

EASEBOURNE PARISH COUNCIL

DRAFT Minutes of the meeting held on Wednesday 12th July 2017 at 7.30pm in the Refectory, Easebourne

Present Councillors:

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

In attendance:

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), J Hines (JH), County Councillor D Bradford (DB)
- 3 **Declarations of interests in any matters on agenda:** DP declared an interest in a payment to St Mary's PCC for pest control, a grant to MADhurst, and responses to South Downs National Park Association (SDNPA) and Cowdray Estate.
- 4 **Report from District Councillor:** FH explained that he had recently visited the King Edward VII site, and met the Design & Restoration Director Simon Vernon-Harcourt from the main developer City & Country. FH described how the plans for the development been refined and further explained that although there had not been a requirement for Section 106 monies (as defined in the Town & Country Planning Act 1990), Tim Slaney Head of Planning for South Downs National Park Association (SDNPA) had secured funds from the site of just under a million pounds. There had been indication from SDNPA that this money could be passed to Chichester District Council (CDC) if an appropriate plan was presented for its expenditure within the National Park. FH suggested for example, an application could be made for affordable housing and further mooted a plan for him, the Parish Council Chairman, and Mark Dunn, Chairman of the Council at West Sussex County Council to meet with SDNPA. FH also described how National Parks are beginning to define their unique role in terms of their relationship with local communities, and nationally as something of an 'oasis' as tiers of local government potentially reduce and merge into unitary authorities.

FH explained that the King Edward VII site is outside the curtilage of the village and therefore considered separately with regards to planning. The village has less development in percentage terms than other local towns/villages with adjoining towns. FH presented a publication from the neighbouring parish of Lodsworth which sets out their vision for the village, and suggested the Parish Council could consider producing a similar document which could present local collective views. FH considered that SDNPA would be pleased to hear Easebourne Parish Council's ideas and suggestions for the area. FH also explained that the impact of a well-researched smart document should not be underestimated, and the importance of being 'part of the conversation'. The National Park is defining its remit, establishing itself, and wishes to engage. There is an opportunity to change the rules about how we could improve the community with a coherent vision supported by everyone.

FH left the meeting after being thanked for his contribution by HG.

- 5 **Chairman's Report:** HG began with the Clerk's remuneration and SH left the room whilst this was discussed, therefore this part of the meeting was held in private and without recorded minutes.

HG explained that there would be changes to the allocation of Councillors to some of the Committees and Working Parties: AG would join DP regarding liaison with King Edward VII, DP would join the Planning Committee, JG would join the Highways Working Party, and TB and AK would take joint responsibility for Footpaths.

HG asked that Councillors should become more self-sufficient whenever appropriate, rather than ask SH, and if anyone wanted to do anything in particular in their role as a Parish Councillor, that they speak to her or MN as Vice-Chairman. HG said it was important for everyone to be more proactive.

HG reiterated the need to be following appropriate processes, and not work unilaterally as outlined at the recent training session given by Surrey and Sussex Association of Local Councils. HG explained that we had received an invoice for the clearance of moles in the Field and the Burial Ground for £250.00 from GS Pest Control. This has been organised by St Mary's Parochial Church Council who obtained a single quotation with the expectation that the Parish Council would pay half of the invoice. DP believed St Mary's Parochial Church Council had paid the full amount but will confirm this information.

Action: DP to ask St Mary's Parochial Church Council if they have paid this invoice.

HG proposed that the Parish Council write to St Mary's Parochial Church Council to explain that payment for pest control had not been budgeted for and appropriate procedures had not been followed (discussion and agreement by the Parish Council to fund the work for which three quotations would be required), therefore the Parish Council cannot make a

payment towards this invoice, which was seconded by MN and agreed by all Councillors present with DP declaring an interest.

Action: SH to prepare a letter for St Mary's Parochial Church Council.

HG explained that a resident had offered to provide defibrillator training, which was discussed, but considered not appropriate for the Parish Council, although it was agreed that support could be given to set-up a session.

HG explained that FH had already provided a full up-date regarding King Edward VII earlier in the meeting.

HG asked for a volunteer to take on the role of liaison with Midhurst Town Council, and MN responded that he would be willing to do this.

Action: MN to make contact with Midhurst Town Council.

HG mooted producing a Village Plan, which was debated but with the number of items on the agenda, it was agreed for it to be carried over to the next Parish Council meeting in September to allow more time for discussion.

- 6 **Confirmation of minutes of meeting held 10th May 2017:** the minutes were accepted as a true record which was proposed by DK, seconded by AK and agreed by all Councillors present.

Confirmation of notes of Annual Village Meeting held on 25th April 2017: the notes were accepted as an overview of the meeting which was proposed by MN, seconded by DK and agreed by all Councillors present.

