

## EASEBOURNE PARISH COUNCIL

### Minutes of the Meeting held on Wednesday 11<sup>th</sup> November 2015 from 7:30pm to 9:45pm

**Present:** Cllr. T Baker <TB> Cllr. I Heustice (Vice-Chairman) <IH> Cllr. J Galego <JG> Cllr. H. Grantham <HG>

Cllr. A Guyatt <AG> Cllr. J Macdonald-Lawson (Chairwoman) <JML> Cllr. M Noble <MN>

**In attendance:** (Locum Clerk) K. Bain *District Cllr* F Hobbs, 4 members of the public (including C. Moller <CM>

S. S. Lloyd <SL> – co-opted under item 62.

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**58. Apologies for Absence:** None

**59. Code of conduct – Declarations of interests in any matters on agenda or new items:** Noted that under item 68 JML would receive the September Chairman's honorarium of £50 and IH & DP would receive reimbursements for expenses.

**60. To confirm the Minutes of the meetings held on 09.09.15 & 14.10.15.**

**Minutes approved: 09.09.15: Proposed by MN, seconded by JG.**

**14.10.15: Proposed by....., seconded by.....**

**61. Adoption of updated Standing Orders, Financial Regulations & Terms of Reference for Committees:**

Agreed that these would be considered before the end of March 2016.

**62. Co-option of New Councillors:**

It was proposed by JM, seconded by IH and agreed by all Councillors present by that Stephen Lloyd & Carole Moller should be co-opted onto Easebourne parish Council. They signed acceptance of office & code of conduct forms and took seats as Councillors for Easebourne Parish Council.

63. WSCC Highways – Mirror at Dodsley Grove. The Clerk noted that WSCC had confirmed that they would not erect or advise on a mirror. It was agreed that MN would speak with garage owner to discuss whether erecting a mirror on the forecourt, might be a possibility. **ACTION: MN.**

It was agreed that the Highways committee would meet shortly to discuss further.

Village gates: It was agreed that these should be progressed; MN will report at the next meeting. **ACTION: MN**

**64. Report from District Councillor:** No queries raised by council or public.

**65. Report from Highways and Flooding Panel:** There are no particular issues of concern

**66. Report from County Councillor:** no report received

**67. Clerk's report:** No further report

## 68. Finance

### 68a) Payments made:

TO	DETAIL	£	Chq no/type
K Bain	Office allowance & broadband	Broadband (£5 pcm) & office allowance Aug – November 15 @ £15pcm)	352
Grasstex	Cutting July- Sep 15 Inv no: 1620	1855.20	353
Cowdray	Hall hire 09/09/15	32	354
HMRC	Tax Oct 15	116.20	355
PKF Littlejohn	External audit	120	356

### 68b) Payments due

TO	DETAIL	£	Chq no/type
J. MACDONALD LAWSON	Chair's honorarium Mar- Sep (15-16)	50	357
HMRC	Tax Nov 15 & Dec 15	116.20 x 2	358, 359
SLCC	Contribution to Clerk's membership	18	360
D. PACK	Welcome Pack expenses	9.10	361
I.HEUSTICE	Expenses	13.25	364
STETFORDs	Land searches fees for Wheelbarrow Castle	165	366

### 68c) Receipts

FROM	DETAIL	£
CDC	2 <sup>nd</sup> precept instalment 15-16	11286
Barclays	Deposit account interest	1.61

### All payments & receipts were approved: Proposed by TB, seconded by JG

**68 d)** To note the accounts & bank balances to 15/10/15: Confirmed as per the copies of bank statements published with agenda as: Barclays community Current Acc no: 93577473:- £19934.74.  
Barclays savings Acc no: 83645983: -£12904.58

**68 e)** To consider the budget & precept requirement for 2016-2017 (budget attached at 'Annexe A': It was proposed by TB, seconded by JML and agreed by all Councillors present except SL who abstained, that that the precept would be increased to £40,000 to allow the Council to install village gates and some speed signage along with other Parish improvements; suggestions will be discussed by the Highways committee and put to Council.

**69. Reports from the Panels:** a) Burial ground; a work day has been arranged for January. It was noted that if required, the Midhurst tople tester can be borrowed. It was agreed that the scrap in the sheds would be disposed of.

ACTION: DP

b) Wheelbarrow Castle Field: HG will arrange the final details for the lease and inform Council when it is completed.

c) Speedwatch & traffic: MN has had a few offers of help after the article in United magazine, it is going well, but more help is needed. **70.** Broadband – update: No update.

**71.** King Edward VII – Update: No update. **72.** Playground Rota: No issues to report.

**73.** To consider Grounds Maintenance contract: Noted that the new quote from A. S. Davies could include grass pick up at £20 per cut. The contract with Grasstex will be checked and the matter considered before the end of the Council year.

