

## EASEBOURNE PARISH COUNCIL

### Minutes of the Parish Meeting held on Wednesday 18<sup>th</sup> July 2018 at 7.30pm in the Refectory, Easebourne

#### Present, Councillors:

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

#### In attendance:

West Sussex County Councillor D Bradford (DB), Parish Clerk S Hurr (SH), Prospective Parish Councillors K Graetz and C Sanderson.

- 1 **Visitors questions:** No members of the public were present but two items had been passed to DP and DK respectively.

DP had been given a statement from a resident of the King Edward VII development who was unable to attend the meeting. The statement was read out in full by the Clerk and explained concerns regarding the lack of public transport to and from the development (approximately a mile and a half from bus service no. 70 along a rural road without a footpath). The statement detailed the initial indication given by the developer City and Country to property purchasers regarding the provision of bus service and when such would be put in place. However, the caveat as to when a service would be established appeared to be constantly changing and reinterpreted by City and Country. It was agreed to establish the terms of planning permissions related to this development and to write a letter to City and Country querying when transport provision would be introduced.

**Action:** SH to establish details of the planning permission granted and draft a letter to City and Country.

DK explained two residents of Easebourne Street had again approached him regarding concerns about the open culvert which had become very overgrown, hindering the flow of water. DB confirmed he had passed this information to highway officers and requested this latest information is forwarded to him.

**Action:** DK to forward information and photographs to DB who will pursue this matter with the highway officer.

- 2 **Apologies and reasons for absence from members:** District Councillor F Hobbs had contacted MN and SH before the meeting to explain trains from London had been delayed and therefore apologised as he would be unable to attend as planned.
- 3 **Report from County Councillor:** DB explained that the Education Director had left the post, therefore discussions regarding schools in the area, those which may become a two-form entry and the impact on other schools had halted pending the recruitment of a new Education Director.

DB expressed concerns regarding the cottage hospital in Easebourne and those of his fellow County Councillor for Midhurst Dr Kate O'Kelly, which would now not be able to take patients over-night. DB confirmed that discussions were taking place between the County Council and health managers on this matter.

DB explained he had concerns regarding the Velo South event taking place on 23<sup>rd</sup> September this year and the impact on the community in terms of being unable to freely move around the county. IM and MN confirmed they will be attending a Velo South meeting to gather further information about the event.

*DB left the meeting at 7.52*

- 4 **Report for District Councillor:** Apologies given as recorded above.
- 5 **Declarations of interests in any matters on agenda:** None.
- 6 **Confirmation of minutes of meeting held on 9<sup>th</sup> May 2018 and review of actions:**
- a) Outstanding actions to be carried over to the September Parish Council meeting:

**Action:** SH to establish a 'training log' for the clerk and councillors.

**Action:** IM to plan a further request to Big Lottery for funding.

**Action:** MN and IM to meet to discuss the village shop.

**Action:** DP and AG to obtain a Fire and Rescue Service report with regards to the King Edward VII development.

Confirmation of minutes of meeting: proposed as a true record of the meeting by MN, seconded by JG agreed by all present, and signed.

b) **Confirmation of minutes of extraordinary meeting held on 22<sup>nd</sup> May 2018:** The minutes were proposed as a true record of the meeting by MN, seconded by TB agreed and signed.

c) **Confirmation of notes of annual village meeting held on 24<sup>th</sup> May 2018:** signed for record.

7 **Chairman's Report:** MN explained that a resignation letter had been received from Parish Councillor J Hines, MN thanked JH for his contribution to the work of the Parish Council and explained JH would like to continue in a co-opted capacity on the Communications and Volunteering Group (see item 8a below).

MN confirmed that the Clerk had passed apologies to MADhurst organisers as the Parish Council will not be able to provide a 'float' for the carnival event due to the current work load. MN asked if anyone was able to assist with 'marshalling' the event? (IM + wife, TB and DP have kindly offered to volunteer).

**Action:** SH to pass names of volunteers to the MADhurst organisers.

MN explained that FH was also working on identifying/securing potential s106 monies for the Parish Council.

MN noted that the Parish Council insurance policy with brokers Came and Company was due for renewal on 1<sup>st</sup> August 2018. SH on his direction had asked the brokers to review the quotation and they had confirmed this was the best available quotation for the Parish Council. The premium will be £526.30 and this will increase once Easebourne Park is complete, and is added to the Parish Council's asset register.

MN welcomed Kay Graetz and Colin Sanderson formally to the meeting.

MN explained that SH had received her CiLCA qualification certificate which was available for viewing at the close of the meeting.

