

EASEBOURNE PARISH COUNCIL

Draft Minutes of the meeting held on Tuesday 19th September 2017 at 7.30pm in the Refectory, Easebourne

Present Councillors:

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

In attendance:

County Councillor D Bradford (DB), District Councillor F Hobbs (FH), Parish Clerk S Hurr (SH)

I Milne (IM) – candidate for co-option as a Parish Councillor

- 1 **Visitors questions:** No members of the public were present.
- 2 **Apologies:** S Lloyd, absent without apology.
- 3 **Welcome:** Mr Bradford, new County Council was welcomed to the Parish Council.
- 4 **Co-option of new Councillor:** (*agreed by present to be taken earlier in the agenda*) IM gave a short presentation explaining his reasons for applying to become a Parish Councillor. IM was asked to leave the room and a discussion and vote took place in which all Councillor agreed to co-opt IM. IM was invited to return to the meeting and was congratulated on his successful co-option. IM signed appropriate forms and was given a Code of Conduct.
- 5 **Report from District Councillor:** FH began by querying the underspend on the budget. DK explained that the underspend was associated with prudent saving for the Parish Council's major project, the development of a new playground and community space, and all other planned expenditure is currently on track.

FH explained that he and HG had met with the South Downs National Park (SDNPA). From the discussion at the meeting he believed it was clear that the Association was keen to support a Parish Council vision for the community. SDNPA consider their organisation as a statutory national body with their own vision for the park and that they want a contributing local community, and so provided requests 'fit' with SDNPA's plans, they will be supportive. Therefore, SDNPA will look to those communities with a 'plan', which is why it is so necessary for Easebourne Parish Council to be prepared with a plan.

With regards to the A27, Highways England require that there is a unified local view, delay in this is likely to result in work not beginning until 2023. DB added that arguing around Chichester needs to stop, people need to come together and agree. DB also explained that there is 'zero' chance for new works to be north of Chichester and there is further consideration being given to air pollution and how traffic flow could be improved.

- 6 **Report from County Councillor:** DB began by explaining the breadth of his role as a County Councillor including having responsibility to represent 14 parishes, and sitting on a number of County Council committees and panels.

DB explained that he had been approached by three Easebourne residents regarding concerns about parking near to the Garage in Easebourne Lane. HG responded that this issue would be included as part of the village plan. AG cited concerns regarding visibility at the Lutener Road junction, which HG agreed would also be included in the village plan. MN added that he would like to provide DB with progress regarding the Vehicle Activated Sign (VAS) project, which DB responded that this item was 'on his agenda' with regards to projects he is aware of and supporting. MN also thanked DB for his recent support with a Community Highway Scheme application.

- 7 **Chairman's Report:** HG explained that the Annual Audit had been completed without any significant issues being raised. SH added that the Audit was on the website and the 'Notice of Conclusion of the Audit' had been displayed on the notice boards. HG also provided information about the progress with repairing/replacing the broken stone plaque between Easebourne and Midhurst on the bridge. SH is in the process of gaining quotations and the Parish Council is in communication with Midhurst Town Council. Other local organisations have also indicated that they may be able to provide financial support.
- 8 **Declarations of interests in any matters on agenda:** DP declared an interest in the restoration of the Henley telephone box project.
- 9 **Confirmation of minutes of meeting held 12th July 2017:** the minutes were accepted as a true record which was proposed by JG, seconded by AK and agreed by all Councillors present.
- 10 **Actions from previous minutes:** HG reviewed all actions which have all been completed, with work continuing to be progressed regarding the request for bins at KE VII site.

11 Reports from the Committees and Working Parties: (taken out of order)

a) Finance – A report had been circulated prior to the meeting. DK explained the forecast spend. No grants had been requested and the Committee currently does not have any proposals to the Parish Council.

b) Communications – A report had been circulated prior to the meeting. HG explained there is currently nothing to report. DP asked about the progress with regard to the ‘Welcome Pack’, HG responded that this is in hand.

c) Emergencies and Winter Planning - A report had been circulated prior to the meeting. JG explained any revisions of the plan had to be submitted by the end of August and no alterations to the plan had been required. JG added that the Henley bin had been topped as some of the salt/grit had been used. JG also asked that about £1,500 should be set aside to deal with any emergencies which, provided a contractor from the appropriate list with £10m public liability was used, could be claimed from West Sussex County Council (WSCC). DK responded that if the Parish Council is able to make a claim for any monies spent in this situation, budget would not need to be specifically allocated for such an eventuality.

d) Footpaths - A report had been circulated prior to the meeting. AK explained that that parish was one of the largest in the Country, and that she had a number of ideas regarding footpaths, and has set aside some days to focus on this. JG explained he had a map of the footpaths which he would pass to AK.

