

EASEBOURNE PARISH COUNCIL

DRAFT Minutes of the meeting held on Wednesday 13th July 2016 at 7.30pm in the Refectory, Easebourne

Present Councillors:

J Galego (JG), H Grantham (HG), A Guyatt (AG), S Lloyd (SL), C Moller (CM), M Noble (MN), D Pack (DP)

In attendance:

County Councillor M Brown (MB), Parish Clerk S Hurr (SH) and two members of the public.

- 1 **Visitors questions:** Ms Fowler explained that she was a representative from the MADhurst festival group which had submitted a request for grant funding.
- 2 **Apologies for Absence:** Parish Councillor T Baker
- 3 **Minutes of the APM held on 11th May 2016:** Acceptance as a true record was proposed by MN and seconded by SL and agreed by all councillors present.
- 4 **Declarations of Interest:** MN has submitted a planning application for his residence and HG has given advice regarding the licence from Cowdray Estate for the Village Gateways in her professional capacity as a solicitor.
- 5 **Report from District Councillor:** District Councillor F Hobbs was not present.
- 6 **Report from County Councillor:** County Councillor M Brown explained the new design of School Safety Zones (SSZ) as preferred by the South Downs National Park Association (SDNPA) which does not include highly coloured paint. The design is supported by the County Council Highways Department for practical, technical and economic reasons. MN confirmed the SSZ recently installed in Wheelbarrow Castle consists of flashing lights (illuminated at school arrival and departure times), signage, the word 'slow' painted on the carriageway surface and repainted zigzag lines also on the carriageway surface. Should these measures prove to be ineffective at slowing traffic speed in the new Autumn term, MB said he would support a request from the Parish Council for further work.

MN explained that he had received an email from West Sussex County Council (WSCC) stating that a survey had been carried out at the two crossing points and the resulting data did not support the employment of a School Crossing Patrol (SCP) at either point. There is an option for volunteers to undertake the role, or the Parish Council or School to fund a SCP. SL asked if the installation of the proposed pedestrian crossing could be brought forward and MB responded that it was planned for the next financial year. MB also said he would support the employment of SCPs.

DP asked about the cutting the overgrown grass on the junction with the A286 and Wheelbarrow Castle and MN confirmed it was on the cutting rota which could be viewed on-line and that it had been recently cut.

- 7 **Committee Reports:** All reports had been circulated prior to the meeting.
 - a) **Finance Committee:** SL listed the five grant applications received and explained that the committee had taken the decision spend half of the £1,000 allocated within the budget on this occasion with a further spend in November. SL proposed that The Midhurst Community Bus and MADhurst Festival should each receive £250, which was seconded by CM and agreed by all councillors present.

Action: SH to write to each of the organisations informing them of the outcome of their applications and organise payments.
 - b) **Burial Ground Committee:** DP explained that wheelbarrow in the Burial Ground which was no longer required had been sold for £30 and suggested that this amount is donated to Easebourne CE Primary School. This was proposed by JG, seconded by MN and agreed by all councillors present.

Action: SH to organise cheque for £30 for Easebourne CE Primary School.

DP explained that Peter Merchant had submitted the most competitive quotation (£180) of the three tree surgeons for removing the branches on the Yew Tree damaging the wall. JG proposed that Peter Merchant is awarded the contract, seconded by HG and agreed by all councillors present.

Action: SH to request Peter Merchant to undertake the work and inform those submitting unsuccessful quotations.

- c) **Communications Committee:** MN explained that committee had been considering how to recruit further co-opted parish councillors and had decided to have 500 flyers printed to post through doors in areas which are not currently represented, particularly Hurst Park, Easebourne Street and Henley. The cost is estimated to be £50. This was proposed by MN, seconded by SL and agreed by all councillors present.

Actions: MN and CM to organise leaflet design, printing and posting.

NM also suggested that each month, one councillor writes a short piece for the United Magazine about what they enjoy regarding being a parish councillor and that JG produce the first article. This was proposed by MN, seconded by HG and agreed by all councillors present.

Actions: MN to organise with magazine, HG to produce a pro-former and JG to write article.

- d) **Winter Planning Committee:** JG presented the Winter Plan prepared in conjunction with WSCC and proposed that it should be adopted, seconded by HG and agreed by all councillors present.
- e) **Footpath Committee:** JG explained that anyone can report an issue and next inspection is due in October which will be carried out by two volunteers and JG. HG suggested that the parish council should offer further volunteer support.

Action: JG to discuss further potential volunteer support with Helen Chalk in the Public Rights of Way team at WSCC.