8 **Reports from the Committees and Working Parties:** MN requested that only questions on the reports circulated prior to the meeting were asked.

a) Communications and Volunteering (and Staffing): DK confirmed that the bus shelter near the churchyard had been inspected and considered in acceptable condition and therefore could be cleared and tidied by a volunteer team. MN explained a volunteer event will be organised to undertake this task.

**Action:** MN to organise bus shelter clearing event.

b) Emergencies and Winter Planning

c) Finance and Grants: DK explained a proposal to amend the budget allocations as follows:

Row Labels	Proposed	Current	Variance	Notes
Communications Committee	£2,347.00	£1,797.00	£550.00	Include Office 365
General Expenditure	£10,185.00	£12,185.00	-£2,000.00	Removal of Legal Consultation
Highways Committee	£1,278.00	£4,778.00	-£3,500.00	Removal of additional VAS
Planning	£0.00	£3,000.00	-£3,000.00	Removal of Parish Design Statement in 2018/19 (will go into 2019/20)
Playground	£131,147.00	£79,617.00	£51,530.00	Easebourne Park costs finalised (including PWLB) after budget was set
<b>Grand Total</b>	<b>£161,257.00</b>	<b>£117,677.00</b>	<b>£43,580.00</b>	

This was proposed as a **Resolution** by IM, seconded by TB and agreed by all.

d) Footpaths: DK asked about reporting crumbling and overgrown footpaths to West Sussex County Council. AK explained this could be done via the WSCC website. SH suggested that a link could be placed on the Parish Council website directly to the appropriate form ('Love West Sussex') to allow easy access for all to report issues on footpaths and roads.

**Action:** DK to add link to Love West Sussex to Parish Council website.

- e) Highways: MN confirmed the Sussex Safer Roads partnership mobile camera van had been present in Easebourne and the operators had indicated to MN that a number of speeding cars had been recorded.

MN explained that he had met with Highways Officer Chris Dyer to discuss potential for further work to reduce traffic speed on Wheelbarrow Castle, who had responded that it was very unlikely further work would be undertaken until the school has either completed its travel plan or expansion of the school roll was confirmed.

MN explained that another resident had cited the issue of the difficulties of turning out of Dodsley Grove onto Dodsley Lane due to traffic speed and sight lines. Mr Dyer and MN had also discussed this issue and Mr Dyer said signage was in place showing a junction. Further consideration will be given to what can be done to improve the safety of this junction and the exit out of Budgenor Lodge which suffers similar issues.

MN also explained that the Parish Council could consider at a future point engaging an independent Highways Consultant who could provide a full audit of the roads within the parish. South Downs National Park Association (SDNPA) also have a remit to review highways within their area and MN will also pursue this with the Association.

- f) Planning Committee and King Edward VII update  
g) Easebourne Park Update: IM explained he had been investigating the possibility of an installation of a dog bin bag dispenser, which with a two-year supply of bags would cost £250.00. IM is currently in process of seeking sponsorship from a veterinary surgery for this item. This was agreed in principle, and should sponsorship not be forthcoming, the Parish Council will review if it can be purchased from contingency funds.

IM gave further information regarding establishing a 'Friends of Easebourne Park' group, which would be a separate organisation from the Parish Council and could access other funding streams. It was agreed that further research is required.

**Action:** IM to further research establishing a 'Friends of Easebourne Park' group.

IM explained that we request 'brown signs' (tourist signs) are placed on the highways indicating the location of Easebourne Park, which will cost £116 for two signs. This was proposed by IM, seconded by JG and agreed by all.

TB also suggested that his company could create further signs to be placed at the entrance to the school.

IM suggested that the Parish Council consider a phase two installation of further equipment and a phase three for which a residents' survey would be required to establish what further items should be included in the park.

**Action:** IM to consider what may constitute a phase two and a phase three for Easebourne Park and report back to Parish Council.

## 9 Finance:

- a) To note payments made:

Midhurst Local (Mark Harvey) Delivery of Public Consultation and Annual Village Meeting Leaflet	£26.00
Reimbursement to I Milne, Printing of Posters for Field	£85.20
Reimbursement to M Noble, Refreshments for Public Consultation	£4.70
Reimbursement to S Hurr, Postage Stamps	£6.96
Playsafe Playgrounds, Installation of Play Equipment at Easebourne Park, Installment No. 1	£11,130.67
Reimbursement to S Hurr, Postage (signed for) of Annual Governance and Accountability Return	£2.11
Reimbursement to S Hurr, Parish Mobile Phone (May)	£25.50
Reimbursement to S Hurr, Parking for Meeting with Midhurst Town Council (planning 30 <sup>th</sup> May meeting)	70p
Reimbursement to S Hurr, Travel for Meeting with Midhurst Town Council (planning 30 <sup>th</sup> May meeting)	£14.40
Richard Follett, Domain and Hosting for website	£140.00
PB Groundworks, Removal of concrete pads, installation of drainage system, and pathways at Easebourne Park - Installment 1	£9,060.26
Reimbursement to S Hurr, Refreshments for Village Meeting	£13.24
West Sussex County Council, Licence to carry works (field)	£250.00
Reimbursement to I Milne, Printing of Further Posters for Field	£58.80
St Mary's PCC, Hire of Refectory (April, May)	£200.00
Reimbursement to S Hurr, Refreshment for Meeting with Midhurst Town Council (30 <sup>th</sup> May)	£7.44

