

EASEBOURNE PARISH COUNCIL

Minutes of the Annual Meeting of Easebourne Parish Council held on Wednesday 20th May 2015

Present: Mr T Baker, Mr I Heustice, Mr F Hobbs (Chichester District Council), Mr J Galego, Mr D Pack, Mrs H Grantham, Dr A Guyatt, Mr M Noble, Mrs J Philips and the Clerk.

AGM Business

15/16

- 1 **Election of chairman:** Mrs J Macdonald-Lawson was **proposed by Mr I Heustice, seconded by Mrs H Grantham. All in favour.**
- 2 **Appointment of Vice-Chairman:** **Mrs H Grantham proposed Mr I Heustice, seconded by Dr A Guyatt. All in favour.**

In the absence of the Chairman, the Vice-Chairman assumed the Chair for this meeting.

- 3 **To appoint members to serve on the following panels:**
Planning: Mr J Galego, Mrs H Grantham, Mr M Noble and Mr D Pack.
Finance/Grants: Mr T Baker, Mr Heustice, Mrs Grantham and Mrs J Macdonald-Lawson.
Wheelbarrow Castle Field: Mrs Grantham, Mrs Macdonald-Lawson, Mrs J Philips and Mr M Noble.
Burial Ground: Dr Guyatt and Mr D Pack.
Highways and Flooding: Mr T Baker, Mr I Heustice, Mrs J Macdonald-Lawson, Mr M Noble and Mrs J Philips.
Footpaths: Mr J Galego, David Macdonald-Lawson and Mr C Norris.
Volunteering: Mr D pack and Mrs H Grantham.
- 4 **To appoint two Members to West Sussex ALC Limited**
The Council was advised that it was allowed to nominate two Councillors to attend the West Sussex ALC Limited AGM which was being held on 19th November 2015 at Chichester Park Hotel. It was suggested that the Chairman should attend. The Clerk undertook to discuss this with the Chairman on her return from holiday.
- 5 **Dates and times of meetings for the coming year:**
 - 8th July at 7:30pm;
 - 9th September at 7:30pm;
 - 11th November at 7:30pm;
 - 13th January 2016 at 7:30pm;
 - 9th March 2016 at 7:30pm;
 - 13th April 2016 (Annual Village Meeting) at 7:30pm;
 - 11th May 2016 (Annual Council Meeting) at 7:00pm – *assuming no elections*).

Council Business

The first ten minutes were available for the public to express a view or ask questions about any item on the Agenda.

Action

A resident addressed the Council and requested that it looked into providing dog waste bins as dog owners and walkers, while putting the dog mess into bags, were leaving the bags strewn all over footpaths, along Wheelbarrow Castle and on Cowdray Road. The Chairman advised that a few years ago, the Council had investigated providing dog waste bins but the cost was prohibitive. West Sussex County Council (WSSCC) emptied the bins and charge Parish and Town Councils accordingly.

The Clerk undertook to find out how much the charge would be to both provide a dog waste bin and what WSSCC would charge for emptying it.

- 6 **Apologies for Absence:** Mrs J Macdonald-Lawson.

The Clerk

7 **Declarations of Interest:** none

8 **The Minutes of the meeting held on 11th March 2015** were accepted as a true record and signed by the Chairman. **Proposed by Mr Pack, seconded by Mrs H Grantham. All in favour**

9 **Report from County Councillor:** Mr Brown not in attendance. No report.

