

HARTING PARISH COUNCIL

MINUTES

Minutes of the Annual Meeting of Harting Parish Council held at Harting Community Hall
on **Thursday 15 May 2025** at **7.30 p.m.**

Present: Mr Shaxson (Chair), Mr Bonner, Mrs Bramley, Mrs Hewetson, Mrs Martin and Mr Miller.

Mr O’Kelly attended in his capacity as District Councillor.

In attendance; Trish Walker, Parish Clerk.

There was one member of public in attendance.

1. Election of Chair

Mr Shaxson was nominated as Chair by Mr Miller, seconded by Mrs Martin. There were no other nominations. It was resolved that Mr Shaxson was elected Chair for the ensuing year.

2. Election of Vice Chair

Mrs Bramley was nominated as Vice Chair by Mr Bonner, seconded by Mrs Martin. There were no other nominations. It was resolved that Mrs Bramley was elected Vice Chair for the ensuing year.

3. Declaration of acceptance of office

It was noted the declarations of acceptance of office had been signed.

4. Apologies for absence: Mrs Cormack, Mrs Curran, Mr Olphert, Mrs Maxwell Davies, Mr Palmer and Mrs Gravely (County Councillor).

5. Declarations of Interest: None.

6. Minutes from Meeting held on 17 April 2025.

The minutes of the Meeting of the Parish Council held on 17 April 2025 were agreed and signed by the Chair as a true record.

7. Questions from the Public:

A member of public made an urgent request for a bus shelter to be erected in the Street.
The Chair responded to say this would be considered.

8. Matters of Urgent Public Importance: None.

9. Reports from the County and District Councillor

Mr O’Kelly had circulated reports ahead of the meeting. There was some discussion about the food waste collection that was due to start in Spring 2026.

Mr O’Kelly left the meeting.

10. General Power of Competence

It was noted the Council continued to meet the criteria for General Power of Competence as at least two thirds of the councillors had been elected in 2023 and the Clerk, Trish Walker, holds a Certificate in Local Council Administration (CiLCA).

*The following proposal was made and agreed:
that Harting Parish Council still meets the criteria and continues to adopt the General
Power of Competence for the forthcoming year.*

Appointment of Committees, Members and associated issues

Finance Committee

11. Appointment of Members

The following members were elected to the Finance Committee:

Mr Bonner, Mrs Bramley (ex officio), Mr Miller, Mr Palmer and Mr Shaxson (ex officio).

12. Appointment of Chair

Mr Bonner was elected as Chair of the Finance Committee.

13. Appointment of Bank Signatories

It was agreed that the four bank signatories should be Mrs Bramley, Mrs Curran, Mr Miller and Mr Shaxson.

14. Review of the Financial Regulations

The following proposal was made and agreed:

That the review of the Financial Regulations is deferred until the Finance Committee has met and reports back the Council in June 2025

15. Regular payments for 2025/26

The following proposal was made and agreed:

that the Council adopt the following list of regular payments for 2025/26

APPROVED REGULAR PAYMENTS ≤£1500

2025-26

Payment category	Payee	Purpose(s)	No. per year
Staff (Clerk/RFO)	Trish Walker	- Salary	12
		- Office supplies	4
	HMRC	Clerk's PAYE/NI	4
Grants & Donations	Harting Parish Church	Burial ground donation	1
	Harting Congregational Church	Burial ground donation	1
	Petersfield Citizens Advice Bureau	Donation	1
	Eileen Bracey	Hospital car telephone	1
	D. Harknett	HCH bookkeeping	≥4
	Mr A Christie	Allotment rent	1
Office Admin	NALC/WSALC	Membership	1
	Mulberry & Co	Internal auditor	1
	Parish Online	Local Mapping facility	1
	D. Harknett	Council finance advice	1
	Parish Council websites	Website	1
	JnR Computers	Domain Name (bi annual)	1
	Clarity Accounting	Payroll administration	4
	Moore	External auditor	1
	Office of the Information Commissioner	Notification fee (Data Protection Act)	1
	Harting Congregational Church	Hall rental	≥2
	Harting PCC	Hall rental	≥2
	Harting Community Hall	Hall rental	≥10
	Henry Warren Hall	Hall rental	≥2
Parish Admin	Gallagher	HPC insurance	1
Maintenance	MH Kennedy & Son	Grass cutting	≥10
	Chichester District Council	Emptying dog-waste and waste bins	1
	War Memorial Playing Field	Lengthsman duties	≥6
	JRB Enterprises	Dog-waste gloves	≥2
	John Stein	Mole catching	1

16. Review of the insurance schedules

The following proposal was made and agreed:

To confirm the insurance schedules have been reviewed and updated throughout the last financial year as they have become due for renewal.