Clerk's Salary (May)	Undisclosed
HMRC (May)	Undisclosed
Clerk's Pension (May)	Undisclosed
Clerk's Home as Parish Office (May)	£20.00
Greenscape Grass Cutting	£864.00
Donation to MADhurst Event	£250.00
Reimbursement to S Hurr, Postage (signed for) of Licence to West Sussex County Council	£2.50
Reimbursement to I Milne, Defibrillator Electrodes	£87.60
Reimbursement to I Milne, Preparation for PWLB Application Stationery	£13.96
Reimbursement to I Milne, Preparation for PWLB Application Further Stationery	£2.19
Reimbursement to I Milne, Preparation for PWLB Application Printer Ink	£20.39
Wildwood UK, Oak Dens Installation at Easebourne Park, Installment No. 1	£5,700.00
Data Protection Reference ZA057233	£35.00
Reimbursement to I Milne, Postage of PWLB Application	£8.60
Reimbursement to S. Hurr Items for School Fete Tombola	£6.02
Reimbursement to S Hurr, Parish Mobile Phone (June)	£25.50
Reimbursement to S. Hurr Items for School Fete Tombola	49p
Reimbursement to S. Hurr Items for School Fete Tombola	£10.37
Reimbursement to S. Hurr Items for School Fete Tombola	£4.58
Reimbursement to S. Hurr Items for School Fete Tombola	£0.60
Reimbursement to S. Hurr Items for School Fete Tombola	£1.99
Reimbursement to D. King, Vistaprint Leaflets for Parish Design Statement	£69.58
Reimbursement to S. Hurr Items for School Fete Tombola	£2.81
West Sussex County Council, Licence to use two rooms at Easebourne CE Primary School	£100.00
Playsafe Playgrounds, Installation of Play Equipment at Easebourne Park, Installment No. 2	£2,226.14
Reimbursement to S. Hurr Items for School Fete Tombola	£1.50
Reimbursement to S. Hurr Items for School Fete Tombola	£1.00
Reimbursement to S. Hurr Items for School Fete Tombola	£10.50
Reimbursement to S. Hurr Items for School Fete Tombola	£0.59
PB Groundworks, Further Groundworks for Easebourne Park	£7,550.22
Clerk's Salary (June)	Undisclosed
HMRC (June)	Undisclosed
Clerk's Pension (June)	Undisclosed
Clerk's Home as Parish Office (June)	£20.00
Clerk's Membership to Society of Local Council Clerks (to note returned to account)	£147.00
Reimbursement to S Hurr, postage (signed for) of replacement Annual Governance and Accountability Return	£1.77
Wildwood UK, Oak Dens Installation at Easebourne Park, Installment No. 2	£23,637.34

b) To note payments received

25/05/2018	HMRC	VAT	£3,187.50
30/05/2018	Jackson-Stops	Donation for Easebourne Park	£250.00
04/06/2018	Barclays	Interest	£34.70
25/06/2018	HMRC	VAT	£2,146.44
09/07/2018	Sharon Hurr	Return of SLCC Membership	£147.00
09/07/2018	School Fete	Parish Council Tombola	£166.30
17/07/2018	PWLB	Loan	£39,975.00

c) Approval of payments & receipts: DK explained that due to an oversight, an invoice from Sussex and Surrey Association of Local Council for GDPR training @ £115.20 had not been paid, this will be paid immediately.

