

# HARTING PARISH COUNCIL

## MINUTES

Minutes of the Annual Meeting of Harting Parish Council held at Harting Community Hall  
on **Thursday 18 May 2023** at **6.30 p.m.**

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

In attendance; Trish Walker, Parish Clerk.

There were five members of public in attendance.

### **1. Election of Chairman**

Mr Shaxson was nominated as Chairman by Mr Miller, seconded by Mrs Martin. There were no other nominations. It was resolved that Mr Shaxson was elected Chairman for the ensuing year. Mr Shaxson signed his declaration of acceptance of office.

### **2. Election of Vice Chairman**

Mrs Bramley was nominated as Vice Chairman by Mr Bonner, seconded by Mrs Curran. There were no other nominations. It was resolved that Mrs Bramley was elected Vice Chairman for the ensuing year. Mrs Bramley signed her declaration of acceptance of office.

### **3. Declaration of acceptance of office**

It was noted the declarations of acceptance of office had been received with the exception of Mr Olphert, it was agreed this could be signed at a later date.

### **4. Apologies for absence:** Mrs Maxwell Davies, Mr Palmer, Mr Olphert (apologies not available at the time of the meeting), Dr O'Kelly (County Councillor) and Mr O'Kelly (District Councillor).

### **5. Declarations of Interest:** None.

### **6. Minutes from Meeting held on 20 April 2023.**

The minutes of the Meeting of the Parish Council held on 20 April 2023 were agreed and signed by the Chairman as a true record.

### **7. Questions from the Public:**

A member of public raised concerns about the following issues:

- Parking close to the junction on the northern end of Tipper Lane.
- The need for a Stop junction at the bottom of Harting Hill rather than a Give Way.
- The state of the road surface on the B2146 between the entrance to Uppark and the Forestry Commission site

*The Chair thanked the member of public for raising the issues and confirmed the Clerk would raise the matters with WSCC.*

A second member of public raised concerns that their help and expertise had not been utilised for the tree works that were carried out in 2019/20 and about the safety of a recently fallen tree in the Warren.

*The Chair acknowledged the comments.*

A third member of the public raised a question about the restoration of the water pump in the Street and urged the Council to take this forward following a letter raising the issue in the Parish Magazine.

*The Chair thanked the member of public for the positive feedback and confirmed more information would be hopefully be available for the next Council meeting.*

#### **8. Matters of Urgent Public Importance: None.**

#### **9. Reports from the County and District Councillor**

Dr O'Kelly, the County Councillor had circulated a report prior to the meeting. It outlined the continually challenging situation in Midhurst following the fire in the Angel Hotel and the ongoing discussion with varying organisations to try and open the road once again as well as the pressure being put on Government to provide compensation to the struggling businesses.

#### **10. Co-option of members**

It was noted there were currently two vacancies on the Council following the election on 4 May 2023. The vacancies will be advertised in the Parish Magazine and via posters with the aim to co-opt at the Council meeting on 15 June 2023.

*The following proposal was agreed:*

*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**

It was noted that, following the uncontested election on 4 May 2023, Harting Parish Council met the required criteria to adopt the General Power of Competence. This was as a result of at least two thirds of the councillors being elected and the Clerk, Trish Walker, holding a Certificate in Local Council Administration (CiLCA).

The members agreed that the Council should adopt the General Power of Competence.

*The following proposals were made and agreed:*

- i. 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 adopt the General Power of Competence*

### **Appointment of Committees, Members and associated issues**

#### **Finance Committee**

#### **12. Appointment of Members**

The following members were elected to the Finance Committee:

Mr Bonner, Mrs Bramley (ex officio), Mr Miller, Mr Palmer and Mr Shaxson (ex officio).

### 13. Appointment of Chairman

Mr Bonner was elected as Chairman of the Finance Committee.

### 14. Appointment of Bank Signatories

It was agreed that the four bank signatories should be Mrs Bramley, Mrs Curran, Mr Miller and Mr Shaxson.

Mrs Gaterell would be removed from the banking mandate.

### 15. Review of the Financial Regulations

*The following proposal was made and agreed:*

*that the review of the Financial Regulations is deferred until the Finance Committee has met and reports back to the Council in June*

### 16. To propose agreement of the list of regular payments for 2023/24 (see below)

*The following proposal was made and agreed:*

*that the Council adopt the list of regular payments for 2023/24*

#### APPROVED REGULAR PAYMENTS ≤£1400

2023-24

Payment category	Payee	Purpose(s)	No. per year
<b>Staff</b> (Clerk/RFO)	Trish Walker	- Salary	12
		- Office supplies	4
	HMRC	Clerk's PAYE/NI	4
<b>Grants &amp; Donations</b>	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
<b>Office Admin</b>	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
<b>Parish Admin</b>	Gallagher	HPC insurance	1
<b>Maintenance</b>	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

### 17. Review of the insurance schedules

*The following proposal was made and agreed:*

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

### 18. Review of Staff and Council Subscriptions

*The following proposal was made and agreed:  
that the review is deferred until the Finance Committee has met and reports back to the Council in June*

### **Planning Committee**

#### **19. Appointment of Members**

The following members were elected to the Planning Committee: Mr Bonner, Mrs Bramley (ex officio), Mrs Curran, Mrs Martin, Mr Miller and Mr Shaxson (ex officio).

#### **20. Appointment of Chairman**

Mrs Bramley was elected as Chairman of the Planning Committee.

