

## EASEBOURNE PARISH COUNCIL

### Minutes of the Parish Meeting held on Wednesday 14<sup>th</sup> November 2018 at 7.30pm in the Refectory, Easebourne

#### Present, Councillors:

J Galego (JG), K Graetz (KG), A Guyatt (AG), A Keeling (AK), D King (DK), M Noble (MN), I Milne (IM), D Pack (DP), C Sanderson (CS)

#### In attendance:

West Sussex County Councillor D Bradford (DB), Parish Clerk S Hurr (SH)

- 1 **Visitors questions:** No visitors were present.
- 2 **Apologies and reasons for absence from members:** Parish Councillor T Baker due to family commitments and Chichester District Councillor F Hobbs. Parish Councillor Keeling gave prior apologies for late arrival.
- 3 **Report from County Councillor:** DB explained that the new Education Director had now been appointed and would begin on 3<sup>rd</sup> December 2018, therefore there is no further information at the current time regarding expansion at Easebourne CE Primary School.

DB reported that a fatal accident had taken place on A285, and further explained his thoughts regarding speed reductions across the South Downs National Park as a blanket 40mph, except where a lesser speed limit is in place, as speeding traffic was common topic at various Parish Councils he attends. A discussion took place with Parish Councillors concluding that as a commuter area, a 40mph speed limit on roads currently above this limit was likely to cause irritation and would be difficult to enforce. MN suggested 'buffer zones' may be more useful to reduce limits gradually rather than have 60mph immediately reduced to 30mph.

DB confirmed that work was being undertaken to improve on the culvert running down Easebourne Street (also see 8f below).

DB explained that the 'up-lift' in West Sussex County Council's (WSCC) budget was likely to be similar to last year, and that he was in favour of increasing it as there are issues around funding children and adult care, impacted by the labour costs (National Living Wage) particularly in care homes.

DB asked if any local shop closures were causing any issues, with a response that this does appear to be a problem within the local area. DB also highlighted that District Councillor F Hobb's website contained interesting and helpful information.

- 4 **Report for District Councillor:** Apologies given.
- 5 **Declarations of interests in any matters on agenda:** None
- 6 **Review of Actions from previous meeting held on 12<sup>th</sup> September 2018 and confirmation of minutes:**

Outstanding Actions to be carried over to January meeting (in order of discussion):

**Action:** MN to plan meeting dates to be for Communications Group for the remainder of the Parish Council year.

**Action:** IM has secured £600 from the British Heart Foundation for a defibrillator for the Easebourne Street area, which requires matched community funds. DK to consider how this might be achieved via an event to take place in the new year.

**Action:** MN and TB to discuss progressing the parish Welcome Pack.

**Action:** IM to continue working on the constitution for the 'Friends of Easebourne Park' group.

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

- 7 **Chairman's Report:** MN explained that DK will be leaving the Parish Council at the end of November 2018 due to his work commitments. DK was thanked for his extensive work on finance, IT and the website. DK explained that he wanted to ensure the 'handover', was well planned and suggested that this was divided into three sessions of half a day. These sessions will include fundamentals of Excel, the use of the Financial Tracker, and email/website management.

MN thanked DP for laying the poppy wreath on the church service on Sunday and also explained that the Beacon Lighting event had gone well, and that £158.03 had been raised for the Poppy Appeal in donations for hot drinks served during the event.

MN explained he had been in communication with West Sussex County Council, regarding the potential on-going use of the room used in Easebourne CE Primary School, as a project office during the construction of Easebourne Park, as a Parish Office. The response had been that the Parish Council would need to fund bringing the room up to an appropriate standard and that the County Council would require that it was vacated at any time should it be needed by the school, so MN considered this would not be acceptable to the Parish Council. AT suggested that we could propose a sliding scale regarding any funds spent, so for example 100% repaid by the County Council should the room be required within one year, and a lesser amount in year two etc. DB asked that MN for the communication to be sent him, so he could investigate further.

**Action:** MN to forward communication to DB regarding potential use of school room.

MN and SH had discussed the possibility of using a PO Box for Parish Council correspondence which would cost £275 pa. It was **resolved** that a PO Box is obtained, which was proposed by KG, seconded by MN and agreed by all present (with the exception of DK who abstained as this is his last Parish Council meeting as a Councillor). DK will add this item to the 2019/20 budget.

**8 Reports from the Committees and Working Parties:** Reports circulated prior to meeting, only proposals to the Parish Council to be discussed.

