

**EASEBOURNE PARISH COUNCIL**

**Minutes of the meeting held on Wednesday 9<sup>th</sup> November 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), M Noble (MN), D Pack (DP)

**In attendance:**

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

A Keeling (AK) and D King (DK) – candidates for co-option as Parish Councillors

- 1) **Visitors questions:** There were no visitors in attendance.
- 2) **Apologies for Absence:** There were no apologies for absence.
- 3) **Declarations of interests in any matters on agenda:** HG and MN declared an interest in having a personal acquaintance with a resident who had submitted a planning application (SDNP/16/05218/HOUS).
- 4) **Co-option of new Councillors:** AK and DK gave short presentations explaining their reasons for applying to become Parish Councillors. The candidates were then asked to leave the room and a discussion and vote took place in which all Councillors agreed to co-opt both candidates. AK and DK were invited to return to the meeting, were congratulated on their successful co-option and signed a 'Declaration of Acceptance of Office'. AK and DK were also asked to complete a 'Register of Members Interests' following the meeting and were given Codes of Conduct.
- 5) **Confirmation of minutes of meeting held on 14<sup>th</sup> September 2016:** Acceptance of a true record was proposed by MN and seconded by AG and agreed by all councillors present.  
  
**Confirmation of minutes of extraordinary meeting held on 13<sup>th</sup> October 2016:** Acceptance of a true record was proposed by MN and seconded by AG and agreed by all councillors present.
- 6) **Report from West Sussex County Councillor:** MB requested that the Parish Council encourage residents to remove fallen leaves from drain covers, to ensure they are able to function properly.  
  

**Action:** HG will include this request in her Chairman's update in the parishes United magazine.

MB also explained that over the next two years, WSCC has allocated five million pounds to refurbish footpaths and pavements across the county. The Parish Council should therefore ensure that the local Highway Officer Chris Dye is aware of any such issues within the parish. MB further stated that a Traffic Regulation Order is in progress with the aim of creating a 30 mph speed for Hollist Lane.

MB was also pleased to report that Easebourne CE Primary School had received a 'good' status in all areas within its recent Ofsted report, which demonstrates extensive progress since its last report.

**Action:** SH to draft a letter for HG to forward to the school congratulating them on this achievement.
- 7) **Report from Chichester District Councillor:** FH provided information about the series of workshops being held by South Downs National Park Association regarding potential development within the national park. FH also congratulated MN on behalf of the Community Development team at CDC for the most accurate and detailed application submitted for a New Homes Bonus grant, which was marked with the presentation of a bottle of wine.
- 8) **Report from Chairman:** HG explained that inspections of playground had been regularly completed but reiterated the necessity to complete inspection tick lists to ensure a written record of this activity is retained.

HG reported that AG had attended the TAG Farnborough meeting and comments had been submitted in

response to the on-line consultation process as follows:

“Easebourne Parish Council has looked at the proposals put forward and attended the recent meeting and has no objection to flights being channelled along the proposed route provided this does not result in aircraft flying at lower levels over the Parish and creating any additional noise pollution to that currently experienced. We would not want to see a narrow flight path used over the Parish and would prefer that the full capacity of the proposed flight path is used to avoid there in effect being a line of aircraft over the Parish”.

HG requested that all Committees consider budget requirements for next financial year, and submit them to the Finance Committee before the end of November.

**Action:** All Committees and Clerk to submit budget requirements to the Finance Committee before the end of November.

HG requested that CM provide a short piece about being a Parish Councillor for the United Magazine.

**Action:** CM to prepare an article for United Magazine.

HG explained that she would like to reshuffle Committees now that new Parish Councillors were in place: DK will join the Communications Committee, AK will join the Wheelbarrow Castle Field/Playground Committee, DP and CM will now leave the Volunteer Committee, MN will join the Volunteer Committee. AK will also join the Footpath Committee.

