

MEETING OF HARTING PARISH COUNCIL

You are hereby summoned to the Annual Meeting of Harting Parish Council to be held
at Harting Community Hall on
Thursday 18 May 2023 at 6.30pm

The Press and Public are welcome to attend.

Trish Walker
Clerk to Harting Parish Council

Published 13 May 2023

AGENDA

- 1. Election of Chairman**
- 2. Election of Vice Chairman**
- 3. Declaration of acceptance of office**
- 4. Apologies for absence**
- 5. Declarations of Interest**
- 6. Minutes** - to approve the Minutes of the Parish Council meeting held on 20 April 2023.
- 7. 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.*
- 8. Matters of Urgent Public Importance** – raised with consent of the Chairman.
- 9. Reports from the County and District Councillor**
- 10. Co-option of members**
The following recommendation is made:
To note that following the election on 4 May 2023, two vacancies remain on the Council. The co-option of additional members will be considered at the Council meeting on 15 June 2023.
- 11. General Power of Competence** (see attached supporting document for detail)
The following recommendations are made:
 - i. To agree that Harting Parish Council meets the criteria for eligibility, two third elected members and CiLCA qualified clerk, to adopt the General Power of Competence*
 - ii. To agree to adopt the General Power of Competence*

Appointment of Committees, Members and associated issues

- 12. Finance Committee**
 - 12.1. Appointment of Members**
 - 12.2. Appointment of Chairman**
 - 12.3. Appointment of Bank signatories**
 - 12.4. Review of Financial Regulations**
The following recommendation is made:
That the review is deferred until the Finance Committee has met and reports back the Council in June
 - 12.5. Regular payments for 2023/24 (see Financial Regulations 5.4)**
(see supporting document for list of payments)
The following recommendation is made:
That the Council adopt the list of regular payments for 2023/24
 - 12.6. Review of the Insurance schedules**
The following recommendation is made:

That the review is deferred until the Finance Committee has met and reports back the Council in June.

12.7. Review of Staff and Council subscriptions

The following recommendation is made:

That the review is deferred until the Finance Committee has met and reports back the Council in June.

13. Planning Committee

13.1. Appointment of Members

13.2. Appointment of Chairman

14. Personnel Committee

14.1. Appointment of Members

14.2. Appointment of Chairman

14.3. Appointment of Vice Chairman

15. Play and Open Spaces Advisory Committee (POSAC)

15.1. Appointment of Members

15.2. Appointment of Chairman

16. Highways and Byways Advisory Committee (HABAC)

16.1. Appointment of Members

16.2. Appointment of Chairman

17. Aims and Objectives Advisory Committee (AOAC)

17.1. Appointment of Members

17.2. Appointment of Chairman

18. Complaints Committee

18.1. Appointment of Members

18.2. Appointment of Chairman

19. Representation on other bodies

19.1. Appointment of representatives to the War Memorial Playing Field

19.2. Appointment of representatives to the Harting Community Hall

19.3. Appointment of representatives to the West Sussex Association of Local Councils (WSALC)

19.4. Nomination of representative to the SDNPA Board (see attached supporting document for detail)

The following recommendation is made:

That the Council considers whether to nominate a councillor representative to sit on the SDNPA Board.

20. Review of Committee Terms of Reference

The following recommendation is made:

That the Terms of Reference for each Committee are reviewed by the Chair of that Committee in conjunction with the committee members and details of the review are reported to the Council at a later meeting.

21. Review of the Standing Orders of the Council

The following recommendation is made:

To note the Council reviewed and updated the Standing Orders at its meeting on 20 April 2023.

22. Review of the Code of Conduct of the Council_(attached)

The following recommendation is made:

That the Council review the Code of Conduct

23. Review of Council Policies_(see supporting document for briefing note)

The following recommendation is made:

That the Council policies are reviewed by the Council over the course of the next three scheduled meetings in June, July and September.

