

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 21 September 2023 at 7.30pm or on the rising of the Hall AGM if later

The Press and Public are welcome to attend.

Trish Walker

Clerk to Harting Parish Council

Published 16 September 2023

AGENDA

- 1. Apologies for absence**
- 2. Declarations of Interest**
- 3. Minutes** - to approve the Minutes of the Parish Council meeting held on 22 August 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. Committee Membership** (see supporting document for briefing note)
The following recommendations are made:
 - i. That all councillors will become ex-officio members of the Planning Committee*
 - ii. That if (i) above is agreed that the wording of paragraph 5 of the Planning Committee Terms of Reference will be altered to read 'All members of the Council will be ex-officio members of the Planning Committee. In accordance with the Council's Standing Orders, the Committee's chairman will be appointed by the Council at its annual meeting in May. At its first meeting following the Council's annual meeting, the Planning Committee will appoint its own vice-chairman.'*
 - iii. That the Council agree to book a bespoke Planning training session from Mulberry & Co at a cost of £450+vat, plus travel costs if face to face.*
- 8. Tree issues on B2146 and footpath 3543** (see supporting document for briefing note)
The following recommendation is made:
To note the report.
- 9. Parish Priority Statement Working Group (PPSWG)** (see supporting document for briefing note)
The following recommendation is made:
To note the report
- 10. Completion of 2022/2023 External Audit** (see supporting document for briefing note)
The following recommendation is made:
To note the completion of the 2022/23 External Audit.

11. Casual vacancies (see supporting document for briefing note)

The following recommendation is made:

To note the report

12. Harting Community Hall (HCH) - (see supporting document for briefing note)

The following recommendations are made:

- i. That the Council agree to gift the cost of the deep clean by The Petersfield Cleaning Services Ltd to Harting Community Hall at a cost of £750 + vat and this shall be offset against the Parish Council grant held in reserve.*
- ii. That the Council agree to gift the purchase cost of the new entrance hall tables from Roseland Furniture Ltd to Harting Community Hall at a cost of £252.03 + vat and this shall be offset against the Parish Council grant held in reserve.*

13. Data Protection Officer

The following recommendation is made:

That the Council agree to appoint ProcessMatters2 to continue as Data Protection Officer for a further year at the cost of £150 per annum

14. SDNPA Parish Workshop (see supporting document for briefing report)

The following recommendation is made:

That the Council appoint two representatives to attend the SDNPA parish workshop on Wednesday 4 October 2023.

15. Footpath closures – request from Trotton Parish Council (see supporting document for briefing report)

The following recommendation is made:

that the Council confirm support for Trotton Parish Council in their approach to put pressure on West Sussex County Council to ensure public rights of way are not closed for the reasons outlined in the briefing note.

16. Review of Terms of Reference – Personnel Committee (attached)

The following recommendation is made:

To note the Terms of Reference for the Personnel Committee have been reviewed by the Chair of that Committee and no changes are recommended.

17. Review of Council policies#

17.1. Internet banking (attached)

17.2. Habitual and vexatious complaints (attached)

17.3. Health and Safety Risk management (attached)

17.4. Emergency Plan (attached)

The following recommendation is made:

That the Council reviews the Internet Banking, Habitual and Vexatious complaints, Health and Safety Risk management and Emergency Plan policies.

18. Finance

18.1. To note approved payments made in August 2023.

Undisclosed	Clerk and RFO Salary	1364.71
M H Kennedy & Son Ltd	Grass cutting	193.76
Trish Walker	Monthly Zoom subscription	15.59
Trish Walker	Kaspersky annual subscription	39.99
Mr P S Bramfitt	Fire Safety Ladder - Committee Room	786.25
Furniture@work Ltd	Folding tables - Committee Room	364.80

18.2. To approve expenditure for September 2023

Undisclosed	Clerk and RFO Salary	1,418.71
HMRC	Tax and NI contributions	398.64
Mark Adams	Materials for Committee Room Refurbishment	387.57
Trish Walker	Information Commissioner - Data Protection Fee	40.00
Moore	External Audit Fee	378.00
SLCC	Annual membership fee	198.00
Trish Walker	Monthly Zoom subscription	15.59
Harting War Memorial Playing Field	Lengthsman	186.00
The Petersfield Cleaning Company	Deep Clean Hall - HCH Grant	900.00
Mr Hugh Twiss	Chairs - Committee Room Refurbishment	383.88
Mr Hugh Twiss	Entrance Hall tables - HCH Grant	302.44

