

EASEBOURNE PARISH COUNCIL

Minutes of the meeting held on Tuesday 16th January 2018 at 7.30pm in the Refectory, Easebourne

Present Councillors:

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

In attendance:

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

Members of Public:

Mr F Davies, Mr R Manning

1 **Visitors questions:** None.

2 **Apologies:** None, all present.

3 **Report from District Councillor:** FH began by congratulating MN on being elected as Chairman of the Parish Council and DK on being elected as Vice-Chairman of the Parish Council.

FH cited the Local Plan. Both MN and AK responded that work was progressing with consideration to further building relationships with the land owner and South Downs National Park Association (SDNPA).

FH explained that Mr Dalton the owner of Rotherfield Garage was planning to close the business in preparation for retirement.

Action: SH to write on behalf of the Parish Council to Mr Dalton to thank and acknowledge him for his years of service to the Parish.

4 **Report from County Councillor:** DB began by explaining that school consultation had been delayed for a year for further consultation to take place and that the cuts in Government support was going to have a significant negative impact. DB and a number of his Councillor colleagues will be meeting with the officer heading education at West Sussex County Council (WSCC) later this week to discuss this further.

DB expressed thanks for Parish Council comments regarding a potential crossing Wheelbarrow Castle and that he would continue to debate the matter with WSCC Highways officers whom have given engineering related reasons not to install a crossing. DB will continue to pursue a resolution. DB also asked for any issues regarding highways to be forwarded to him and that he is keen to support highways improvements.

MN explained that a photograph had been taken by the Observer Newspaper of children and parents with the head teacher Mr Culley using the new pedestrian crossing on the A286 for inclusion in the next edition, and confirmed that this matter was first discussed by Parish Council approximately four years ago.

5 **Chairman's Report:** MN asked if Councillors would prefer to return to meeting on the second Wednesday of the month which was agreed. MN also asked if Councillors considered that due to the current workload, meeting monthly rather than bi-monthly may be required. It was agreed to continue with bi-monthly meetings for the time being. FH and DB will attend quarterly and on-request going forward.

FH and DB left the meeting at 8.00pm

MN asked if Councillors considered that the reports provided by the Chairman and leads for each committee/working party were sufficient to provide relevant information to fellow Councillors? A discussion took place with the agreement that reports must include when meetings took place, any decisions made and any proposals to the Parish Council.

Action: SH to forward Terms of Reference for each committee/working parties to Councillors

MN cited the subject of recruitment of new Councillors. SH explained that confirmation had been received from Chichester District Council (CDC) that a co-option could take place to also replace H Grantham, so therefore it is possible to recruit two further Councillors. MN advised the draft Councillor Recruitment Policy was listed later, on the agenda.

6 **Declarations of interests in any matters on agenda:** None.

7 Confirmation of minutes of meeting held 14th November 2017 and Extraordinary meeting held on 4th January 2018 and review of actions:

The minutes of the Parish Council Meeting were accepted as a true record which was proposed by DK, seconded by JG and agreed by all Councillors present.

The minutes of the Extraordinary General Meeting held on 4th January 2018 were accepted as a true record which was proposed by AG, seconded by TB and agreed by all Councillors present.

8 Reports from the Committees and Working Parties:

- a) **Communications and Volunteering:** A report had been circulated prior to the meeting. TB and JH had attended a presentation by a Design and Marketing Company based in Midhurst called HOOLI Ltd (design and marketing company). The company provide support to one or two non-profit making organisations each year free of charge. TB explained the importance of Parish Council branding for the future and the production of a Welcome Pack for residents for which we could also sell advertising space. TB and JH will submit a bid/request to the company. DK suggested that the 'Welcome Pack' is absorbed as a project formally into the Communication and Volunteering Working Party which was agreed.
- b) **Emergencies and Winter Planning:** A report had been circulated prior to the meeting and JG explained the need to replace the Henley Salt Bin once the salt had been used. DK confirmed this was part of the 2018/19 budget.
- c) **Finance and Grants:** A report had been circulated prior to the meeting. SH explained her discussions with CDC with regards to the number of new properties in the Parish paying Council Tax and the opportunity to increase the precept without residents having to pay more or to only pay potentially pence more for Council Tax which could help to support the numerous projects currently in progress (DK explained he would look again at the calculations and respond to this matter at the end of the agenda). DK further explained the details and reasons for each line of the 2018/19 budget. DK proposed the budget, which was seconded by MN and agreed by all Councillors present.

SH explained that a request for funding had been received from the Samaritans who had completed the Parish Council Grants and Donations Application form. DK confirmed that budget is still available for grants. MN proposed that a grant of £250 was allocated to the Samaritans, seconded by IM and agreed by Councillors with one abstention from JG.

MN and TB explained how a loan towards for the new Playground could be sought and supported in future years.