24. To agree the schedule of Council meetings for 2023/24 (see supporting document for briefing note)

25. Appointment of Internal Auditor for 2023/24

The following recommendation is made:

That the Council appoint Mulberry & Co as the Internal Auditor for the financial year 2023/24.

26. Insurance – Fixed rate for 3 years

The insurance broker Gallaghers has offered a three-year fixed insurance rate of £1373.00 for the annual Council insurance.

The following recommendation is made:

That the Council agree to sign up to the three year fixed rate of insurance of £1373.00 commencing from 1 June 2023.

27. Proposed Traffic Order to introduce a 40mph speed limit on the A272 between the 30mph at June Lane to a point 80 metres west of Woolbeding Lane.

The following recommendation is made:

That the Council considers submitting a comment to WSCC Highways in support of the proposed Traffic Order to introduce a 40mph speed limit on the A272 between the 30mph at June Lane to a point 80 metres west of Woolbeding lane

28. Finance

28.1. To approve expenditure for May 2023

Undisclosed	Clerk & RFO Salary - May	1,364.71
Geosphere Ltd	Parish Online subscription	60.00
MH Kennedy & Son Ltd	Grass cutting	387.53
Trish Walker	Monthly Zoom subscription	15.59
Gallagher	Parish Council Insurance	1,373.00
Harting War Memorial Playing Field	Lengthsman	198.00
Petersfield Joinery Ltd	Hall Committee Room refurbishment	2,028.00

28.2. To agree the two banking signatories to authorise the online payments for May 2023.

28.3. To note income for April 2023.

1st instalment precept £27,966.00

Community Infrastructure Levy £4,595.93

28.4. To note that the bank reconciliation for May 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

28.5. To note the bank balance as of 30 April 2023 - £104,343.20 (earmarked funds £48k)

29. Planning - To note the minutes of the Planning Committees held on 20 April 2023

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

31. Correspondence - facilities for youths

32. Clerks report – (attached)

33. Items for future meetings

Annual Governance Reports and Accounting Statements

Restoration of water pump

South Downs Local Plan review and Parish Statement

34. Date of next meeting –Parish Council Meeting 15 June 2023 at Harting Community Hall at 7.30pm.

Agenda Item 10 – General Power of Competence

Local Councils in England were given a General Power of Competence (GPC) in the Localism Act 2011, Sections 1-8. This means that Councils, once adopting the power, no longer need to ask whether they have a specific power to act. The General Power of Competence Localism Act 2011 S1 (1) gives Local Authorities including Parish Councils “the power to do anything that individuals generally may do as long as they do not break any other laws”. The GPC is known as the “power of first resort” as it can be used before searching for another power in which to act. It can be used inside and out of the parish boundary.

There are 3 criteria for eligibility:

- A resolution must be passed and minuted, at a full council meeting, to confirm, that at that moment, the council meets the required criteria. This must then be reconsidered, and a resolution passed, in each election year at the first Annual meeting following the election.
- At the time the above resolution is passed the council must have at least two thirds or more of the councillors declared as elected. *Statutory instrument Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012*
- At the time the above resolution is passed the parish clerk must hold a Certificate in Local Council Administration (CiLCA) of a Certificate of Higher Education awarded by the University of Gloucestershire. *Statutory instrument Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012*

Following the uncontested election on 4 May 2023 Harting Parish Council had 9 councillors declared as elected, this exceeds the two thirds requirement.

The Clerk, Trish Walker, holds a Certificate in Local Council Administration.

The Council therefore meets the required criteria to do consider the adoption of the General Power of Competence and the members are asked to consider this.

The following recommendations are made:

- iii. To agree that Harting Parish Council meets the criteria for eligibility, two third elected members and CiLCA qualified clerk, to adopt the General Power of Competence*
- iv. To agree to adopt the General Power of Competence*

Agenda Item 11.5 – Regular payments for 2023/24

Briefing Note

*The following recommendations are made:
that the Council adopt the revised list of regular payments for 2023/24*

See below for regular payment table.

