

## EASEBOURNE PARISH COUNCIL

### DRAFT Minutes of the meeting held on Wednesday 8<sup>th</sup> March 2017 at 7.30pm in The Refectory, Easebourne

#### Present Councillors:

T Baker (TB), H Grantham (HG), A Keeling (AK), D King (DK), C Moller (CM), M Noble, J Hines (JH)

#### In attendance:

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

- 1 **Visitors questions:** No members of the public were present.
- 2 **Apologies:** J Galego (JG), S Lloyd (SL), D Pack (DP)  
**Apology given post meeting:** A Guyatt (AG)
- 3 **Declarations of interests in any matters on agenda:** No declarations of interests.
- 4 **Report from County Councillor:** MB stated that he was aware that MN was fully informed with regards to current plans and progress on local highways matters and could not add further to this.

MB explained that Operation Watershed has a half a million-pound allocation for this year. This would again allow parishes to bid for local works to be completed relating to flooding issues with no financial burden placed on the parish council. MB reported that this was a very popular resource across his 13 parish councils.

MB explained that this would be his final meeting with the parish council before he steps down in May having been attending since 2009. MB described some of the projects he had been able to support during his years as a County Councillor, which included improving traffic issues in the parish and obtaining the lease for the field. MB wished the parish council well for the future.

HG thanked MB on behalf of the parish council for his continued help and support, and also wished him well for the future.

- 5 **Report from District Councillor:** FH explained that due to the lack of a coherent view with regards to improving the A27 south of Chichester, the Secretary of State had withdrawn the funding.
- 6 **Confirmation of minutes of meeting held 11<sup>th</sup> January 2017:** One amendment: JH has joined the Finance Committee. The remainder of the minutes were accepted as a true record was proposed by HG, seconded by DK and agreed by all councillors present.
- 7 **Report from Chairman:** HG explained that she had spoken to the Vicar regarding the responsibility for maintaining the burial ground and the potential to return this to St Mary's Church. The Parish Council would then provide funding of £4,400 to be paid in two tranches to fund the replacement chair-lift in the Refectory and £1,000 pa as a contribution towards the maintenance of the burial ground. This was proposed by CM, seconded by AK, and all agreed by all Councillors present, pending the decision of the Parochial Church Council.

HG reviewed the actions from the last minutes:

The removal of the old playground had taken place and five benches had been moved to AK's garden. HG thanked DP for organising the removal of the benches and AK for taking responsibility for storing them.

SH has begun the process of updating signatories on the bank accounts in preparation for initiating on-line banking.

HG asked MN to provide details of his investigation regarding the installation of a bin near the surgery. MN explained he had contacted CDC which can provide a bin and costs would be £285 to purchase, £90 to install, £1.36 per week to empty which would be £68 pa. Following discussion, it was concluded that MN will ask DP if one of the old bins from the playground is still available, and if CDC would be able to install and provide an emptying service for a recycled bin?

**Actions:** MN to discuss old bin with DP and contact CDC to ascertain potential options. SH to forward an email to update the resident who originally requested the installation of a bin.

An article about DP had been submitted to the United Magazine.

**Carried forward to next meeting:** As JG was not present, an update regarding the A27 meeting was not available.

SL and DK had discussed recording of revenue and capital expenditure and had taken the decision not to alter the current method.

TB confirmed he had transferred funds between the two parish council bank accounts.

SH confirmed she had contacted Cowdray Estate to ask if they would remove some larger branches adjacent to the burial ground, but the estate had considered this the responsibility of the Parish Council.

**Action:** HG will speak to DP about how the Parish Council might organise removal of these branches.

TB had examined the notice boards, and performed a temporary repair to the notice board positioned on the village shop, and construction of new notice boards were underway. TB confirmed that any costs for this would be just for any items which would have to be bought such as glass and locks.

**Actions:** SH to contact Cowdray Estate as landlords for the shop, to seek permission to replace the notice board on this building. TB will also examine the large notice board near to the football ground, which also requires replacement.

Work on the Welcome Pack is continuing.

HG had prepared information regarding the Winter Plan which was now available with on the Parish Council website.

AK had now taken over responsibility for the footpaths.

MN and JH had met with the local Highway Officer.