MN explained that with regard to the maintenance of High Path, there was an issue with responsibility, particularly as it does not have an allocated number but the new Highways Officer at WSCC Mike Dare has agreed to adding it to the 'Twitten List' and the overgrowth of vegetation will be cut back in July.

JG also explained that the Defibrillator has recently had replacement packs and that the new volunteer 'First Responder' will inspect it on a monthly basis from now on.

- f) **Highways Committee:** MN gave information regarding the installation of Village Gateways and the licence produced by Cowdray Estate (which has been reviewed by HG in her professional capacity as a solicitor). This was proposed for adoption by MN, seconded by JG, agreed by all councillors present and signed.

Action: MN will progress installation of Village Gateways.

MN explained plans to progress discussions with SDNPA and WSCC regarding SSZ, Vehicle Activated Signs VAS.

Action: MN will organise discussions with SDNPA and WSCC.

MN explained that the parish council is permitted to apply for a 'New Homes Bonus', from Chichester District Council following new housing development to finance items required by the community. MN proposed that fund (likely to be approximately £4,800) is used for the Village Gateways, to collect traffic speed data and for extra fencing on the Wheelbarrow Castle field, this was seconded by HG and agreed by all councillors present.

Action: MN will submit the application for the New Homes Bonus.

MN proposed that Shane Edser who is a Speedwatch volunteer is co-opted to the Highways Committee as a non-councillor, this was seconded by DP and agreed by all councillors present.

SL suggested that consideration be given at a future date to installing new village signs.

- g) **Planning Committee:** SL explained that the committee had met twice and six planning applications had been considered and comments submitted/to be submitted as follows:

Number	Address	Detail	Easebourne PC Consultee Comments
SDNP/16/02227/FUL	Moor Farm, Cowdray Park	Erection of agricultural building	No objection
SDNP/16/02407/HOUS	Cranbourne, Pine Walk	Various garden building and structures	Condition – not to be used for accommodation
SDNP/16/02469/HOUS	14 Hurst Park	Single storey extension, lean-to porch, tiled roof to conservatory, extend cloakroom, tile hanging	No objection
SDNP/16/02782/LDE	Verdley Hill House	Front extension	No objection
SDNP/16/02868/HOUS	Long Meadows, Hollist Lane	Replacement of two sets of French doors	Declaration of interest from whole committee, as application had been submitted by a parish councillor for their private residence and therefore no comments were to be submitted.
SDNP/16/03027/LIS	Challens Yard, Easebourne Street	Ground floor extension, minor internal remodelling first/second floor	Objection on the grounds that the proposed extension and remodelling does not appear to be in keeping with the building and its Grade II status or surrounding buildings.

SL also explained that the next King Edward VII meeting will be held in September.

- h) **Field Committee:** HG proposed that Andrew Thomas was co-opted to the Field Committee as a non-councillor, this was seconded by AG and agreed by all councillors present.

HG explained that an application could be made for the field to become a village green, which could be progressed immediately, the cost for this is currently unknown. HG proposed investigating and progressing this matter, this was seconded by MN and agreed by all councillors present.

Action: HG to investigate and progress an application for the field to become a village green.

HG explained that a competition will be held for Easebourne CE Primary School pupils to submit their ideas regarding the new playground. HG proposed that £30 is spent to purchase three £10 book tokens for the 'winners' of the competition, this was seconded by AG and agreed by all councillors present.

Action: HG and SH to liaise regarding the purchase of the book tokens.

- i) **Volunteer Committee:** DP explained that a resident had been volunteering to maintain one of the village bus shelters and proposed that a letter of thanks should be sent to the volunteer from the parish council, this was seconded by HG and agreed by all councillors present.

Action: DP to pass to details to SH who will send a thank you letter.

- j) **Terms of Reference** for Committees. Circulated prior to the meeting.

HG explained that she had reviewed the Terms of Reference for the Committees and prepared Terms of Reference for committees which did not previously have this guidance. HG proposed that the new Terms of Reference for each Committee were **adopted**, this was seconded by MN and agreed by all councillors present.

- 9) **Chairman's Report:** HG expressed thanks to everyone for their assistance at the fete and tree planting which had helped to raise the profile of the Parish Council. MN explained that the new trees need to be watered weekly and that the school tap could be used to obtain water. MN proposed purchasing two watering cans to be kept at the school for this activity, this was seconded by CM and agreed by all councillors present.

Action: MN to purchase two watering cans and submit receipt for reimbursement.

MN also suggested that a watering rota was established.

Action: Watering rota:

Councillor	Month
MN	July
JG	August
DP	September

HG confirmed that Judith MacDonald-Lawson had resigned from the parish council. HG also explained that consideration is given to producing a quarterly on-line parish council newsletter.

Action: Communications Committee to consider this at a future date to be determined.

