

**EASEBOURNE PARISH COUNCIL**

**DRAFT Minutes of the meeting held on Wednesday 14<sup>th</sup> September 2016 at 7.30pm in the Refectory, Easebourne**

**Present Councillors:**

T Baker (TB), J Galego (JG), H Grantham (HG), A Guyatt (AG), S Lloyd (SL), C Moller (CM), D Pack (DP)

**In attendance:**

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

- 1) **Visitors questions:** Mrs MacKay said that she was concerned that the Burial Ground was not being maintained to an acceptable standard and asked how grass cutting was organised. SH, explained that the grass is cut 20 times per year and the contractor aims to work with the weather, cutting the grass when it has grown more rapidly. HG, acknowledged that some cuts had been missed due the Parish Council's temporary inability to pay its grass contractor due to issues with the bank account and that the Parish Council will continue to work with the contractor to ensure the Burial Ground is maintained to an appropriate level. HG thanked Mrs MacKay for bringing her concerns to the Parish Council's attention.
- 2) **Apologies for Absence:** Parish Councillor M Noble.
- 3) **Minutes of the Parish Council meeting held on 13<sup>th</sup> July 11<sup>th</sup> 2016:** Acceptance as a true record was proposed by JG, seconded by DP and agreed by all councillors present.
- 4) **Declarations of Interest:** DP has undertaken work for the owners of a property who have submitted a planning application.
- 5) **Report from County Councillor:** County Councillor M Brown reported that a new Highway Officer had been appointed for the area, he is Chris Dye and will take up this post on 1<sup>st</sup> November 2016. Mr Dye will be the point of contact for all highway related matters.

MB further explained that the Automobile Association has donated a large number of grit/salt bins which will be available free of charge to parish councils.

**Action:** MB will forward details to the Clerk, who will pass the details to JG for his consideration.

HG asked MB who she should contact at County Hall with regard to gaining permission for a change of use for the Wheelbarrow Castle field (as the Parish Council lease the field from WSCC), MB responded that he would aim to identify the appropriate officer.

**Action:** MB will seek to identify the correct officer at County Hall who can assist with obtaining permission for change of use.

SH asked MB if consideration could be given when WSCC request the Parish Council to print and display posters on their behalf, that they are either designed to be printed to a reasonable quality with economy of ink on a desk top printer or that County Council print the posters and send them by post. MB said he would report this at County Hall.

**Action:** MB report this information as appropriate at County Hall.

- 6) **Report from District Councillor:** District Councillor F Hobbs, reported that as part of the currently running 'Recycling Week' he will be in Budgens, Midhurst on Friday 16<sup>th</sup> between 10.00am and 12.00 noon handing out information about recycling.

FH also brought to the attention of the Parish Council the South Pond public meeting, which will take place at 5.30pm until 7.00pm on Wednesday 28<sup>th</sup> September in the Willow Room at The Grange.

FH explained that a new mobile Post Office which is fully accessible is now in operation within the Chichester District.

FH also told the Parish Council about the opportunity to vote for local projects to be funded by Tesco's when shopping in the Midhurst store.

FH also mentioned changes to Fight Paths, to which HG explained she had included in her Chairman's report.

- 7) **Report from Chairman:** HG explained we have received an invitation to submit comments as part of the consultation regarding changes to flight paths. AG will prepare a response on behalf of the Parish Council.

**Action:** AG will prepare a response to the consultation.

HG explained that a newsletter had been sent from the Football Club to the residents of Dodsley Grove, with regard to their plans. HG also said she had also spoken to the officer at CDC responsible for New Homes Bonuses, and has given the Parish Council's support to the NHB application submitted by Midhurst Town Council which includes allocating potential funds to the Football Club. HG also said she would aim to organise a meeting with the Chairman of the Football Club.

**Action:** HG will arrange to meet with the Chairman of the Football Club.

HG reported that an accident had occurred when a child was playing on the roundabout in the playground and therefore HG and the Vice-Chairman MN had taken the decision to cordon-off this equipment and thanked Cowdray Estate for their assistance with this.

HG also reported that the Post Office is likely to be moving to the garage by Budgens, which will be much less convenient particularly for older residents. All Councillors agreed with this view.

**Action:** HG and SH will prepare a letter of objection.

HG thanked JG and CM for their assistance with delivery of leaflets to recruit new Parish Councillors.

HG also explained that the Parish Council had received a call from a resident regarding the new signage at the BP Petrol Station which they considered was overly large and bright for the village. The resident had also expressed concerns about the flashing lights on the car wash.

