

MEETING OF HARTING PARISH COUNCIL

You are hereby summoned to a Meeting of Harting Parish Council to be held
by video link on
Thursday 16 July 2020 at 6.30pm

The Press and Public are welcome to attend.

This meeting is being held remotely in accordance with the Coronavirus Act 2020, any members of public wishing to join the meeting should contact the clerk, prior to the meeting at clerk@harting-pc.gov.uk

Trish Walker
Clerk to Harting Parish Council

AGENDA

- 1. Apologies for absence**
- 2. Declarations of Interest**
- 3. Minutes** - to approve the Minutes of the Annual Meeting of the Parish Council held on 14 May 2020.
- 4. Questions from the Public**
- 5. Matters of Urgent Public Importance** – raised with consent of the Chairman.
- 6. Reports from the County and District Councillor**
- 7. Tree Report** (see supporting document for briefing note)
The following recommendations are made:
 - i. To note the report*
 - ii. To agree which contractor to appoint to erect the deer fencing in the Warren*
- 8. Internal audit 2019/20**
The following recommendation is made:
To note the completion of the Internal Audit for 2019/20
- 9. Annual Governance and Accountability (AGAR) statement 2019/20** (see supporting document for briefing note)
The following recommendation is made:
that the Council approves the Annual Governance Statement for 2019/20
- 10. Accounting statements 2019/20**(see supporting document for briefing note)
The following recommendation is made:
that the Council approves the Accounting Statements for 2019/20
- 11. Notice of public rights and publication of unaudited Annual Governance and Accountability statement**
The following recommendation is made:
To note that the period for the public inspection of the accounts for the year ending 31 March 2020 will be from 17 July 2020 to 28 August 2020.
- 12. Review of Terms of Reference for Personnel Committee, Complaints Committee and Finance Committee.**
The following recommendations are made:

- i. To note the Terms of Reference for the Personnel Committee have been reviewed by that Committee and no amendments are proposed
- ii. To note the Terms of Reference for the Complaints Committee have been reviewed by that Committee and no amendments are proposed
- iii. To note the Terms of Reference for the Finance Committee have been reviewed by that Committee and a revision to add the words “at least” to section 6 is proposed

13. Committee membership

The following recommendations are made:

- i. to appoint one further member to the Personnel Committee
- ii. to appoint three further members to the Complaints Committee

14. Review of Council Policies & Procedures

- 14.1. Complaints procedure policy** (attached)
- 14.2. Grants policy** (attached)
- 14.3. Retention of documents policy** (attached)

15. Local Government Association consultation on a new model Code of Conduct (see supporting documents for briefing note)

The following recommendation is made:

That the members agree that the comment “Harting Parish Council has no comment to make on the new model Code of Conduct” should be submitted to the Local Government Association consultation on a new model Code of Conduct

16. Finance

16.1. To approve expenditure for July 2020

Undisclosed	Clerk & RFO Salary - July	866.26
M H Kennedy & Sons	Grass Cutting	169.20
Debra Harknett- Godfree	Year end account guidance	101.25
Debra Harknett- Godfree	Community Hall Bookkeeping	135.00
V Signs UK	Signage for play area	132.00

16.2. To note income for June 2020 - £1460.00 WMPF Insurance claim

16.3. Additional hours worked by clerk (see supporting document for briefing note)

The following recommendation is made:

To agree to authorise payroll to pay the clerk for an additional 45 hours worked during the period March - July 2020 arising as a consequence of the Parish Council Emergency Group work.

16.4. To note that the bank reconciliations for July 2020 have 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

16.5. To note the bank balance as of 30 June 2020 - £64,525.58

16.6. To note the budget statement for June 2020

17. Finance – To note the unconfirmed minutes of the Finance Committee (attached) held on 8 July 2020 and approve the following recommendations:

- i. that the Financial Regulations have been reviewed.
- ii. That the Health & Safety and Risk Management Strategy has been reviewed

- iii. *That the risk assessments for Finance, Homeworking, Reputation and Expertise and Safeguarding Information have been reviewed*
- iv. *To note the Finance Committee has reviewed the Insurance Schedules and recommend they are left at the current levels until a meeting can be arranged to discuss the policies with the insurers.*
- v. *that the subscriptions to NALC and WSALC should be retained at the current level.*

18. Planning - To note the minutes of the Planning Committee held on 18 June 2020

19. Correspondence – None

20. Clerks report – *(attached)*

21. Items for future meetings

Review of policies

AOAC and Finance Terms of Reference regarding Risk Assessments

22. Date of next meeting - Council Meeting 17 September 2020 time and venue to be agreed

Supporting document – Harting Parish Council Meeting 16 July 2020

Agenda Item 8 – Tree report

Briefing Note

Deer Fencing

As reported at the Council meeting on 18 June, it was hoped a special Council meeting could be held before the July meeting to agree the contractor to carry out the deer fencing work in the Warren. Unfortunately, gathering the necessary information has taken longer than anticipated, but is now largely available: the outstanding issue is the cost of the swing gates as outlined below.

