

HARTING PARISH COUNCIL

You are summoned to attend a meeting of Harting Parish Council in the Main Hall of Harting Community Hall at Pease Croft, South Harting on Thursday 18 April 2019 at 7.30pm

The Press and Public are welcome to attend.

AGENDA

- 1. Apologies for absence**
- 2. Declarations of Interest**
- 3. Minutes** – to approve the Minutes of Meeting of the Parish Council held on 18 April 2019.
- 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 Working Group Report** (report to follow)
The following recommendations are made:
 - i. *to note the Tree Working Group (TWG) report*
 - ii. *to agree that the TWG continues until the new Woodland and Tree sub-committee of POSAC is able to take over*
 - iii. *to commission a Woodland Management Plan (WMP) for which the TWG tries to obtain a third quote by the end of April 2019*
 - iv. *to agree that the TWG decides which consultant to employ with the proviso that the cost is less than £1500 + VAT, the grant option only being pursued if the consultant is willing to try to register the Warren with the Rural Land Registry and to apply for the WMP grant on the Council's behalf and if the overall process is fairly quick*
 - v. *to note the deterioration in the condition of the ash trees in the Warren, and delegate responsibility to the TWG to consider all implications of this, including to draw up a scheme to deal with the problem.*
- 8. Internal Control Statement** (attached and see supporting document for briefing note)
The following recommendation is made:
to review and agree the Internal Control Statement
- 9. Asset Register review** (attached and see supporting document for briefing note)
The following recommendation is made:
to review and agree the Asset Register
- 10. Grant to Home-start Chichester and District**
The Finance committee agreed at meeting on 12 March 2019 to make the following recommendation:
that the Council agree a grant of £100 should be made to Homestart Chichester and District.
- 11. Community Governance Review-Harting and Rogate parishes** (see supporting document for briefing note)
the following recommendation is made:
to note the report

12. CiLCA award (see supporting document for briefing note)

The following recommendations are made:

i. To congratulate our Clerk on her achievement

ii. To agree, with effect from 18 April 2019, to the uplift in salary as outlined in her contract of employment

13. To approve expenditure for April 2019

Undisclosed	Clerk & RFO Salary - April	747.74
WSALC Limited	WSALC & NALC Subscription	401.35
Chichester District Council	Litter and Dog Bins emptying	559.10
R J Playground services	New Twizzler - S Gardens	1,086.00
M H Kennedy & Sons	Grass cutting	324.00
Home-start Chichester and District	Grant	100.00

13.1. To note income for April £21,550 1st instalment of precept

13.2. To note that the bank reconciliations for April 2019 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

13.3. To note the bank balance as of 31 March 2019 - £69,042.06

13.4. To note the budget statement for March 2019

14. Planning - To note the unconfirmed minutes of the Planning Committee held on 21 March 2019.

15. Correspondence

16. Clerks report – (attached)

17. Items for future meetings

18. Date of next meeting Council Annual Meeting 16 May 2019 at 7.30pm

19. Confidential item – Land Ownership issue (report to follow)

As the publicity of items 18 & 19 might be prejudicial to the public interest by reason of the confidential nature of the business to be transacted it is likely that the press and public will be excluded during consideration of these agenda items, under the Public Bodies (Admission to Meetings) Act 1960

Supporting document – Harting Parish Council Meeting 18 April 2019

Agenda Item 7 – Tree Working Group

Briefing Note to follow

Agenda Item 8 – Internal Control Statement

Briefing Note

Each year, prior to the submission of the annual accounts, the Council is required to review the Internal Controls, details of which are covered in the "Governance and Accountability for Smaller Authorities" document.

In previous years the Internal Control has been based on a table showing some of the Council's processes and how they might be improved, the table was quite difficult to understand. There is now a pro forma statement (see attached document) that can be used to declare what processes are in place, and although it is a longer document it is clearer to understand.

In a bid to tie in the old and new systems, it is suggested that statement has a table which details the measures in place.

