EASEBOURNE PARISH COUNCIL

**Draft Minutes of the Annual Parish Meeting held on Wednesday 10th May March 2017**

**at 7.30pm in The Refectory, Easebourne**

**Present Councillors:**

H Grantham (HG), A Guyatt (AG), A Keeling (AK), D King (DK), J Hines (JH) J Galego (JG), S Lloyd (SL), M Noble (MN), D Pack (DP)

**In attendance:**

District Councillor F Hobbs (FH), Parish Clerk S Hurr (SH) and three members of the public

1  **Visitors questions:**

One member of the public explained that she had found upwards of fifty dead frogs in her garden pond due to Ranavirus. This a decease which is likely to have come from North America and was introduced into the UK in the 1980’s having since spread northwards across the country. Frogs which have died from this virus must be buried as they cannot be put into household waste. The resident was concerned that creating a pond at the wheelbarrow Castle field would encourage frogs to an area where this virus is currently prevalent. MN and AK explained that the proposal at the field was for a ‘swale’ to provide a soak away for the field which would be dry in the warmer weather rather than create a traditional pond. The information provided by the member of the public will be retained in the Parish Councils files for future reference. HG thanked the member of the public for bringing this issue to the attention of the Parish Council.

Another member of the public requested further information about the new Playground with a series of questions précised as follows: Would it be possible to have a playground facility pending the installation of the new playground? HG explained it would be difficult to do this, and plans are progressing well. In the interim the field is available for everyone to use as an open space. Will the plan include ‘essential’ play equipment? HG responded that the school had been consulted with regards potential equipment and that traditional items will form part of the plan. There will be a final plan followed by another consultation prior to work commencing. What happened to the old playground equipment? HG confirmed that as the equipment was at the end of its useful life it was scrapped. What had happened to the benches? HG explained that the benches were ‘in storage’ and will be included within the new design. Could the benches be placed in the field now? HG responded that as they will be used within the design, it would be costly to create bases for them, which may have to be removed for the final design. Why was the old playground removed before the new one was built? HG confirmed that the lease had come to end. How long will the lease be on the new field, which presumably also belongs to the Cowdray Estate? HG responded that the lease on the field which belongs to West Sussex County Council (WSCC) is for 25 years with an option to extend for a further 25 years. Do the Parish Council have costings for the field? HG said this stage had not yet been reached and there was still much work to be done. Will the field just be a playground? HG described the field as an open space that will be for everyone. Would the proposed ‘woodland den’ be compliant with health and safety regulations? HG confirmed that the design would be ROSPA (Royal Society for the Prevention of Accidents) approved. HG thanked the member of the public for her interest in the project.

2 **Apologies:** T Baker (TB)

3 **Chairman’s Report:** HG provided a summary of the Parish Council’s achievements over the last year. There has been a number of changes of Councillors over the past twelve months. The village gateways have now been installed, the Parish Council is engaging more effectively with residents, the website has been improved and finances are in line for future projects. The Burial Ground underwent a ‘tidy-up’, trees were planted to commemorate the Queen’s 90th birthday and progress has been made with the plans for the field which received very positive feedback at the Annual Village meeting. The committees and working parties are operating effectively with a formal reporting process and all meetings are well-focused. We are all volunteers and give our time to the Parish Council, but we must have professional processes in place. HG concluded it has been a good year.

4 **Election of Chairman**

HG standing – proposed by AG, seconded by AK, HG received eight votes and was duly elected as Chairman for 2017/18.

5 **Appointment of Vice-Chairman**

MN standing – proposed by HG, seconded by DK, MN received eight votes and was duly elected as Vice-Chairman for 2017/18.

Both the Chairman and Vice-Chairman signed a Declaration of Acceptance of Office which was witnessed by the Clerk as the Proper Officer of the Parish Council.