Five contractors were approached, but three have been too busy to visit the site, although one did give a rough verbal quote in the region of £20 per metre. The other two have visited and have provided quotes which are summarised in the attached 'Summary of Quotes'.

Initially, kissing gates were thought to be the best way to secure the access routes to the footpaths. However, despite no objection to such gates having previously voiced, WSCC Rights of Way now say kissing gates are unlikely to be agreed as they are not easily accessible by people with pushchairs. It will therefore be necessary to fit self-closing swing gates which will slightly reduce the cost, but the likely reduction will be a minor component of the quotes. The reduction will not affect the relative costs overall, nor the judgement the Council needs make in terms of the relative quality of work of the two contractors and hence value for money.

To secure the grant from the Tree Council, there must be a planting season in the 2020/21 financial year and preferably in November to coincide with National Tree-Planting Week, hence the fence needs to be in place by November if possible. As both contractors are currently booked until at least October, it is essential that the Council chooses which one it prefers at this meeting.

Planting Days

The South Downs National Park Authority's Ranger for the area has recently visited the Warren. She was very positive about the site and noted that the newly planted trees were coping despite the dry weather and the attentions of the deer. She was excited to see that the regeneration is doing well and noted that this natural regeneration could grow rapidly as it already has the necessary soil fungal relationships which the planted saplings have yet to establish.

This obviously confirms the importance of protecting the regeneration from deer predation as soon as possible, and the appropriate guards will be purchased, as agreed at the June meeting.

The Ranger also reiterated the offer to help to arrange and run one or two planting days. These, as well as the Tree Council's planting day(s), can be arranged once a date has been agreed for the installation of the deer fencing,

The following recommendations are made:

i. To note the report

ii. To agree which contractor to appoint to erect the deer fencing in the Warren

**Agenda Item 9, 10 & 11 – Annual Governance and Accountability (AGAR) statement 2019/20,
Accounting Statements 2019/20 and Notice of Public Rights**
Briefing Note

Each year authorities have to complete an Annual Governance and Accountability return prior to External Audit.

This complete return entails (copies of the forms, completed as necessary as shown below):

- a) Annual Internal Audit report – this has been completed without any issues, the signed return can be seen below.
- b) Section 1 – Annual Governance Statement – the systems of internal control are reviewed and agreed by the full Council. This process has to be carried out at the meeting with the questions being read aloud, once agreed the document is signed by the Chairman and the clerk, dated and the minute number added.
- c) Section 2 – Accounting Statements – this is again agreed by the full Council, following the completion of Section 1, and is signed by the Chairman and the RFO. The figures on this statement are generated from the Balance Sheet and Income and Expenditure sheets shown below.
- d) Section 3 – External Auditor Report – this is completed by Moore Stephens following submission of the above forms along with a bank reconciliation and the notice of significant variations.
- e) Notice of Public Rights - Once the AGAR is approved by the Council the notice of public rights can be stated and the unaudited AGAR is published on the Council website for a period of 30 working days, this will be 17 July 2020 to 28 August 2020.

Annual Internal Audit Report 2019/20

HARTING PARISH COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			NO PETTY CASH TRANSACTION
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>		
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>		
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>		
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")			<input checked="" type="checkbox"/>
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>		
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input checked="" type="checkbox"/>		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

24 06 20 25 06 20 01 07 20

Name of person who carried out the internal audit

PETER J WHITE

Signature of person who carried out the internal audit

Peter J. White

Date

01 07 20

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

HARTING PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

	Agreed		Yes means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable, in our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DDMMYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

<http://www.parish-council.com/HartingParishCouncil/> ADDRESS

Section 2 – Accounting Statements 2019/20 for

HARTING PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2019 £	31 March 2020 £	
1. Balances brought forward	50,653	53,047	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	43,100	43,100	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	6,695	5,890	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	9,005	10,423	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	38,396	51,301	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	53,047	40,313	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	62,046	40,915	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	781,886	815,743	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.</i>
		✓	

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

DD/M/YYYY

Date

I confirm that these Accounting Statements were approved by this authority on this date:

DD/M/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor Report and Certificate 2019/20

In respect of

HARTING PARISH COUNCIL

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2019/20

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditing

Harting Parish Council

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2020

Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE

1. Date of announcement 16 July 2020 (a)

2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.

Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2020, these documents will be available on reasonable notice by application to:

(b) Trish Walker- Clerk and RFO
The Old Post Office
South Harting
01730 825201
clerk@harting-pc.gov.uk

commencing on (c) Friday 17 July 2020

and ending on (d) Friday 28 August 2020

3. Local government electors and their representatives also have:

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:

Moore (Ref RD/hd)
Rutland House, Minerva Business Park, Lynch Wood, Peterborough
PE2 6PZ

5. This announcement is made by (e) Trish Walker Clerk and RFO

Harting Parish Council

31 March 2019	Balance sheet as at	31 March 2020
1,776.31	Debtors (VAT and WMPF)	1,754.05
-	Prepayments	-
62,045.51	<u>Bank Balances:</u>	
62,045.51	HSBC current account	40,914.59
<u>63,821.82</u>		<u>40,914.59</u>
<u>10,775.00</u>	Creditors (Audit fees, hall)	<u>5,566.00</u>
10,775.00		5,566.00
<u><u>53,046.82</u></u>	Net Assets	<u><u>37,102.64</u></u>
Represented by:-		
	<u>Ponds reserve</u>	
1,073.11	Opening balance	1,073.11
-	Interest received	-
<u>1,073.11</u>	Less Payments	<u>-</u>
1,073.11	Pond reserve (held in general bank account)	1,073.11
1,820.45	Operation watershed balance	1,820.45
3,209.91	Youth Club (balance spent on slide)	-
46,943.35	<u>General Fund</u>	34,209.08
<u><u>53,046.82</u></u>		<u><u>37,102.64</u></u>

Signed.....date.....
Chairman

Signed.....date.....
R.F.O.

Harting Parish Council

General Fund

Year ending 31st March 2020

<u>Year</u> <u>2018/19</u>		<u>31 March 2020</u> <u>2019/20</u>
	<u>Income:</u>	
43,100.00	Precept	43,100.00
1,510.40	Insurance claims	-
-	Grants	-
-	Donations	1,250.30
-	Sale of timber	4,639.36
-	Sundries	-
-	Interest	-
5,000.00	WMPF Bequest	-
184.83	Section 106	-
<u>49,795.23</u>		<u>48,989.66</u>
	<u>Expenditure:</u>	
8,789.04	Staff salary	10,167.06
216.00	Staff expenses	255.60
5,989.19	Administration	12,262.16
894.35	Subscriptions/memberships/training	401.35
6,559.00	Capital expenditure	24,527.75
-	Section 106	-
5,000.00	WMPF Bequest	-
10,715.32	Maintenance	5,899.58
400.00	S 137 payments	400.00
7,328.67	Grants	7,810.43
1,510.40	Insurance claims	-
<u>47,401.97</u>		<u>61,723.93</u>
2,393.26	Surplus/(Deficit) for the year	- 12,734.27
44,550.09	General Fund B/fwd.1st. April 2018	46,943.35
1,073.11	Ponds	1,073.11
1,820.45	Operation Watershed	1,820.45
3,209.91	Youth Club	-
<u>46,943.35</u>	General fund closing balance	<u>34,209.08</u>

Signed.....date.....

Chairman

Signed.....date.....

R.F.O.

Harting PC cashbook 2019-20 I & E

The following recommendations are made:

- *To note the completion of the Internal Audit for 2019/20*

- *that the Council approves the Annual Governance Statement for 2019/20*
- *that the Council approves the Accounting Statements for 2019/20*
- *To note that the period for the public inspection of the accounts for the year ending 31 March 2020 will be from 17 July 2020 to 28 August 2020.*

Agenda Item 15 -Local Government Association consultation on a new model Code of Conduct

Briefing report

At the June meeting the members were notified of the consultation on a new model Code of Conduct and agreed to review the document and pass any comments to the clerk so a response can be agreed at the July meeting.

The clerk has not had any indication that the proposed model requires any alterations so the it is proposed that the following response is submitted:

Harting Parish Council has no comment to make on the new model Code of Conduct

The following recommendation is made:

That the members agree that the comment "Harting Parish Council has no comment to make on the new model Code of Conduct" should be submitted to the Local Government Association consultation on a new model Code of Conduct

Agenda Item 16.3 Additional hours worked by clerk (see briefing note)

The Parish Council Emergency Group was set up to deal with the coronavirus pandemic and the associated lockdown. During this period the clerk was the central contact point for the parish. This led to considerable additional hours, particularly in the early stages as well as setting up systems to enable the Council meetings and work to continue.

