

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 15 February 2024 at 7.30pm

The Press and Public are welcome to attend.

Trish Walker

Clerk to Harting Parish Council

Published 10 February 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 18 January 2024.
- 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. Grant request from Harting Parish News** - (see supporting document for briefing note)
The following recommendation is made:
That the Council considers the grant application from Harting Parish News for the sum of £1000 to help cover the costs of producing the monthly parish magazine
- 8. Internal Audit Fees** - (see supporting document for briefing note)
The following recommendation is made:
That the Council considers the option to agree to a three- year engagement with Mulberry & Co to supply the internal audit service until the end of the 2025/26 financial year audits at a fixed cost of £65 per hour.
- 9. South Gardens grass cutting contract 2024-25-** (see supporting document for briefing note)
The following recommendation is made:
That the Council accept the quote of £175.00 + vat per cut for South Gardens from MH Kennedy & Son Ltd for the year 2024-25.
- 10. Emergency Advisory Committee** - (see supporting document for briefing note)
The following recommendations are made:
 - i. To note the unconfirmed minutes of the Emergency Advisory Committee held on 5 February 2024*
 - ii. To agree the Terms of Reference for the Emergency Advisory Committee*

11. Annual Litter Pick update

The following recommendation is made:

To note that as a result of further information following the January Council meeting the Annual Litter Pick date has been changed to 9 March 2024.

12. Finance

12.1. To approve expenditure for February 2024

Undisclosed	Clerk and RFO Salary	1442.11
Trish Walker	New defibrillator battery - Church	425.39
Mulberry & Co	Councillor and Clerk Training	162.00
Mulberry & Co	Councillor Training	54.00
Trish Walker	Monthly Zoom subscription	15.59

12.2. To agree the two banking signatories to authorise the online payments for February 2024.

12.3. To note that the bank reconciliation for January 2024 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

12.4. To note income for February 2024.

None.

12.5. To note the bank balance as of 31 January 2024 - £101,271.45 (includes earmarked funds £56.2k and budgeted spend to year end £6k)

12.6. To note the budget statement to 31 January 2024 (attached)

13. Planning - To note the minutes (attached) of the Planning Committee held on 18 January 2024.

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

15. Correspondence (see supporting document for details)

16. Clerks report – (attached)

17. Items for future meetings

Restoration of water pump

18. Date of next meeting – Parish Council Meeting 21 March 2024 at the Henry Warren Hall, Nyewood at 7.30pm.

Supporting Documents 15 February 2024

Agenda Item 7 – Grant request from Harting Parish News Briefing Note

A grant application has been received from Harting Parish News, see details copied below.

Harting Parish Council

Grant & Indirect Financial Assistance Application Form

Please read the Parish Council's policy on Award and Administration of Grants and Indirect Financial Assistance before completing this form.

Name of Organisation	HARTING PARISH NEWS
Name, Address and Position of Contact in Organisation	JULIE CRAGG - EDITOR 29 SOUTH ACRE, S. HARTING.
Telephone Number(s) of Contact	01730 826890
Is the Organisation a Registered Charity?	Yes/No
If Yes, please give the Charity Number	
For what purpose(s) is the grant or indirect financial assistance requested?	TO PROVIDE FINANCIAL STABILITY WHERE RISING COSTS HAVE THREATENED IT'S EXISTENCE.
Please provide a separate list if there is more than one purpose	
Amount requested from the Council	£1000
If there is more than one purpose, show the individual costs against purpose on the separate list; show VAT separately	
When will the money be spent?	DURING THE COURSE OF THE YEAR
Who will benefit from the project?	THE COMMUNITY IN AS MUCH AS THE MAGAZINE WILL BE ONCE AGAIN VIABLE.
Please be as specific as possible.	
What other means of funding are available to you for the amount requested from the Council?	HARTING CHURCHES ELSTED PCC ELSTED PARISH COUNCIL.
Have you tried any of these means?	Yes/No
If No, why not?	
If the total cost is more than the donation you are seeking from the Council, what will the total cost be?	N/A.
Do you already have the balance available?	Yes/No
If No, please indicate how you intend to	

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The following recommendation is made:

That the Council considers the grant application from Harting Parish News for the sum of £1000 to help cover the costs of producing the monthly parish magazine

Agenda Item 8 – Internal Audit Fees

Briefing Note

The Council has appointed Mulberry & co to carry out the internal audit since 2021. The audit is carried out in two parts each year with a face to face detailed audit taking place in Sept/Oct covering all aspects and an online year end audit covering the annual governance and accountability return.

The audit hourly fee increased to £65 per hour for 2023/24, up from £60 per hour for 2022/23. The company has now contacted the Council to offer the opportunity to agree to a three-year engagement term which would fix the price until the end of the 2025/26 financial year audits.