- a) Communications: no proposals
- b) Volunteering: no proposals
- c) Emergencies and Winter Planning: no proposals
- d) Finance and Grants: a number of proposals were put forward

Adjustments to 2018/19 budget for additional projects that can be run this year:

- i) Replacement of Bus Shelter on A286 South (Shelter no. 2) at the turning of KEVII:
  - New Budget £2,500
  - Funded in part (or whole) from Grant / Donation provided by City and County £2,500
- ii) Mature Tree planting in Easebourne Park:
  - Budget increase of £2,500, total budget £2,520
  - Spend Year end to date £15.51
  - Funded in part from Grant / Donation SDNP £1,372
  - Funded in part from NHB (Secured 2018/19) £1,036
  - Delta £92 from savings
- iii) Easebourne Park Bins
  - Increase budget from £931.05 to £1,872
  - Spend year end to date £1,871.33
  - Funded in full from project contingency
- iv) Easebourne Park security ProTech
  - New Budget £410
  - Funded in full from project contingency
- v) Easebourne Park Gate
  - New Budget £200
  - Funded in full from project contingency

To note: change to iii), iv) and v) reduces contingency to £6,950. Spend against contingency £1,070.59 leaving available contingency at £5,879.41

- vi) Funding RFF requests to consider replacement of Bus Shelter on A286 Southbound (Shelter no. 2) at the turning of King Edward Drive £2,500. Contractor proposed: Darren Rolfe, proposed by JG, seconded by IM and agreed by all present (with the exception of DK who abstained as this is his last Parish Council meeting as a Councillor).
- vii) Acceptance of proposed new Finance Committee Terms of Reference (see appendix one) proposed by DK, seconded by MN and agreed by all present.
- viii) The draft Budget for 2019/10 was discussed and some amendments and additions made. A final draft of the Budget will be agreed at the January meeting of the Parish Council.

- e) Footpaths: to note there have been further issues with motorbikes on footpaths

- f) Highways: to note AT to take the lead for this group. A discussion regarding the Easebourne Street culvert maintenance which leads down and under the Cowdray Works Yard took place and it was agreed this would become the responsibility of the Highways Group which would require an annual meeting to have an overview regarding co-ordination of maintenance and requesting WSCC, Cowdray Estate and relevant homeowners to perform any necessary tasks.
- f) Planning: no proposals
- g) King Edward VII update: no proposals
- h) Easebourne Park Update: It was proposed that the Parish Council support WSCC crowd-funding initiative via a commercial company 'Spacehive' to replace the path top surface. Following a discussion, it was agreed that further investigation take place regarding the type of surface which would be most appropriate including the associated costs.

**Action:** IM to investigate path surfacing further.

- i) Parish Design Statement: no proposals presently and IM explained that further meetings need to be planned, that Lodsworth had been very helpful and that the group had a good selection of members.

## 9 Finance:

- a) To note payments made: See two sets of Finance Committee minutes (appendix two).
- b) To note payments received: as a above.
- c) Approval of payments & receipts: This will now take place in the Finance Committee meeting.
- d) New Homes Bonus (Agreement): SH explained that further to the Parish Council's application for a grant from the New Homes Bonus (Parish Allocations) 2018/19, 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 accepted, this was seconded by IM and agreed by all (with the exception of DK who abstained as this is his last Parish Council meeting as a Councillor). SH signed the two copies of the agreement.

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

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

Number	Address	Detail	Easebourne PC Consultee Comments
SDNP/18/00643/FUL	Land South of A272, Cowdray Park, Cowdray Estate, Easebourne	Construction of ten treehouses to provide tourism accommodation, access to the A272 and car parking, access paths and boardwalk. Biodiversity enhancements, woodland management and landscaping across the site.	No objection
SDNP/18/04357/LIS	Yew Tree Cottage, Henley Old Road, Henley, Easebourne	Minor internal alterations consisting of enlargement of a ground floor opening and creation of first floor opening.	No objection but to draw attention to concerns relating to the works undertaken, which should be in keeping with the regulations and guidelines set out for a grade II listed building.
SDNP/18/04630/TCA	North Mill Street, Midhurst	Notification of intention to fell 1 no. White Willow (T1).	No objection
SDNP/18/04785/LIS	Rose Cottage, 305 Henley Old Road, Henley	Re-tile roof	No objection
SDNP/18/04866/HOUS	17 Cowdray Road, Easebourne	Demolition of existing rear utility/store and replace with single storey front porch and rear extension.	No objection to the construction of a front porch and rear extension, but to draw attention to concerns regarding the proposed installation of velux windows in relation to the Dark Skies Policy.
SDNP/18/04641/HOUS	25 Hurst Park, Easebourne	Conservatory to rear elevation.	Awaiting comments from Planning Committee

SDNP/18/05112/FUL	Cowdray Café, Easebourne Lane, Easebourne	Proposed extensions and minor internal alterations.	Awaiting comments from Planning Committee
SDNP/18/05320/TCA	Homelea, Easebourne Street, Easebourne	Notification of intention to fell 2 no. Holly trees (T1 and T2)	Awaiting comments from Planning Committee

11 **Bus Shelter Update:** Discussed earlier in the meeting (see d i and d vi).