6  **To appoint Members to serve on the following committees/Working Parties:**

a) Communications

b) Emergencies and Winter Planning

c) Finance and Grants Committee

d) Footpaths

e) Highways

f) Planning

g) Volunteer

h) Wheelbarrow Castle Field/Playground

 HG suggested that committees and working parties remain as currently and a further two working parties were suggested by HG. The first in response to the complaints the Parish Council is receiving with regard to High Path, and following discussion MN agreed to take this into the Highways Committee and initially identify responsibilities for this path. The second suggestion was to consider a working party to produce a short village plan which would be an aspirational document including communicating with stakeholders. This was proposed by DK, seconded by MN and agreed by all Councillors present.

 **Actions:** MN to identify responsibilities for High Path. HG will consider how a short village

plan can be progressed.

7 **Report form County Councillor:** The new County Councillor took office six days ago and therefore there has been insufficient time for him to be contacted regarding this meeting.

8 **Report from District Councillor:** FH provided information with regard to one of the candidates who will be standing in the

 8th June 2017 general election. David Bradford is the new County Councillor for Easebourne Bradford and Kate O’Kelly is new County Councillor for Midhurst. FH suggested that once a new MP is elected local issues such as speed of traffic, availability of local shops, and affordable housing could be raised with them. FH described his proactive meeting with Jonathan Russell at Cowdray Estate and discussion regarding further house building on Cowdray land. AG asked what consideration had been given to potential pressures on the health centre, and school with a further increase in housing. HG explained she was not aware of any issues but the Parish Council would need to ‘keep an eye’ on this. AK said she could confirm from personal experience there were no current issues with local school places.

9  **Declarations of interests in any matters on agenda:** No declarations of interests.

10 **Review of actions from the meeting held on 8th March 2017:**

* MN provided information about the installation of a bin on High Path, and explained that we could utilise one of the bins from the old playground which would cost £88 for Chichester District Council to install and £1.81 per week for it to be emptied. This was proposed by MN, seconded by SL and agreed by all Councillors present.

**Further Action:** MN to organise installation of bin and contract for emptying of bin, with support from DP to ensure recycled playground bin can be locked and unlocked.

* A27 work not currently going ahead but SH will continue to pass information regarding the A27 to JG.

 **Further Action:** SH to pass A27 information to JG.

* The hanging branches on tree at the edge of Wheelbarrow Castle field have been dealt with and further information is being sought from Cowdray Estate regarding trees near to the allotments.

 **Further Action:** SH currently awaiting a response from Cowdray Estate.

* Confirmation has been received that planning permission is not required to replace the Parish Council Notice Boards.
* The phone has now been adopted and further progress will be covered later in the agenda.
* Councillor training has been organised at 6.30pm on 15th May 2017 at King Edward VII.
* A grass-cutting contract is now in place.
* MN confirmed that a pitch has been booked at Village fete (2.00pm to 5.00pm Saturday 17th June 2017), a decision has yet to be made regarding the hiring of a bouncy castle.

 **Action:** MH and HG to make a decision regarding the hire of a bouncy castle for the fete.

* The Annual Village Meeting leaflets were printed and delivered. (AG asked if a microphone could be considered for next year’s meeting and HG agreed this would be done).

 **Confirmation of minutes of meeting held 8th March2017**: proposed by MN, seconded by DK, agreed by all present, approved and signed.

 **Confirmation of minutes of extraordinary meeting on 18th April 2017:** proposed by AK, seconded by JG, agreed by all present, approved and signed.

11 **Reports from the Committees and Working Parties**

1. Burial Ground (now ceased)
2. Communications – HG explained that the website is up to date and Communications Committee will make plans for the Village Fete.
3. Emergencies and Winter Planning – JG asked that all Councillors read the Winter Plan and provide him with any information regarding suggested changes or additions to the Plan. AG asked if further consideration be given to the pavement on Dodsley Lane opposite High Path.
4. Finance and Grants – DK explained that the costs of the Clerk undertaking a Certificate in Local Council Administration (CiLCA) would be discussed later in the agenda. The training costs for the Clerk and Councillors would be separated within the finance spread sheets and refreshments costs would be placed against ‘administration’ for the purposes of analysis. All expenditure increases will be tracked against the budget throughout the year.
5. Footpaths – HG and AK will meet to discuss the work of this committee.

