presentations
- Wall-fitted multimedia (TV, speakers etc)
- Projector and/or computer and screen
- Moveable whiteboard/flipchart
- Notice board 900 x 600

Infrastructure

- Good connection to WiFi (NB: currently being upgraded in Main Hall)
- Easily accessible power points
- Lighting, probably ok as it is

Access

- Separate access needed to this section of the building to cut down key issue
- External key safe would allow this (eg Harting Minibus, Henry Warren Hall)

Floor

- For the moment, felt that existing carpet will do, to reduce possible outlay

Other

- Storage outside, including secure to house electrical eqpt)
 - Landing overlooking stairs
 - Alcove opposite stairs

COSTINGS

We have obtained quotes for the major 'work' aspects of the project and we have priced the individual purchase elements too. This has given us confidence that the project should be able to be completed within a budget of £8,000 including VAT (£6400 ex VAT) and with a good likelihood that it will come in below this.

FINANCING OF PROJECT

We propose to finance the project by asking the Parish Council to contribute one third of the cost (£2,667 incl VAT) reflecting that the room will still be used by them for storage and can also be used by them for non-public meetings. The other two thirds (£5,333 incl VAT) will be financed by utilising the balance of the grant given to the hall in 2022 and the grant for 2023 as follows:

2022 grant balance	£3,000 (£4,739 less the £1700 budgeted for the ACRE bill)
2023 grant	£2,350
TOTAL	£5,350

Hugh Twiss March 2023

The following recommendations are made:

- iii. That the Council agree to contribute one third of the cost of refurbishing the Village Hall Committee Room at a cost of £2222.50 + vat*
- iv. That the Council agree to gift the remaining two thirds of the cost of refurbishing the Village Hall Committee Room at a cost of £4441.17 + vat and that this is offset against the reserved grant sum held for the Village Hall.*

Agenda Item 10 - Speedwatch

In May 2022 the Council considered and agreed to approach the local PCSO to investigate the options for creating a parish Speedwatch team. Confirmation was received that volunteers, once trained by the local police could operate a Speedwatch group. At the 2022 Annual Parish Meeting about 20 volunteers had been signed up, a good number to support this project.

The Scheme was put on hold while the Community Highways Scheme application was developed and submitted. this has subsequently been approved and it is felt a good time to progress the Speedwatch group.

The Clerk has been in contact with the local PCSO and awaits more detailed information regarding volunteer training and the potential loan or purchase of equipment.

In order to ensure this project can move ahead as swiftly as possible the following recommendations are made:

- i. That the Council agree to progress the setting up of a parish Speedwatch team*
- ii. That the responsibility is delegated to HABAC to progress this initiative*

- iii. *That the sum of up to £3000 is agreed to purchase the necessary Speedwatch equipment and set up the Scheme*

Agenda Item 11 - Bike stands in South Harting

At its meeting in January 2023 the Council discussed the possible installation of cycle racks in the village. It was agreed that a decision would be deferred until further information about the need, cost and positions of the proposed racks was available. The Council is now asked to reconsider the matter.

Briefing note by Mr Palmer

Need: there are currently no bike stands in South Harting, despite it being a frequent stopping place for cyclists. Having bike stands in the village should generate additional business for both the pub and the shop. Harting CAN is keen to progress it and it has the support of our district and county councillor.

Locations: following a meeting with Mike Dare of WSCC Highways Department the feasibility of two locations was agreed subject to parish council approval, one outside the old Ship and one to the northside of the telephone box outside the White Hart, both on WSCC land. It might also be possible to put one against the south wall of the shop, but that is private land so not for consideration by the parish council.

Cost: bike stands range from £50 to £500 depending on the design and the number of bikes. One attractive example is the PlantLock from the Front Yard Company (approximately £300). We could discuss with Mike Dare whether they could be included in the CHS scheme though



PlantLock — Front Yard Company Ltd

that would delay implementation.

The Council is asked to consider approaching WSCC for an in-principle agreement. Further information about potential suppliers would be considered in more detail once this has been gained.

The following recommendation is made:

that the Council agree to put forward a proposal to gain an in-principle agreement from WSCC for two sets of bike racks by the north side of the phone box and on the pavement outside of Port and Starboard cottages.

Clerk's Reports - Harting Parish Council –16 March 2023

Agenda Item 16

Items raised at previous meetings:

Topic/Date first raised	Item Detail	Action by	Status
Tree Works	Tree works resulting from Tree Survey & storm damage	Clerk	Works identified in Tree survey have been completed and some additional works to clear newly fallen beech
HABAC November 2020	South Downs Safer Roads Task Force Broken South Harting sign in North Lane Flooding in South Harting	WSCC	No further update Reported to LoveWestSussex – reported to new WSCC system Awaiting further information about the date for the 4 yearly gulley clearance.
B2146 Hurst to Stanbridge Min 122 Sept 2022	To investigate a joint cross boundary approach with Buriton PC to help improve the safety of the stretch of road.	AS – Harting DJ - Buriton	Cross boundary meeting arranged with Chairs of Harting and Buriton parish councils, WSCC and Hampshire Highways officers and County Councillors on 26 April 2023
POSAC/Woodland and Tree Sub committee (minute 172 – 2022/23)	Commission Management Plan for South Gardens	Woodland & Tree Sub Committee (WTSC)	Council agreed aims and objectives for the Plan. Petra Billings is unable to help with the South Gardens Management Plan due to other work commitments. Other ecologists are being approached for quotes.

Traffic Working Group	To consider the possibility of applying for a Community Highways Scheme (CHS) to improve safety for pedestrians and to reduce the speed of traffic in the village		WSSC have been notified that an additional £25k is available as a result of the successful CIL application for a crossing point to South Gardens. Confirmation has been received that the CHS has been successful. Feasibility studies will be carried out between April-Sept 2023 with implementation in 2024/25.
Water Pump restoration	June 2022		<u>Village pump restoration project</u> Information to be sought on potential grants and follow up further quotes. Local stone mason has been approached and is happy to take a look and advice, they may or may not quote.
Community Hall Freehold (Minute 264 2021/22)	To register the freehold of the Village with land registry.	TW	Awaiting confirmation of Land Registry.
Annual Parish Meeting		TW	Took place on 1 March 2023. Attendance was 92 with 15 organisations taking part.
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 had 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. Insurers maintain the Council is not at fault. The statute of limitation is 7 years (injury 3 years) so the case cannot be fully closed until that time.
Concrete bus shelter base May 2022	The concrete base is breaking up and needs attention	TW	Contractor needed to make safe.
South Downs Local Plan review	Council feeding into Local Plan Review		Settlement Facilities Assessment – due 6 April 2023 Open Space Assessment – due 6 April 2023 Parish Statements – due 20 October 2023

Trish Walker - Clerk