

## MEETING OF HARTING PARISH COUNCIL

You are hereby summoned to a Meeting of Harting Parish Council to be held  
at the Community Hall, South Harting on  
**Thursday 18 April 2024 at 7.30pm**

The Press and Public are welcome to attend.

*Trish Walker*

Clerk to Harting Parish Council

Published 14 April 2024

### AGENDA

- 1. Apologies for absence**
- 2. Declarations of Interest**
- 3. Minutes** - to approve the Minutes of the Parish Council meeting held on 21 March 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. Theft of oak gates from War Memorial Playing Field** - (see supporting document for briefing note)  
*The following recommendation is made:  
To note the report.*
- 8. Grassed area adjacent to the car park at Harting Community Hall (HCH)** - (see supporting document for briefing note)  
*The following recommendations are made:*
  - i. That the Council consider if the grassed areas alongside the Hall carpark should be protected with wooden posts to prevent further damage from vehicles*
  - ii. If (i) above is agreed that the Council agree to install wooden posts to protect the area up to the sum of £400 + vat*
  - iii. That, if agreed, the cost of the posts should be offset against the Community Infrastructure Levy.*
- 9. Online Safety and Cyber Security Presentation** - (see supporting document for briefing note)  
*The following recommendations are made:*
  - i. That the Council considers the opportunity to host an 'Online Safety and Cyber Security' presentation for local residents provided by Surrey and Sussex Police*
  - ii. That if (i) is agreed to consider if this presentation should be a joint venture with other local parish councils.*
- 10. SDNPA Renewable Energy Survey** - (see supporting document for briefing note)  
*The following recommendations are made:*
  - i. To ratify the decision made by email, due to the tight timescale for responses, to set up a Working Group to consider the Council's response to the Renewable Energy Survey*
  - ii. To agree the membership of the Working Group*
  - iii. To agree the Working Group will draw up a response to the Renewable Energy Survey based on local knowledge and the recently submitted Parish Priority Statement and that this will be agreed by members via email and ratified at the May Council meeting.*
- 11. West Sussex Civility and Respect Survey** - (see supporting document for briefing note)  
*The following recommendation is made:*

*That the Council consider whether it should take part in the West Sussex Association of Local Councils Civility and Respect Pledge Survey.*

## **12. Finance**

### **12.1. To approve expenditure for April 2024**

Undisclosed	Clerk and RFO Salary	1,450.87
Debra Harknett-Godfree	Hall bookkeeping	261.25
Chichester District Council	Litter and dog bins - annual fee	728.83
West Sussex ALC Limited	Annual WSALC & NALC subscriptions	517.79
Trish Walker	Monthly Zoom subscription	15.59
Gallagher	WMPF Insurance premium adjustment	50.28
MJ Visual	Upgrade to hall audio - reserve HCH grant	1,335.60
M H Kennedy & Sons Ltd	Grass cutting	193.76

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

**12.3. To note that the bank reconciliation for March 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 April 2024.**

None.

**12.5. To note the bank balance as of 31 March 2024 - £90,186.65 (includes earmarked funds £49.5k)**

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

**13. Planning** - To note the minutes (attached) of the Planning Committee held on 21 March 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

Annual Governance and Accountability Return

**18. Date of next meeting** – Annual Parish Council Meeting 16 May 2024 at Harting Community Hall at 7.30pm.

## Supporting Documents 21 March 2024

### Agenda Item 7 – Theft of oak gates from War Memorial Playing Field (WMPF)

#### Briefing Note

The oak entrance gates to the WMPF were stolen in the early hours of 31 March 2024. The security bolts were cut through. The theft was reported to the police and a crime number has been allocated.

The Trustees secured the playing fields swiftly by installing a padlocked metal bar gate and the Clerk has been in contact with the insurers to progress the claim. The Trustees will consider the various options for securing the area in the future.

It has been discovered that the gates were not fully insured, the schedule had unfortunately not been updated when the new gates were installed in December 2022. The settlement will be £2184 less the £250 excess. The original purchase price (including a small side gate and posts not included in the claim) was £3611.50.

The insurance schedule has now been updated to include the correct amounts and the insurance levels for the mowers and machinery held on site have also been revised. This has resulted in an increase to the premium of £50.28.

*The following recommendation is made:*

*To note the report.*

### Agenda Item 8 – Grassed area adjacent to the car park at Harting Community Hall (HCH)

#### Briefing Note

The Chair of HCH has raised a concern, echoed by some local residents, about the state of the grass area to the south of the hall car park. Unfortunately, cars regularly drive over this area and park on it during busy times ie. school pick up. The recent wet weather means the ground is wet and the area is becoming quite damaged.

