

HARTING PARISH COUNCIL

You are summoned to attend a meeting of Harting Council in the Main Hall of
Harting Community Centre at Pease Croft, South Harting on Thursday
15th June 2017 at 7.30pm

The Press and Public are welcome to attend.

- 1. Apologies for absence**
- 2. Declarations of Interest**
- 3. Minutes** – to approve the Minutes of the Parish Council meeting held on 18th May 2017
- 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. Election of parish representative to the South Downs National Park Authority** (*election statements attached*)
It is recommended:
That the Council agree which candidate to vote for in the forthcoming election.
- 8. Complaints Committee and Complaints Procedure** (*Briefing document by Dr Bowman and Terms of Reference and Complaints Procedure attached*)
To propose:
 - *the adoption of Terms of Reference for the Complaints Committee*
 - *the appointment of two additional Committee members*
 - *the adoption of the revised Complaints Procedure*
- 9. South Gardens Noticeboard** (*Briefing document by Clerk attached*)
It is recommended:
That following agreement of the wording for the sign, quotes are requested for the replacement of the noticeboard.
- 10. Plaque and bench at The Old Pump, The Street** (*Briefing document by Clerk attached*)
It is recommended:
 - *The wording on the plaque is monitored by the Clerk for signs of further deterioration.*
 - *That the bench situated behind the Old Pump in The Street is removed for health and safety reasons.*
- 11. Emergency survey of 3 chestnut trees in South Gardens**
To note:
The Clerk following consultation with the Chairman agreed the emergency survey of 3 chestnut trees in South Gardens following advice from Dave Rogers of the Forestry Commission.

- 12. Furze Meadow play equipment** (*Briefing note by Chairman attached*)
Recommendation – That the Parish Council consider this course of action

13. Finance

13.1. To approve expenditure for June 2017.

Trish Walker	Clerk & RFO Salary	undisclosed
Trish Walker	Clerk expenses	69.29
M D Arnell	Installation of Benches	280.08
Debbie Harknett	Community Hall Bookkeeping	194.40
Debbie Harknett	Financial Advisor – Year end accounts	417.83
M H Kennedy & Son Ltd	Grass Mowing	316.80
Molland Projects Ltd	S106 HCH Works – Handrails at back	169.04

13.2. To note income for June - CDC S106 Refund £5057.04

13.3. To note that the bank reconciliation for June 2017 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.

13.4. To note the bank balance as of 31st May 2017 - £65,939.23

13.5. To note the budget statement for May 2017

- 14. Planning** - To note the minutes of Planning Committee held on 18th May 2017
- 15. Correspondence** – Donation from member of public to renovate bench donated by Henry Warren
- 16. Clerks report** – attached
- 17. Items for future meetings** – Review of the Risk Assessment (recommendation from the Finance Committee), Insurance Schedule (recommendation from the Finance Committee), Subscriptions (recommendation from the Finance Committee)
- 18. Date of next meeting** – 20th July 2017

Trish Walker – clerk to the Parish Council

Reports – Harting Parish Council Meeting 15th June 2017

Agenda Item 8 – Complaints Committee and Complaints Procedure

Briefing Note

The Complaints Committee was formed nearly two years ago, but has never had any ToRs. Four Committee members were appointed at the Annual Meeting of the Council in May, but a complement of six would be sensible in case any member were to have to declare a prejudicial interest in a particular complaint. The review of the Complaints Procedure is business left over from the Annual Meeting.

- To propose
- 1. the adoption of Terms of Reference for the Complaints Committee
- 2. the appointment of two additional Committee members
- 3. the adoption of the revised Complaints Procedure

Agenda Item 9 -South Gardens Noticeboard

Briefing Note

The issue of the South Gardens Noticeboard has been raised at several Council meetings by a member of the public, and most recently at the Annual Meeting. The noticeboard leading into South Gardens needs replacing and possibly the wording updated. The current wording is:- 'The Gardens are for the use of Harting residents and their friends. No horses – no vehicles. Clean up dog waste. Private fishing. No Camping.