**Action:** SH will contact CDC to enquire if planning permission was required to install the new signage, and if so was a planning application was submitted.

- 8) **Committee Reports:** All reports had been circulated prior to the meeting (with the exception of Planning and King Edward VII which was given verbally).

- a) **Burial Ground:** DP explained contact has been made with Darren Rolfe at West Sussex County Council who will organise a date in the Autumn for a 'clear up' and tree surgery for the Yew Tree had been planned for the end of September. HG read the email received from Mrs Broadway regarding her concerns about the maintenance of the Burial Ground.

**Action:** DP to organise 'clear-up' with Darren Rolfe.

**Action:** HG will respond to Mrs Broadway.

SH explained that it had been reported that glass jars and glass vases were again being used in the Burial Ground which cause significant health and safety issues for our grass cutting contractors. SH will display some warning posters asking people not to use glass jars and glass vases in the Burial Ground, and the Parish Council will provide a selection of ceramic vases for general use, this was proposed by HG, seconded by DP and agreed by all Councillors present.

**Action:** SH will organise posters and ceramic vases.

- b) **Communications:** 'Keep Calm' leaflets to recruit new Parish Councillors have been widely distributed and displayed. An article on this subject has been written for inclusion in the school newsletter.

Councillor profiles will be written for the Parish Magazine, and the Parish Council website will be reviewed for content. The Facebook page will also be reviewed and updated.

**Action:** Communications Committee and SH to review and update the Parish Council's social media.

- c) **Emergencies and Winter Planning:** Salt will be delivered to the salt banks and two new bags in October.
- d) **Finance and Grants:** The signatories for the Bank have finally been agreed, the failure of Barclays Bank to has led to the Parish Council being unable to make payment by cheque until recently. A letter of complaint has been sent to Barclays, and an acknowledgement of receipt has been sent to the Clerk.

The application to Tesco for funding for Local Groups was unsuccessful.

The Finance Committee will meet with SH to undertake a full review of Parish Finances, budget and payment guidelines.

**Action:** Finance Committee to meet with SH to review the Parishes Finances.

HG thanked MN and SH for their work to resolve the issues with registering new signatories on the bank account.

- e) **Footpaths:** The inspection will be completed in October and WSCC Public Rights of Way team have confirmed they do not require any further volunteers to undertake this work.
- f) **Highways:** Shane Edser Speedwatch Volunteer accepted our invitation to join the Highways Committee. No Speedwatch sessions have taken place recently. The device is held at Midhurst Police Station and being shared with other groups.

The New Home Bonus (NHB) application has been submitted and included an amount for purchase of four village gateways, and four collection data strips and for Wheelbarrow Field) if the application is successful.

There has been limited response from WSCC regarding the 'scaled down' School Safety Zone and the Parish Council expression of disappointment. MH and CM have met with the school to discuss the way forward with regard to safety.

Vehicle Activated Sign discussions with WSCC Highways are ongoing although we have been unable to meet during the Summer months and it is hoped a meeting will take place early October. A useful strategy document was obtained from South Downs National Park Association.

**Action:** Highways Committee to continue with work relating to the use of Vehicle Activated Signs.

**Proposal to Parish Council:** If NHB submission is successful, to purchase four village gateways, for installation by WSCC, proposed by CM, seconded by JG and agreed by all councillors present.

**Proposal to Parish Council:** If NHB submission is successful, to commission the collection of traffic data, proposed by CM, seconded by TB and agreed by all councillors present.

- g) **Planning and King Edward VII:** SL explained that the Planning Committee had met prior to the Parish Council meeting this evening (decisions can be seen below under 'Planning').

SL also explained that he had been unable to attend the King Edward VII September meeting, but will attend the next meeting. HG asked SL to delegate attendance at the meeting, if he was unavailable.

- h) **Volunteering:** DP reiterated that Darren Rolfe will be working with volunteers to undertake the burial

ground 'clear up' (see above).

- i) **Wheelbarrow Castle Field/Playground:** An application will be made for Village Green status beginning with seeking permission from WSCC.

**Action:** MB will seek to identify the correct officer at County Hall (as above).

The football club had requested to use the field, but the committee felt it was too soon to allow this.

**Action:** DP will inform the Football Club of this decision.

Consultation regarding the playground with Easebourne CE Primary School is underway and HG will contact the local newspaper regarding the proposals. The committee will also put together a storyboard of a new playground which could then be used as a tender document for potential contractors.

**Action:** HG to contact local newspaper.

**Action:** Committee to create a storyboard.

The fencing will be erected during the school half-term holiday.