It is suggested that posts are placed alongside the area to stop vehicle access, the same approach was taken a few years back on the western side of the car park to protect the verges there. About six posts would be needed and along with installation the cost will be in the region of £400+vat.

The Parish Council owns this land, and the members are asked to consider if this area should be protected. This project could be offset against the Community Infrastructure Levy held by the Council.

*The following recommendations are made:*

- i. That the Council consider if the grassed areas alongside the Hall carpark should be protected with wooden posts to prevent further damage from vehicles*
- ii. If (i) above is agreed that the Council agree to install wooden posts to protect the area up to the sum of £400 + vat*
- iii. That, if agreed, the cost of the posts should be offset against the Community Infrastructure Levy.*

### Agenda Item 9 - Online Safety and Cyber Security Presentation

The following email, below in blue italics, was received from Daniel Sykes (CISMP) Cyber Crime Protect and Prepare Officer from the Surrey and Sussex Police.

*Dear Harting Parish Council,*

*I am the Cyber Protect Officer for Surrey and Sussex Police. It is my role to proactively make our communities Cyber Resilient to massively reduce their chance of becoming a victim of Online Fraud and Cyber Crime.*

*To achieve this I deliver FREE presentations and community events as a public service. The feedback from these sessions has been overwhelmingly positive with over 83% of the 831 people surveyed stating they were very satisfied and would change their online behaviour as a result of the presentation. Last year I did over 120 events, ranging from University Lectures, Media appearances, Presentations to community groups/small businesses as well as public*

*engagement in high streets. As mentioned this is a **free** public service, cyber security experts are incredibly expensive in the private sector.*

*I would like your help to organize a local presentation about Online Safety and Cyber Security to your local residents and local government staff. I want to reach as many people as possible and I have not yet done an event in your area. The presentation is packed with advice to empower your local community to spot online scams. Topics covered include Online Account Security, Phishing Awareness, Digital Footprints as well as an overview of the current threats and resources available.*

*The input is 1 hour, allowing for a 15 minute Q and A. My presentation is designed to be accessible and not overly technical. It is beginner friendly and also suitable for those not as confident with technology. My preference would be an in person event with 20+ people but I can offer a remote sessions via MS Teams for smaller audiences. All I need is a venue, display (TV or Projector) and a HDMI cable.*

*Please let me know if this would be possible to arrange in your community. The more people the better! 😊 I will be looking to book events for May and onward.*

*Kind Regards,  
Daniel*

Subsequent to this a neighbouring Clerk emailed to suggest that several local councils might consider a joint session, there has been some interest in this approach. However, the presentation is aimed at members of the public as well as councillors and it may be there is sufficient local interest to hold this event solely for the parish residents.

The members are asked to consider the proposals.

*The following recommendations are made:*

- i. That the Council considers the opportunity to host an 'Online Safety and Cyber Security' presentation for local residents provided by Surrey and Sussex Police*
- ii. That if (i) is agreed to consider if this presentation should be a joint venture with other local parish councils.*

## **Agenda Item 10 - SDNPA Renewable Energy Survey**

### **Briefing Note**

The following email, below in blue italics, was received from the SDNPA Planning Policy Team.

*Dear Parish Clerk,*

*Land Use Consultants (LUC) are working together with the South Downs National Park Authority to prepare a Renewable Energy Study which will assess submitted sites for renewable energy and provide policy advice to support community and small-scale energy proposals.*

*You have been identified as a key stakeholder, so we are seeking your valuable local knowledge and feedback on renewable energy developments within the National Park. With this in mind, we are pleased to invite you to access our online Consultation Hub dedicated to the South Downs National Park Renewable Energy Study. The hub allows you access to a short online survey and an interactive map where you can add your feedback or ideas for opportunities. Getting the views of those who know the area best will be central to the success of this Study, and ensuring that it responds fully to local priorities.*

*The link to the Consultation Hub is here: <https://south-downs-renewables-consultation.co.uk/>*

*We really look forward to receiving your feedback and will really appreciate your input. We ask that you complete the survey by **Friday 10<sup>th</sup> May**.*

*For more information or with questions, please get in touch with LUC*

*at: [Olivia.dunham@landuse.co.uk](mailto:Olivia.dunham@landuse.co.uk)*

*Important: This is a focused consultation process targeted toward Key Stakeholders, rather than a full public consultation. If you are aware of anyone who you strongly feel should have been invited but has not received an email, please contact LUC at the e-mail address above.*

*We really look forward to hearing your views!*

Due to the tight timescale for responses the Clerk emailed councillors to suggest a Working Group should be formed to consider the survey and this approach should be ratified at the April Council meeting. Information was gathered as part of the Parish Priority Statement submitted to the SDNPA in December 2023, this will be key to the response for the Renewable Energy Survey along with local knowledge. The consultation is targeted towards key stakeholders rather than the public.