10) **Finance:**

a) To note the accounts and approval of payments and receipts, proposed by CM, seconded by SL and agreed by all councillors present.

383	R S Hall Internal Audit	£300.00
384	Clerk Salary for April 2016 (Nett)	£503.17
385	Richard Follett invoice for website (invoice: 1009)	£110.00
386	Cowdray Estate for hire of hall (invoice: Hall 201115)	£32.00
387	HMRC tax and NI for Clerk April 2016 salary	£125.60
388	Vivien Fallows reimbursement for KerryType	£72.00
389	HMRC tax and NI for Clerk May 2016 salary	£125.80
390	Honorarium for Chairman Judith MacDonald-Lawson	£50.00
391	S Hurr reimbursement for use of home as office, stamps, stationery	£70.92
392	Easebourne PCC hire of the Refectory	£30.00
393	S Hurr reimbursement for Annual Meeting refreshments and registered post for External Audit	£19.49
394	Kate Bain (handover and training for new clerk)	£200.00
395	All Groundwork Services for grass cutting contract (invoice 411)	£528.00
396	Jumping Jacks Bouncy Castle Hire	£65.00
397	Rotherhill Nurseries & Garden Centre	£250.00
398	SSALC Training (New Clerk and New Councillor)	£222.00
399	HMRC tax and NI for Clerk June 2016 salary	£125.80
400	Easebourne PCC (hire of The Refectory on 9 th June and 13 th July)	£40.00
401	Clerk Salary for May 2016 (Nett)	£502.97
402	Use of Clerk's home as Office during May and £20 parish mobile phone top-up	£40.00
403	Rotherhill Nurseries & Garden Centre	£300.00
404	Pro-tec Security Management (playing field) (invoice PSM 5249)	£60.00

b) To note payments pending

Key Cutting (owed to D. Pack)	£6.00
Clerk Travel Expenses to Lewes for SDNPA Training Session (82 miles @ 45 per mile)	£36.90
Clerk Salary for June 2016 (Nett)	£502.97
Use of Clerk's home as Office during June	£20.00
Reimbursement to Clerk for stationery and stamps	£22.05
All Groundwork Services for grass cutting contract (invoice 420)	£528.00
WSCC Street Lighting (invoice 8001163883)	£1,270.48
West Sussex ALC Limited 2016-17 subscriptions (invoice 470)	£534.19

c) Amended Financial Regulations were proposed for **adoption** by AG, seconded by CM and agreed by all councillors present.

11) **Pension for Clerk:** HG proposed that in line with legislation, the parish council must offer a pension

provision to its employees (currently the Clerk) which would require a resolution to be passed:

That the Council agrees to join the Local Government Pension Scheme, as administered by West Sussex County Council, and all employed members of staff are given opportunity to join.

As an employer listed in Part 2 of Schedule 2 of the Local Government Pension Scheme Regulations 2013, Easebourne Parish Council has the power to designate who within the organisation can join the pension scheme. It was **resolved** that all members of staff holding an employment contract with Easebourne Parish Council are eligible to join the LGPS. Membership is not extended to any other individuals.

The parish council also **resolved** to adopt the Auto Enrolment Staging Date of 1st August 2016.

Both **resolutions** were proposed by HG, seconded by JG and agreed by all councillors present.

- 12) **Use of field:** DP explained that he had been approached by a youth football team who wished to use the field. Portable goals would be used which would need to be kept near to the field and the pitch would have to be marked out. Teams would play on approximately ten occasions and could be charged around £20 per session.

Action: Field Committee to consider proposal.

13) **Correspondence and invitations received:**

From	Details	Actions
WSSC	'Raise It' campaign letter and poster	Displayed on notice board and noted
CDC	Response from Tony Dignum, Leader of CDC regarding EPC letter supporting Petworth Skatepark	Noted
HAGS	Promotional information from HAGS play equipment	Noted
MADhurst	Letter from MADhurst festival requesting a grant	Finance Committee to consider
CDC	Letter from CDC confirming EPC vacancy can now be filled by co-option	Noted
Poulson	Promotional information from regarding ground care and maintenance services	Noted
National Association of Local Councils	Summer 2016 Edition publication	Circulated
Samaritans	Letter from Samaritans requesting a grant	Finance Committee to consider
WSSC/Job Centre	Poster for Career Event	Displayed on notice board and noted
CDC	Letter from CDC confirming EPC vacancy can now be filled by co-option (not a duplicate of above)	Noted

14) **Date of Next Meeting:**

Easebourne Parish Council Meeting
7.30pm Wednesday 14th September 2016

Signed..... Date:

Holly Grantham
Chairman

Meeting Closed at 9.21