

# HARTING PARISH COUNCIL

## MINUTES

Minutes of the Meeting of Harting Parish Council held at Harting Community Hall  
on **Thursday 18 September 2025** at **7.30 p.m.**

**Present:** Mr Shaxson (Chair), Mr Bonner, Mrs Bramley, Mrs Curran and Mr Miller.  
Mr O’Kelly attended in his capacity as District Councillor and Mrs Gravely in her role as County Councillor.

In attendance: Trish Walker, Parish Clerk.

There were 8 members of public in attendance.

**107. Apologies for absence:** Mrs Cormack, Mrs Hewetson, Mrs Martin, Mrs Maxwell Davies, Mr Olphert and Mr Palmer.

**108. Declarations of Interest:** None.

**109. Minutes from Meeting held on 17 July 2025.**

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

**110. Questions from the Public:** There were no public questions, other than the points made while discussing 1 Brookside Cottages – minute 114 below.

**111. Matters of Urgent Public Importance:** None.

**112. Reports from the County and District Councillor**

Mr O’Kelly had circulated a report ahead of the meeting. He confirmed the District Council would be voting on the Local Government reform proposal on 23 September, and this would then be submitted to the Government who will launch a full consultation in November 2025.

Mrs Gravely had circulated a report ahead of the meeting. She confirmed that a meeting of all interested parties had taken place with regard to the fire damaged buildings in Midhurst. It is hoped that a specialist survey will now be carried out which may help to set a way forward.

**113. Completion of 2024/2025 External Audit**

It was noted the external auditors, Moore had concluded the audit on 13 August 2025 and the Notice of Conclusion of Audit was posted to the Council website on 19 August 2025. There were no major issues raised in the audit.

*The following proposal was made and agreed:*

*To note the completion of the 2024/25 External Audit and the Notice of Conclusion of Audit was posted to the Council website on 19 August 2025.*

**114. 1 Brookside Cottage issues**

1, Brookside Cottages was hit by an HGV on 27 June 2024, and the road was closed by WSCC on 6 August 2024 following concerns the roadside wall might collapse. Scaffolding was erected in mid-December 2024 to secure the wall and the road was opened, one way on traffic lights.

Sadly, the householder has not been able to live in the cottage since 6 August 2024, and the surrounding neighbours are also struggling with the current arrangements.

The works to 1 Brookside Cottage are dependent on planning consent being gained and this seems to have stalled.

On 7 September 2025 a number of residents living near the site sent an email to the MP, County and District Councillors and the Chair of the Parish Council (carbon copied to 11 other relevant people). This

letter was considered by members at the Council meeting, along with comments made by residents attending the meeting

It was noted that, although the Parish Council does not have any responsibility for matters of concern, it does have a 'duty of care' to all parishioners.

Mr O'Kelly, CDC, confirmed the CDC Environmental Health officer had visited the site and, although he had not been able to access the drains due to the scaffolding, he confirmed there are no current concerns or action to be taken in that area.

Mrs Gravely, WSCC, confirmed that WSCC Highways officers are looking at the situation regarding speeding and malfunctioning traffic lights and it is hoped some improvements might be possible. She would draw officers attention to the traffic light batteries and missing safety bollards and lights.

After the chair, County and District Councillors had spoken, the chair invited members of the public who were present to ask questions and make comment that could assist the Council in discussing the matter. They posed the following points:-

- Problems with the traffic lights which seem to fail every 10-12 days creating traffic issues
- Time taken for the traffic lights to be repaired, up to 24 hours
- Core Highways have confirmed the issues are due to low battery level
- Bollards are missing around the scaffolding and safety lights are no longer in position
- Traffic is not observing the 20mph limit when approaching the lights or when travelling between the lights, can more signage be provided
- Need for HGV ban
- Legal position regarding Pedestrian access to the houses along the stretch of road bordered by the traffic lights
- Loss of use of layby for property opposite 1 Brookside Cottage and impact on potential deliveries and proposed building works.
- Request to return to the one-way system in place ahead of the scaffolding and road re-opening
- Possibility of Trinity Claims being reported to the Financial Conduct Authority

The request for the one-way system was also discussed and it was noted there were several reasons why this was not possible as Tipper Lane was not a suitable road and the school was located along there. This would ultimately be a matter for WSCC Highways.

Although there is very little the Council and District and County councillors can do, as the matter is very much down to the insurance company Trinity Claims, the following actions were agreed:

- WSCC to be made aware of the issues with the traffic lights and safety bollards and lights
- Council to write to the insurers and the agent to ask if there are any updates
- To consider reporting the insurers to the Financial Conduct Authority if no progress is made

*The following proposals were made and agreed:*

*That the Council will email the insurers and the agent for 1 Brookside Cottage to outline local concerns and request an update.*

## **115. Southern Water leaks**

At its meeting in July 2025 the Council noted that representatives from Southern Water would be attending the Parish Council meeting on 18 September to answer questions regarding the release of raw sewage from the Harting wastewater treatment site, as well as questions about the ongoing water leaks. Unfortunately, following a tour by of the upgraded and improved wastewater site at East Harting by councillors and members of the Eco Rother Action group, the officers believed attendance at a parish council meeting was no longer required, although this had not been communicated to the clerk.

As a result of ongoing water leaks and a serious leak from 27 to 30 August, leaving some households in South Harting without water for 4 days, the need for the representatives to attend a meeting has increased.

It is anticipated Southern Water will attend the next Council meeting on 16 October 2025.

