

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 20 July 2023 at 7.30pm

The Press and Public are welcome to attend.

Trish Walker
Clerk to Harting Parish Council

Published 15 July 2023

AGENDA

- 1. Apologies for absence**
- 2. Declarations of Interest**
- 3. Minutes** - to approve the Minutes of the Parish Council meeting held on 15 June 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. Fencing alongside the brook on the footpath HAR/3543/1**
The following recommendation is made:
That the Council agree to approach WSCC about the responsibility and ongoing maintenance of the footpath HAR/3543/1, including the fencing, running alongside the brook leading from the Street to the School.
- 8. Litter and dog waste bins**
The following recommendations are made:
 - i. To note the report*
 - ii. That the Council requests to be added to a Chichester District Council waiting list for additional waste collection points and considers the options and processes when more information is available from them*
 - iii. That the Council asks Tim O’Kelly, District Councillor, to investigate when further information may be available including when capacity may be added to the Chichester District Council waste collection service*
- 9. South Downs National Park Authority (SDNPA) Local Plan Review – Parish Priority Statement**
The following recommendations are made:
 - i. That the Council agree that, in the absence of an August Council meeting, the Parish Priority Statement working group should be given delegated authority to progress arrangements for a public meeting and to devise an appropriate method of communication to ensure community engagement*

- ii. *That the Council should notify the SDNPA that the Council would like to take the opportunity to agree a revised timetable beyond the 20 October 2023 to ensure there is sufficient time to engage with the community*

10. Review of Council policies

- 10.1. Media and Press** (attached)
10.2. Correspondence Policy (attached)
10.3. Retention Policy (attached)
10.4. Grants Policy (attached)
10.5. Metal Detecting Policy (attached)

The following recommendation is made:

That the Council reviews the Media and Press, Correspondence, Retention, Grants and Metal Detecting policies.

11. Finance

11.1. To note approved payments made ahead of the July 2023 meeting.

Petersfield Joinery	Hall Committee Room refurbishment	1,202.40
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11.2. To approve expenditure for July 2023

Undisclosed	Clerk and RFO Salary	1,364.71
Debra Harknett- Godfree	Year end account advice and prep	81.25
Debra Harknett- Godfree	Hall bookkeeping April - June 2023	218.75
Trish Walker	Monthly zoom subscription	15.59
M H Kennedy & Son Ltd	Grass cutting	193.76
Harting Community Hall	Hire of hall for Coronation celebrations	200.00
Playsafety Limited	Annual Play Area inspection	196.80

11.3. To agree the two banking signatories to authorise the online payments for July 2023.

11.4. To note income for June 2023.

Interest £480.83

11.5. To note that the bank reconciliation for July 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

11.6. To note the bank balance as of 30 June 2023 - £93,302.55 (earmarked funds £43k)

11.7. To note the budget statement to 30 June 2023 (attached)

12. Planning - To note the minutes (attached) of the Planning Committees held on 15 June 2023 and 7 July 2023.

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

14. Correspondence

15. Clerks report – (attached)

16. Items for future meetings

Committee membership

Restoration of water pump

South Downs Local Plan review and Parish Statement

17. Date of next meeting – Parish Council Meeting 21 September 2023 at Harting Community Hall at 7.30pm, venue to be agreed.

Supporting Documents 20 July 2023

Agenda Item 7 – Fencing alongside the brook on the footpath HAR/3543/1

Briefing Note

The fencing running alongside the brook on footpath HAR/3543/1 was vandalised at some time during the evening/night of 2 July 2023 leaving 4 rails broken (see pictures below).

A local resident offered to repair the broken rails using some spare wood they have to hand. This work has been completed and has ensured the fencing is secure as soon as possible. More permanent repairs will be needed at some point.

The fencing is owned by the Council although the land and the path running alongside it are owned by WSCC. WSCC are responsible for the upkeep of the path.