10 **Report from District Councillor:** Mr F Hobbs stated that he was happy to be elected to CDC. He advised that following the recent district elections, Councillor Tony Dignum was the new Leader of the Council and Chairman of the Conservative Association, with Councillor Eileen Lintill remaining as Deputy Leader and Cabinet Holder for Community Services. The new Chairman of the Council and Chairman of the Conservative Group was Nick Thomas, Councillor for Plaistow. The Vice-Chairman of the Council and the Conservative Group was Elizabeth Hamilton, Councillor for West Wittering. Councillor Hobbs looked forward to working with the Parish Council and stressed that he was pushing to increase road safety and reduce traffic speeds in the village. Mr D Pack referred to the petition drafted by Easebourne Primary School to assist with a possible school safety zone. It was agreed that the Clerk would circulate the link to the petition to all Councillors so that they could sign it. http://epetition.westsussex.public-i.tv/epetition_core/community/petitions/status/5/page/0
Councillor Hobbs suggested he could ask Councillor Brown from WSCC what precedent there was for not providing a school crossing. **Proposed by Dr A Guyatt, seconded by Mrs H Grantham. All in favour**

The Clerk

Councillor
Hobbs

11 **Finance:**

	£
a) The following payments (cheque numbers 308-318) were noted	
308 S Coulter, Clerk's salary for 01.02.15 to 28.02.15	432.25
308 S Coulter, Clerk's expenses for 01.02.15 to 28.02.15	126.07
309 R Page, Fence repairs	84.00
310 Ascot Building Limited, deposit for new bus shelter	854.00
311 Viscount Cowdray, Hire of Cowdray Hall, Easebourne	24.00
312 Setfords, Fee for Playing Field Lease	3.80
313 HomeStart, Chichester, Grant	200.00
314 Viscount Cowdray, Recreation Ground Rent	87.50
315 A Revill, Chairman's Honorarium for 01.10.14 to 31.03.15	50.00
316 S Coulter, Clerk's salary for 01.03.15 to 31.03.15	369.95
316 S Coulter, Clerk's expenses for 01.03.15 to 31.03.15	45.57
317 Viscount Cowdray, Hire of Cowdray Hall, Easebourne	24.00
318 Mrs M A Harfield, United Magazine Subscription	6.50

b) The internal check of accounts for March and April 2015 was **noted**.

c) Receipt of the Precept for in the sum of £11,000.00 was **noted**.

d) The Statement of Accounts for year ended 31.03.15. The Council was advised that

- Monies paid and received during the year had been accurately recorded and reconciled to bank and cash balances;
- VAT had been correctly recorded and re-claimed from HMRC;
- Fixed assets should be shown on the annual return at original cost, or insurance value if original cost not known. Total to record on annual return was therefore same as last year;
- Grant for CAB was made under S142 and not S137;
- The Clerk not prepared draft accounts as in previous years. They had been prepared on the accruals basis;
- Draft accounts omitted a receipt for precept £11,000, which was an oversight and had been rectified as soon as it was highlighted to the Clerk;
- The Clerk withdrew gross salary which should be paid to her net of tax. PAYE has been paid by the Clerk but not recorded in the accounts. Following the audit, it has been agreed that PAYE be recorded in the accounts as a separate payment. **Acceptance proposed by Dr Guyatt seconded by Mrs H Grantham. All in favour.**

The Clerk

e) The payment of an Honorarium to the Chairman in the sum of £100 per annum was **proposed by Dr A Guyatt, seconded by Mr I Heustice. All in favour.**

f) The re-appointment of R S Hall & Co as internal auditor for 2015/16 was **proposed by Mr T Baker, seconded by Mrs H Grantham. All in favour.**

g) The approval of three Councillors as bank signatories for the Council's bank account. The Council was advised that Mr I Heustice was already a signatory. The Chairman needed to be a signatory and therefore, the Council needed to appoint one more Councillor. It was **proposed by Mr I Heustice, seconded by Dr A Guyatt** that Mr H Grantham be appointed as the third signatory on the bank account. Mrs Grantham already carried out an internal inspection of the accounts at every meeting and it was felt that this appointment would make the Council's financial system more robust. **All in favour.**