7 **Reports from the Committees and Working Parties:**

- a) Communications – A report had been circulated prior to the meeting. HG explained that with MN, they had completed a 'Become a Councillor' leaflet drop in the centre of the village, focussing on roads with little or no representation on the Parish Council, but no responses had yet been received. DP offered to complete a leaflet drop in Easebourne Street.

Action: DP to complete leaflet drop in Easebourne Street.

DP asked if any further work had been completed on the 'Welcome Pack'? HG responded that no further work had been completed and this needed to be looked at again.

- b) Emergencies and Winter Planning – A report had been circulated prior to the meeting. SH explained that first contact regarding the coming Winter had been received from West Sussex County Council.
- c) Finance and Grants – A report had been circulated prior to the meeting. DK explained that there were a number of proposals from the Committee following their recent meetings:

The first was to revise the Terms of Reference for the Finance Committee to allow approval of above the £500 limit when the payment is part of a contract agreed by full Parish Council and similarly to agree payment of Clerk's salary. HG had redrafted the Terms of Reference to include this directive and acceptance of the new wording was proposed by HG, seconded by SL and agreed by all Councillors present.

The second was for the full Parish Council to consider providing a grant to MADhurst following their written request for funding, a grant of £250 was proposed by HG, seconded by AK and agreed by all Councillors present with a declaration of interest from DP and an abstention from SL.

The third was for the funding of the refurbishment and painting of the Henley Telephone Box, and installation of a defibrillator. Quotations had been obtained for this work. Following discussion, it was agreed that the Finance Committee would revisit this matter at their next meeting and have permission to procedure without further reference to the full Parish Council provided that costs do not exceed the funds allocated to the project in the 2017-18 budget. *Post meeting it was agreed this meeting would take place on 2nd August at 7.30pm in the Refectory.*

The fourth was for extra funding for the Wheelbarrow Castle data loops, which had been agreed at the finance meeting, but post that meeting, it had been discovered that an extra £60 would allow an opportunity to gather more detailed data. The payment of an extra £60 for this project was proposed by DK, seconded by SL and agreed by all Councillors present.

- d) Footpaths – There was no report from the Footpaths Working Party on this occasion.

- e) Highways - A report had been circulated prior to the meeting. DK requested that MN prepare a short 'story' to accompany the photograph of AK next to the new 'Please drive carefully through our village' sign for the Parish Council website.

Action: MN to prepare a 'story' for the website.

MN explained the working party were meeting regularly and particularly with regard to Wheelbarrow Castle and that there would be a proposal for the installation/use of a Vehicle Activated Sign at the next Parish Council meeting in September.

- f) Planning and King Edward VII update - A report had been circulated prior to the meeting. Following a short discussion regarding another bin or bins for the site, HG agreed to make contact with Simon Vernon-Harcourt to make this request.

Action: HG to contact Simon regarding bins for the development.

HG explained that a draft response to both SDNPA proposals for housing allocations and a draft response to the Cowdray Estate consultation had been circulated. HG proposed that these responses were submitted to the relevant organisations and that a letter is also sent to FH, which was seconded by DK and agreed by all Councillors present with DP declaring an interest.

Action: HG to submit consultations responses to SDNPA and Cowdray Estate and forward a letter to Francis Hobbs.

- g) Volunteering - A report had been circulated prior to the meeting. HG thanked all those who assisted at the Village Fete.

- h) Wheelbarrow Castle Field/Playground - A report had been circulated prior to the meeting. MN explained that he had met with officers from Chichester District Council regarding New Homes Bonus grants, and proposed that an application is submitted for traditional play equipment for the Wheelbarrow Castle field and that this forms part of a significant business plan/case for the vision for the field, which may at a later date attract greater funding from the District Council. HG proposed that a submission is made for NHB funding for the field as outlined by MN, seconded by DK and all agreed by all Councillors present.

Action: MN to submit a NHB application for traditional play equipment for Wheelbarrow Castle field.

8 Finance:

- a) Revision of Terms of Reference for Finance Committee: Completed above as part of Finance Committee report above.

Payments made:

- b) To note payments made (cheque numbers 482-489 & On-line Payments)

482	Southern Water Drainage Survey (Field)	£49.92
483	Greenscape Grass-cutting (invoice 018)	£864.00
484	St Mary's PCC (first tranche of payment for stair-lift)	£2,220.00
485	Clerk Salary (May)	Undisclosed
486	Stamps, envelopes, audit postage, travel to CiLCA training	£81.92
487	Society of Local Council Clerks - Local Council Administration (Book)	£73.60
488	Society of Local Council Clerks - Clerk Membership	£118.00
489	Clerk Pension (June)	£218.49
On-line Payment	Clerk Salary (June)	Undisclosed
On-line Payment	Clerk - home as office (June)	£20.00

- c) Payments received:

Walberton Parish Council contribution to shared travel to CiLCA training	£21.37
Bouncy Castle Donations	£12.50
Petty Cash returned to bank	£3.01