Historically the Council has provided lighting along the path and fencing to ensure there is barrier alongside the brook. The lighting was removed in 2021, following public consultation, as the lights were constantly being vandalised and pulled out of the ground. The Council also pays the lengthsman to keep the pathway and the brook area clear.

The fencing was most recently repaired in June 2022, replacement of some post and rails, at a cost of £750. There is concern that the upkeep of the fencing may become costly as in addition to the vandalised rails there appears to be some further maintenance work that will be needed over the next couple of years.

The members are asked to consider opening a discussion with WSCC about the responsibility and cost of providing and maintaining the footpath and the fencing along the brook.



The following recommendation is made:

That the Council agree to approach WSCC about the responsibility and ongoing maintenance of the footpath HAR/3543/1, including the fencing, running alongside the brook leading from the Street to the School.

Agenda Item 8 - Litter and dog waste bins

Briefing Note

Following an enquiry about the potential for additional litter/dog waste bins from a councillor, the clerk made initial contact with Chichester District Council (CDC) waste collection department asking about the process to introduce new bins and agreed potential locations. The eventual response was:

'At the moment we are not installing any new dog or litter bins or taking on any more emptying of bins. Unfortunately, our dog bin service is running at full capacity. I am sorry that we cannot assist further at the present time.'

It is known that at least one other parish council in the area is in a similar position and it would appear that there may be an option to join a waiting list for future services when they become available.

If the Council were to agree to additional bins it would appear permission would be needed from CDC regarding the location as well as any permissions from landowners if the land was not owned by the parish council. However, this process or any decisions about new bins cannot be progressed until there is further provision and information from CDC. For information a newly installed bin by CDC costs £450+vat with a charge of £1.78+vat per week for emptying.

In the meanwhile, the members are asked to consider the option to join a CDC waiting list for additional waste collection points and to ask the District Councillor, Tim O'Kelly, to take this issue forward to find out when the service may be reviewed.

The following recommendations are made:

- i. To note the report*
- ii. That the Council requests to be added to a Chichester District Council waiting list for additional waste collection points and considers the options and processes when more information is available from them*
- iii. That the Council asks Tim O'Kelly, District Councillor, to investigate when further information may be available including when capacity may be added to the Chichester District Council waste collection service*

Agenda Item 9 –South Downs National Park Authority (SDNPA) Local Plan

Review – Parish Priority Statement

Parish Councils within the National Park have been invited to prepare Parish Priority Statements (PPS) setting out the principal needs and prevailing views of the local community, these would be used in the preparation of the Local Plan Review and decisions on policy development, land allocation and designations.

At its meeting in June 2023 the Council agreed that a Working Group should be set up to lead the process and report back to the Council . As part of the process, it will be necessary for the Council to engage with the community through a public meeting and possibly via household questionnaires. As the Council is not aiming to meet in August it is suggested that the Working Group is given delegated authority to arrange these items in order they can hopefully take place in September 2023.

Although the deadline for the PPS is 20 October 2023, the SDNPA has indicated it will allow an opportunity for councils to agree a revised timetable, this is particularly as this has been an election year which tends to interrupt the council's normal workings. The members are asked to consider taking this opportunity to ensure there is sufficient time for community engagement.

The following recommendations are made:

- i. That the Council agree that, in the absence of an August Council meeting, the Parish Priority Statement working group should be given delegated authority to progress arrangements for*

a public meeting and to devise an appropriate method of communication to ensure community engagement

- ii. That the Council should notify the SDNPA that the Council would like to take the opportunity to agree a revised timetable beyond the 20 October 2023 to ensure there is sufficient time to engage with the community*

(minute 172 – 2022/23)			
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 confirmed these relate to 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. Clerk has chased response and sent letter via customer services website too. No response as at 14 July 2023.
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. Local stonemason has been asked if he is able to provide some advice on level of work recommended.
Community Hall Freehold (Minute 264 2021/22)	To register the freehold of the Village with land registry.	TW	Awaiting confirmation of Land Registry. Charity Commission website has now been updated to show the Council as the Sole Trustee.
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 See agenda item 8
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Trish Walker - Clerk