

EASEBOURNE PARISH COUNCIL

Draft Minutes of the meeting held on Wednesday 11th January 2017 at 7.30pm in the Refectory, Easebourne

Present Councillors:

T Baker (TB), J Galego (JG), H Grantham (HG), A Guyatt (AG), A Keeling (AK), D King (DK), S Lloyd (SL), C Moller (CM), M Noble (MN), D Pack (DP)

In attendance:

County Councillor M Brown (MB), District Councillor F Hobbs (FB), Parish Clerk S Hurr (SH)

J Hines (JH) – candidate for co-option as a Parish Councillor and one member of the public.

- 1) **Visitors questions:** Jim Bennett, who is the Treasurer for St Mary's Church, Parochial Church Council, explained that the chair-lift in the Refectory had become un-useable and un-repairable, which had caused a number of issues for visitors with mobility difficulties attending events in the main meeting room on the first floor. The PPC had taken the decision that urgent replacement was necessary and after gaining a number of quotations, chose a company called Acorn, which installed a new chair-lift at the cost of £4,440.00. Mr Bennett asked if the Parish Council would consider making a contribution to the chair-lift?
Action: The finance committee will consider this request.
- 2) **Apologies for Absence:** There were no apologies for absence.
- 3) **Declarations of interests in any matters on agenda:** DP declared an interest in the request for funding for the chair-lift due to his involvement with the PCC and also for his acquaintance with local gardener who has submitted a quotation to move the playground benches (see Chairman's Report at agenda point 8).
- 4) **Confirmation of minutes of meeting held on 9th November 14th 2016:** Acceptance as a true record was proposed by JG and seconded by AG and agreed by all councillor's present.
- 5) **Report from West Sussex County Councillor:** MB explained that there are two Traffic Regulation Orders (TROs) are currently in progress, one for a 30mph speed limit in Hollist Lane and one for the crossing in Dodsley Lane, which is currently out to consultation, and as previously confirmed is likely to be installed in the new financial year. Traffic data for Dodsley Lane has not been considered 'overwhelmingly significantly different to other similar A roads'. As Easebourne has two TROs at present, a third is unlikely to be supported by the County Council. MB confirmed that he will stand down as a County Councillor at the County Council elections which will take place in May. MB congratulated the Parish Council for the installation of the village gateways. MB further outlined the plan for the council tax to be raised by just under 4% this year and for a number of years to follow, which he will vote against, but stated that this is unlikely to make a difference to the eventual outcome.

MN asked about the charge likely to be made in the future by County Council officer Darren Rolfe and his volunteer team, who enabled the village gateways to be installed. MN said that although Darren will not be charging on this occasion, in future is will be around £150. MB gave his view that this was not excessive and that there may a requirement in future for Parishes to match Darren's volunteers with volunteers from the community.
- 6) **Co-option of new Councillor:** JH gave a short presentation explaining his reasons for applying to become a Parish Councillor. JH was asked to leave the room and a discussion and vote took place in which all Councillors agreed to co-opt JH. JH was invited to return to the meeting, and was congratulated on his successful co-option. JH will sign a 'Declaration of Acceptance Office' at or before the next meeting. JH will also complete a 'Register of Members Interests' and be sent a Code of Conduct.
- 7) **Report from Chichester District Councillor:** FH explained that the Leisure Centres in the district were providing a good service and were being well used. The district is also around six years ahead with housing supply. Recycling is up from 39% to 43% with an aim to achieve 50%. Plans are progressing for Chichester's 'Southern Gateway' with the bus station (which is not listed) part of the proposed developments. The significant issue will be how the railway line is crossed, which will need to be considered along with any plans for the A27. The MP for Chichester Andrew Tyrie, CDC and WSCC have agreed that development of the A27 should go out to full consultation again, particularly with regard to the reasons for Highway England discounting re-routing north of Chichester. The District Council need to make savings of 3.6 million, but CDC have put money aside for 'a rainy day'. There are plans to increase income from evening parking in the two

main Chichester car parks by extending the times payment is required which is an alternative to raising council tax. FH also congratulated the Parish Council on installing the village gateways. FH also explained that he together with District Councillor Caroline Neville will be holding an open session from 7.00pm until 9.00pm on 23rd January at the White Horse Public House, to provide a forum for local residents to meet to discuss the A27 and other issues.

AG asked if consideration is being given to the effect on health provision and the school of the Kind Edward VII development? FH explained a meeting is to be held to review the impact on local facilities.

- 8) **Report from Chairman:** HG reminded councillors about the Burial Ground tidy-up which will take place on Saturday 14th January from 9.00am. HG explained that DP had obtained a quotation of £55 from a local gardener to move the playground benches with DPs assistance to temporary storage provided by AK. This was proposed by JG and seconded by SL.