**Action:** JG to liaise with AK regarding the Footpath Committee

HG reported that four quotations had been obtained for removal of the old playground and proposed that the quotation from JG Jones was accepted. This was proposed by AG and seconded by JG and agreed by all Councillors present.

**Action:** SH to request JG Jones to undertake the work to remove the playground and organise posters to explaining that the playground will be closed shortly. HG to liaise with Cowdray Estate for access to the playground.

9) **Reports from the Committees:** HG requested that all committee reports follow the template provided earlier in the year. Copies of Committee reports had been circulated to all Councillors prior to the meeting.

- a) **Burial Ground:** DP explained there would be a ‘tidy-up’ on Saturday 12<sup>th</sup> November. *Post meeting note – this will now take place in January next year.*
- b) **Communications:** HG explained a meeting of the Committee will take place within the next two weeks.
- c) **Emergencies and Winter Planning:** JG reported we are awaiting a delivery of salt.
- d) **Finance and Grants:** TB reiterated that the key task for the committees is to set the budget for the next financial year.
- e) **Footpaths:** JG explained that we are still awaiting the results from WSCC of the recent inspections.
- f) **Highways:** MN reported that he will now liaise with Darren Rolfe at WSCC regarding the installation of the village gateways for which he also had a further licence to completed by HG and will need to purchase Postcrete.

**Actions:** HG to complete licence and MN to purchase Postcrete.

MN explained that a ‘data loops’ installation will be required before any further works are planned or applications submitted and we require advice from WSCC Highways regarding their positioning on A286.

The Parish Council has been approached by resident John Hines who has previous experience of serving as a Parish Councillor in another county and would like to be involved with the Highways Committee.

**Action:** HG to pass contact details for Mr Hines to MN.

MN also mentioned contacting Highway Officer Chris Dye regarding gaining greater understanding of the design of signalised crossings.

**Action:** MN to contact Chris Dye.

AG also noted that further works may be required on the trees in Dodsley Lane.

- g) **Planning and King Edward VII:** SL explained that he had attended the recent King Edward VII Liaison Group. The developers are now planning the construct of a swimming pool (which will be for the use of residents only) in buildings alongside the Chapel, but firstly need to seek permission from Historic England. The Chapel will be used to house a shop and café which will be open to the general public. Developers are currently being sought for the Kings Green site. Also noted by SL was that Hurst Park requires a better Broadband service and there may also be a bus service/minibus service from the site. Minutes of the meeting will be posted on the King Edward VII website.
- h) **Volunteering:** Further discussion took place regarding the burial ground 'tidy-up' (see Burial Ground above).
- i) **Wheelbarrow Castle Field/Playground:** HG explained that we are currently waiting to establish if WSCC are in agreement to granting permission to apply for 'Village Green' status for the field.

## 9 Finance: (14.9.16 – 31.10.16)

### Payments made

- a) To note the following payments (cheque numbers 414 – 429)

414	M Noble reimbursement for postage, printing, watering cans and refreshments	£85.88
415	HMRC (August)	£125.60
416	HMRC (September)	£125.80
417	SSALC (cancelled/double payment)	£00.00
418	S Hurr reimbursement for stamps, stationery, use of home as office, and Clerk August 2016 salary	£537.25
419	All Groundwork Services for grass cutting contract (invoice 441)	£220.00
420	Playsafety Limited (invoice 023940)	£96.60
421	Easebourne CE Primary School donation	£30.00
422	Easebourne PCC hire of refectory (14 <sup>th</sup> September 2016)	£30.00
423	Chairman's Honorarium	£50.00
424	Peter Marchant Tree Surgery for Yew Tree (invoice 047)	£180.00
425	S Hurr use of home as office and Clerk September 2016 salary	£522.97
426	Cowdray Estate playground rent (invoice RN0267)	£87.50
427	PKF Littlejohn external audit (invoice SB20160873)	£240.00
428	Easebourne PCC hire of refectory (13 <sup>th</sup> October 2016)	£20.00
429	Citizens Advice Arun & Chichester grant	£100.00

- b) To Note: cheque 404 recorded in previous meetings minutes discarded due to payment made by bank transfer and cheque 412 also recorded in the previous meeting minutes for All Groundwork Services was for £100.

