

EASEBOURNE PARISH COUNCIL

Minutes of the meeting held on Wednesday 11<sup>th</sup> May 2016 at 7.00pm in the Refectory, Easebourne

**Present Councillors:**

T. Baker (TB), J Galego (JG), H Grantham (HG), A Guyatt (AG), S Lloyd (SL), J MacDonald-Lawson (Retiring Chairman) (JML), C. Moller (CM), M Noble (MN), D Pack (DP)

**In attendance:**

District Councillor F Hobbs (FH), County Councillor M Brown (MB), Parish Clerk S Hurr (SH) and six members of the public

- 1 Visitors questions:** Three members of the local Women's Institute, requested permission to plant a tree (an Almelanchier, crab apple, cherry or Acer) to commemorate the Queen's 90<sup>th</sup> Birthday on the new playground and provide a plaque. The WI would fund the tree, the planting of the tree and a plaque. The whole parish council agreed to this as a positive idea and would leave the WI to choose the tree to be planted. TB explained he would be able to provide a plaque and further discussions will take place regarding a celebration of the planting.  
**Action:** SH and HG will liaise
- 2 Apologies:** No apologies received. JML explained that she had received a letter of resignation from Vivien Fallows.
- 3 Chairwoman's Report:**

*Since we are holding the Annual Parish Meeting a week after this AGM, it seems sensible to keep today's report brief and to the point, and to leave the bigger 'speech' until next week. Although I won't still be in the Chair next week, I am presuming - and I might be wrong - that the new Chairperson would prefer me to summarise the past year's work of the council at that meeting. So, I am just going to run through a few points.*

*Sadly, and I don't know whether everyone knows this, Viv Fallows has resigned after a very short time on the council. We did have high hopes that Viv's enthusiasm would be of real benefit to the council, and we are consequently 2 councillors short. Having advertised already on the notice boards, we are now able to co-opt, and I suggest we do that carefully. It might be helpful to put a few heads together to come up with a 'spec' of what we need on the council before anyone is approached, or heaven forbid, approaches us!*

*When I became the Chairwoman last year, I was very keen to move the work of the council from chewing over issues again and again in the bi-monthly meeting to having the work done by panels and then reported back and ratified in the whole council meeting. The panels were re-jigged, panel meetings took place and actions were added to the council minutes. The panel which has remained a bit stuck, and not conforming to the requirements of NALC, is Planning. Sharon is concerned that we are not fulfilling our obligations to make our discussions open to the public, so Planning will need to change.*

*Sharon has spent many hours getting to grips with being a Parish Clerk, and Kate Bain has given hours of her time to help her. Kate is going to invoice us for her time, which I think is absolutely right. We were in a very uncomfortable place when I took over last year, and were close to being put into 'Special Measures' by SSALC, so we need to ensure Sharon is able to do her job as easily and efficiently as possible.*

*Please can I ask, as outgoing Chairwoman, for councillors to respond as soon as possible to emails sent by Sharon, so that she doesn't need to chase you. Similarly, if you are going to be away and unable to check your emails, please let Sharon know. We pay for Sharon's time, and she cannot spend that valuable time ringing round councillors individually, except on very specific issues.*

*Sharon and I have also spent time trawling through parish records, and the new Chair will need to house a*

*filing cabinet with the files that Sharon isn't currently using. She doesn't have space to keep them, and we have whittled the paperwork down by a huge amount. A lot of the older material is being archived by Chichester.*

*Whoever takes over inherits a busy role. Had I not been working as much as I am, I would have been very happy to continue as I think the work we do is very important. We are increasingly aware that, if there is a problem that needs to be dealt with in the parish, if we don't make it happen, no one else will. Money and manpower from WSCC are disappearing fast and I think that a well-led parish council with a large team of local volunteers will be vital to our growing community. I also think that the support of a very active vice-chair is essential and it is something I really missed once Ian left.*

*I intend to stay on the council and remain as involved as ever in its work.*

**4 Election of Chairman:**

HG standing - proposed by CM, seconded by TB  
 DP standing - proposed by AG, seconded by JG  
 HG received 4 votes and DP received 2 votes with three abstentions.  
 HG duly elected as Chairman for 2016/17.

HG took the Chair from this point in the meeting

**5 Election of Vice-Chairman:**

MN standing – proposed by HG, seconded by CM  
 DP standing – proposed by JG, seconded by SL  
 MN received 5 votes and DP received 2 votes with two abstentions.  
 MN duly elected as Vice-Chairman for 2016/17.

Both new Chairman and Vice-Chairman signed Declaration of Acceptance of Office.

**6 To appoint Members to serve on the following committees:**

Bold denotes the 'leads' for each committee

Planning	<b>SL</b> , DP, JG, HG
Wheelbarrow Castle Field/Playground	<b>JML</b> , MN, TB, DP, HG
Burial Ground	<b>DP, AG</b>
Footpaths	<b>JG</b> + two non-councillors
Finance/Grants	<b>TB</b> , HG, SL
Highways	<b>MN</b> , TB, CM, JML
Volunteering	<b>CM</b> , HG, DP
Communications	<b>CM</b> , HG, MN
Emergencies, Winter Planning	<b>JG</b>

To Note: Planning Committee decided it will meet monthly if required, dependent upon applications.