**Action:** HG and AK to meet to discuss footpaths.

f) Highways – MN and JH will be meeting with a technical engineer to progress the plan for a Vehicle Activated Sign (VAS) and a further update will be requested from West Sussex County Council (WSCC) Highways with regard to the planned signalised crossing. MN will also seek the latest policy position regarding the use of highway mirrors. A meeting will also take place with the school regarding a community highway scheme. MN also explained that a sign with standard wording has been ordered stating ‘Please drive carefully through our village’.

g) Planning and King Edward VII update – There is an amended planning allocations policy and meeting will be arranged

 to discuss this. DP attended King Edward VII liaison meeting and made a request regarding the placement of a bin,

 which was refused, but DP will make this request again. DP will also talk to the Community Bus Group (My Bus)

 regarding what they may be able to offer by way of service at the King Edward VII site.

 **Actions:** HG to organise a meeting to discuss the amended planning allocations policy and DP to make another request for a bin at King Edwards liaison group meeting, and also talk to My Bus, about a potential service for King Edward VII site.

h) Volunteering – nothing to report at this time.

i) Wheelbarrow Castle Field/Playground – HG explained the Parish Council had received a request to place a memorial bench and tree in the field. A meeting had been held at the school to discuss the ‘big picture’ in terms of the potential play facilities in the field. HG proposed that the further work take place with Wildwood UK Ltd and other traditional playground providers to produce a final design, seconded by MN and agreed by all Councillors present. HG proposed that a topographical survey, and drainage survey at the cost of £49.92 (less VAT) take place to establish what services/drainage may be positioned under the ground in the field, seconded by AK and agreed by all Councillors present. HG suggested that the Parish Council apply again to WSCC for change of use for the field to become a village green for planning purposes, and that currently it due to the length of time and responses from WSCC, it could be considered that they are unreasonably withholding consent, proposed by HG, seconded by MN and agreed by all present. Cowdray Estate had contacted HG regarding a fallen oak. HG proposed that the Parish Council work with the Estate in the provision of the play facilities for the field, part of which will require oak trunks, seconded by AK and agreed by all Councillors present.

 **Actions:** HG to draft a Parish Council Memorial Policy. Field Committee to continue to work with Wildwood UK Ltd and other traditional playground equipment providers. HG to organise a topographical survey, and drainage survey of the field. HG to approach Cowdray Estate with regard to working together to provide play equipment for the field.

12 **Finance:** Payments made

a) To note payments made (cheque numbers 453-481)

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| 453 | Bomber, transportation of benches (invoice 10) | £45.00 |
| 454 | M Noble refreshments for Community Space designers | £19.08 |
| 455 | SSALC Training (invoices 10376, 10371, 10478) | £210.00 |
| 456 | Clerk’s Salary and Clerk’s home as an office (February) | Undisclosed |
| 457 | HMRC (February) | Undisclosed |
| 458 | HMRC (March) | Undisclosed |
| 459 | Clerk Pension, Parish Council and Clerk contribution (February) | Undisclosed |
| 460 | Clerk Pension, Parish Council and Clerk contribution (March) | Undisclosed |
| 461 | Clerk reimbursement for printer ink | £14.00 |
| 462 | Clerk phone calls from home phone | £35.67 |
| 463 | Chairman’s Honorarium (2016-17) | £100.00  |
| 464 | Reimbursement to H Grantham for Book Tokens for School Playground Design Competition Winners  | £30.00 |
| 465 | Easebourne PCC hire of Refectory (16/2/2017 and 8/3/2017) | £40.00 |
| 466 | Home-Start Grant | £150.00 |
| 467 | Clerk’s Salary and Clerk’s home as an office (March) | Undisclosed |
| 468 | Easebourne Scout & Guide Hut Committee Grant | £200.00 |
| 469 | Reimbursement to S Hurr for stationery, printer ink and mobile phone top-up  | £60.22 |
| 470 | West Sussex ALC subscription (invoice 605) | £565.19 |
| 471 | H Grantham reimbursement for Printing leaflets for Annual Village Meeting | £39.41 |
| 472 | Rachel Hall Internal Audit (invoice 3363) | £300.00 |
| 473 | M Noble reimbursement for refreshments for Annual Village Meeting | £11.71 |
| 474 | Greenscape Grass Cutting (invoice 167) | £216.00 |
| 475 | Richard Follett Website and Domain hosting (invoice 1125)  | £140.00 |
| 476 | Clerk’s Salary and Clerk’s home as an office (April) | Undisclosed |
| 477 | HMRC (April) | Undisclosed |
| 478 | HMRC (May) | Undisclosed |
| 479 | Clerk Pension, Parish Council and Clerk contribution (April) | Undisclosed |
| 480 | Clerk Pension, Parish Council and Clerk contribution (May) | Undisclosed |
| 481 | Easebourne PCC hire of Refectory (28/3/2017, 6/4/2017, 26/4/2017, 9/5/2017, 10/5/2017) | £105.00 |

