

## EASEBOURNE PARISH COUNCIL

### Draft Minutes of the meeting held on Tuesday 14<sup>th</sup> November 2017 at 7.30pm in the Refectory, Easebourne

#### Present Councillors:

T Baker (TB), J Galego (JG), A Guyatt (AG), J Hines (JH), M Noble (MN), I Milne (IM)

#### In attendance:

District Councillor F Hobbs (FH), Parish Clerk S Hurr (SH)

- 1 **Visitors questions:** No members of the public were present.
- 2 **Apologies:** H Grantham (HG), D King (DK) and D Pack (DP) due to prior engagements, and A Keeling (AK) due to family illness. County Councillor D Bradford (DB) also gave apologies due to a prior engagement.
- 3 **Report from District Councillor:** FH began by confirming his view that the production of a Neighbourhood Plan (to be discussed later, on the agenda) was a positive proposal. FH explained he will be attending a meeting which has been arranged for 8<sup>th</sup> December 2017 with HG, a representative from South Downs National Park Authority and from Cowdray Estate, and Mark Dunn the District Councillor for the National Park. FH expressed a view that using professional consultants to support the work to draw up a submission in response to the Local Plan was also positive. FH explained the Chairman from Lodsworth Parish Council may make contact to discuss Easebourne's potential proposal to produce a Neighbourhood Plan.

FH considered crossing the road (Wheelbarrow Castle) outside Easebourne CE Primary School may become a greater issue with increased numbers attending the school and the attraction of the new playground. FH also explained that DB was attending a meeting this evening to discuss traffic issues.

FH further explained that having recently spoken to a number of Easebourne residents, the two issues which were regularly cited was the lack of lighting in Egmont Road and the long wait for the new playground (to be discussed later on the agenda).

FH asked about making more significant connections with Midhurst Town Council? MN explained that both he and HG had attended a meeting and that a further meeting will be organised.

- 4 **Report from Chairman:** MN taking the chair gave the Chairman's report. MN began by explaining that the Neighbourhood Plan would be discussed further towards the end of the agenda but provided information regarding the purpose and potential influence of these documents, also explaining that if the decision is taken to produce a Neighbourhood Plan a formal steering group would be required which would include residents, and a significant cost could be involved although it may be possible to reclaim the funds at a later date.

FH left the meeting at 7.50

MN continued explaining that as noted at the Extraordinary General Meeting, Councillor S Lloyd had written to resign from the Parish Council. MN said there are still Councillor recruitment leaflets available and the Communications Committee would need to plan where these will be distributed. SH explained that DP had offered to post leaflets through doors once the Communications Committee had identified the less represented areas of the Parish. AG suggested advertising in the United magazine, JG suggested we should post a leaflet on the notice boards when space became available, and TB suggested asking Cowdray Estate if they may have a member of staff who would consider becoming a Parish Councillor. MN asked all Councillors to think if they knew anyone who may be suitable and interested in the role.

MN explained that SL's resignation had left a space on the Finance Committee and JG explained he would now be willing to join that committee.

MN told the meeting that the Parish Council had received an offer from a local PCSO Richard Moorey to provide a talk about scams and fraud and proposed that he is invited to present the talk at the Annual Village Meeting, this was seconded by TB and agreed by all Councillors present.

**Action:** SH to organise PCSO attending the Annual Village Meeting (Tuesday 24<sup>th</sup> April 2018)

MN asked if anyone was available to attend Midhurst Area Cycling (MAC) meetings and JH agreed that he could take on this role.

**Action:** SH to forward MAC information to JH

MN explained that DK had been approached regarding the Parish Council organising events of a social nature for the Parish such as having Christmas lights or a festival. It was agreed that currently the Parish Council is dealing with a significant work-load and that once the Playground and Community Space was completed, attention could be given to other matters.

MN mooted the potential for SH to commit to more hours and TB suggested perhaps this could be considered once SH had completed CILCA training. SH also agreed to begin recording all hours plus over-time worked for a trial period.

**Action:** SH to record hours worked for a trial period

MN thanked DP in his absence, for laying the poppy wreath at the Service of Remembrance on behalf of the Parish Council.

**5 Declarations of interests in any matters on agenda:** None

**6 Confirmation of minutes:**

Full Parish Council Meeting on 19<sup>th</sup> September 2017, the minutes were accepted as a true record which was proposed by MN, seconded by IM and agreed by all Councillors present.

Extraordinary General Meeting on 6<sup>th</sup> November 2017, the minutes were accepted as a true record which was proposed by JG, seconded by JH and agreed by all Councillors present.

**7 Actions from previous minutes:** MN reviewed all actions which have been completed. Action carried forward: JG to check if the garage in Easebourne has a defibrillator.