Action: DP to organise bench removal.

HG noted that HMRC are seeking PAYE for the Clerk's salary by on-line banking.

Action: SH will investigate on-line banking with Barclays.

HG cited a recent email received from a resident regarding the litter on High Path, and request for a bin.

Action: MN will investigate bin provision and how it can be emptied and maintained.

HG gave an up-date on the adoption of the Henley Phone box which has been acknowledged by British Telecom and supported by CDC. HG also thanked MN for pursuing and organising the installation of the village gateways and commented that negative comments posted on-line, have had the positive effect of getting residents involved in the communicating with the community. HG explained that DK had made significant improvements to the website to which councillor profiles will shortly be added together with better photographs. HG asked DP if he would provide information about his work as a Parish Councillor for the United magazine.

Action: DP to produce an article for the United Magazine.

HG also explained that committee have been reviewed will be as follows (lead in bold):

Burial Ground- AK , DP, AG	Highways - MN , TB and JH
Communications - HG , CM, DK and MN	King Edward VII (Liaison) - SL
Emergencies and Winter Planning – JG and HG	Planning - HG , TB, AK, DK and JH
Finance - DK , TB, SL and HG	Volunteering - HG , CM and MN
Footpaths - JG and AK	Wheelbarrow Castle Field - HG , MN, AK, DP and TB

HG noted that an invitation had been received for a representative to attend a meeting to discuss the proposed changes to the A27 at which Andrew Tyrie MP will be present on 20th January at 2.00pm in Chichester.

Action: JG to attend.

9) **Finance: (9.11.2016 – 11.1.2017)**

- a) **Proposed budget 2017-18** Copies of proposed budget had been circulated to all Councillors prior to the meeting.

DK gave a precis of the proposed budget, highlighting the reasons for the underspend which were in preparation for some significant future projects. SL suggested that revenue and capital expenditure should be reviewed and explored further.

Action: SL to meet with DK to discuss and review revenue and capital expenditure.

MN queried the budget allocation regarding the adoption of the Henley Telephone Box. HG explained that the proposed renovation and installations in the box may not require the full amount but it was prudent to set the funds aside for the project. JG stated that it would be a positive achievement to be able to progress the new playground. AG also queried the cost of acquiring new notice boards (Dodsley Lane and the Burial Ground), SH past the quotations gained to AG for his perusal. SL expressed the view that this was a non-controversial budget with the exception of the proposed expenditure on burial ground, SH responded that many residents felt strongly about how the burial ground is maintained. TB proposed the acceptance of the budget, which was seconded by CM, and agreed by all Councillors present. TB also proposed that £35,000 be moved to the Premium Business Account which accrues interest, which was seconded by DK and agreed by all Councillors present.

Action: TB and one other signatory to transfer funds from one account to the other.

Payments made

- b) To note the following payments (cheque numbers 430 – 440)

430	HMRC (October 2016)	£125.80
431	HMRC (November 2016)	£125.80
432	Clerk Pension, Parish Council and Clerk contribution (October 2016)	£171.02
433	Clerk Pension, Parish Council and Clerk contribution (November 2016)	£171.02
434	Easebourne PCC hire of Refectory (9/11/16, 8/12/16, 3/1/17)	£50.00
435	Clerk October 2016 Salary	£468.39
436	S Hurr reimbursement for stamps, stationery, phone top-up and October use of home as office	£48.35
437	Poppy Appeal	£50.00
438	All Groundwork Services for grass cutting (invoice 451)	£100.00
439	Clerk November 2016 Salary	£468.39
440	Glasdon UK Limited provision of village gateways (invoice 719386)	£2,478.18

- c) Paid to S. Hurr, Clerk (November 2016, 628.68 gross + £136.44 pension)

- d) Payment received:

Compensation from Barclays	£300.00
----------------------------	---------

- e) Approval of payments & receipts proposed by MN, seconded by DP and agreed by all Councillors present.

- 10) **Reports from the Committees:** Copies of committee reports circulated to all Councillors prior to the meeting.

- a) **Burial Ground:** DP explained that branches had fallen on the path between the burial ground and the field.

Action: SH to request Cowdray Estate remove the branches.

A discussion was held regarding the burial ground notice board and TB responded he would inspect it for possible repair.

Action: TB to examine the notice board in the burial ground.

- b) **Communications:** HG proposed the blog and news items become a regular feature on the website, which was seconded by CM and agreed by all Councillors present. HG also proposed that the 'Welcome Pack' for new residents is reviewed and the potential for local businesses offering vouchers for inclusion in the pack is explored, which was seconded by MN and agreed by all Councillors present. HG also further proposed that consideration is given to creating a new format for the Annual Village Meeting to engage residents and encourage them to attend which was seconded by JG and agreed by all Councillors present.