The Clerk

The Clerk

12 Planning

The Council was advised that 3 planning application consultations had been received since the last meeting, which were still pending consideration by CDC/SDNPA. Since the agenda was sent out, there had been one decision received for Uphams Cottage, Easebourne Street, which was approved. The Parish Council made no objection to this application. **Noted**

13 Reports from the Panels

a) **Playground** – It was **noted** that Mrs H Grantham would hand over the bin key for the playground to Mr D Pack, who would inspect the playground during June and for the rest of May. It was agreed that a monthly rota be drafted so that each Councillor undertook to be responsible for inspecting the playground on a weekly basis. The rota to be circulated with the inspection checklist in time for the next meeting of the Council. **All in favour.**

The Clerk

b) **Burial Ground** – Dr A Guyatt reported that the burial ground looked good but that it was due to have the grass cut again soon. **Noted.**

c) **Footpaths** – Mr J Galego reported that these were all in order. **Noted.**

d) **Grants** – Mr I Heustice reported on the New Homes Bonus. Easebourne Parish Council had been allocated £2,700 from this initiative, which needed to be applied for by the end of July 2015. Suitable projects for consideration included physical structures and capital projects, such as playgrounds, community buildings, village gateways etc. As more houses were built in Easebourne, then more funding would be released. The Council agreed that fencing for the Wheelbarrow Castle Field was the most important project and that village gateways were a close second. An application would be completed and submitted very soon. **All in favour.**

The Council was advised of a thank you letter from HomeStart, Chichester, following their award of a grant for £200.00. No further grants had been applied for.

Mr I
Heustice

14 WSCC Highways

Councillor M Brown was not present at the meeting- no report presented.

15 Wheelbarrow Castle Field

The Council was advised that the DfE application for consent would be submitted by the end of the week. It was not known how long the decision-making process would take as this was dependent upon the number of cases being considered at any particular time. It was hoped that the application would not prove contentious. It was suggested that the Council e-mail Councillor M Brown to voice its disappointment and concern.

Mrs H
Grantham

16 Spring Clean Assessment

The Council was advised that this had gone very well, with over 35 volunteers assisting. The Council extended its thanks to Darren Rolfe and his team for their help. The only downside to the day was the delay in WSCC collecting the rubbish which had been collected and bagged by the volunteers.

17 King Edward VII Update (including new residents' packs)

Mr I Heustice advised that there were 3 different contractors on the site. At the last liaison Group meeting, City and Country had discussed Welcome packs, which have been distributed to new Easebourne residents for some years and contain a free "United" village magazine, a welcome letter jointly from the chairman and the vicar and some other local information and vouchers. The developers offered help in the

supply and production of approximately 400 welcome packs for use at the KEV11 properties. Mr I Heustice will discuss the extent of their input with the companies involved at the site. The Director of City and Country had offered printing services and a financial contribution towards the parish magazine. There could be as many as 400 packs required over time. Mr Heustice welcomed Councillors' views on the matter. Mr D Pack suggested including flyers from the Cowdray Estate and the Polo. Councillor Hobbs suggested that the Parish Council might like to ask the developers for a financial contribution towards Village Gates. **Noted.**

18 Telephone Box

The Clerk reported that the telephone box had been vandalised and she was chasing equipment from BT to replace a pane of glass. These were coming from a contact at BT. It was suggested that the Clerk find out where the contact was based and if necessary, she or one of the Councillors could travel to them to collect the panes. If this was not forthcoming, then she would purchase a pack of glass panes. **All in favour.**

The Clerk

19 Correspondence and notices received

The Council was advised of the Clerks and Councils Direct magazine, a press release from CDC regarding the Novium Museum, Chichester and Sussex News, which was asking for nominations to attend the West Sussex ALC AGM. **Agreed** that Mr J Galego and Mr D Pack be nominated to attend the West Sussex ALC AGM in September 2015. **All in favour.**

The Clerk

The meeting closed at 8:25pm

Next Parish Council meeting will be held on Wednesday, 8th July at 7:30pm.

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