- d) **Footpaths:** A report had been circulated prior to the meeting. AS explained that inspections of footpaths were currently taking place and any issues would be reported to WSCC Public Rights of Way team.
- e) **Highways:** A report had been circulated prior to the meeting. MN explained that a plan was required with regard to Wheelbarrow Castle and highway options to improve road safety. JH explained that once SSE had placed the Vehicle Activated Signs connection in the relevant lamp posts, the Vehicle Activated signs would be installed and that this work should be completed with the next two to three weeks.
- f) **Planning:** A report had been circulated prior to the meeting. AK further explained which applications which had been received by the Planning Committee for which specific comments had been submitted.
- g) **King Edward VII:** A report had been circulated prior to the meeting and there was nothing further to add at this time.
- h) **Wheelbarrow Castle Field/Playground:** A report had been circulated prior to the meeting. IM gave further information regarding expenditure for the new Playground which would shortly be required including four soil sample tests (to inform appropriate planting) at the cost of approximately £25 each and the planning application which would cost £192.50.

9 Finance:

- a) **Payments made:**

On-line Payment	Defibrillator Sundries (reimbursement to I Milne)	£235.00
On-line Payment	Postage of Neighbourhood Plan letter (reimbursement to S Hurr)	£1.75
On-line Payment	Parking to deliver New Homes Bonus Agreement (reimbursement to S Hurr)	£0.50
On-line Payment	Printer Paper (reimbursement to S Hurr)	£4.00
On-line Payment	Postage of Boltini Trust Application (reimbursement to S Hurr)	£1.75

On-line Payment	Troy Hayes Planning Response support (SDNPA Local Plan)	£2,730.00
On-line Payment	Greenscape Grass-Cutting	£216.00
On-line Payment	Clerk Salary (November)	Undisclosed
On-line Payment	Clerk Home as Office (November)	£20.00
On-line Payment	Clerk Pension (November)	Undisclosed
On-line Payment	HMRC Payment (November)	Undisclosed
On-line Payment	Clerk Salary (December)	Undisclosed
On-line Payment	Clerk Home as Office (December)	£20.00
On-line Payment	Clerk Pension (December)	Undisclosed
On-line Payment	HMRC Payment (December)	Undisclosed
On-line Payment	File Dividers (reimbursement to S Hurr)	£2.00
On-line Payment	Parking for Meeting with VAAC (reimbursement to S Hurr)	£1.60
On-line Payment	Travel to Meeting with VAAC, 6 miles @ 45p (reimbursement to S Hurr)	£2.70
On-line Payment	Notebook (reimbursement to S Hurr)	£3.00
On-line Payment	Technique Finishing Notice Board Supports Powder Coating	£150.00
On-line Payment	St Mary's Church Room Hire (October and November)	£90.00
On-line Payment	St Mary's Church Room Hire (December)	£20.00
On-line Payment	Chairman's Honorarium	£50.00

b) Payments received:

7/12/17	Boltini Trust	£10,000.00
15/12/17	CDC New Homes Bonus	£11,880.00

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

10 **Planning:** applications received

Number	Address	Detail	Easebourne PC Consultee Comments
SDNP/17/04906/Ful	Cowdray Farm Shop A272 Easebourne Street to Health End Lane, Easebourne	Extension and internal alterations	No objection
SDNP/17/049905/Ful	Cowdary Café, Easebourne Lane, Easebourne	Extension and internal alterations	No objection
SDNP/17/05693/TCA	20 Easebourne Street, Easebourne, Midhurst, Easebourne	Notification of intention to fell 1 no. Douglas Fir (T1)	No objection
SDNP/17/05800/HOUS	Henley Hill House, Henley Old Road, Henley Easebourne	Demolition of side extension and conservatory, two storey and single storey	Withdrawn by the applicant prior to the meeting
SDNP/17/05851/CND	Plot 9 King Edward VII Hospital, Kings Drive, Easebourne	Variations of Conditional 2 on planning consent SDNP/17/04325/FUL- amendment to the placement of the dwelling (mirrored arrangement) and car port garage with additional rear door set and omission of window	The Parish Council are concerned that this is the sixth application for this plot and sixth set of changes and wish to note that it is difficult to keep track of the changes and therefore the Parish Council object to this planning application on these grounds
SDNP/17/05836/FUL	Gillhams Service Station, Easebourne Lane, Easebourne	Removal of existing vacuum machine, relocation of existing floodlight removal of existing car wash, erection of 1.8 metre high closeboard compound	No objection

		installation of new CO ₂ plant with housing unit to the rear of the existing shop, and installation of nine new parking spaces	
SDNP/17/04569/HOUS	4 Parkway, Easebourne	Demolition of single garage and replace with double garage with room over	No objection

11 **West Sussex school consultation update:** Both AG and DP attended the consultation session, which they reported to be lacking in information. The Parish Council will await further information on this matter from WSCC. *To note: this matter was referred to by DB in his report.*

12 **Neighbourhood Plan summary of options:** A report had been circulated prior to the meeting. MN explained that both AK and he had investigated the significant elements of producing a Neighbourhood Plan and in order to establish further information, had been in communication with SDNPA, Surrey and Sussex Association of Local Councils, Troy Hayes of Troy Hayes Planning and Design and Lodsworth Parish Council.