Action: Communications Committee to continue with website blog/news items, reviewing Welcome Pack and develop plans for the Annual Village Meeting.

- c) **Emergencies and Winter Planning:** JG explained the salt has been delivered by WSCC and the Winter Plan is in place. HG explained that she would prepare some information regarding this for the website.

Action: HG to prepare information regarding the Winter Plan for the Website.

- d) **Footpaths:** JG explained that we are still awaiting the results from WSCC of the recent inspections and AK will be joining JG on the Committee.

Action: JG and AK to meet to discuss the work of the committee.

- e) **Highways:** MN reported that recent 'data loops' had shown a number of vehicles travelling at 45mph from north to south which may add support to a request to WSCC for permission to install a 'Vehicle Activated Sign' (VAS) possibly near to Budgenor Lodge. MH proposed discussing installing a VAS with WSCC and SDNPA, which was seconded by DP and agreed by all Councillors present. JH and MN will be meeting highway officers at to discuss various highway related matters.

Action: JH and MN to meet with highway officers.

JG asked about the reasons for locating, positioning, and choosing the sizes of the new village gateways. MN explained that the locations were provided by the Highway officers at WSCC, the positioning was due to the size of the verge and required distance from the edge of the carriageway (this also determines the dimensions of individual gateways) and also issues regarding what was under the surface when digging commenced such as pipes or tree roots. The actual installation was supervised by a WSCC officer who has installed a number of gateways in other villages around the county.

- g) **Planning and King Edward VII:** HG noted that there had been one significant planning application for signage at the garage, to which the committee had objected.

HG also explained that the committee had submitted comments to SDNPA regarding the ‘Sites and Settlements Consultation’. The proposal is for 105 units, half on three sites in Easebourne village and half at King Edward VII Site. Below is a precis of the comments:

The Easebourne village sites are understood to be owned by the Cowdray Estate and any development proposals should be fully captured and detailed in a Cowdray Estate Plan.

EPC has particular concerns about the development on the green field site behind the former Easebourne Primary School as this would set a worrying precedent and feels this allocation proposal should be rejected.

The King Edward VII allocation is in addition to the current extensive planning approval. When approval was granted by SDNPA, assurance was given that there would be no further development. The development is not sustainable and the highways issues remain unresolved and therefore EPC feel this should be rejected.

Consideration needs to affordable housing within the Parish. The parish already has very extensive development for an area of its size and location due to the King Edward VII site.

- h) **Volunteering:** A ‘sign-up’ form had been added to the website and so far, one volunteer had come forward via this form for ‘speedwatch’.

Action: SH to keep a spread sheet of volunteers from ‘sign-up’ forms etc.

- i) **Wheelbarrow Castle Field/Playground:** HG explained that the committee had chosen the winners from the competition held at the school, which asked children to provide their ideas for the new playground.

Action: HG to organise book tokens for the winners.

11) **Planning:**

Number	Address	Detail	Easebourne PC Consultee Comments
SDNP/16/05674/Hous	Priory Orchard, Easebourne Lane	Loft Conversion	No objection
SDNP/16/05983/Hous	Kingsbrier, Kings Dr	Erection of Garden Store	No objection
SDNP/16/06010/TCA	Magnolia Cottage, Easebourne St	Reducing and felling trees	No objection
SDNP/16/06103/ADV	Gillhams Service Station, Easebourne Lane	Installation of illuminated sign	Objection as not in keeping with a village within a national park
SDNP/16/06247/CND	Plot 9, Pine Walk, Kings Dr	Amending of plans and elevations	Awaiting Planning Committee Decision
SDNP/16/06156/TCA	Merricks, Easebourne St	Fell four trees and crown two trees	Awaiting Planning Committee Decision

12) **Correspondence and invitations received:**

Dated	Details of Subject	Action
Winter 2016	Magazine of the National Association of Local Councils	Circulated
30 th November 2016	Confirmation of receipt of funds/ thank you letter from local Poppy Appeal organiser	Noted
6 th December 2016	Letter and information from Local Government Boundary Commission	Noted
10 th December 2016	Letter from The Pensions Regulator acknowledging declaration of compliance	Noted
12 th December 2016	Letter from HM Revenue & Customers requesting PAYE is paid electronically	SH to investigate
16 th December 2016	Letter and information from CDC confirming recommendations from Local Government Boundary Commission	Noted
10 th January 2016	Inspection reports for the Playground	Noted
January 2017	Register of Electors	Noted

13) **Date for next meeting:** Easebourne Parish Council Meeting at 7.30pm Wednesday, 8th March 2017

Signed.....
 Holly Grantham
 Chairman

Meeting closed at 9.28