18.3. To agree the two banking signatories to authorise the online payments for August 2023.

18.4. To note that the bank reconciliation for September 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

18.5. To note income for August & September 2023.

None

18.6. To note the bank balance as of 31 August 2023 - £88,266.59 (earmarked funds £41.3k)

18.7. To note the budget statement to 31 August 2023 (attached)

19. Planning - To note the minutes (attached) of the Planning Committees held on 20 July 2023 and 22 August 2023.

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

21. Correspondence (see supporting document for details)

22. Clerks report – (attached)

23. Items for future meetings

Council Facebook page

Social Media policy

Restoration of water pump

24. Date of next meeting – Parish Council Meeting 19 October 2023 at Nyewood Village Hall at 7.30pm.

Supporting Documents 21 September 2023

Agenda Item 7 – Planning Committee membership

Briefing Note

The Council has been short of two councillors since the elections in May 2023 and to date there have not been any likely candidates for co-option. The knock on effect has been that committees are also short of members, this being a particular problem for the Planning Committee.

The Planning Committee has previously had a membership of seven (currently there are six members) and given the possibility of councillors being absent or through circumstances where declarations of interest are declared, the meeting could easily become inquorate. Given the often tight deadlines for the Council to submit consultee comments for applications and the importance of some applications to the whole community it is essential to have sufficient numbers to ensure all applications can be considered.

Therefore, it is suggested that all of the members of the Council should become ex-officio members of the Planning Committee. This should ensure that sufficient members are available and there will always be a good representation for all meetings.

This change, if agreed, would require an alteration to paragraph 5 of the Planning Committee Terms of Reference which reads:

5. The Chairman and Vice-Chairman of the Council are ex-officio members of the Planning Committee. In accordance with the Council's Standing Orders, the Committee's chairman and members will be appointed by the Council at its annual meeting in May. The membership will be a maximum of eight, including the chairman of the Committee and any ex-officio members who exercise their right to be regular attendees. At its first meeting following the Council's annual meeting, the Planning Committee will appoint its own vice-chairman.

The revised paragraph would read:

5. All members of the Council will be ex-officio members of the Planning Committee. In accordance with the Council's Standing Orders, the Committee's chairman will be appointed by the Council at its annual meeting in May. At its first meeting following the Council's annual meeting, the Planning Committee will appoint its own vice-chairman.

The Council is also asked to consider agreeing to a bespoke training session for Planning, supplied by Mulberry & Co (providers of training for local councils) for all councillors. The session would either be face to face or online and the trainer would be able to tailor the session to include the impact of being within the South Downs National Park.

The cost would be £450 + vat, plus travels cost if face to face.

The following recommendations are made:

- i. That all councillors will become ex-officio members of the Planning Committee*
- ii. That if (i) above is agreed that the wording of paragraph 5 of the Planning Committee Terms of Reference will be altered to read 'All members of the Council will be ex-officio members of the Planning Committee. In accordance with the Council's Standing Orders, the Committee's chairman will be appointed by the Council at its annual meeting in May. At its first meeting following the Council's annual meeting, the Planning Committee will appoint its own vice-chairman.'*
- iii. That the Council agree to book a bespoke Planning training session from Mulberry & Co at a cost of £450+vat, plus travel costs if face to face.*

Agenda Item 8 - Tree issues on B2146 and footpath 3543

Briefing Note

At the Council meeting on 22nd August, the issue was raised under 'Items of Urgent Public Importance' of branches falling on the road from the 60 year old poplar trees on the northern side of the B2146 west of the Congregational Chapel. There appear to be 21 poplar trees, and it was agreed that owing to the hazard they pose to users of the road and footway the Council draw this to the attention of both the two landowners on whose land they are located and WSCC. This has been done.

There are also concerns about the work carried out by WSCC to the ash trees growing on the land the County Council own next to the Village Path and Harting Brook. WSCC were contacted about the danger posed by the more than 15 foot tall trunks left, which noted that if they rot they will fall down and damage property or persons. WSCC replied saying that having taken the advice of the WSCC arborist the contractors were instructed to leave tall stems as habitat. WSCC will, to quote their response, 'monitor them over the next few seasons for regeneration, with any remedial works prescribed and action taken'. Whilst of concern neither of the issues are the responsibility of Harting Parish Council. We have passed on our observations to those who are responsible.