Mulberry & co are a very well respected company and are specialists in the area of local government. They are also happy to provide advise on financial matters throughout the year.

The following recommendation is made:

That the Council considers the option to agree to a three- year engagement with Mulberry & Co to supply the internal audit service until the end of the 2025/26 financial year audits at a fixed cost of £65 per hour.

Agenda Item 9 - South Gardens grass cutting contract 2024-25

Briefing Note

MH Kennedy & Son Ltd have cut the grass in South Gardens for some years. They have always provided a reliable and satisfactory service with little direction needed from the Council and always leave the area secure and tidy. They also seem to be very fair and will not cut the grass unless it is really needed.

The quote for the grass cutting for the year 2024 has been received at £175.00 + vat per cut, based on one cut per fortnight depending on weather and growth.

The quote increase of £13.53 per cut represents an 8.38% increase. This is above the current rate of inflation.

The Financial Regulations state that three quotes do not need to be provided for “work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council” (Fin Regs 11.1 (a) iv).

This work is a continuation of a current contract and as the work has been satisfactory it is recommended that the contractor is retained for another year. However, the Council should consider going out to tender for the next season.

The following recommendations are made:

- i. To note the report*
- ii. That the Council accept the quote of £175.00 + vat per cut for South Gardens from MH Kennedy & Son Ltd for the year 2024-25.*

Agenda Item 10 - Emergency Advisory Committee (EAC)

Briefing Note

At its meeting on 18 January 2024 the Council agreed to set up an Emergency Advisory Committee to review, update and activate emergency arrangements as and when needed.

The EAC met for the first time on 5 February 2024, minutes to follow the agenda.

The proposed Terms of Reference Arrangements can be found in Appendix A of the minutes.

The following recommendations are made:

- i. To note the unconfirmed minutes of the Emergency Advisory Committee held on 5 February 2024*
- ii. To agree the Terms of Reference for the Emergency Advisory Committee*

Agenda Item 15 – Correspondence

Sent/Rcd	Correspondent	Details
Rcd	East Harting resident – East Harting coordinator for the Harting CAN wildflower project.	<p>Asking the Parish Councils permission to plant some plug plants on the green area alongside the phone box in East Harting. There was good support for this from East Harting residents.</p> <p><i>Clerk responded to say that although the phone box is owned by the Parish Council, it is not known who owns the land it stands on. Therefore, suggested that permission was not needed from the Parish Council but the supportive views of the East Harting residents would be the most important factor.</i></p>

Clerk's Reports - Harting Parish Council –15 February 2024

Agenda Item 17

Items raised at previous meetings:

Topic/Date first raised	Item Detail	Action by	Status
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>	Clerk, HABAC	<p>Council advised to highlight the areas that are an issue and to submit to WSCC with photos where possible. Drainage Working Group now set up and met to check problem drains. Contact made with Landbuild who are happy to meet onsite to consider issues.</p> <p>See above</p> <p>Not available from WSCC. Empty bags can be purchased and filled locally. The Flood Response Group is addressing this and other items of equipment that are needed.</p> <p>WSCC suggest advice needs to be given from Highways as signage can be an obstruction. Initial response from WSCC to confirm passing to another department for comment.</p>
Dec 2023 – Min 172	Defibrillators	Clerk	Grant applications submitted to British Heart Foundation and the via the Government defibrillator scheme. No response to applications at this stage.

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 and initial Zoom meet for volunteers in Feb 2024.
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. Leaf off survey to take place on 17 February 2024.
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 no further feedback or progress from WSCC yet.
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.

			<p>North Lane junction changes are not in the approved scheme but WSCC suggested this could be developed as a Phase II application.</p> <p>Council agreed to land dedication agreement for the South Gardens crossing, subject to final wording.</p> <p>Application to draw down the £25k funding from SDNPA is being completed by Clerk and WSCC officers.</p>
Sewage Discharge April 2023 – Min 283	Continually high levels of sewage discharge from the treatment works at South Harting	TW/AS/SBR	<p>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.</p> <p>Clerk has chased response</p>
Water Pump restoration	June 2022		<p><u>Village pump restoration project</u></p> <p>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.</p> <p>Local stonemason has been asked if he is able to provide some advice on level of work recommended.</p>
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	<p>Olphert family confirmed they are happy to erect and light Beacon.</p> <p>Permission to be sought from National Trust (NT) and Natural England (NE)– initial applications submitted.</p> <p>More detailed applications have now been requested due to change in procedures. NE form now needs to be signed by NT estates, this has been done and submitted.</p> <p>NT form completed and submitted, in principle agreed to event and will issue licence subject to approval from NE. This may take some weeks.</p>

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.
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.

Trish Walker - Clerk