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

9 Planning:

Number	Address	Detail	Easebourne PC Consultee Comments
SDNP/17/02051/HOUS	9 Brackenwood, Easebourne	Erection of timber garden cabin within the rear garden area.	Objection on the grounds that a condition of the original planning application for the development was there would be no further applications for garden buildings
SDNP/17/02185/HOUS	9 Crossways, Easebourne	Pitched roof over existing flat roofed single storey extension and single storey rear extension.	No objection
SDNP/17/01873/LIS SDNP/17/01872/FUL	Flat 1 Snowhill House, Easebourne Lane, Easebourne	Subdivision of a single 3-bedroom flat to create two 1-bedroom flats (inc. minor internal alterations).	Objection on the grounds that the village requires more family accommodation rather than single or couple occupancy accommodation
SDNP/17/02505/PRE	Cowdray Works Yard, Easebourne Lane, Easebourne	Proposed construction of 20 no. dwellings, 800sqm office space and 500sqm of flexible floor space for retail, retail, workshop, studio	Pre-applications therefore, no comments permitted at this time
SDNP/17/02506/PRE	Easebourne Primary School, Easebourne Street, Easebourne	Proposal for 20 no. dwellings, the Old School building will be converted to 3 no. dwellings and there will be 17 no. new dwellings	Pre-applications therefore, no comments permitted at this time
SDNP/17/02502/PRE	Recreation Ground and Allotment Gardens, Egmont Road, Easebourne	Construction of 20 no. dwellings	Pre-applications therefore, no comments permitted at this time
SDNP/17/02740/HOUS	8 Lutener Road, Easebourne	Single storey extension, front porch and change of loft space to habitable accommodation	No objection
SDNP/17/02802/APNB	Buddington Farm, Buddington Lane, Easebourne	Proposed lean to style extension to dairy building	Further information requested, but application since withdrawn
SDNP/17/02764/HOUS	Lansdown House, Vanzell Road, Easebourne	Single storey rear and side extension, change use of loft space to habitable accommodation and replacement garage.	No objection
SDNP/17/02648/PA16	Transmitting Station, Highstead Lane, Bexley Hill, Lodsworth	Proposed telecommunications installation upgrade and associated works.	No objection

10 Adoption of the following Easebourne Parish Council Policies:

- a) Memorial Policy: This policy was circulated prior to the meeting. Adoption of the policy was proposed by AK, seconded by HG and agreed by all Councillors present.
- b) Grants and Donations Policy and Application Form: This policy was circulated prior to the meeting. Adoption of the policy and associated application form was proposed by TB, seconded by MN and agreed by all Councillors present.
- c) Training Policy: This had not been correctly circulated prior to the meeting, therefore Councillors were given the opportunity to read the policy. Adoption of the policy was proposed by MN, seconded by AK and agreed by all Councillors present.

DK also suggested having a rolling calendar for when such documents should be reviewed. HG confirmed this should become part of normal Clerk's duties.

Action: SH to establish rolling calendar for document review.

- 11 **Agree Meeting Summons by Email:** All Councillors present signed an acceptance form with regard to receiving meeting summons by email.
- 12 **Henley Phone Box Project update:** This project had been discussed earlier in the agenda.
- 13 **Parish Councillor Recruitment update:** This project had been discussed earlier in the agenda.
- 14 **Request from Easebourne C. E. School for a funding contribution:** MN explained that the Parish Council had been approached by the Head Teacher at the school and asked to consider making a contribution towards extra fencing required by the school to expand their outdoor space to accommodate 15 extra reception children in the next academic year. Three quotations had been obtained and MN proposed that the Parish Council could request for a variation for the NHB funding already received for fencing in Wheelbarrow Castle field which may now not be required, to fund part of this fencing installation for the school up to a sum of £1,800 this was seconded by AG and agreed by all Councillors present.

15 **Correspondence and invitations received:**

Dated	Details of Subject	Action
26 th May 2017	Request to fly the Red Ensign for Merchant Navy Day on 3 rd September 2017	SH to respond in writing explaining that the Parish Council do not own a flag pole, but will pass the information to St Mary's Parish Church
Received 8 th July 2017 by email	Invitation to MAC meeting, on 4 th October 2017 at 7.00pm at The Grange Centre	Noted
Received 9 th July 2017 by email	Invitation from Midhurst Art Society for Summer Exhibition preview evening on 31 st at 7.00pm at the Memorial Hall, South Downs National Park Centre	Noted
Summer 2017	Magazine of National Association of Local Councils	Noted

16 **Dates for next meetings:**

Finance Committee Meeting
7.30pm Tuesday 2nd August, 2017
(in the Refectory behind St Mary's Church, Easebourne)

Easebourne Parish Council Meeting
7.30pm Wednesday 13th September, 2017
(in the Refectory behind St Mary's Church, Easebourne)

Signed.....
Holly Grantham
Chairman

Meeting closed at 9.45pm