The following recommendation is made:

To note the report.

Agenda Item 9 - Parish Priority Statement Working Group (PPSWG)

Briefing Note

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 July 2023 the Council gave the PPSWG delegated authority to progress arrangements for a public meeting and to devise an appropriate method of communication to ensure community engagement. The group has met and discussed various ways to engage the community, with thoughts this might be via household leaflets, posters with QR codes for information, face to face meetings/workshops, village groups and societies as well as the Council website.

However, it was also noted this level of engagement would not be possible by the SDNPA's initial deadline of 23 October 2023, especially as it had been an election year and most councils had held off any work on this until that point. SDNPA has indicated later deadlines can be negotiated and as the lead officer for this has left and not yet been replaced, it is likely a generous extension may be possible.

The PPSWG had been given the delegated authority to negotiate an extension to the deadline and the Clerk has requested a deadline extension to the end of February 2023. The officer handling this is on leave and it is hoped there will be a response by the time of the meeting.

The following recommendation is made:

To note the report.

Agenda Item 10 - Completion of 2022/2023 External Audit

The external auditors, Moore concluded the audit on 22 August 2023 and the Notice of Conclusion of Audit was posted to the Council website on 31 August 2023.

There were no issues raised in the audit.

The following recommendation is made:

To note the completion of the 2022/23 External Audit.

Agenda Item 11 – Casual vacancies

Briefing Note

As a result of the uncontested election on 4 May 2023, the Council had two vacancies. These could have been filled by co-option if completed by 22 June 2023, however there were no candidates forthcoming, and it is now necessary to follow the Casual Vacancy process to ensure any future co-option is legal.

The public notification of the vacancies was sent to the Elections Department at Chichester District Council on 18

September 2023. This will run for 14 working days and after this period, if there has been no call for an election, the Council can fill the vacancies by co-option. This period for co-option will continue until the vacancies are filled.

A further article will be placed in the October parish magazine, on village noticeboards and on the village website to advertise the vacancies.

The following recommendation is made:

To note the report

Agenda Item 12 – Harting Community Hall (HCH)

Briefing Note

As part of the ongoing refurbishment of the hall a deep clean of the hall was carried out in August to build on the regular cleaning with a focus on the high areas and to steam/de-grease the kitchen.

A local company, TPC, carried out this work at a cost of £750 + vat. The Hall Management Committee have requested this payment is made from the grant held in reserve.

The main entrance hall has been decorated during the summer months and new tables have been purchased from Roseland Furniture Ltd for this area at a cost of £252.03 + vat. The payment was made by the Chair of HCH and will be refunded to him. The Hall Management Committee have requested this payment is made from the grant held in reserve.

The following recommendations are made:

- i. That the Council agree to gift the cost of the deep clean by The Petersfield Cleaning Services Ltd to Harting Community Hall at a cost of £750 + vat and this shall be offset against the Parish Council grant held in reserve.*
- ii. That the Council agree to gift the purchase cost of the new entrance hall tables from Roseland Furniture Ltd to Harting Community Hall at a cost of £252.03 + vat and this shall be offset against the Parish Council grant held in reserve.*

Agenda Item 13 – Data Protection Officer

Briefing Note

Although there is not a legal requirement for parish councils to appoint a Data Protection Officer (DPO), it is considered good practice to do so.

The Council appointed ProcessMatters2 during 2019 to ensure it is compliant with GDPR. The DPO provides monthly updates and would be a vital contact with the Information Commissioners Office if there was a data breach. The cost of the DPO is £150 per annum, this has not increased since 2019.

The following recommendation is made:

That the Council agree to appoint ProcessMatters2 to continue as Data Protection Officer for a further year at the cost of £150 per annum

Agenda Item 14 – SDNPA Parish Workshop

The upcoming South Downs West Sussex Parish workshop will be held online on **Wednesday 4 October** at **The Memorial Hall, Midhurst** from 6:30-8:00pm. The agenda is shown below. Parishes are invited to send two representatives.