IMPORTANT NOTES

1. The table is a list of approved payments (to specified payees for specified purposes): it is **not** a list of agreed payees.
2. The RFO has delegated authority to authorise the payments listed provided the amount is ≤£1500: all Financial Regulations apply (HPC Financial Regulations adopted 17 July 2014).

APPROVED REGULAR PAYMENTS ≤£1400

2023-24

Payment category	Payee	Purpose(s)	No. per year
Staff (Clerk/RFO)	Trish Walker	- Salary	12
		- Office supplies	4
	HMRC	Clerk's PAYE/NI	4
Grants & Donations	Harting Parish Church	Burial ground donation	1
	Harting Congregational Church	Burial ground donation	1
	Petersfield Citizens Advice Bureau	Donation	1
	Xa Palmer	Hospital car telephone	1
	D. Harknett	HCH bookkeeping	≥4
	Mr A Christie	Allotment rent	1
Office Admin	NALC/WSALC	Membership	1
	Mulberry & Co	Internal auditor	1
	Parish Online	Local Mapping facility	1
	D. Harknett	Audit preparation	1
	Parish Council websites	Website	1
	JnR Computers	Domain Name (bi annual)	<1
	Clarity Accounting	Payroll administration	4
	Moore UK	External auditor	1
	Office of the Information Commissioner	Notification fee (Data Protection Act)	1
	Harting Congregational Church	Hall rental	2
	Harting PCC	Hall rental	2
	Parish Admin	Gallagher	HPC insurance
Maintenance	MH Kennedy & Son	Grass cutting	≥10
	Chichester District Council	Emptying dog-waste and waste bins	1
	War Memorial Playing Field	Lengthsman duties	≥4
	JRB Enterprises	Dog-waste gloves	≥3
	John Stein	Mole catching	1

Agenda Item 18.4 – Nomination of representative to the SDNPA Board

All town and parish councils located wholly or partially within the National Park boundary are entitled to nominate a councillor representative to sit on the SDNP Board.

This process occurs every four years and ensures that there are six parish representatives [two from each of Hampshire, West Sussex and East Sussex] serving on the 26-person Board. Should any county have more than two nominations it will be necessary to hold a ballot. The timetable for the process is detailed below:

Friday 26th May Return of completed nomination papers to SDNPA, obtainable from the South Downs Centre , North Street, Midhurst, GU29 9DH. 01730 814810. Candidates should also provide a personal statement setting out what they can bring to the role.

Friday 9th June Ballot Papers to be sent to parishes

By Friday 23rd June Ballot Papers to be returned to SALC c/o The Village Centre, Trinity Road, Hurstpierpoint, West Sussex, BN6 9UY in an envelope clearly marked 'Ballot Paper'.

Monday 26th June The Count will take place at Hurstpierpoint Village Centre commencing at 2.00pm to which candidates and their agents are cordially invited.

Tuesday 4th July SDNPA members Induction Day

Tuesday 11th July SDNPA AGM, including attendance by new members

The following recommendation is made:

That the Council considers whether to nominate a councillor representative to sit on the SDNPA Board.

Agenda Item 20 - Review of Council Policies

The list of policies to be reviewed is listed below:

June 2023

1. Freedom of Information Act 2000
2. Data Protection Policy
3. Complaints procedure
4. IT Security policy for councillors
5. IT Security policy for staff

July 2023

6. Media and Press
7. Correspondence Policy
8. Retention Policy (attached)
9. Grants Policy (attached)
10. Metal Detecting Policy (attached)

September 2023

11. Internet banking

12. Habitual and vexatious complaints
13. Health & Safety and Risk management
14. Emergency Plan

The following recommendation is made:

That the Council policies are reviewed by the Council over the course of the next three scheduled meetings in June, July and September.

Agenda Item 21 - To agree the schedule of Council meetings for 2023/24

Full Council

15 June 2023
20 July 2023
August – no meeting
21 September 2023
19 October 2023
16 November 2023
21 December 2023
18 January 2024
15 February 2024
21 March 2024
18 April 2024
16 May 2024

Planning Meetings

Planning meetings will only be held when there are applications to consider. If required, they will normally be held prior to the Full Council meeting on the third Thursday of the month but this is dependent on the number and type of applications.