**7 Report from County Councillor:** MB explained that Lynchmere's School Crossing Patrol, had experienced issues with drivers not obeying the operation of the crossing. A request had been made to the County Council for the use of a small camera which could be used to record any incidents, vehicles and registration plates, which was agreed to. Sussex Police had initially not given approval, but have now done so, and a six-month trial will commence. If this is successful it could be used in other locations. MB will keep the Parish Council up-dated.

MB also explained that the County Council will be spending Five million to repair and improve footpaths/pavements across the county. If there any footpaths/pavements which require repair, the parish council should contact Highway Officer, Joel Sykes.

DP asked if there was any news with regard to the traffic light settings in Midhurst which cause traffic tailbacks. MB explained that the Midhurst County Councillor is Gordon McAra, and Midhurst Town Council (MTC) may be more concerned about pedestrians. JG thought the settings were at their prescribed maximum timings and although pedestrians press the button to change the lights, that they are set and not really controlled by pedestrians. MB said that there is not much he could do and suggested that the Parish Council could approach MTC to find common agreement and write to Gordon to ask about the parameters for timings. SL said he also thought there was not much that could be done. JML said that the different sets of lights should work together but don't currently do so. TB thought new lights had worsened the situation. FH said that MTC are sympathetic to the broader community.

**Action:** HG/SH to contact MTC

8 **Report from District Councillor:** FH reported that he had been co-opted to 'Waste' and explained the work planned, to educate people regarding recycling. Currently the target rate of 50% for the district is falling 10% to 20% short, some of which is due to the incorrect items being placed in recycling bins and others items which could be recycled, being thrown away as waste. Food waste is a particular issue. The campaign will begin shortly. FH also noted that dog waste can now be put into normal bins. FH said he had now completed one year as a District Councillor.

9 **Declarations of Interest** by Councillors on any of the Agenda items below:  
HG Declaration as an employee of Setfords Solicitors.

10 **Confirmation of Minutes 9.3.16:** Approved, proposed by TB, seconded by DP and signed.

11 **Matters arising from Minutes:** JML explained that Jonathan Russell, had confirmed that if the Parish Council organise removal of the playground equipment, the footings will be dealt with by the Cowdray Estate.

## 12 **Reports from the Panels**

a) **Burial Ground:** DP reported that there had been seven burials and three internments (burial of ashes) in the last year. DP also explained that the saplings had now been planted and the new grass cutting contract was in place and working well. AG felt that grass was too long in places.

AG said that he had a quotation to cut back the Yew Tree from Peter Marchant. SH explained that she had written to Mr Marchant to ask for a new quote which did not include any work to the wall or outhouse, two further quotes had also been requested from two other tree surgeons. DP explained that the coffin carrier, is going to be restored by an undertaker. Further discussion took place regarding other items in the outhouse, which includes roller and a couple of old mowers, which could potentially be sold.

b) **Footpaths:** JG reported that a planned inspection of the footpaths will take place September. JML said that there are fallen trees on the paths to the north of the village and these had been reported to Helen Chalk in public rights of way at County Council.

c) **Grants:** TB explained that there had not been any recent requests for grants. CM said that Midhurst Community Bus had made it known to her that, they would like to receive a grant from the Parish Council.

**Action:** CM to request the Community Bus group send application for a grant to SH

D) **Highways:** MN said that there are three suppliers for a 30mph vehicle activated sign, and they could be fixed to existing posts or lamp columns. MN explained that most cars were triggering the 'Speedwatch' hand-held monitor and that more volunteers were required. MN reported that he and CM had attended a meeting with County Council Highway officer Joel Sykes. Having a 'signalised' crossing was not going to happen on Wheelbarrow Castle and NM had spoken to head teacher, and they needed to think about

what could be done. MN said that he will gather designs for village gateways for the A286, near to the 30mph sign, which will need to be plastic and that Darren Rolfe at County Council will help with installation. They can be placed between golf club and 30 mph signs to ensure they do not block vision. MN said he needed to email the Cowdray Estate and then the County Council who will administer the appropriate notice period. This may happen in the Summer and the cost is likely to be between £2,000 and £3,000. JG said village gates do slow drivers down. CM commented that reducing driving speed effectively is by the use of 'psychological' measures.

- E) **Planning and King Edward VII update:** SL explained that he had been unable to attend the last King Edward VII meeting due to being away, but JML confirmed that it had been cancelled.
- F) **Playground/Wheelbarrow Castle Field:** JML reported that she had three quotes for fencing (two rail) and two gates and the cheapest is from Robert Boddington at £3,630. It was proposed that Robert Boddington is instructed to carry out the work by JML and seconded by HG. JML suggested that this work could be done in about one months' time. TB also suggested a ramp could be put in place, which could be by 're-landscaping' rather than construction which may cost around £500 - £1,000.