*The following recommendations are made:*

- i. To ratify the decision made by email, due to the tight timescale for responses, to set up a Working Group to consider the Council's response to the Renewable Energy Survey*
- ii. To agree the membership of the Working Group*
- iii. To agree the Working Group will draw up a response to the Renewable Energy Survey based on local knowledge and the recently submitted Parish Priority Statement and that this will be agreed by members via email and ratified at the May Council meeting.*

## **Agenda Item 11 - West Sussex Civility and Respect Survey**

### **Briefing Note**

An email has been received from WSALC (West Sussex Association of Local Councils) asking the Council to take part in a short survey regarding the Civility and Respect Pledge.

“WSALC is keen to obtain up to date information from member councils that will assist NALC in its discussions with Government, in particular demonstrating our Sector is both capable and takes its responsibilities seriously”.

The survey asks the following questions:

- a) Has the Council adopted the Civility and Respect Pledge Y/N  
Does the Council intend to adopt the Pledge in 2024 Y/N  
If No, please give a reason.
- b) Does your Council have a CiLCA qualified Clerk
- c) Does your Council have the Power of General Competence

For information the Council initially considered the Pledge in September 2022 and felt as there were no real concerns in this area there was no immediate need to sign up, there was also a need to adopt a Dignity at Work policy and a Training Policy. It was agreed this might be re-considered at a later date when the policies were in place.

*The following recommendation is made:*

*That the Council consider whether it should take part in the West Sussex Association of Local Councils Civility and Respect Pledge Survey.*

## **Agenda Item 15 – Correspondence**

Sent/Rcd	Correspondent	Details
		<i>No correspondence received that is not reflected in agenda items.</i>

**Clerk's Reports - Harting Parish Council –18 April 2024**

**Agenda Item 16**

Items raised at previous meetings:

<b>Topic/Date first raised</b>	<b>Item Detail</b>	<b>Action by</b>	<b>Status</b>
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>Drain Working Group have been actively clearing gulleys in the central village and North Lane which seems to have made a difference in the heavy rains. WSCC seem to have directed DrainLine appear to clear gulleys in the village. Clerk is trying to find out more information.</p> <p>Sandbags purchased, awaiting filling. Rechargeable work lights have also been purchased and are in use by the Drain Working Group.</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. Clerk is emailing volunteers in batches to undertake initial online training.
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 initially indicated an agreement in principle to allow a new footpath to create a safe route away from the main road, however this may no longer be the case. Further information is awaited.
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 took place on 27 February 2024. Contractors have been asked to review works needed in the Warren and South Gardens and to provide 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. WSCC have contacted Clerk to confirm application underway and have asked for exact spots for the speed limit changes. Clerk has responded to check if the locations suggested by the parish council were not acceptable would the application be rejected or would alternatives be offered by WSCC.
Traffic Working Group	To consider the possibility of applying for a Community Highways Scheme (CHS) to improve safety for pedestrians and		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.

	to reduce the speed of traffic in the village		<p>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. 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 has been completed by Clerk and WSCC officers. Funds will be released to the Parish Council once a commencement date is confirmed.</p> <p>Correspondence received from SDNPA in April regarding the £25k grant indicate they are not happy with the WSCC designs and will not release grant at this stage. WSCC and SDNPA are now in contact to try and resolve the issues.</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		<p>Completed and submitted.</p> <p>No update directly from SDNPA.</p>
D Day Celebrations	Lighting of Beacon	TW	<p>Olphert family confirmed they are happy to erect and light Beacon.</p> <p>Initial detailed applications submitted.</p>

October 2023- Minute 150			Permission has been granted from Natural England (NE) and final additional form for National Trust (NT) been completed and submitted.
Asset Register March 2024- Minute 258	Update of insurance values on the asset register	AP/TW	Insurance values on the Asset Register have been reviewed and compared with insurance schedules. The revised list will be submitted to Gallaghers (insurers) to confirm sufficient covered in the schedules.
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**