The clerk has indicated that she would like to claim for 45 additional hours over the four months and contribute all other extra hours as a 'volunteer'. The cost to the Parish Council will be £568.80.

The following recommendation is made:

To agree to authorise payroll to pay the clerk for an additional 45 hours worked during the period March - July 2020 arising as a consequence of the Parish Council Emergency Group work.

Summary Deer Fence Quotes

	Contractor A	Contractor B	Notes
Length of fencing	884 metres	945 metres	A: measured by 'hand' B: measured by GPS
Cost per metre	£13.09	£13.086	
Total cost of fencing (excl vat)	£11571.56	£12366.67	Contractor A has indicated a spacing between fence posts of about 7 m, compared with a spacing of 4-5 m for contractor B.
4 x gates	£2669.68	£3237.50	These quotes are for kissing gates with surrounds. However, see the briefing note regarding recent WSCC advice.
Removable panel	£160.50	Included in fencing price	
Total fencing cost (excl vat)	£14401.74	£15604.17	
Clearance and levelling of fencing area	£3330.00	£375.00	
Total quote for fencing and ground preparation	£17731.74	£15979.17	
Conditions		Quotes over £15k: 5% on award of contract; 20% mobilisation; 25% over two stages during work; 25% final payment	

Notes:

- Clearance: It is essential that an area of 2 metres is cleared of brash and levelled along the route of the deer fencing. Both contractors were asked to quote to carry out this work which necessitates the use of a small digger.
- The Chairman has visited sites to view examples of deer fencing erected by the contractors and will provide details at the meeting.
- The estimates in the figures presented to the Tree Council were £12150 for the fencing and £1600 for the gates (total £13750), leaving a shortfall of up to £4000 (a potential shortfall of up to £5k was highlighted at the June 2020 meeting). The precise sum depends on the chosen contractor and the reduction for swing gates. It is likely that this amount can be absorbed by the timber sales.

Clerk's Reports - Harting Parish Council – 16 July 2020

Agenda Item 20

Items raised at previous meetings:

Date first raised	Item Detail	Action by	Status
Furze Meadow/Hyde Homes June 2016 (Minute 86)	Possible purchase of the play area at Furze Meadow, Nyewood	Chairman/ S Br	The site manager has confirmed that 'quite a bit of kit' has been ordered for the Furze Meadow play area. Despite requests for further information and timescales have been made, no response has been forthcoming. The latest email was sent on 10 July 2020.
Tree Works March 2016 (Minute 252)	Tree survey and associated tree works, and development of tree management plan	SB/ Clerk/AS Tree Working Group (TWG)	See agenda item 7 for update
Traffic Working Group (Minute 153)	A working group was created to address the problems of traffic and speeding in the village of South Harting	Traffic working group	Two further positions for SID have been agreed with WSCC on the Elsted road entering the village from the east, and in Nyewood. CIL application for South Gardens crossing submitted January 2020. The applications are due to be considered in April 2020. No further detail has been received at this stage, it is likely the processes have been delayed as a result of the pandemic.
Drop in sessions (Minute 127 – Sept 2019)	To hold monthly Saturday morning drop-in sessions at the White Hart	AOAC	There have been no drop in sessions as a result of the COVID-19 restrictions.
Online Banking	To investigate online banking to enable the	Clerk	Pending the further change of bank signatories

	setup and operation of a deposit account		
West Harting Phone Box refurbishment Minute 248 Feb 2020	Refurbishment of West Harting Phone Box		Contractor has confirmed that the work will be completed as soon as possible once the necessary materials are available. There is difficulty in sourcing the correct glass at the present time due to the COVID-19 restrictions.
New website Minute 22 May 2020	Creation of new Council website	AOAC	Initial designs have been created and discussed by AOAC and the Council has agreed. It is intended this item will come to the September Council Meeting.
PCEG Minute 266 Mar 2020	Set up of Parish Council Emergency Group in reaction to COVID-19 pandemic	TW, SG and SB	The group has been 'mothballed' at this stage. The buddy system and help is still in place if anyone needs aid.
Special Parish Meeting	Meeting to connect with community		The Annual Parish meeting was cancelled due to the COVID-19 restrictions. A date for a special meeting to communicate with the community will be arranged as soon as possible.

Trish Walker - Clerk