

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 18 January 2024 at 7.30pm

The Press and Public are welcome to attend.

Trish Walker

Clerk to Harting Parish Council

Published 13 January 2024

Edward Waller will give a short presentation ahead of the meeting regarding his ideas for a field recording project to capture an up to date record of Harting residents and their relationship to the village including recording unique sounds of the area.

AGENDA

- 1. Apologies for absence**
- 2. Declarations of Interest**
- 3. Minutes** - to approve the Minutes of the Parish Council meeting held on 21 December 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. Highways and Byways Advisory Committee (HABAC)** - (see supporting document for briefing note)

The following recommendations are made:

- i. That the Council agree a Drainage Working Group should be set up to meet both online and on site to consider the various flooding issues in the parish and to formulate any plans and actions to alleviate the problems*
- ii. That if (i) is agreed the initial membership of the group should be Anthony Palmer, Andrew Shaxson, Alex Olphert, Penny Curran, Katherine Hewetson, Trish Walker and Nick Ferrier*
- iii. That the Council agree a survey of the gulleys, drains and grips should be commissioned for South Harting with priority being given to the areas where there is a threat of flooding to properties*
- iv. that a sum of £2,000 should be allocated to cover the cost of the survey if there is insufficient funds within the Operation Watershed reserve*
- v. That if (iii) and (iv) above are agreed that the Highways and Byways Advisory Committee should be given the authority to appoint the contractor to carry out the work to move things forward as quickly as possible*

8. South Gardens Crossing - (see supporting document for briefing note)

The following recommendation is made:

That the Council consider whether the Council should enter into a land dedication agreement with WSCC for the potential new South Gardens Crossing facility.

9. Emergency Advisory Committee - (see supporting document for briefing note)

The following recommendations are made:

- i. That the Council agree to set up an Emergency Advisory Committee to oversee the implementation of the Council Emergency Plan and any other Response Plans that may be required within that scope*
- ii. To appoint the Chair of the Emergency Advisory Committee*
- iii. To agree the membership of the Emergency Advisory Committee*

10. Annual Parish Meeting

The following recommendation is made:

To agree a date for the Annual Parish Meeting.

11. Annual Litter Pick

The following recommendation is made:

To agree a date for the Annual Parish Litter Pick

12. All Parishes Meeting – 19 February 2024 - (see supporting document for briefing note)

The following recommendation is made:

That the Council nominate two councillors/clerk to attend the CDC All parishes meeting on 19 February 2024

13. Finance

13.1. To approve expenditure for January 2024

Undisclosed	Clerk and RFO Salary	1,442.11
Debra Harknett-Godfree	Hall Bookkeeping	293.75
Trish Walker	Monthly zoom subscription	15.59
Clarity Accounting	Quarterly payroll charge	27.00

13.2. To agree the two banking signatories to authorise the online payments for January 2024.

13.3. To note that the bank reconciliation for December 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

13.4. To note income for January 2024.

£745.33 Bank Interest

13.5. To note the bank balance as of 31 December 2023 - £103,049.90 (includes earmarked funds £56.2k and budgeted spend to year end £8k)

13.6. To note the budget statement to 31 December 2023 (attached)

14. Planning - To note the minutes (attached) of the Planning Committee held on 21 December 2023.

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

16. Correspondence (see supporting document for details)

17. Clerks report – (attached)

18. Items for future meetings

Restoration of water pump

19. Date of next meeting – Parish Council Meeting 15 February 2024 at Harting Community Hall at 7.30pm.

Supporting Documents 18 January 2024

Agenda Item 7 - Highways and Byways Advisory Committee (HABAC)

Briefing Note

HABAC met on 9 January 2024, please [click here](#) for the minutes of that meeting.

The following recommendations are made:

- i. That the Council agree a Drainage Working Group should be set up to meet both online and on site to consider the various flooding issues in the parish and to formulate any plans and actions to alleviate the problems*
- ii. That if (i) is agreed the initial membership of the group should be Anthony Palmer, Andrew Shaxson, Alex Olphert, Penny Curran, Katherine Hewetson, Trish Walker and Nick Ferrier*
- iii. That the Council agree a survey of the gulleys, drains and grips should be commissioned for South Harting with priority being given to the areas where there is a threat of flooding to properties*
- iv. that a sum of £2,000 should be allocated to cover the cost of the survey if there is insufficient funds within the Operation Watershed reserve*
- v. That if (iii) and (iv) above are agreed that the Highways and Byways Advisory Committee should be given the authority to appoint the contractor to carry out the work to move things forward as quickly as possible*

Agenda Item 8 – South Gardens Crossing

Briefing Note

A Zoom meeting was held on 10 January 2024 between the Traffic Working Group and WSCC Officers to discuss elements of the Community Highways Scheme (CHS). During this meeting the WSCC officer raised the question of the maintenance of the steps and ramp that will be created as part of the new crossing. As this will sit on Parish Council owned land it will automatically fall to the Council to cover any maintenance costs and issues. However, it was noted that the Council could enter into a dedication agreement with WSCC and this would pass any maintenance issues over to them. This would only be for the area of land that the facility sits on, and the land would remain in the ownership of the Council.

It is hoped an example of such an agreement will be provided to the Council ahead of the meeting to enable further consideration.

The following recommendation is made:

That the Council consider whether the Council, subject to the final text of the agreement, should enter into a land dedication agreement with WSCC for the part of the new South Gardens Crossing facility sitting on Parish Council land.

Agenda Item 9 - Emergency Committee

Briefing Note

Following the floods in South Harting on 4 January 2024 it became evident that the Emergency Plan, adopted in 2020, needed to be updated to include a Flood Response Plan, in particular initially for the centre of South Harting.