The following recommendation is made:

to review and agree the Internal Control Statement

Agenda Item 9 – Asset Register review

Briefing Note

Each year, prior to the submission of the annual accounts, the Council is required to review the Asset Register (see attached document), details of which are covered in the "Governance and Accountability for Smaller Authorities" document. Some extracts of the document are shown below to explain the way in which the Asset Register is formed, particularly as it is created in a totally different way to businesses.

The basic things to note are:

- all new assets are listed at purchase cost
- the previous year Asset Register is the starting point, and all changes have to be explained
- any items on the historic list with an unknown value are listed at the proxy cost of £1.
- there is no depreciation
- Assets are only removed from the costs when they after disposal.

5.58. Most assets should be first recorded in the asset register at their actual purchase cost. In some cases the purchase cost may not be known at acquisition or first recording and so a proxy cost may be substituted. A proxy cost is a value for the asset which is an estimate of its

value by the authority which is based on external professional advice. Authorities may apply the insurance value of the asset at the time of first recording as a proxy. A proxy cost may be applied at the time of acquisition or first recording of an asset in the asset register only where the cost/value is not known.

5.59. In the special case where an authority receives an asset as a gift at zero cost, for example by transfer from a principal authority under a community asset transfer scheme, the asset should be included in the asset register with a nominal one pound (£1) value as a proxy for the zero cost. The use of the £1 proxy is particularly important in cases where an authority operates an asset registration system that requires a positive value for every asset. Any costs of bringing gifted assets into productive use should be expensed as revenue items.

5.60. Many authorities own assets that do not have a functional purpose or any intrinsic resale value (for example, a village pond or war memorial). These assets are often referred to as 'community assets'. Authorities should record community assets in the assets register in the same way as gifted assets.

5.146 For authorities covered by this Guide, an appropriate and commonly used method of fixed asset valuation for first registration on the asset register is at acquisition cost. This means that in most circumstances once recorded in the asset register, the recorded value of the asset will not change from year to year, unless the asset is materially enhanced. Commercial concepts of depreciation, impairment adjustments, and revaluation are not required or appropriate for this method of asset valuation. For reporting purposes therefore, the original value of fixed assets will usually stay constant throughout their life until disposal.

The following recommendation is made:

to review and agree the Asset Register

Agenda Item 11 – Community Governance Review-Harting and Rogate parishes

Briefing Note

The document shown below confirms the alteration to the parish boundary to include 3 properties formerly in the Rogate parish.

LOCAL GOVERNMENT AND PUBLIC INVOLVEMENT IN HEALTH ACT 2007

The Chichester District Council (Reorganisation of Community Governance) [Harting and Rogate parishes] Order 2018

Made 20th March 2018 2019

Coming into force in accordance with a decision of the Boundary Review Panel)

Chichester District Council ("the Council"), in accordance with section 82 of the Local Government and Public Health Involvement in Health Act 2007 ("the 2007 Act"), has undertaken a community governance review and made recommendations dated 7th September 2018 to move Three (3) properties from the existing parish of Rogate to the parish of Harting

The Council has decided to give effect to those recommendations and, in accordance with section 93 of the 2007 Act, has consulted with the local government electors and other interested persons and has had regard to the need to secure that community governance reflects the identities and interests of the community and is effective and convenient.

The Council, in accordance with section 100 of the 2007 Act, has had regard to guidance issued under that section.

The Council makes the following Order in exercise of the powers conferred by sections 86, 98(3) and 241(10) of the 2007 Act.

Citation and Commencement

1. (1) This Order may be cited as the Chichester District Council (Reorganisation of Community Governance [Harting and Rogate parishes] Order 2018
- (2) Subject to paragraphs (3) and (4) below, this Order comes into force on 1st April 2019
- (3) For the purpose of the holding of the election of parish councillors to the parishes of Rogate and Harting this Order shall come into force on the ordinary day of election of councillors in 2019
- (4) For the purposes of proceedings preliminary or relating to the elections of parish councillors for the parishes of Rogate and Harting to be held on the ordinary day of election of councillors in 2018 this Order shall come into force on the day after that on which it is made.