b) Payments received:

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| CDC first tranche of Precept  | £20,000 |

c) To note Clerks payments.

d) Approval of payments & receipts proposed by HG, seconded by MN and agreed by all Councillor present.

e) Annual Return and approval of accounts for year ended 31/3/2017: all Councillors agreed the governance statement and that the Chairman and Clerk should sign the annual return. Annual Return duly approved and signed. Clerk will display the electors right to inspect form as per the regulations and will also forward the annual return to the external auditor.

**Action:** SH to forward Annual Return to External Auditor.

13 **Planning:**

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| **Number** | **Address** | **Detail** | **Easebourne PC Consultee Comments** |
| SDNP/17/00355/LDE | Loves Farm House, Easebourne Street | Change of use of barn to storage class B8 use | No objection  |
| SDNP/17/00714/HOUS | 2 Strathmoor Gardens | Rear single storey extension | No objection |
| SDNP/17/00701/TPO | Land North of 9 Hurst Park | Crown lift 3 and deadwood trees  | No objection |
| SDNP/17/00712/TPO | Land North of 1 Hurst Park | Cut back branch over 11 Hurst Park | No objection |
| SDNP/17/00950/HOUS | Callian Cottage, Dodsley Lane  | Rear extension and side extension | 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 |
| SDNP/17/01174/HOUS | Buddington Hall, Hollist Lane | Single storey side extension | No objection |
| SDNP/17/01128/FUL | Old Henley, Henley Old Road, Henley | Demolition of existing and the replacement/construction of a new dwelling | No objection subject to four conditions 1. that the site is used only for one dwelling and associated gardens 2. that the Lodge is only used as ancillary accommodation in connection with Old Henley and shall not be occupied as a separate unit of accommodation at any time 3. that the waste remaining on site is dealt with sympathetically 4. that a certified traffic management plan is established and utilised during the course of any building work to mitigate against any potential issues caused by extra larger vehicles with regard to the difficultly of the junctions into and out of the hamlet  |
| SDNP/17/00866/FUL | Easebourne Primary School, Wheelbarrow Castle,  | Re-roofing of the flat roofs and replacement roof level windows | No objection |
| SDNP/17/01368/LDP | Lansdowne House, Vanzell Road | Single storey rear extension and reposition of front door | No objection |
| SDNP/17/00895/HOUS | Beaufort Cottage, Winters Lane | Roof modification works, a porch extension and other minor refurbishment works | No objection |
| SDNP/17/01468/FUL | Long Meadows, Hollist Lane | Change of use of garage to small artisan chocolate business (continuation and expansion of use permitted) | To note that the Parish Council has not received any complaints from members of the public with regards to the business operated from this garage and to declare that as the applicant is a Parish Councillor, no further comments would be offered. |
| SDNP/16/06393/FUL | King Edward VII Hospital, Kings Drive | Replacement extension (demolish existing) and change of use of chapel for shop, café, swimming pool and ancillary leisure/communal facilities | No objection but request consideration is given to the addition of a condition that the swimming pool is open to the wider community and particularly children for at least a proportion of its opening hours. |
| SDNP/12/01392/FUL | Plot 9, Pine Walk, Kings Drive | Variation of condition 1 on planning consent – amend plans and elevations | The Parish Council are concerned that this is the fourth application for this plot and the fourth set of changes and wish to note that it is therefore difficult to keep track of the changes and understand the current application.The current plans seem to represent an increase in size from the more recent plans granted permission and therefore the Parish wish to object to this planning application on these grounds.  |
| SDNP/17/02000/TPO | Durlestone, 12 High Path | Crown thin by 20% (to include removal of rubbing branches) and deadwood on 1 no. Copper Beech tree (T1) subject to EB/85/00410/TPO. | No objection |
| SDNP/17/02051/HOUS | 9 Brackenwood | Erection of a timber garden cabin within the rear garden area. | Further information being sought |