*The following proposal was made and agreed:*

*To note the report*

#### **116. River Rother Communities and Parish Event – 7 October 2025**

The Western Sussex Rivers Trust and South Downs National Park Authority had sent an invitation to a free evening about the River Rother and streams. Members were encouraged to attend the event to find out how communities and parishes could become involved in protecting and enhancing the Rother. The event was due to take place on Tuesday 7 October 2025 at 6pm at the Memorial Hall in Midhurst.

Unfortunately, there were no members able to attend the event.

#### **117. Review of Terms of Reference – Finance, Planning and HABAC**

The Terms of Reference for Finance, Planning and HABAC and the following proposals were made and agreed:

- i. That the Terms of Reference for the Finance Committee had been reviewed by that Committee and no changes were recommended.*
- ii. That the Terms of Reference for the Highways and Byways Advisory Committee had been reviewed by that Committee and no changes were recommended.*
- iii. That the Terms of Reference for the Planning Committee had been reviewed and a recommendation for the following changes had been made:*
  - a. To change the wording of section 5 to read ‘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 Vice-Chairman is appointed by the Committee at its first meeting following the annual Council meeting. The membership will be a maximum of ten.’*
  - b. To remove section 6.*
- iv. That the membership of the Planning Committee will be Mrs Bramley (Chair), Mr Shaxson (Vice Chair), Mr Bonner, Mrs Cormack, Mrs Curran, Mrs Martin, Mrs Maxwell Davies, Mr Miller, Mr Olphert and Mr Palmer.*
- v. That the review of Terms of Reference for committees of the Council will change to a 3 yearly pattern*

#### **118. Eco Rother Action – Fluidion project**

In December 2024 the Council provided a grant of £300 to the Eco Rother Action group as a contribution towards the cost of a Fluidion Alert One. This was an appliance that would be used on the local stretch of the River Rother, and relevant feeder streams, by citizen scientists to measure E.coli and total coliforms. Eco rother Action had contacted the Parish Council with an update and directing interested parties to the website showing the initial findings. This can be accessed via the following link:

<https://ecorotheraction.org/fluidion-alert-one>

*The following proposal was made and agreed*

*To note the report*

### 119. All Parishes Meeting

The All Parishes Meeting, organised by CDC was due to take place at East Pallant House, Chichester on 13 October 2025 at 5pm. Two members of the Council were invited to attend.

*The following proposal was made and agreed:*

*That Mr Bonner and Mr Shaxson would attend the CDC All parishes meeting on 13 October 2025*

### 120. Local Government pay award 2025/26

NALC (National Association of Local Councils) had confirmed that the National Joint Council for Local Government Services had reached an agreement on the rates of pay applicable from 1 April 2025 to 31 March 2026. This increases all pay scales by 3.2% equating to 63 pence per hour for the Harting clerk. It was noted this pay award had been automatically applied to the clerk's pay in September as the payscale is specified within the employment contract.

*The following proposal was made and agreed:*

*To note the report*

### 121. Internet banking

The Internet banking policy was reviewed and agreed.

### 122. Habitual and vexatious complaints

The Habitual and vexatious complaints policy was reviewed and agreed.

### 123. Health and Safety Risk management

The Health and Safety Risk management policy was reviewed and agreed.

### 124. Emergency Plan

The Emergency Plan was reviewed and it was agreed that the words 'war and civil unrest' should be added to section 5.7.

### 125. Finance

#### 125.1. The following payments made in August 2025 meeting were noted.

Harting Community Hall	Part two payment for solar panel project	8,626.02
Undisclosed	Clerk and RFO Salary	1,352.24
Trish Walker	Kaspersky annual subscription	48.99
Moore	External Audit	504.00
David Chaffe	Annual Data Protection Advice fee	180.00
Trish Walker	Information Commissioner - Annual Data Protection Fee Renewal	52.00

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

Undisclosed	Clerk and RFO Salary	1618.50
Society of Local Council Clerks	Annual membership fee	188.00
Mulberry Local Authority Services Ltd	Training courses	18.00
WMPF	Lengthsman	120.00
M H Kennedy & Son Ltd	Grass cutting	220.50

#### 125.3. It was agreed that Mrs Curran and Mr Miller would authorise the September online payments.

**125.4. Income to note for July and August 2025**

HMRC            Vat refund    £ 12911.31

**125.5. Bank Reconciliation for August 2025**

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

**125.6. Bank balance as of 31 August 2025 - £72,161.83 (earmarked funds £33k)**

**125.7. Budget statement to 31 August 2025 -Noted**

**126. Planning Committee**

The minutes of the Planning Committee held on 17 July 2025 and 27 August 2025 were noted.

**127. Highways and Byways Advisory Committee (HABAC)**

The minutes of the HABAC held on 2 September 2025 were noted.

**128. Feedback from WMPF and HCH representatives**

There were no updates from the HCH and WMPF representatives.

**129. Correspondence**

There had been no correspondence other than regular items and those already included in the main agenda.

**130. Clerk's report**

It was noted that the comments received for the Hurst TRO were currently being assessed by the WSCC legal department.

It was agreed the legal aspect and ongoing maintenance of the village footpath should be added to the Clerk's report.

**131. Items for future meetings**

Car park wall

Restoration of water pump

Car parking

Bus shelters in South and East Harting

**132. Date of next meeting:** The next meeting would be held at 7.30pm on Thursday 16 October 2025 at the Henry Warren Hall, Nyewood.

The meeting closed at 8.50 pm.