Interpretation

2. In this Order :-

"district" means the district of Chichester;

"existing" means existing on the date this Order is made;

"map" means the map marked "Map referred to in the Chichester District Council (Reorganisation of Community Governance [Harting and Rogate parishes] Order 2018 and deposited in accordance with section 96(4) of the 2007 Act and any reference to a numbered sheet is a reference to the sheet of the map which bears that number;

"ordinary day of election of councillors" has the meaning given by section 37 of the Representation of the People Act 1983; and

"regulation officer" means an officer appointed for the purpose of, and in accordance with section 8 of the Representation of the People Act 1983.

Effect of Order

3. This Order has effect subject to any agreement under section 99 (agreements about incidental matters) of the Local Government and Public Involvement in Health Act 2007 relevant to any provision of this Order.

Alteration of Parish Areas

4. The area hatched black and labelled "Area to be transferred" on the map shall cease to be part of the existing parish of Rogate parish and transfer to the parish of Harting, which Parish is shown edged red on the map, and the boundaries of each Parish shall be redrawn accordingly.

Electoral Register

5. The registration officer for the district shall make such rearrangement of, or adaptation of, the register of local government electors as may be necessary for the purposes of, and in consequence of, this Order.

Order Date

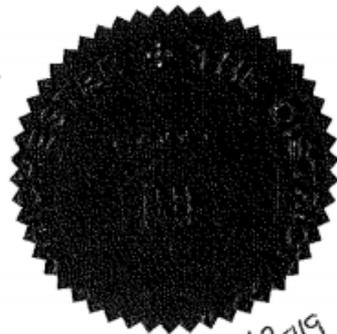
6. 1st April 2019 is the order date for the purposes of the Local Government (Parishes and Parish Councils) (England) Regulations 2008.

Sealed with the seal of the Council on the 20th day of March 2018 2019

In the presence of: 