South Downs National Park Authority PARISHES MEETING - AGENDA

Date: Wednesday, 4 October 2023
Time: 18:30–20:00

1. Welcome and Introduction (18.30–18.40)

SDNPA Chair, Vanessa Rowlands

2. Meet our Parish-nominated Members (18.40–19.00)

SDNPA Parish-nominated members

3. SDNPA Update (19.00–19.20)

- Landscape
- Planning

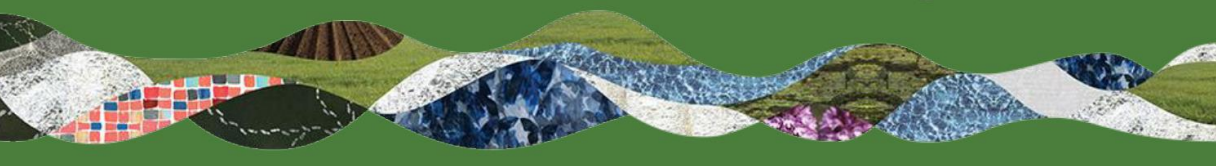
4. Q&A (19.20–20.00)

Chaired by SDNPA Chair, Vanessa Rowlands

5. Close (20.00)

Please feel free to send any questions in advance to
eventbookings@southdowns.gov.uk

**SOUTH DOWNS
NATIONAL PARK**



The following recommendation is made:

That the Council appoint two representatives to attend the SDNPA parish workshop on Wednesday 4 October 2023.

Agenda Item 15 – Footpath closures – request from Trotton Parish Council

Briefing Note

The following email was received from the Trotton Parish Council clerk

We received a report from a local resident (and keen horse-rider/walker) about a local bridle path which has been closed for two periods of 21 days and which WSCC are now proposing to close for 6 months. This bridle path is the responsibility of the CC but they have been unable to get the landowner whose land it crosses to cut the undergrowth which has now made it totally impassable. They say they do not have the budget to clear the path themselves and therefore propose to close it. By our understanding, that it a total dereliction of their legal responsibility although we all understand the budget pressures they face. Our resident has written to Kate O'Kelly and Gillian Keegan to no avail (so far). At our meeting we then heard complaints about 5 other pedestrian / bridle paths (all PROW) which are currently impassable or dangerous. We will, anyway, put some pressure on local landowners to live up to their own legal duties but we also agreed that I should consult all of you to see if you share our view that we need to put pressure on the CC to reconsider their decision to close paths that they cannot clear. If necessary, we will organise work parties to clear some of this undergrowth but we are reluctant to set yet another precedent of taking on CC responsibilities (as we have done with litter picking).

The following recommendation is made:

that the Council confirm support for Trotton Parish Council in their approach to put pressure on West Sussex County Council to ensure public rights of way are not closed for the reasons outlined in the briefing note.

Agenda Item 21 – Correspondence

Sent/Rcd	Correspondent	Details
Sent Rcd	Landowner x 2	Clerk sent mails were sent to the two landowners with trees bordering the B2146 road leading into South Harting to alert them to possible failure of black poplar trees following several branches dropping on to the road. One landowner acknowledged email and confirmed they would speak to arborist, although they were not aware they had any poplar trees
Sent	WSCC	Clerk notified WSCC of issue above with poplar trees and that landowners had been notified.
Sent Rcd	WSCC	Clerk sent email to WSCC regarding the ash dieback work along the pathway leading to the school. Concern has been raised about the large monolith trunks that had been left. The debris in the brook was also queried. WSCC confirmed the monoliths had been agreed with the contractors and they would be regularly monitored and action taken if they deteriorated. The contractors would be asked to come and clear any debris left.

Clerk's Reports - Harting Parish Council –21 September 2023

Agenda Item 22

Items raised at previous meetings:

Topic/Date first raised	Item Detail	Action by	Status
HABAC November 2020	Speedwatch	Clerk	Clerk has now been able to register the Council for Speedwatch. Clerk needs to sit an online training session to complete the registration process. Awaiting further information about the date for the 4 yearly gulley clearance.
April 2023 – Min 285	Flooding in South Harting Bike Racks	AP & Clerk	Permissions are awaited from the White Hart for installation of the bike racks on the public toilet 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 officers have been assessing the various sites and it is hoped they will be able to meet with members of the TWG in early October to discuss the next steps.
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 .
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	Completed
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 9
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Trish Walker - Clerk