SH had established a Volunteer sign-up spread sheet.

HG had presented book tokens to competition winners at Easebourne CE Primary School.

With regards to committees HG explained that JG had joined the Highways Working Group and become involved with Speedwatch and JG would leave footpaths. DP would take over from SL with regard liaison with King Edwards VII.

HG and MN had attended a SSALC training course and been advised that Committees should in future be public meetings with formal minutes and other committees were less formal Working Groups. Therefore, Planning and Finance will remain as formal committees and all other committees will become Working Groups. This was proposed by HG, seconded by MN and agreed by all Councillors present.

HG thanked everyone who attended the litter pick last Saturday and expressed that view that the Parish Council should aim to get more local residents involved next year.

HG explained that BT had forwarded a formal agreement for adoption of the K6 telephone box in Henley opposite the Duke of Cumberland Public House. HG reported that the owner of the Public House had very kindly come forward to support fund raising activity for the purchase of a defibrillator to be installed in the telephone box. DP and JG will liaise regarding the defibrillator and JH will investigate the renovation/painting of the telephone box. A discussion took place regarding the power to the telephone box and when the Parish Council would have to take responsibility for funding the electricity supply. The adoption of the telephone box was proposed by DK, seconded by AK and agreed by all Councillors present. The agreement was signed by the HG as Chairman of the Parish Council.

**Action:** SH will contact BT to ascertain information regarding the funding of the electricity supply to the telephone box.

HG explained that SSALC could provide a training session for Parish Councillors at the cost of £600. Midhurst Town Council had been asked if this would like to have a joint training session, but had responded that their Councillors had already attended similar training, but were open to other joint training opportunities in the future. Following discussion, HG proposed investigating the potential for such a session further, which was seconded by AK and agreed by all Councillors present.

**Action:** HG to investigate training opportunity further.

## 8 Reports from the Committees and Working Groups

- a) **Burial Ground:** AK explained that she had obtained three quotations for grass cutting in the Burial Ground and the Field and was awaiting a fourth.

**Action:** SH would contact the current grass cutters regarding any specific obligations.

- b) **Communications:** HG mooted the idea of having a stall again at the Village Fete which will take place in mid-June. This was proposed by TB, seconded by CM and agreed by all Councillors present.

**Actions:** HG will email Fete Committee to book a stall and AK will assist with preparations.

A discussion took place regarding the Annual Village Meeting and it was concluded that it would take place at 7.30 on 26<sup>th</sup> April, in the Refectory, leaflets will be designed and delivered to each house in the parish, this was proposed by HG, seconded by MN and agreed by all Councillors present.

**Actions:** HG and MN to liaise regarding preparation of the leaflet, and all Councillors will be involved in the delivery. HG and SH will prepare a broad agenda for the meeting and further discuss the provision of refreshments.

- c) **Emergencies and Winter Planning:** Nothing further to report at the current time.

- d) **Finance and Grants:** DK explained the key details of the finance report and the proposals were discussed:

A £200 grant for Easebourne Scouts and Guides was proposed by DK, seconded by MN and agreed by all Councillors present, pending confirmation that permission had been gained from their landlords to install the proposed accessible toilet. A £150 grant for Home Start was proposed by DK, seconded by TB and agreed by all Councillors present.

Four further decisions were discussed:

- The Clerk in consultation with the Chairman, Vice-Chairman or Head of Finance Committee can spend up to £400 in an emergency.
- The Chairman or Vice-Chairman can authorise a payment up to £100 outside the full Parish Council meeting.
- The Chairman or Vice-Chairman with the Head of Finance Committee can authorise a payment of between £100-£500 outside the full Parish Council meeting.
- Payment of funds over £500 must be approved by the full Parish Council.

Agreement to these decisions was proposed by DK, seconded by HG and agreed by all Councillors present.

The adoption of the 'Request for Funding' (RFF) template was proposed by DK, seconded by CM and agreed by all Councillors present.

- e) **Footpaths:** Correspondence from WSCC Public Rights of Way team was discussed.

- f) **Highways:** MN explained the key details of the highways report and the proposal to purchase a 'Please drive carefully through our village' sign for installation on the main A272 Gateway at the cost of approximately £180 was discussed and proposed by JH, seconded by AK and agreed by all Councillors present.