*Post meeting: JG reported that the garage does not have a defibrillator.*

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

a) Communications: A report had been circulated prior to the meeting and there was nothing further to report.

b) Emergencies and Winter Planning: A report had been circulated prior to the meeting and there was nothing further to report.

c) Finance: A report had been circulated prior to the meeting, the budget preparation for 2018-19 is underway, and the underspend gathered due to prudent savings will be allocated to the Playground and Community Space project.

d) Footpaths: A report had been circulated prior to the meeting and there was nothing further to report.

e) Highways: A report had been circulated prior to the meeting, MN confirmed that the Vehicle Activated Signs had been ordered.

g) Planning: Reports had been circulated prior to the meeting including information regarding the Local Plan and the Neighbourhood Plan.

h) Volunteering: A report had been circulated prior to the meeting and there was nothing further to report.

i) Wheelbarrow Castle Field/Playground: A report had been circulated prior to the meeting. IM explained that he was in the process of gathering quotations for groundworks, a productive meeting had taken place with Wildwood UK and Playsafe Playgrounds, and that a planning application needed to be prepared for the field. The Boltini Trust application for funding was currently in draft and awaiting comments (by Friday 17<sup>th</sup> November 2017) from members of the project working group. Other funding is currently being investigated and includes the Woodlands Trust, Plunkett Trust and the Monument Trust. TB explained that the Dexam Trust do not have a specific application form, therefore a similar submission will need to be made as is being prepared for the Boltini Trust, but as they favoured supporting local children, we could request funding for a specific piece of play equipment. TB has a Computer Aided Design (CAD) facility and can assist with any drawings as required. IM also explained that a topographical survey was now required, which was proposed by MN, seconded by IM and agreed by all Councillors present.

**Actions:** Members of Wheelbarrow Castle Field/Playground to provide comments regarding the draft submission to the Boltini Trust by Friday 17<sup>th</sup> November. IM to continue working on funding applications to the Woodlands Trust, Plunkett Trust and the Monument Trust. TB to provide further information to IM regarding the Dexam Trust. IM to gain quotations for a topographical survey.

## 9 Finance:

**New Homes Bonus (Agreement):** SH explained that further to the Parish Council's application for a grant from the New Homes Bonus (Parish Allocations) 2017/18, an 'Agreement' from Chichester District Council had now been received. MN and SH gave information regarding the agreement relating to the New Homes Bonus (and sought agreement that the Parish Council will comply with the terms of the grant of the New Homes Bonus (Parish Allocations)). MN proposed that the terms of the grant listed within the Agreement should be accepted, this was seconded by TB and agreed by all. SH signed the two copies of the agreement.

**Action:** SH to forward the agreement to the terms of the grant to Chichester District Council

Payments made:

a) To note payments made (cheque numbers 492 & on-line payments):

On-line Payment	Came & Company Annual Insurance Premium	£457.98
On-line Payment	St Mary's PCC Stair-lift (second tranche)	£2,220.00
On-line Payment	Mobile Phone Top-up	£10.00
On-line Payment	Greenscape Grass-Cutting	£864.00
On-line Payment	Clerk Salary (September)	Undisclosed
On-line Payment	Clerk Home as Office (September)	£20.00
On-line Payment	Clerk Pension (September)	Undisclosed
On-line Payment	Noticeboard Magnets	£5.98
On-line Payment	Defibrillator Sundries	£33.59
On-line Payment	Wharf Solid Surface (notice board materials)	£300.00
On-line Payment	Clerk Salary (October)	Undisclosed
On-line Payment	Clerk Home as Office (October)	£20.00
On-line Payment	Clerk Pension (October)	Undisclosed
On-line Payment	St Mary's PCC Room Hire	£35.00
On-line Payment	Greenscape Grass-Cutting	£432.00
On-line Payment	Easebourne CE Primary School (donation towards fencing)	£1,824.00
On-line Payment	Sharon Hurr (printer ink)	£24.00
Cheque No. 100492	Royal British Legion (wreath and donation)	£50.00
On-line Payment	Arun & Chichester Citizens Advice grant	£100.00

b) Payments received: None

c) Approval of payments & receipts, proposed by MN, seconded by IM and agreed by all Councillors present.

## 10 Planning:

Number	Address	Detail	Easebourne PC Consultee Comments
SDNP/17/04509/HOUS	31 Egmont Road, Easebourne	Construction of garden storage shed	Location of the proposed garden storage shed next to the road/pavement inappropriate as it will give a poor visual appearance and either significant screening is required or the position of the proposed garden storage shed should be located away from the road/pavement.
SDNP/17/03224/FUL	Vine House Elderly Peoples Residence, Easebourne	Single storey extension to south elevation, single storey and part two storey extension to west elevation	No objection to the proposed building works, but request that consideration is given to the extra parking that is likely to be required as a result of the expansion of operations at the residence, and that a traffic plan is put in place for extra vehicles arriving/departing the residence on a road/junction which already has a high volume of traffic movements.
SDNP/17/04152/FUL	Buddington Farm, Buddington Lane, Easebourne	To construct an agricultural building to house a robotic milking parlor.	No objection.
SDNP/17/04995/LIS	The Lodge, King Edward VII Hospital, Kings Drive, Easebourne	Retention of existing fascia sign attached to north elevations of existing building for a	No objection.