Action: JG to pass footpath map to AK.

e) Highways - A report had been circulated prior to the meeting. MN explained that a number of meetings and discussions had taken place regarding the VAS, including location, type (solar/mains powered) and merits of both, which will be detailed on the ‘Request for Funding’ form. The cost of two VAS will be £6,500.

WSCC have tentatively confirmed that the Wheelbarrow Castle crossing will be installed on 23rd October 2017.

MN explained that DB had written an email of support for Community Highways Scheme application, and we will be informed of the result of the application in October 2017.

There is no current update on Speedwatch.

f) King Edward VII - A report had been circulated prior to the meeting. DP stated he considered his short report was self-explanatory and there was no further information to provide at the present time.

g) Planning – A report had been circulated prior to the meeting. HG explained that she and FH had met with SDNPA. Consultation on local plan is now open. HG considers that further communications with Cowdray Estate would be a positive way forward.

h) Volunteering - A report had been circulated prior to the meeting explaining the committee has not met and HG confirmed that there was nothing further to add at the present time.

i) Wheelbarrow Castle Field/Playground: A report had been circulated prior to the meeting. HG explained that the New Homes Bonus request had been submitted, the meeting to discuss applications will take place on 28/9/17 and the Parish Council will be informed of the outcome the following week. JG suggested installing a board in the field to provide information about the plans. HG confirmed the website is being updated and a further consultation with residents will be required.

12 Finance:

Payments made:

a) To note payments made (cheque numbers 490-491 & On-line Payments)

100490	Clerk Pension (July)	Undisclosed
100491	Payment for hiring of the Refectory (9/6/17, 12/6/17, 3/7/17, 10/7/17, 12/7/17, 2/8/17, 7/8/17) (invoice 002/17)	£120.00
On-line Payment	Reimbursement for returning Wildwood displays, to MN	£18.20
On-line Payment	Reimbursement for bin locks, to DP (invoice 285676)	£31.03
On-line Payment	Glasdon Uk Limited for Gateway Signage (invoice 731896)	147.30
On-line Payment	Reimbursement for stationery, stamps and ink, to SH	£66.34
On-line Payment	Greenscape Grass-cutting (invoice 057)	£432.00
On-line Payment	WSCC Street Lighting and Highways Contribution (invoice 8001234951)	£1,306.61

On-line Payment	Clerk Salary (July)	Undisclosed
On-line Payment	Clerk Home as Office (July)	£20.00
On-line Payment	Clerk Pension (July)	Undisclosed
On-line Payment	Clerk Salary (August)	Undisclosed
On-line Payment	Clerk Home as office (August) and travel to SDNPA meeting	£34.40
On-line Payment	Clerk Pension (August)	Undisclosed
On-line Payment	Payment for WSCC Traffic Data Surveys	£372.00
On-line Payment	Reimbursement for Leaflet Printing, to HG	£39.41
On-line Payment	Greenscape Grass-cutting (invoice 070)	£864.00
On-line Payment	Payment for CDC bin installation and emptying	£157.73
On-line Payment	Payment to PFK Littlejohn (external auditors)	£240.00
On-line Payment	Came & Company Parish Council Insurance premium (invoice 1737029)	£457.98

On-line Payment	Grant to MADhurst	£250.00
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b) Payments received:

Chichester District Council second tranche of precept	£20,000
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c) Approval of payments & receipts, proposed by TB, seconded by DK and agreed by all Councillors present.

13 Planning:

Number	Address	Detail	Easebourne PC Consultee Comments
SDNP/17/02186/HOUS, SDNP/17/02187/LIS	Challens Yard, Easebourne Street	Ground floor rear extension.	No objection, but consider that all recommendations in the Daytime Bat and Nesting Bird Survey with Dusk Echolocation Study Report must be adhered to.
SDNP/17/03561/TPO	Rotherlea Cottage, Hollist Lane, Easebourne	Works to reduce height by 6m and width by 4m on 2 no. Sycamore trees (T11, T14), reduce height by 4m and width by 4m on 1 no. Beech Tree (T12) subject to TPO no. 91/411/TPO.	No objection
SDNP/17/02767/HOUS	Oakapple, Dodsley Grove, Easebourne	Erection of two timber sheds to the rear.	No objection
SDNP/17/03897/TPO	Durlestone, 12 High Path, Easebourne	Works to remove 1 no. branch from 1 no. Copper Beech tree subject to TPO no. 85/00410/TPO overhanging neighbours garden.	No objection
SDNP/17/04121/LIS	King Edward VII Hospital, Kings Drive, Easebourne	Revisions to internal layout as previously consented within existing Sanatorium building	It was agreed that an extension for submission of comments was sought and the Chairman of the Committee visit the SDNPA offices to view the full plans and gain further information before the Planning Committee submits comments
SDNP/17/03871/TCA	Rose Cottage, 305 Henley Old Road, Henley, Easebourne, Haslemere	Notification of intention to fell 1 no. Yew tree	No objection