**Actions:** MH to complete a RFF template and organise the purchase and installation of the sign.

- g) **Planning:** HG explained that the Gillhams Garage application, had been withdrawn and SH had ascertained from the CDC Planning Officer, that the lighting was being reviewed by the applicant, and that the Planning Officer he would be seeking a 'general improvement in the signage' when it was resubmitted.

Due to the absence of SL, no King Edward VII update was provided.

- h) **Volunteering:** HG explained that matters relating to volunteering had been covered by other items on the agenda.
- i) **Wheelbarrow Castle Field/Playground:** HG explained that a meeting would take place with potential Landscape Designers beginning next week.

## 9 Finance: Payments made

- a) To note payments made (cheque numbers 441 - 452)

441	Cancelled (incorrectly written)	
442	Clerk December Salary	Undisclosed
443	Clerk's home as an office November and December and stationery	£45.00
444	HMRC (December 2017)	Undisclosed
445	HMRC (January 2017)	Undisclosed
446	Clerk Pension, Parish Council and Clerk contribution (December)	Undisclosed
447	Clerk Pension, Parish Council and Clerk contribution (January)	Undisclosed
448	Easebourne PCC hire of Refectory (11/1/17)	£30.00
449	Village Gateway installation sundries, refreshments	£128.31
450	SSALC Magazine Subscription (invoice 10178)	£17.00
451	JG Jones, removal of playground (invoice jgj146)	£720.00
452	Clerk January Salary and Clerk's home as an office January	Undisclosed

- b) Payments received:

Donation for seesaw	£50.00
Charlie Muddle Scrap Metal Merchant (playground equipment)	£112.80
Cowdray Estate rent credit payment for return of land previously used for playground	£25.41

- c) Approval of payments & receipts, proposed by HG, seconded by DK and agreed by all Councillors present.

## 10 Planning:

Number	Address	Detail	Easebourne PC Consultee Comments
SDNP/16/01717/FUL	Ilex House, Upperfield	Variation/removal of conditions	Objection to conditions 9, 10,14 being removed.  <b>To note: these comments have been queried by SDNPA.</b>
SDNP/16/06103/ADV	Gillhams Service Station, Easebourne Lane	Installation of illuminated sign	Objection
SDNP/16/06394/LIS	King Edward VII, Kings Drive	Replacement extension and change of use of chapel to shop, café, swimming pool and leisure facilities	No objection but request that consideration is given to opening facilities to local school children and wider community
SDNP/17/00115/HOUS	22 Cowdray Road	Construction of a single storey extension	No objection, provided it is only a single storey extension
SDNP/17/00212/HOUS	17 Fox Road	Two storey side extension	No objection
SDNP/17/00599/LIS	123 King Edward VII apartments	Amendment to previously approved internal layout	No objection
SDNP/17/00355/LDE	Loves Farm House, Easebourne Street	Change of use of barn to storage class B8 use	Post Meeting: No objection

SDNP/17/00714/HOUS	2 Strathmoor Gardens	Rear single storey extension	Post Meeting: No objection
SDNP/17/00701/TPO	Land North of 9 Hurst Park	Crown lift 3 and deadwood trees	Post Meeting: No objection
SDNP/17/00712/TPO	Land North of 1 Hurst Park	Cut back branch over 11 Hurst Park	Post Meeting: No objection
SDNP/17/00950/HOUS	Callian Cottage, Dodsley Lane	Rear extension and side extension	Post Meeting: No objection
SDNP/17/01170/TPO	Long Meadows, Hollist Lane	Crown thin and cut 7 lower limbs from a Sycamore	All Councillors declared an interest, as application had been submitted by a fellow Parish Councillor

**Action:** HG to respond to CDC regarding SDNPA/16/01717/FUL

**11 Date for next meetings:**

7.30pm Wednesday 26<sup>th</sup> April 2017  
Annual Village Meeting  
(in The Refectory behind St Mary's Church)

7.30pm Wednesday 10<sup>th</sup> May 2017  
Annual General Meeting  
Easebourne Parish Council Meeting (in The Refectory behind St Mary's Church)

Signed.....  
Holly Grantham  
Chairman

Meeting closed at 9.22