G)

**Action:** Wheelbarrow Castle Field committee will consider the construction of a ramp

Playground Rota	
May	JML
June	MN
July	HG
August	CM
September	JG
October	TB
November	SL
December	DP

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**Finance:**

- a) To note the accounts and approval of payments and receipts, proposed by TB, seconded by HG.

377	Robert Boddington, Burial Ground Fencing	£150.00
378	KerryType, Copying	£40.38
379	Setford Solicitors, Final fee	£5.25
380	SSALC, Magazine	£17.00
381	All Groundworks Services	£264.00
382	Cancelled	£0.00
383	R.S.Hall & Co	£300.00
384	S. Hurr	£503.17
385	Richard Follett	£110.00
386	Cowdray Estate	£32.00
387	HMRC	£125.60
388	Vivien Fallows	£72.00
389	HMRC	Amount unknown until notified
390	Chairman Honorarium	£50.00
391	Stamps, stationery, Clerk Home/Office (April)	£70.92

- b) Annual Return and approval of the accounts for year ended 31.03.16 and all Councillors agreed the governance statement and that the Chairman and Clerk should sign the annual return. Annual Return duly approved and signed. Clerk will the display the electors right to inspect form as per the regulations and will also forward the annual return to the external auditor.
- c) Four Members as bank signatories for the Council's bank account approved (at last meeting).
- d) Payment to K Bain, previous Locum Clerk, invoice to be requested.

**Action:** SH to forward Annual Return to External Auditor

**Action:** SH to support the arrangement of two new signatories and JG and TB to complete necessary forms and visit bank for personal details verification

**Action:** SH to obtain invoice from K Bain

14 **Planning:**

To note that planning application consultations which were received since the last meeting, which are still pending consideration by CDC/SDNPA

Number	Address	Detail	Easebourne PC
SDNP/16/01282/HOUS	Rivermead House, Hollist Lane	replacement outbuilding	No Objection
SDNP/16/01428/LDE	The Lodge, Old Henley, Old Henley Road	use of The Lodge as a separate building	No Objection
SDNP/16/01756/HOUS	2 Uphams Cottage, Easebourne Street	construction of new porch	No Objection
SDNP/16/01778/HOUS	Callian Cottage, Dodsley Lane	side and rear single storey extension and new porch to side elevation	No Objection
SDNP/16/01717/FUL	Ilex House, Upperfield	Construction of 1 no. dwelling	To be considered by Planning Committee

15 **Parish Meeting arrangements:** All Councillors agreed as follows:

7.30pm, Wednesday, 13 <sup>th</sup> July 2016	Parish Council Meeting
7.30pm, Wednesday, 14 <sup>th</sup> September 2016	Parish Council Meeting
7.30pm, Wednesday, 9 <sup>th</sup> November 2016	Parish Council Meeting
7.30pm, Wednesday, 11 <sup>th</sup> January 2017	Parish Council Meeting
7.30pm, Wednesday, 8 <sup>th</sup> March 2017	Parish Council Meeting
7.00pm, Wednesday, 26 <sup>th</sup> April 2017	Annual Easebourne Parish Meeting
7.30pm, Wednesday, 10 <sup>th</sup> May 2017	Annual Parish Meeting of Easebourne Parish Council (AGM)

**Action:** SH will inform Rev. Derek Welsman, and request bookings for The Refectory for these dates

16 **Correspondence and invitations received:**

From	Details of Subject	Actions
KerryType	Return of payment from KerryType for £72.00 as already paid	SH to forward a cheque to Vivien Fallows who paid invoice
Setfords Solicitors	Lease, Land Registry, Indemnity Insurance Policy, and receipted Invoice for Land at Wheelbarrow Castle	SH will file
Petworth Town Council	A skatepark for Petworth and surrounding parishes – seeking support	SH to draft letter for HG
CDC	Invitation for parish to request £250 from CDC for a Queen's birthday celebration event	SH to draft request for HG
ROSPA	Notification from ROSPA – inspection of play area will take place in June	Noted
CDC	New Homes Bonus (via CDC)– closing date for applications 29/7/16	SH to forward email information to JML and MN
National Association	Spring 2016 Edition publication	Circulated

of Local Councils		
Came & Company Insurance Brokers	Edition of Council Matters publication	Circulated
Easebourne Residents	Two Easebourne residents would like to volunteer within the parish	JML to contact residents
Saving Our Law Courts Campaign	Request to support the campaign	No action at this time
Midhurst Museum	Request for a grant	Financial Committee to consider
WSCC	Operation Watershed letter	JG to consider
Midhurst Community Bus	Information regarding the services	Noted and as above request for the group to submit a grant application for consideration
Resident applying for planning permission	Further information regarding the application	Planning Committee to consider

17 **Dates for next meetings:**

7.30pm Wednesday 18<sup>th</sup> May 2016  
 Annual Easebourne Parish Meeting (hosted by Easebourne Parish Council)

7.30pm Wednesday 13<sup>th</sup> July 2016  
 Easebourne Parish Council Meeting

Signed..... Date: .....

Holly Grantham  
 Chairman

Meeting Closed at 9.20