14 **Dates of Parish Council Meeting:**

|  |  |
| --- | --- |
| 12th July, 2017 | 14th March 2018 |
| 13th September 2017 | 25th April 2018 – (Annual Village Meeting) |
| 8th November 2017 | 9th May 2018 |
| 10th January 2018 |  |

15 **Parish Councillor recruitment:** Chichester District Council have been informed with regard to the current casual vacancy, and will write once the appropriate time has lapsed to confirm that co-option can take place. JG requested that the rules for becoming a Councillor were checked.

 **Action:** SH and HG to check rules regarding becoming a Councillor.

16 **Update on** **Henley Phone Box Project:** DP provided information regarding the state of disrepair of the phone box including

 the potential requirement for a new door and for the whole box to be cleaned and painted. JG explained that he currently

 has the cabinet for the defibrillator in storage and provided quotations for a defibrillator. The Duke of Cumberland Public

 House have also offered to provide some funding towards the defibrillator. Following discussions, it was agreed that JG

 would meet with the owner of the Public House to discuss the donation, and obtain the defibrillator which could be

 installed prior to painting taking place.

**Action:** JG to meet with the owner of the Duke of Cumberland and complete RFF forms (including quotations).

17 **Correspondence and invitations received:**

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| --- | --- | --- |
| **Dated** | **Details of Subject** | **Actions** |
| Spring 2017 | Magazine of the National Association of Local Councils | Noted |
| 14th March 2017 | Highways England letter explaining A27 bypass scheme has been cancelled by Secretary of State | Noted |
| 21st March 2017 | PKF Littlejohn’s Annual Audit Pack | Noted |
| Undated | Signed agreement for the adoption of the Henley Telephone Box | Noted |
| 6th April 2017 | Home-Start letter thanking parish council for grant | Noted |
| 18th April 2017 | Resignation letter from Carole Moller | Noted |
| 25th April 2017 | Easebourne Scout & Guide Hut Committee letter thanking parish council for grant | Noted |
| 27th April 2017 | Reverend Derek Welsman letter agreeing arrangements for Burial Ground | Noted |
| Received on 5th May 2017 | Zurich offering to quote for parish council insurance | SH to check agreement with current insurance provider |
| 8th May 2017 | Letter from CDC regarding replacement of parish council notice boards | Noted |
| Received on 10th May 2017 | AON offering to quote for parish council insurance | SH to check agreement with current insurance provider |
| Received on 10th May 2017 | Greenscape signed agreement for grass cutting  | Noted |

18 **Update on Clerk’s CiLCA (Certificate of Local Council Administration) training and review of salary:** Clerk departed

 meeting for discussion to take place at 9.35.

19 **Dates for next meetings:**

7.30pm 12th June, 2017 7.30pm Wednesday 12th July, 2017

 Finance Committee Meeting Easebourne Parish Council

All meetings will take place in The Refectory behind St Mary’s Church

Signed……………………………………………………………...

Holly Grantham