17. Review of Staff and Council Subscriptions

The following proposal was made and agreed:

that the review is deferred until the Finance Committee has met and reports back to the Council in June 2025.

Planning Committee

18. Appointment of Members

The following members were elected to the Planning Committee: Mr Bonner, Mrs Bramley (ex officio), Mrs Curran, Mrs Hewetson, Mrs Martin, Mrs Maxwell Davies, Mr Miller and Mr Shaxson (ex officio). It was confirmed that Mr Olphert, Mr Palmer and Mrs Cormack are ex-officio members of the Planning Committee.

19. Appointment of Chair

Mrs Bramley was elected as Chair of the Planning Committee.

Personnel Committee

20. Appointment of Members

The following members were elected to the Personnel Committee: Mr Bonner, Mrs Bramley (ex officio), Mrs Martin, Mr Miller, Mr Olphert and Mr Shaxson (ex officio).

21. Appointment of Chair

Mr Miller was elected as the Chair of the Personnel Committee.

22. Appointment of Vice Chair

It was agreed that a Vice Chair would be appointed when the need arose.

Play and Open Spaces Advisory Committee (POSAC)

23. Appointment of Members

The following members were elected to POSAC: Mr Bonner, Mrs Bramley (ex officio), Mrs Cormack, Mrs Martin, Mr Miller, Mr Olphert, and Mr Shaxson (ex officio).

24. Appointment of Chair

Mr Shaxson was elected as the Chair of POSAC

Highways and Byways Advisory Committee (HABAC)

25. Appointment of Members

The following members were elected to HABAC: Mrs Bramley (ex officio), Mrs Curran, Mrs Maxwell Davies, Mr Palmer and Mr Shaxson (ex officio).

26. Appointment of Chair

Mr Palmer was elected as the Chair of HABAC.

Aims and Objectives Advisory Committee (AOAC)

27. Appointment of Members

The following members were elected to AOAC: Mrs Bramley (ex officio), Mrs Cormack, Mrs Hewetson, Mr Miller, Mr Olphert and Mr Shaxson (ex officio).

28. Appointment of Chair

Mr Miller was elected as the Chair of AOAC.

29. Complaints Committee

30. Appointment of Members

The following members were elected to the Complaints Committee: Mr Bonner, Mrs Bramley (ex officio), Mrs Curran, Mr Miller, Mr Palmer and Mr Shaxson (ex officio).

31. Appointment of Chair

Mrs Bramley was elected as the Chair of the Complaints Committee.

Representation on Other bodies

32. Appointment of representatives to the War Memorial Playing Field (WMPF)

Mrs Cormack and Mr Olphert were elected as the Council's representatives for the War Memorial Playing Field.

33. Appointment of representatives to the Harting Community Hall (HCH)

Mr Miller and Mrs Maxwell Davies were elected as the Council's representatives for the Harting Community Hall Committee.

34. Appointment of representatives to the West Sussex Association of Local Councils (WSALC)

Mrs Bramley and Mr Shaxson were elected as the Council's representatives for the West Sussex Association of Local Councils.

35. Review of Committee Terms of Reference

The following proposal was made and agreed:

that the Terms of Reference for each Committee are reviewed by the Chair of that Committee in conjunction with the committee members and details of the review reported to the Council at a later meeting.

36. Review of the Standing Orders of the Council

NALC (National Association of Local Councils) has produced a new set of Standing Orders which were now gender neutral and had updated sections on procurement.

The following proposal was made and agreed:

The revised Standing Orders were adopted.

37. Review of the Code of Conduct of the Council

The following proposal was made and agreed:

That the Code of Conduct was reviewed and no changes were required.

38. Review of Council Policies

The following proposal was made and agreed:

That the Council policies will be reviewed by the Council over the course of the next three scheduled meetings in June, July and September.

39. To agree the Schedule of Council Meetings for 2025/26

The following proposal was made and agreed:

The schedule of meetings for 2025/26 was agreed and noted.

19 June 2025

17 July 2025

August – no meeting

18 September 2025

16 October 2025 – Henry Warren Hall

20 November 2025

18 December 2025

15 January 2026

19 February 2026

19 March 2026 – Henry Warren Hall

16 April 2026

21 May 2026

40. Appointment of Internal Auditor

The following proposal was made and agreed:

To note the Council agreed to appoint Mulberry & Co for a three-year engagement until the end of 2025/26 at the Council meeting in February 2024.