SDNP/17/03977/TPO	Denderah, Hollist Lane, Easebourne	Trim back branches by 2m and crown lift branches above house to 15% on 1 no. Oak tree subject to 84/00408/TPO	No objection
SDNP/17/03454/HOUS	Ilex House, Upperfield, Easebourne	Replacement porch.	No objection
SDNP/17/04325/FUL	Plot 9, Pine Walk, Kings Drive, Easebourne	Proposed new dwelling house and detached garage, with associated landscaping and gardens, within a large single development plot (red line curtilage) and larger woodland site (blue line).	It was decided to seek further information before the Planning Committee submit comments on this planning application.
SDNP/17/04509/HOUS	31 Egmont Road, Easebourne, Midhurst	Construction of garden storage shed	Awaiting meeting of Planning Committee

Action: HG to organise date for next Planning Meeting Committee and SH to book room for meeting.

- 14 **Village Plan:** HG explained that individual Councillors have been working on various topics for the village plan. DK and HG will work jointly to further the plan.

Action: DK and HG to meet to discuss village plan.

- 15 **Adoption of the following Easebourne Parish Council Policy:** Easebourne Parish Councillors Participation Policy. Adoption of the policy was proposed by AG, seconded by MN and agreed by all Councillors present.

- 16 **Henley Phone Box Project update:** SH explained that a resident had asked for some information about the parishes defibrillators. Other than the telephone box defibrillator in Dodsley Lane, there defibrillators at the Health Centre, and the Golf Club. JG explained the BP garage on Easebourne Lane may also have one, and that he would check.

Action: JG to check if BP garage has a defibrillator.

JG confirmed that after each use the pads on the Parish Council defibrillator require renewing. A discussion took place regarding the role of Community First Responders in the use and of checking of the defibrillator to ensure it is in full working order.

Action: SH to ascertain information regarding care of the defibrillator and role of Community First Responders.

HG explained that two of the companies which had provided quotations for the refurbishment of the telephone box were unable to undertake the work until Spring next year. The third company had provided a quotation which requires some clarification. DK added that it was important that contractors leave the site clean and tidy. HG proposed that subject to clarification of quotation details, the contractor would be requested to undertake the work, which was seconded by JH and agreed by all Councillors present (DP abstained due to the declaration of an interest in this matter).

Action: SH to contact contractor for clarification of quotation details.

- 17 **Parish Councillor Recruitment update:** HG explained that IM had now been co-opted to the current casual vacancy.

18 **Correspondence and invitations received:**

Dated	Details of Subject
28 th July 2017	Thank you letter from MADhurst for grant
31 st July 2017 (dated)	Copy of letter regarding proposals by Cowdray Estate from a resident, acknowledged by EPC on 18 th August 2017
1 st August 2017	Letter from Arun & Chichester Citizens Advice requesting a grant of £100, acknowledged by EPC on 8 th August advising of Grants and Donations Policy and application form, and providing a copy of both
Autumn 2017	J. Parkers Wholesale Catalogue (bulbs)
10 th August 2017	Letter from residents regarding Development in Easebourne, acknowledged by EPC on 14 th August 2017
18 th August 2017	SDNPA – Local Plan Allocations in Easebourne

24 th August 2017	Invitation to West Sussex Association of Local Councils AGM and Autumn Conference 2017 at 10.00 on 4 th October 2017 at Lodge Hill Centre, Waterfield, Pulborough with programme for the day, AGM agenda, Annual Report and Accounts
September 2017	Letter from Barclays Bank, explaining the East Wittering branch is closing
Autumn 2017	LCR Magazine of the National Association of Local Councils
7 th September 2017 (received)	Invitation from Home-Start to an Art Exhibition and Sale of Paintings, Drawings and Photography in aid of Home-Start Chichester and District, at 6.30pm to 8.00pm on 12 th October 2017 at the Assembly Rooms, North Street, Chichester
19 th September 2017	Insurance Policy Documents received from Came and Company

19 Date for next meetings:

7.30pm Monday 9th October 2017

Finance Committee Meeting (in The Refectory behind St Mary's Church)

7.30pm Tuesday 14th November 2017

Easebourne Parish Council Meeting (in The Refectory behind St Mary's Church)

Signed Date

Holly Grantham
Chairman

Meeting closed at 8.59