A Neighbourhood Plan would take between one and two years to complete and therefore would not be concluded in time to influence the local plan. The submission prepared on the Parish Council's behalf by Troy Hayes Planning and Design for the local plan would be taken into consideration by the Government appointed examiner and it was also likely that the Parish Council would be called to present to the examiner.

MN cited that a Neighbourhood Plan would require considerable work, and if that work had to be outsourced the costs could be up to £20,000 which the Parish Council may or may not be able to acquire a full or partial grant for. A Neighbourhood Plan steering group would have to be formed external to the Parish Council with representatives from the community.

MN further explained that the Parish Council could consider an 'Easebourne Parish Design Statement' (similar to document produced by Lodsworth Parish Council) which could be adopted by SDNPA and would influence decisions made going forward. A 'Design Statement' would take six to nine months to complete. IM added that this can be used to influence how new buildings should look in style and what should remain as it is currently.

Two questions were put to the vote:

- 1) Does the Parish Council wish to undertake a Neighbourhood Plan in 2018/19? All Councillors agreed that a Neighbourhood Plan should not be undertaken at this time.
- 2) Does the Parish Council wish to investigate undertaking a Design Statement in 2018/19? All agreed that a Design Statement should now be fully investigated.

JH and IM will assist MN to begin work on investigating a Design Statement.

13 **Henley Phone Box Project update:** The refurbishment of the telephone is half completed. With regards to a contribution from The Duke of Cumberland, IM suggested that once the work is complete and the defibrillator installed, it may be considered appropriate by the Parish Council to approach the Landlord to discuss a contribution. IM also explained that quotations have now been obtained for the necessary electrical works for which a 'Request for Funding' form will be completed for the Finance Committee.

IM asked if Parish Council support could be given to a National Lottery application for defibrillators for the King Edward VII site? IM will obtain further information.

Action: IM to gather further information regarding a National Lottery application for defibrillators.

14 **Draft Councillor Recruitment Policy:** This policy had been circulated prior to the meeting. The adoption of this policy was proposed by DK, seconded by JG and agreed by all Councillors.

Action: DK/SH will add this policy to the Parish Council website.

15 Correspondence and invitations received:

Dated	Details of Subject	Actions
18 th November 2017	The Royal British Legion Poppy Appeal thank you for the donation note	Noted
23 rd November 2017	Chichester District Council letter and poster regarding audio recordings of Chichester District Council meetings	Noted
4 th December 2017	Email from Councillor Carole Lintott, of Midhurst Town Council inviting Easebourne Parish Councillors to an informal 'get-together', date to be arranged	25 th January 2018, had since been suggested by Councillor Lintott and for the meeting to take place at The White Horse Public House in Easebourne. Action: SH to confirm that this is acceptable to the Parish Council with Councillor Lintott.
8 th December 2017	Samaritans funding request	Agreed to fund the Samaritans £250 (see item 8c above).
10 th December 2017	Greenscape Christmas card with a gift of two pens	Noted and 'gifts' to be recorded in gifts register and added to Clerk's stationery.
13 th December 2017	Email resignation from Holly Grantham	Noted
20 th December 2017	HM Revenue & Customs regarding changes to VAT claims	Passed to DK for information prior to placement in the Finance File.
Winter 2017	National Association of Local Councils Magazine	Passed to JH.
5 th January 2018	Email from The Royal British Legion regarding sponsorship of Silent Soldiers	DK suggested that the Parish Council approach St Mary's Church on this matter as a potential joint venture. Action: SH to contact Rev. Derek Welsman and request this is discussed by the PCC at their meeting (17 th January 2018) at which DP will be present.

Item 8c was returned to: DK explained that he had checked the calculations and confirmed that a further £3,000 request to be added to the current precept request, giving a total of £43,000 would have little or no impact on the amount of Council Tax residents would be required to pay, and therefore proposed that this request to CDC should be made, seconded by MN and agreed by all Councillors present.

16 Date for next meetings:

Wheelbarrow Castle Field Working Party
7.30pm, Thursday 1st February 2018 (not a public meeting, venue to be advised)

Planning Committee Meeting
7.30pm, Monday 5th February 2018 (in The Refectory behind St Mary's Church)

Finance Committee Meeting
8.00pm, Monday 5th February 2018 (in The Refectory behind St Mary's Church)

Easebourne Parish Council
7.30pm, Wednesday, 14th March 2018 (in The Refectory behind St Mary's Church)

Meeting closed 9.52pm

Signed..... Date

M Noble
Chairman