- c) Payment received:

Chichester District Council New Homes Bonus	£5,101.60
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- d) Paid and to be paid to S. Hurr, Clerk (September 2016 £628.77 gross + £20.00 office allowance, October 2016 £628.77 gross + £20.00 office allowance + £136.44 pension)
- e) Approval of payments & receipts proposed by TB, seconded by CM and agreed by all Councillors present.

## 10) Planning:

Number	Address	Detail	Easebourne PC Consultee Comments
SDNP/16/04730/HOUS	Ridgemoor, Kings Drive	First Floor rear extension and new orangery	No Objection
SDNP/16/04459/TCA	St Mary's Church, Easebourne Lane	Felling of Cypress Tree	Objection on the grounds that it is not dangerous and is appropriate for a rural church yard
SDNP/16/04653/LIS	Cowdray House, Cowdray Park	Minor internal alterations	

SDNP/16/04652/FUL	Cowdray House, Cowdray Park	Minor internal alterations	No objection, subject to no further accommodation built or created
SDNP/16/05125/HOUS	Howarth, Pine Walk	Installation of pre-fabricated timber summerhouse	No Objection
SDNP/16/05218/HOUS	Rotherlea Cottage, Hollist Lane	Removal of existing conservatory and construction of new orangery over existing walls.	No Objection

11) **Correspondence and invitations received:**

From	Details	Actions
HAGS	Playground literature	Circulated
West Sussex County Council	Information regarding Child Sexual Exploitation awareness campaign	Noted/poster to be displayed on Notice Board
Chichester District Council	Letter confirming allocation of New Homes Bonus	Noted
Chichester District Council	Letter regarding notice of change to Parish Grants	Circulated
Barclays Bank	Letter explaining they will respond to complaint by 6 <sup>th</sup> November	Noted
West Sussex County Council	Information regarding recruiting 'FindItOut' centre volunteers	Noted/leaflet to be displayed on Notice Board
Citizens Advice Arun & Chichester	Letter thanking the Parish Council for the grant	Noted
Barclays Bank	Bank Statement for Community Account	Noted
Barclays Bank	Letter explaining an error was made with allocation of a reference number for the EPC complaint regarding change of mandate	Noted
Barclays Bank	Letter responding to complaint letter and offering £300 compensation, and enclosing a financial Ombudsman leaflet	Noted
Chichester District Council	Remittance advice for New Homes Bonus	Noted

- 12) **Easebourne Parish Council Pension Discretions Policy:** This was previously circulated before the meeting and adoption was sought, proposed by SL, seconded by AG and agreed by all Councillors present.

**Action:** SH to forward policy to WSCC.

- 13) **Updates from meetings attended:** CM explained that she had attended the Midhurst Community Bus AGM now called 'My Bus' where the dedication of the volunteers was acknowledged following the formal business of the meeting. HG as Chairman requested to be minuted that the Parish Council considered the My Bus operation of great benefit to the residents of Easebourne and wished to thank all those involved in running the service.

- 14) **Liaison with Midhurst Town Council:** MN explained that Midhurst Town Council (MTC) wished to establish a 'speedwatch' project and he had been approached by Councillor Jeanette Sutton who was seeking the experience of EPC in operating speedwatch. MN proposed that a formal liaison group between EPC and MTC is established for potential collaborative initiatives, this was seconded by DP and agreed by all Councillors present.

**Action:** MN and CM to liaise with MTC.

15) **Date for next meeting:**

Easebourne Parish Council Meeting  
7.30pm Wednesday 11<sup>th</sup> January 2017

Signed.....  
Holly Grantham  
Chairman

Meeting closed at 9.12