Title of Signatory: DIVISIONAL MANAGER DEMOCRATIC SERVICES

on the 20th day of MARCH 2018 2019



EXPLANATORY NOTE

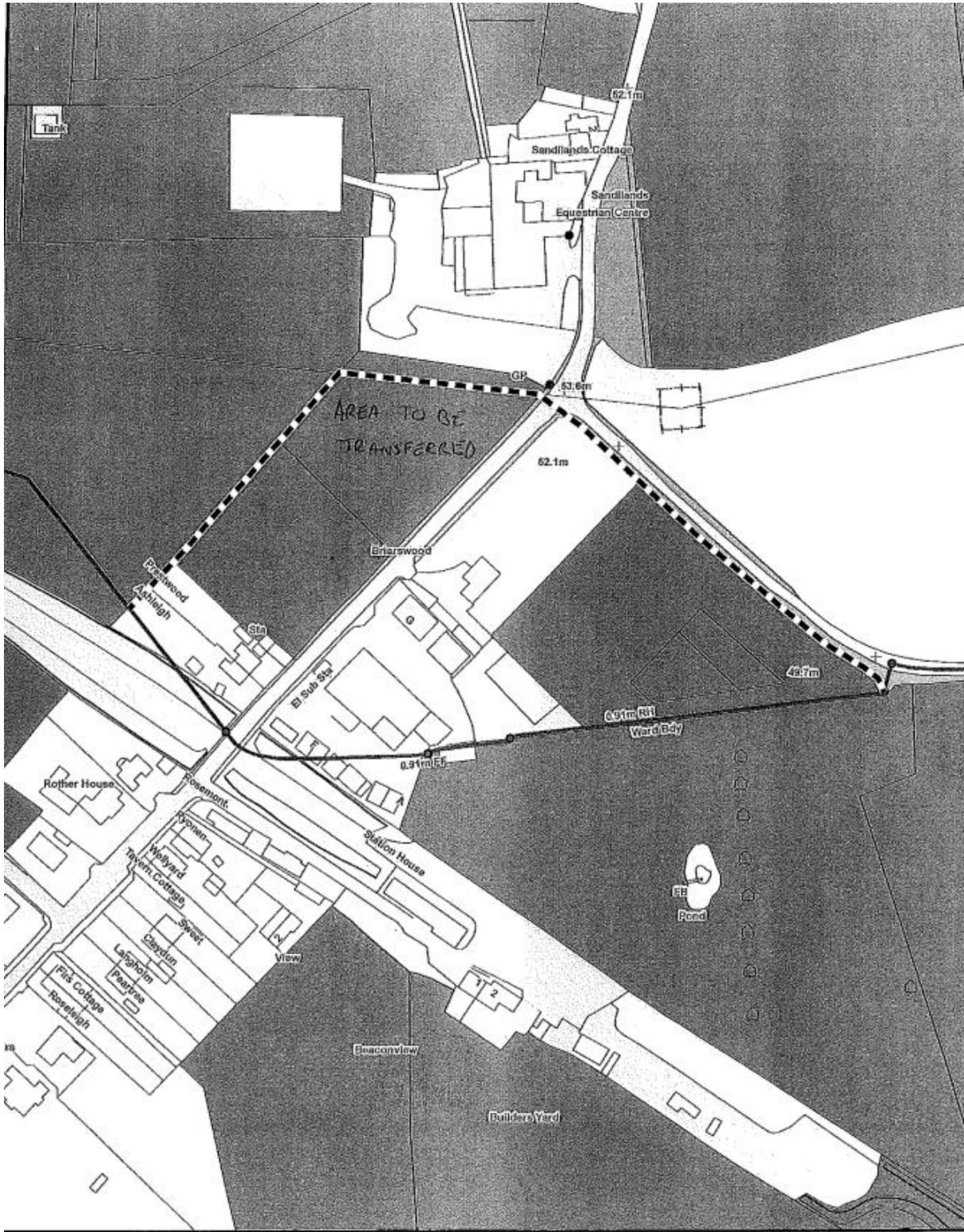
(This note is not part of the Order)

This Order gives effect to recommendation made by Chichester District Council for the alteration of the areas of the parishes [Harting] and [Rogate] within the district of Chichester.

The electoral arrangements apply in respect of parish elections to be held on and after the ordinary day of election of councillors in 2019

Article 5 obliges the Electoral Registration Officer to make any necessary amendments to the electoral register to reflect the new electoral arrangements.

The map defined in article 2 shows the properties to be transferred from the parish of Rogate to the parish of Harting It is available, at all reasonable times, at the offices of Chichester District Council, East Pallant House, 1 East Pallant, Chichester, West Sussex, PO19 1 TY.



Harting/Rogate Parish Boundary Change

Legend

- Proposed boundary
- Current Boundary



the following recommendation is made:

to note the report

Agenda Item 12 – CiLCA award

As my last task as Chairman of the Personnel Committee, it is my pleasure to inform you that our Clerk, Trish Walker, has very recently been awarded the Certificate in Local Council Administration (CiLCA).

She joins a select band of clerks who have chosen to study for 12-15 months to gain this qualification by submitting a pro-folio of work to demonstrate their understanding of the financial, legal and community requirements of the highly diverse and demanding role of being a parish council clerk.

Trish's contract contains a clause that her salary be increased by one point on the national clerk's salary scale on gaining CiLCA. This salary uplift is well deserved for the commitment she has shown in achieving this qualification which will be of great benefit to the Council's operations.

Recommendation

- i. To congratulate our Clerk on her achievement
- ii. To agree, with effect from 18 April 2019, to the uplift in salary as outlined in her contract of employment

Sheridan Bowman