It is recommended:

That following agreement of the wording for the sign, quotes are requested for the replacement of the noticeboard.

Agenda Item 10 – Plaque and Bench at The Old Pump, The Street

Briefing Note

The state of the wording on the plaque of the Old Pump has been raised as a concern by a member of the public at previous Council meetings, and most recently at the Annual Meeting. The wording is possibly not as clear as it has been in past years, however it is still legible with scrutiny. Renovation would need to be carried out by a professional.

The bench situated behind the pump is in a state of disrepair and should be removed for health and safety purposes.

It is recommended:

- *The wording on the plaque is monitored by the Clerk for signs of further deterioration.*
- *That the bench situated behind the Old Pump in The Street is removed for reasons of health and safety.*

Agenda Item 12 - Furze Meadow play equipment

Briefing note

Hyde Housing were contacted on 12th March, being told that a full repair and maintenance 5 year lease with a 2 year break clause could not be entertained by Harting Parish Council. Hyde were asked to consider a rather longer lease, as only by having one would the parish council be able to spend public money on new equipment, and other organisations give us grant funding. In spite of reminders Hyde hadn't responded; so on Friday 9th June the chairman made the CEO of Hyde aware of the situation. Things moved quickly, and within a few hours the chairman spoke to an officer from Hyde, who subsequently sent the following words:-

As discussed, my view is that a lease arrangement would be overly complicated for this matter and would then lead to a confusing joint responsibility for maintenance, insurance etc. My proposal is for the PC and Hyde to enter into a simple agreement that would see the equipment gifted to Hyde with the PC covering the costs of any repairs. Hyde will add the equipment to our annual inspection programme, saving the PC that outlay. The PC could also retain a limited right to add new apparatus should grant or other funding become available.

As a starting point I have instructed an inspection of the equipment to ascertain current condition. Obviously, should it be found to be defective Hyde will need to make it safe and, dependent upon level of defect, we may need to remove it. We discussed this and both of us had a very good appreciation of occupier's liability issues that could arise in the event of an accident.

Recommendation – That the Parish Council consider this course of action

Harting Parish Council

Agenda Item 15

15 June 2017

Clerk's Report

Items raised at previous meetings:

Date first raised	Item Detail	Action by	Status
Fingerposts May 2015	Repair of fingerposts	Vice-Chairman/ Clerk/Chairman	No further work has been undertaken since the last meeting. No further correspondence has been received from Mr Slegg.

			A timeline of correspondence and work completed is being drawn up with the view to write to Mr Slegg to try and recover equipment.
Furze Meadow/Hyde Homes June 2016 (Minute 86)	Discussion with Hyde Homes regarding the play area at Furze Meadow	Chairman/ S Br	Correspondence had been received from Hyde's legal department in March offering a 5 year lease with a 2 year break clause. Further correspondence is awaited.
POSAC October 2016 (Minute 156)	<p>Pursue a partner to oversee the restoration and future management of the South Gardens ponds</p> <p>To employ a specialist for a day to mentor the tree wardens</p> <p>To consider the footpath to the Scout Hut</p>	<p>HS/POSAC</p> <p>HS/POSAC</p> <p>HS/POSAC</p>	<p>Still in progress</p> <p>Training Day to be arranged</p> <p>The area in question has been cordoned off to encourage users to follow the correct footpath, and to allow the route to improve</p>
Tree Survey March 2016 (Minute 252)	To contact possible specialists to carry out a survey	SB/ Clerk/AS	Maps of the woodland areas are being collated, but there are some queries with the boundary. Quotes have been requested for walk through health and safety surveys.
40 Acre Lane Barrier	Barrier is missing/broken at the end of 40 Acre Lane	Clerk/ N J-H	It seems that the barrier at the end of the footpath may

April Annual Meeting			not be on Council land, possibly Uppark.
Chestnut Trees in South Gardens	Emergency survey required to 3 Chestnut trees in South Gardens following advice from Forestry Commission officer	Clerk	Roger Fitter visited and surveyed trees on 8 th June.

Trish Walker - Clerk