41. Tree survey of South Gardens and the Warren

The Council undertakes a tree survey for the Warren and South Gardens every eighteen months, this ensures the surveys alternate between 'leaf on' and 'leaf off'.

The last 'leaf off' survey was completed on 27 February 2024 and the next 'leaf on' survey will be due in the summer of 2025.

The members agreed that, due to the nature of the survey and the various works that have been undertaken in the Warren over the last few years, it was desirable to maintain continuity with the survey. It was therefore recommended that Mark Welby, arboricultural consultant, should be asked to carry out the survey. The quoted cost was £550 + vat.

The following proposal was made and agreed:

That the Council appoint Mark Welby, arboricultural consultant, to carry out a 'leaf on' survey of South Gardens and the Warren at a cost of £550 + vat.

42. Harting War Memorial Playing Fields (WMPF) Scarifying playing field

At its meeting on 20 February 2025, the Council had agreed to grant of £7000, to be held in reserve, to part fund improvements to the pavilion, grounds scarifying and the creation of a grid system parking area. The first stages of the works are now underway and the scarifying has been completed and the invoice had been forwarded for payment.

The members agreed to gift the scarifying work to the WMPF and the following proposals were made and agreed:

i. To note that the Clerk in conjunction with the Chair and Chair of Finance, and in accordance with section 4.1 of the Financial Regulations, agreed the work to scarify the War Memorial Playing Field ground at a cost of £630 + VAT.

ii. That the Council agree to gift the work to scarify the ground to the War Memorial Playing Field and to offset the cost against the Parish Council grant held in reserve.

43. Review of the Annual Parish Meeting

The Annual Parish Meeting, held on Monday 12 May, had been attended by about 70 people, and it was felt this was a good level of attendance. The feedback had been positive, and the opportunity given to each organisation to speak was felt to be useful and informative.

A question had been raised during the public questions about the need for two rails to be installed on the new crossing at South Gardens to make it compliant with relevant legislation, the clerk will raise this with WSCC.

The following proposal was made and agreed:

To note the report.

45. Finance

46.1. It was agreed that the following payments should be made:

Undisclosed	Clerk & RFO Salary - May	1,352.24
Trish Walker	Community Speedwatch Radar Gun equipment	647.34
Trish Walker	Community Speedwatch hi-vis jackets	66.69
Playsafe Playgrounds Ltd	Play area repairs and cleaning	7,628.40
Elan City UK	Replacement SID batteries	347.81
Gallagher	Insurance premium for Council and HCH	4,309.21
M H Kennedy & Sons Ltd	Grass cutting	441.00
M H Kennedy & Sons Ltd	Scarifying playing fields - Grant	756.00
Mulberry Local Authority Services Ltd	Final Internal Audit 2024-25	156.00
Geosphere Ltd	Parish Online subscription	60.00
A B Mitchell T/A New House Farm	Playing field works - Grant	420.00
Playsafely Ltd	Annual play area inspection fee	216.00

46.2. It was agreed that Mrs Bramley and Mr Miller would authorise the May online payments.

46.3. The income for April 2025 was noted:

CDC	1st instalment precept	£31,000.00
HMRC	Vat refund	£1,551.38

46.4. Bank Reconciliation for May 2025

It was noted that the bank reconciliation had been scrutinised and signed by the Chair of the Finance Committee.

46. Bank balance as of 30 April 2025 - £169,304.97 (earmarked funds £113.8k)

47. Planning Committee

The minutes of the Planning Committee held on 17 April 2025 were noted.

48. Highways and Byways Advisory Committee (HABAC) – The minutes of the HABAC held on 6 May 2025 were noted.

49. Feedback from WMPF and HCH representatives

HCH – the solar panel project was moving forward slowly, there is a need to reinforce some areas of the roof. It is anticipated the installation will take place during the summer.

WMPF – no update.

50. Correspondence

An email had been received from the Novium museum confirming the Civil War era cannon balls, previously loaned and lost, had now been located. Arrangements will be made to collect the cannon balls in due course.

51. Clerk's report

The report was considered, and it was noted the TRO application for Hurst was now moving forward as Hampshire County Council have finally agreed to liaise with WSCC.

52. Items for future meetings

Annual Governance Reports and Accounting Statements

Restoration of water pump

Car Parking

53. Date of next meeting: The next meeting would be held at 7.30pm on Thursday 19 June 2025 at Harting Community Hall.

The meeting closed at 8.32 pm.