		temporary period of 5 years	
SDNP/17/04928/HOUS	5 Canada Grove, Easebourne	Single storey extension to rear of property	No objection.
SDNP/17/05356/TCA	The Barn, Easebourne Street, Easebourne	Notification of intention to reduce side (eastern sector over handing barn) by approx. 2-2.5 on 1 no. Oak tree	No objection.
SDNP/17/05393/TCA	Land adjacent to The Barn, Easebourne Street, Easebourne	Notification of intention to fell 1 no. Elm tree	No objection.
SDNP/17/04906/FUL	Cowdray Farm Shop A272 Easebourne Street to Heath End Lane, Easebourne	Extension and internal alterations	It was agreed to postpone a decision to the next meeting allowing Planning Committee members further opportunity to examine the details of this planning application.

- 11 Defibrillator Maintenance Report:** A report had been circulated prior to the meeting, and IM who has now taken on responsibility for the defibrillator explained that the defibrillator battery needs to be replaced, for which he will obtain quotations, the cost is likely to be £158 (not including VAT). IM proposed that this is purchased as soon as possible, seconded by AG and agreed by all Councillors present. IM explained the importance of having heated boxes to house both the Henley telephone box defibrillator when it is purchased and the current defibrillator on Dodsley Lane to ensure the appropriate life of the defibrillator battery, and will also obtain quotations for the heated boxes.

**Actions:** IM to obtain quotations for a replacement battery and place an order as soon as possible, and also to obtain quotations for heated boxes.

- 12 West Sussex School Consultation:** AG explained this is currently at first stage. AG has been working on this matter and was awaiting an opportunity to discuss this further with Head Teacher Mr Culley at Easebourne CE Primary School. The school buildings currently have rooms which are not used, as they are designated for community use by West Sussex County Council which could be incorporated into the school infrastructure. AG confirmed he could not see anything of specific concern within the consultation at this stage and would respond to it once he has spoken to Mr Culley.

**Action:** AG to speak with Mr Culley and respond to consultation on-line by 28th November.

- 13 Neighbourhood Plan:** MN explained that in the first instance the Parish Council needs to take a decision as to whether it registers a potential Neighbourhood Plan with SDNPA, and that this should include the whole parish. This was proposed by JG, seconded by MN and agreed by all Councillors present.

**Action:** SH to prepare letter and map, and submit to SDNPA.

- 14 Henley Telephone Box:** SH explained that following the Finance Committee Meeting, DK had requested the chosen contractor commence the refurbishment of the telephone box. IM explained he will gain quotations from electricians to carry out appropriate work in the telephone box for lighting and for the heated box for the defibrillator.

**Action:** IM to gain quotations from electricians for work on the Henley telephone box.

**15 Correspondence and invitations received:**

Correspondence and invitations received:

Dated	Details of Subject	Actions
September 2017	News letter from SDNPA South Downs Planning	Noted
Received October 2017	Promotional Leaflet from Wicksteed Playgrounds	Passed to IM
2 <sup>nd</sup> October 2017	Letter from HMRC regarding credits on PAYE account	Noted
9 <sup>th</sup> October 2017	Letter and leaflet from Barclays regarding changes to terms and creating a 'ring-fenced' bank	Noted
12 <sup>th</sup> October 2017	Letter from CDC promoting the 'Against Litter' campaign and providing leaflets and posters	Noted and to be placed on notice board when space available

23 <sup>rd</sup> October 2017	Letter from Action in Rural Sussex regarding Sussex Community Housing Hub launch event invitation and meeting offer (West Sussex event: 2.00pm to 5.00pm on Tuesday 5 <sup>th</sup> December 2017 at The Steyning Centre, Fletchers Croft, Steyning BN44 3XZ)	Noted
26 <sup>th</sup> October 2017	Letter from CDC providing leaflets entitled 'Helping you to afford a home of your own' setting out options available for first time buyers	Noted
1 <sup>st</sup> November 2017	Letter from SDNPA regarding 'Sussex Pathwatch' providing date of next meeting (13 <sup>th</sup> February 2018), and cards, key rings and car stickers	Passed to AK
1 <sup>st</sup> November 2017	Letter of Resignation from Councillor S Lloyd	Noted
10 <sup>th</sup> November 2017	Invitation from Home Start to attend their AGM (12.30pm for 1.00pm start, 1 <sup>st</sup> December 2017 at The Training Room, Chichester Nursery School Children & Family Centre, St James Road, Chichester PO19 7AB)	AG to attend and SH to confirm AG's attendance

#### 19 Dates for next meetings:

7.30pm Monday 27<sup>th</sup> November 2017

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

7.30pm Monday 4<sup>th</sup> December 2017

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

7.30pm Tuesday 16<sup>th</sup> January 2018

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

Signed ..... Date .....

Holly Grantham  
Chairman

Meeting closed at 8.58