**Action:** HG to contact selected fence contractor.

9) **Finance: (14/7/16 – 4/9/16)**

**Payments made**

- a) To note the following payments (cheque numbers 405 – 413 and Bank Transfers)

405	D Pack reimbursement for key cutting	£6.00
406	J Galego reimbursement for purchase of batteries for defibrillator	£6.00
407	SSALC Training (New Councillor)(Invoice 9739)	£108.00
408	WSCC Street Lighting (Invoice: 8001163883)	£1,270.48
409	All Groundwork Services for grass cutting contract (invoice 432)	£100.00
410	Midhurst Community Bus grant	£250.00
411	S Hurr reimbursement for use of home as office, stamps, stationery, HMRC tax and NI for Clerk July 2016 salary	£256.34
412	All Groundwork Services	TBC
413	Came and Co. Insurance (Invoice 23344649)	£514.76
BT 27/7/16	All Groundwork Services for grass cutting contract (invoice 420 and 428)	£748.00
BT 28/7/16	Pro-Tec Security (Invoice PSM 5243)	£60.00
BT 28/7/16	West Sussex ALC Limited (470) for annual subscriptions	£534.19
BT 28/7/16	S Hurr Clerk Salary (June and July)	£1,005.19
BT 4/8/16	MADhurst Festival 2016 grant	£250.00

- b) To Note: Cheque 404 recorded in previous minutes discarded due to payment made by bank transfer

- c) Payments received

St Mary's Church, Easebourne contribution towards maintenance of burial ground	£1,000.00
Chichester District Council grant for trees to celebrate Queen's 90 <sup>th</sup> birthday	£250.00

- d) Paid and to be paid S. Hurr, Clerk (£1006.14 gross + £20.00 office allowance x 2 – July and August 2016)
- e) Approval of payments & receipts proposed by SL and seconded by AG and agreed by all Councillors present.

10) **Planning Applications:**

Number	Address	Detail	Easebourne PC Consultee Comments
SDNP/16/03559/TPO	Lower House, Dodsley Lane	Reduce height, width, crown and thin Copper Beach	No Objection
SDNP/16/03614/CND	Cowdray Farm Shop and Cafe	Variation to opening hours	No Comment Given
SDNP/16/02887/ADV	Midhurst Sport Association Grounds, Cowdray Ruins	Retrospective application for three banners	No Comment Given
SDNP/16/03513/FUL	Conifers School, Egmont Road	Construction of Sports Pavilion	No Comment Given
SDNP/16/03346/FUL	Penrhos, Hollist Lane	Erection of four garages	No Objection
SDNP/16/03617/ADV	23 Brackenwood	Erection of standing and fascia signage	No Objection
SDNP/16/03955/HOUS	The Old Pump House, Henley	Two storey rear extension and front porch edition	Objection on the grounds of over-development
SDNP/16/04000/HOUS	Badgers, 7 Dodsley Grove	Two storey rear extension and single storey side extension	No Objection, but appropriate traffic management required
SDNP/16/04388/TCA	Chestnut Cottage, Easebourne Street	Intention to fell beech tree	No Objection
SDNP/16/038841/HOUS	Chelhurst Cottage	Construction of a Garden Room	No Objection subject to to it not being used for commercial purposes or as a dwelling

#### 11) Correspondence and invitations received:

From	Details	Actions
Citizens Advice Arun & Chichester	Letter requesting a £100 grant	Finance Committee will consider request
Midhurst Community Bus	Invitation to attend AGM on 6 <sup>th</sup> October	CM to attend
Chichester District Council	Invitation to attend All Parishes Meeting on 28 <sup>th</sup> September	DP will attend if possible
MADhurst	Thank you letter for grant	Noted
Local Boundary Commission	Letter regarding consultation of Electoral Review of Chichester	HG to consider EPC response
National Association of Local Councils	Magazine – Autumn Edition	Circulated
Chichester District Council	Community Land Trust Initiative information, leaflets and posters	HG to peruse
West Sussex County Council	Email regarding proposed Traffic Regulation Order – A286 Midhurst Road, length of 40mpn speed limit	Circulated

- 12) **Pension for Easebourne Parish Council Staff:** The Clerk explained that in accordance with the process, two letters had been placed on file offering a pension and accepting a pension. The Clerk will now register the signed minutes adopting the workplace pension scheme with the Local Government Pension Scheme.

**Action:** SH to register minutes with Local Government Pension Scheme.

#### 13) Date for next meeting:

Easebourne Parish Council Meeting  
7.30pm Wednesday 9th November 2016

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

Holly Grantham  
Chairman

Meeting Closed at 8.56