### 74. Correspondence and notices received since the last meeting

FROM	DETAIL	ACTION
SSalc	Issues for meeting with Chief Constable	None raised
Graham Pooley	Developments of The Midhurst Community bus EPC liaison – routes timetables.	C. Moller offered to liaise
3 Parishioners	Offer(s) to help with speed monitoring	Noted
FOI request	Request to know if Easebourne Parish Council stores and processes UK/EU citizen data in the US?	Clerk has replied that no such data is held
Johnathan Russell	Email regarding progress with the Lease of the Playing Field and whether PC has timeframe for surrendering the existing one.	JML has replied
Parishioner	Inquiry regarding Clerk's position	Agreed that this will be considered for early 2016
Hampshire Fire & Rescue Service consultation	Consultation	No Comments
CLC	Community Initiative Fund	No suggestions made
Parishioner	Update on mirror query	As per item 63

**75. Planning:** consider/note planning applications & decisions received since last meeting:

Applications: It was agreed that comments for these applications would be submitted by email to the Clerk.

APP NO	PROPERTY	DETAIL
SDNP/15/04109/HOUS	Budgenor Cottage A286 Hollist Lane to Winters Lane Easebourne Midhurst West Sussex GU29 0AB	Removal of conservatory construction of replacement habitable room.
SDNP/15/05180/HOUS	Ilex House Upperfield Easebourne	Proposed render to elevations
SDNP/15/05037/LDP	The Cottage Easebourne Lane	Installation of small window to first floor box room.
SDNP/15/04947/CND	Land adjacent to Ilex House , Upperfield, Easebourne	Variation of Condition 1 of planning permission SDNP/14/03062/REM - Minor amendments.

**76. Chairman's report: No report**

**77. Parish Matters:** It was agreed that if possible, the Council should move their meetings to the refectory from January; DP will speak with the vicar.

**ACTION: DP.**

**The next Council Meeting will be held on Wednesday 13<sup>th</sup> January @ 7:30pm in the Refectory (TBC)**

**SIGNED:**.....

**Date**.....

ANNEX 'A' EASEBOURNE PARISH COUNCIL BUDGET 2016-2017	BUDGET 2015-2016	ACTUAL AS AT 15/10/15	Est 15/10/15- 31/03/16	EST AT 31/3/15	% 15-16 budget	BUDGET 2016- 2017	NOTES
<b>RECEIPTS</b>							
Bank Interest	4	3.34	1.3	4.64	116.0	6	
Burial Fees	1000				0.0	1000	
Precept (inc. Grant)	22000	22573.34			102.6	40000	
VAT		734.66	900	1634.66		600	
Misc		0		0			
Total Receipts YTD		23311.34		23311.34			
<b>EXPENDITURE</b>							
Clerk costs				0			
Salary	4944	3497.08	3500	6997.08	70.7	9000	
Training	200	0	100	100	0.0	200	
Travel	150	60.75	25	85.75	40.5	100	
Office allowance		150.28		150.28		120	Includes broadband
<b>ADMINISTRATION</b>							
Phone	200	101.52	65	166.52	50.8	150	Includes Broadband costs paid to S. Coulter
Petty Cash & expenses	150	339.43	35	374.43	226.3	150	
Insurance	479	493.37	0	493.37	103.0	600	
Audit (Internal)	300	350	0	350	116.7		
Audit (External)	100	100	0	100	100.0		
Room Hire	225	133.32	90	223.32	59.3	100	If moving to Refectory
Subscriptions	700	576.28	30	606.28	82.3	700	Includes ICO
Councillor Training	200	0	200	200	0.0	250	New Councillors joining
Chairman's Honorarium	100	50	50	100	50.0	100	
<b>OPEN SPACES</b>							
Playground rent & maintenance	4800	384.55	1000	1384.55	8.0	4500	
Recreation ground maintenance	2000	1380	500	1880	69.0	2000	
Recreation Ground project	1500	0		0	0.0	5000	Discretionary
Burial Ground maintenance	1500	997.17	400	1397.17	66.5	1700	15-16 allowing for £1000 income
Wheelbarrow Castle fencing		0		0		5000	Plus NHB grant of £2700
Other maintenance		94	150	244		1000	
<b>OTHER</b>							
Street Lighting	1700	1194.51	0	1194.51	70.3	1700	
Grants (S137 & S142)	1000	450	0	450	45.0	1000	
Laptop purchase			0	0		1000	
Village Gates			0	0		2000	
Contingency	1000		300	300	0.0	1000	
Notice Boards	50	0	0	0	0.0	50	
Website		1306.92	0	1306.92		100	
Bus Shelter	2000	2885.8	0	1993	144.3	0	
Net Total		14544.98		20097.18			
VAT		1541.38		400		2000	
	23298	16086.36	6445	22531.36	69.0		
Less budgeted non- precept income	1004				0		
<b>TOTAL</b>	<b>22294</b>	<b>16086.36</b>			<b>72.2</b>	<b>30520</b>	
Est EOY balance at 31.03.15			<b>23000</b>				
Working on the taxbase figure for Easebourne for last year of 832.7 an £18000 precept increase to give a precept of £40000 would make the average Band D contribution £48.03 per annum.							