### **Personnel Committee**

#### **21. Appointment of Members**

The following members were elected to the Personnel Committee: Mr Bonner, Mrs Bramley (ex officio), Mrs Martin, Mr Miller, Mr Olphert and Mr Shaxson (ex officio).

#### **22. Appointment of Chairman**

Mr Miller was elected as the Chairman of the Personnel Committee.

#### **23. Appointment of Vice Chairman**

It was agreed that a Vice Chairman would be appointed when the need arose.

### **Play and Open Spaces Advisory Committee (POSAC)**

#### **24. Appointment of Members**

The following members were elected to POSAC: Mr Bonner, Mrs Bramley (ex officio), Mrs Martin, Mr Miller, Mr Olphert, Mr Palmer and Mr Shaxson (ex officio).

#### **25. Appointment of Chairman**

Mr Shaxson was elected as the Chairman of POSAC

### **Highways and Byways Advisory Committee (HABAC)**

#### **26. Appointment of Members**

The following members were elected to HABAC: Mrs Bramley (ex officio), Mrs Curran, Mrs Maxwell Davies, Mr Palmer and Mr Shaxson (ex officio).

#### **27. Appointment of Chairman**

Mr Palmer was elected as the Chairman of HABAC.

### **Aims and Objectives Advisory Committee (AOAC)**

#### **28. Appointment of Members**

The following members were elected to AOAC: Mrs Bramley (ex officio), Mr Miller, Mr Olphert and Mr Shaxson (ex officio).

#### **29. Appointment of Chairman**

Mr Miller was elected as the Chairman of AOAC.

### **Complaints Committee**

#### **30. Appointment of Members**

The following members were elected to the Complaints Committee: Mr Bonner, Mrs Bramley (ex officio), Mrs Curran, Mr Miller, Mr Palmer and Mr Shaxson (ex officio).

#### **31. Appointment of Chairman**

Mrs Bramley was elected as the Chairman of the Complaints Committee.

### **Representation on Other bodies**

#### **32. Appointment of representatives to the War Memorial Playing Field (WMPF)**

It was noted there should be two Council representatives on the WMPF committee. Mr Olphert was elected as the Council's representatives for the War Memorial Playing Field Committee a further representative will be elected following co-option.

**33. Appointment of representatives to the Harting Community Hall (HCH)**

Mr Miller and Mrs Maxwell Davies were elected as the Council's representatives for the Harting Community Hall Committee.

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

Mrs Bramley and Mr Shaxson were elected as the Council's representatives for the West Sussex Association of Local Councils.

**35. Nomination of representative to the South Downs National Park Authority (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. Mr Shaxson indicated he was willing to stand for this role and the Council agreed to nominate him.

*The following proposal was made and agreed:*

*That the Council agreed to nominate Mr Shaxson to sit on the SDNPA Board.*

**36. Review of Committee Terms of Reference**

*The following proposal was made and agreed:*

*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 reported to the Council at a later meeting.*

**37. Review of the Standing Orders of the Council**

*The following proposal was made and agreed:*

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

**38. Review of the Code of Conduct of the Council**

*The following proposal was recommended and agreed:*

*That the Code of Conduct was reviewed and no changes were required.*

**39. Review of Council Policies**

*The following proposal was recommended and agreed:*

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

**40. To agree the Schedule of Council Meetings for 2023/24**

*The following proposal was made and agreed:*

The schedule of meetings for 2023/24 was agreed and noted.

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

**41. Appointment of Internal Auditor**

*The following proposal was made and agreed:*

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

**42. Insurance – Fixed rate for 3 years**

The insurance broker Gallaghers had offered a three-year fixed insurance rate of £1373 for the annual Council insurance.

*The following proposal was made and agreed:*

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

**43. 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 Council considered a request from the Secretary of Midhurst Area Cycling (MAC) asking the Council to support the proposed Traffic Order.

*The following proposal was made and agreed:*

*That the Council submits 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*

**44. Finance**

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

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
Henry Warren Village Club	Coronation Grant	1,000.00
Mrs V Maxwell Davies	Coronation Party expenses	31.50

**44.2.** It was agreed that Mrs Bramley and Mr Miller would authorise the May online payments.

**44.3.** The income for April 2023 was noted:

1 <sup>st</sup> instalment precept	£27,966.00
Community Infrastructure Levy	£4,595.93

#### **45. Bank Reconciliation for May 2023**

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.

#### **46. Bank balance as of 30 April 2023 - £104,343.20 (earmarked funds £48k)**

#### **47. Planning Committee**

The minutes of the Planning Committee held on 20 April 2023 were noted.

#### **48. Feedback from WMPF and HCH representatives**

There were no reports.

#### **49. Correspondence**

The Clerk had received a message from a teenager in the Parish asking if it would be possible for there to be an area allocated for skateboarding as currently there is no available space and using the Hall car park ends up with complaints. It was agreed the Clerk would respond and, in the first instance, just find out a bit more about the issues.

#### **50. Clerk's report**

The report was considered it was noted information had been supplied to allow the Council to register for Speedwatch. There had not been a response from Southern Water to the letter about sewage spillage in South Harting.

#### **51. Items for future meetings**

Annual Governance Reports and Accounting Statements

Restoration of water pump

South Downs Local Plan review and Parish Statement

#### **52. Date of next meeting:** The next meeting would be held at 7.30pm on Thursday 15 June 2023 at Harting Community Hall.

The meeting closed at 7.30 pm.