The Emergency Plan was first activated in 2020 for the Covid lockdown but has not been in use since the pandemic restrictions were lifted.

The Plan has never been the responsibility of any particular committee as it could encompass many different areas of the Council's work. It is felt that an Emergency Advisory Committee should be set up solely to review, update and activate emergency arrangements as and when needed.

The Committee should be chaired by a Parish Councillor but may include non councillor members as well. Due to the need to set up a support network speedily, some work has already been undertaken to set up a Flood Response Plan, this group was headed by Vicky Maxwell Davies.

The following recommendations are made:

- i. That the Council agree to set up an Emergency Advisory Committee to oversee the implementation of the Council Emergency Plan and any other Response Plans that may be required within that scope
- ii. To appoint the Chair of the Emergency Advisory Committee
- iii. To agree the membership of the Emergency Advisory Committee

Agenda Item 10 – Annual Parish Meeting

Briefing Note

Parish Councils throughout England are required by law to hold an Annual Parish Meeting. This meeting must take place between 1st March and 1st June (inclusive) and must not commence before 6pm. (*Local govt act 1972 s14 (1)(2)*)

The meeting is a democratic annual point of communication enabling the Parish Council to explain what it has been doing over the last year as well as providing an opportunity for the electors to have their say on anything they consider is important to the people of the Parish.

The Chair of the Parish Council chairs the meeting, or the Vice Chair if they are absent.

Local organisations are usually invited to attend and display details and what they have to offer.

The members are asked to agree a suitable date for the Annual Meeting with arrangements being considered at a later date. Dates of hall availability will be brought to the meeting.

The following recommendation is made:

To agree a date for the Annual Parish Meeting.

Agenda Item 11 - All Parishes Meeting – Chichester District Council – 6 February 2023

Briefing Note

The All Parishes Meeting, organised by CDC will take place via Zoom on Monday 19 February 2024 at 5.00pm. Two members of the Council are invited to attend.

The agenda has not been published yet but is likely to include an item questioning Hyde's sale of housing stock which has been raised by Rogate Parish Council.

The following recommendation is made:

That the Council nominate two councillors/clerk to attend the CDC All parishes meeting on 19 February 2024

Agenda Item 15 – Correspondence

Sent/Rcd	Correspondent	Details
Sent	Landowners with responsibility for ditches/land in the area of land adjacent to the Congregational Church	To request that ditches are cleared/dug alongside the field adjacent to the Congregational Church to help alleviate the flooding along the B2146 leading into the village and the threat of flooding the properties in that area.

Clerk's Reports - Harting Parish Council –18 January 2024

Agenda Item 17

Items raised at previous meetings:

Topic/Date first raised	Item Detail	Action by	Status
April 2023 – Min 285	Bike Racks	AP & Clerk	Approved at meeting on 19 October 2023. Section 115E licence in place. Installation to be carried out a contractor who has New Road and Streetwork accreditation. Hennessy of Elsted are providing a quote, they have indicated they may fit it free of charge. Bike rack has been purchased ready for installation. Contractors have been contacted again.
Dec 2023 – Min 171	<p><u>Flooding</u></p> <p>Operation Watershed Applications</p> <p>Gulley clearance</p> <p>Purchase of sandbags and equipment</p> <p>Flooding signage</p> <p>Householders to keep an eye on drain covers</p>	Clerk, HABAC	<p>Council advised to highlight the areas that are an issue and to submit to WSCC with photos where possible. See agenda 7 for more information.</p> <p>Clerk to speak to Sue Furlough at WSCC for initial advice and direction</p> <p>Not available from WSCC. Empty bags can be purchased and filled locally. The Flood Response Plan (see agenda item 9) will address this.</p> <p>WSCC suggest advice needs to be given from Highways as signage can be an obstruction. Awaiting further response.</p> <p>See agenda item 7 regarding creation of a Drainage Working Group</p>
Dec 2023 – Min 172	Defibrillators	Clerk	Grant applications submitted

Speedwatch November 2020	Speedwatch	Clerk	Speedwatch registration complete. Volunteers to register and carry out initial online training. Group training to be arranged by police when online training complete. Equipment to be purchased Jan 2024. See agenda item 7 for more information.
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 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.
TRO application October 2023 Minute 148	Apply for 40mph speed restriction from Hampshire Border to Hurst Farm	TW/AP	Council agreed to make TRO application on 19 October 2023. Support has been confirmed by West Sussex and Hampshire county councillors and Buriton parish council. Local residents along the route have been contacted and those that have responded to date have been in favour of the application. Application has been submitted.
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		Positive meeting with CHS officers from WSCC and Traffic Working Group took place on 21 November 2023 and further meeting on 10 January 2024. Confirmation South Gardens crossing going ahead and initial plans shared. Confirmation 20mph scheme to be implemented, subject to the necessary approvals, and discussions about the areas to be restricted. Further information will be provided as the planning progresses. North Lane junction changes are not in the approved scheme but WSCC suggested this could be developed as a Phase II application.

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 has 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.
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 Parish Priority Statement	Council feeding into Local Plan Review		Completed and submitted.
D Day Celebrations October 2023- Minute 150	Lighting of Beacon	TW	Olphert family confirmed they are happy to erect and light Beacon. Permission to be sought from National Trust and Natural England – applications submitted.
Parish Council Facebook Page October 2023 Minute 152	Setting up of Council Facebook page to improve communication	TW	Council agreed to set up of Facebook page. Clerk to progress when there is a suitable time to spend some time investigating.

Trish Walker - Clerk