Bank Balance @18<sup>th</sup> July 2018  
Community Account: £44,330.06  
Business Account: £46,362.64

10 **Planning:** (to note first three applications included from last agenda, as consultee decisions/comments not taken at that time)

Number	Address	Detail	Easebourne PC Consultee Comments
SDNP/18/01779/HOUS	Kirton, 5 Upperfield, Easebourne	Proposed new porch on west elevation.	No objection
SDNP/18/02228/ADV	Gillhams Service Station, Easebourne Lane, Easebourne	1 no. illuminated Wild Bean Café Sign, 1 no. illuminated M&S Tower Signs and 2 no. non-illuminated AO Poster Signs	Strong objection made to this planning application as: <ul style="list-style-type: none"> <li>the illumination is contrary to the 'International Dark Sky Reserve' status of the South Downs National Park.</li> <li>an over-illuminated unpleasant glow will be created in the front reception rooms and front bedrooms in the properties of those residents living in close proximity to the service station and concerns regarding this significant issue have been received by the Parish Council from residents.</li> <li>it is not in keeping with the village characteristics of Easebourne as a village within the South Downs National Park.</li> <li>the multiple signs proposed will create a cluttered and untidy appearance.</li> <li>the signs will be overly bright, numerous and cause a potential distraction to drivers at what is a considerable pinch-point in the carriageway just before/following a traffic island which is the main entrance into the village.</li> </ul>
SDNP/18/01998/HOUS	Burnel, Dodsley Lane, Easebourne	Retrospective permission for the erection of a boundary fence and outbuilding.	No objection to the erection of the boundary fence or outbuilding as per this planning application.
SDNP/18/01030/LIS	131 King Edwards VII Apartments, Kings Drive, Easebourne	Insert secondary glazing to 2 no. windows in main bedroom and secondary glazing to 1 no. window in 2 <sup>nd</sup> bedroom.	No objection.
SDNP/18/01421/HOUS	West Heath Cottages, Kings Drive, Easebourne	2 storey front and side extension with front porch, removal of single storey side extension, canopy and detached garage, erection of new detached garage. Front landscaping works for new steps to entrance.	No objection.
SDNP/18/02149/HOUS	29 Cowdray Road, Easebourne	Alterations of existing front porch.	Due to a declared interest in this planning application by a member of the Planning Committee, the meeting became inquorate and therefore no comments were submitted.

- 13 **Bus Shelter Condition Update:** JG explained that two bus shelters were in need of replacement, one at the end of Kings Drive and another near Conifers School. Replacement bus shelters purchased from a manufacturer would cost in the region of £6,000 each without installation costs. City & Country developers at the King Edward VII site may agree to purchase a bus shelter for the end of Kings Drive, and JG was awaiting further information on this matter. Darren Rolfe from WSCC and his team of volunteers could construct bus shelters for the cost of materials only which would cost approximately £2,000 each. Funds for replacement bus shelters will be included in the budget for the next financial year.

**Action:** SH to complete the SDNPA 'Do I Need Planning Permission?' process to ascertain whether this would be required to replace bus shelters.

- 14 **Parish Design Statement:** MN confirmed the Parish Design Statement leaflet had been completed and placed in various locations within the parish. A number of people had shown interest in being involved with this project (which must be community not Parish Council led). MN will organise a meeting for those interested with Chris Paterson from SDNPA to get this project underway.

**Action:** MN to organise an initial meeting for the Parish Design Statement project.

- 15 **Councillor Recruitment:** Kay Graetz and Colin Sanderson explained why they would like to become Parish Councillors and left the meeting for a discussion regarding their recruitment to take place.

*Closed Session.*

It was agreed unanimously that both Kay Graetz and Colin Sanderson are co-opted to the Parish Council.

*End of Closed Session.*

16 **Correspondence and invitations received:**

<b>Date</b>	<b>Details of Subject</b>	<b>Actions</b>
15 <sup>th</sup> June 2018	Email from WSCC confirming memorials to commemorate those who perished in World War I may be placed on the highway.	Noted
9 <sup>th</sup> July 2018	Invitation to Midhurst Art Society Preview Evening of Summer Exhibition 7pm-9pm on Monday 30 <sup>th</sup> July 2018 at the Memorial Hall, South Downs National Park Centre, North Street, Midhurst (Exhibition open daily from 10am-6pm from 31 <sup>st</sup> July until 6 <sup>th</sup> August).	Noted
10 <sup>th</sup> July 2018	Resignation Letter from John Hines	Noted

17 **Dates for next meetings:** All meetings in The Refectory behind St Mary's Church

- 7.30pm 1<sup>st</sup> August 2018 Finance Committee Meeting (MN to attend and minute)  
 8.15pm 1<sup>st</sup> August 2018 Planning Committee Meeting (MN to attend, chair and minute)
- 7.30pm Date to be confirmed September 2018 Finance Committee Meeting  
 8.15pm Date to be confirmed September 2018 Planning Committee Meeting
- 7.30pm, 12<sup>th</sup> September 2018  
 Easebourne Parish Council Meeting

Meeting closed at 9.28

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_  
 M Noble  
 Chairman