Agenda Item 26 - Proposed Traffic Order to introduce a 40mph speed limit on a length of the A272 between the 30mph at June Lane to a point 80 metres west of Woolbeding Lane.

An email was received from the Secretary of Midhurst Area Cycling (MAC) asking if the Council would consider supporting the proposed Traffic Order.

Midhurst Area Cycling (MAC) has proposed some improvements to the cycle path to Midhurst; which includes widening of the path between Woolbeding Lane and June Lane as well as a speed limit reduction from nat speed limit (60MPH) to 40MPH between June Lane and a point just past Woolbeding jct.

The proposed speed limit change is now open for public consultation and can be viewed at <https://www.westsussex.gov.uk/.../chichester-live-tro.../>

WSCC invites your feedback before the deadline on 26th May.



The Statutory notice is shown below in blue italics.

***WEST SUSSEX COUNTY COUNCIL
(MIDHURST & WOOLBEDING WITH REDFORD: A272)***

(40MPH SPEED LIMIT) ORDER 2023

Permission has been granted to advertise a proposed Traffic Order the effect of which will be to introduce a 40mph speed limit on a length of the A272 between the 30mph at June Lane to a point 80 metres west of Woolbeding Lane.

As part of the legal process West Sussex County Council is required under the Road Traffic Regulation Act to undertake a formal consultation with you. I am pleased to attach a weblink. This will enable you to view:

- Plans showing the proposed 40mph speed limit*
- Statement of Reasons for proposing to make the Order*
- Public Notice outlining the proposal that will be advertised in the Chichester Observer*
- Draft Order*

<https://www.westsussex.gov.uk/roads-and-travel/traffic-regulation-orders/live-consultations-for-permanent-tros/chichester-live-tro-consultations/>

If you have any problems accessing the consultation documents via the link please contact me immediately.

*In the usual way if you wish to express support or raise an objection about any part of the proposal please e-mail tro.consultation@westsussex.gov.uk, or write to TRO Team, West Sussex County Council, The Grange, Tower Street, Chichester, PO19 1RH quoting reference **TRO/CHI8003/RC***

Please note the statutory consultation period ends on 26 May 2023 and any comments you wish us to take into consideration should be received before this date.

The following recommendation is made:

That the Council considers submitting a comment to WSCC Highways in support of the proposed Traffic Order to introduce a 40mph speed limit on the A272 between the 30mph at June Lane to a point 80 metres west of Woolbeding lane

Clerk's Reports - Harting Parish Council –18 May 2023

Agenda Item 32

Items raised at previous meetings:

Topic/Date first raised	Item Detail	Action by	Status
HABAC November 2020	South Downs Safer Roads Task Force		No further update
	Broken South Harting sign in North Lane	WSCC	Reported to LoveWestSussex – reported to new WSCC system
	Flooding in South Harting		Awaiting further information about the date for the 4 yearly gulley clearance.
April 2023 – Min 285	Bike Racks	AP & Clerk	Liaison with White Hart and CDC about the ownership of the public toilets to request permission to fix the racks to the wall.
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 took place on 19 April 2023. There was discussion about the extension of the 40mph speed limit from Stanbridge Farm through Nursted Rocks. HCC's policy does not allow this to happen, however the WSCC feel a TRO application could be made. landowners had indicated an agreement in principle to allow a new footpath to create a safe route away from the main road.

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		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. Traffic survey wires were located at various sites in South Harting, WSCC have been asked if this is in connection with the CHS.
Sewage Discharge April 2023 – Min 283	Continually high levels of sewage discharge from the treatment works at South Harting	TW/AS/SBR	Letter sent to Southern Water asking why the discharge levels are so high and what is being done to address this and if and how the planned expansion of the site will make a difference.
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 ha 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.
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 – submitted Open Space Assessment – due 20 October 2023 Parish Statements – due 20 October 2023

Trish Walker - Clerk