12 **Easebourne Vision:** AT explained that he would like to initiate a long-term plan for the parish, akin to a wish list, which ensures the Parish Council do not lose sight of various matters. This would be dissimilar to the Parish Design Statement which will largely consider future building developments. It was agreed that in the first instance AT will observe a Parish Design Statement meeting.

13 **Correspondence and invitations received:**

Date	Details	Actions
Autumn 2018	Magazine of the National Association of Local Councils	Passed to AK
4 <sup>th</sup> October 2018	Chichester District Council New Homes Bonus Letter and Agreement	See 9d in minutes.
October 2018	Glasdon Catalogue	Passed to KG
October 2018	Hags Play Equipment Advertising	Passed to IM
November 2018	Clerks & Council Direct Publication	Passed to CS

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

Finance Committee Meeting 7.30pm, Wednesday 5 <sup>th</sup> December 2018	Planning Committee Meeting 8.15pm, Wednesday 5 <sup>th</sup> December 2018
Finance Committee Meeting 7.30pm, Wednesday 2nd January 2019	Planning Committee Meeting 8.15pm, Wednesday 2 <sup>nd</sup> January 2019
Easebourne Parish Council Meeting 7.30pm, Wednesday 9 <sup>th</sup> January 2019	

Meeting closed at 9.40

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

## Finance Committee

### Terms of Reference (Revised 14<sup>th</sup> November 2018)

The committee shall consist of at least four members one of whom should be the chairman of the parish council or the vice chairman. The committee shall have a quorum of three and shall meet monthly. There will be a chair of the committee and the ex-officio memr shall be the clerk who will be the secretary of the committee and who will minute all meetings.

The committee's role is to:

- Assist the parish council in overseeing proper financial management, management of financial risks, audit processes and procedures and policy and treasury transactional matters.
- Prepare the annual budget and monitor spending against the budget agreed by the parish council
- Make recommendations to the parish council regarding the precept
- Assess grant applications made to the parish council and to consider these and make recommendations to the parish council
- Liaise with other committees and working groups regarding grant applications made by the parish council and submit and monitor all applications and keep a record of all such applications
- Monitor compliance with grant funding requirements in conjunction with the relevant committee
- One member of the committee will carry out a check of all the parish council's accounts prior to each parish council meeting
- Monitor and update where appropriate the parish council financial regulations
- Attend any relevant external meetings
- Draft relevant correspondence
- Minute all meetings

For one off items of expenditure:

- The clerk can spend up to £100 on day to day items of expenditure
- The Clerk may incur expenditure on behalf of the Council which is necessary to carry our any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500

Entering into contracts:

- The chairman or vice chair can authorise a payment of less than £100 outside a full parish council meeting
- Sums between £100-£500 can be approved by the chairman or vice chair and the head of the finance committee outside a full parish council meeting
- Sums over £500 and less than £10,000 must have 3 quotations and be approved by the full parish council meeting and accompanied by the RFF and process.
- Sums exceeding £10,000 the clerk shall invite tenders from at least three firms, if possible from an appropriate approved list.

If the Parish Council has agreed to enter into any contract with a third party and agreed the contract value, further approval for payments under such contracts is not required from either the finance committee nor the full Parish.

Easebourne Parish Council

Finance Committee

Minutes of Meeting held at 7.30pm on Wednesday 3<sup>rd</sup> October 2018,  
in the Refectory (behind St Mary's Church, Easebourne)

**Present:** J Galego (JG), A Keeling (AK), D King (DK), C Sanderson (CS),

**In attendance:** Clerk S Hurr (SH) and M Noble (NM) to provide information regarding bus shelter installation.

**1 Public Question Time:** No members of the public present.

**2 Apologies and Reasons for Absence:** T Baker (TB) due to illness.

**3 Declarations of Interest:** None

**4 Minutes:** The minutes of 5<sup>th</sup> September 2018 were agreed and signed.

**5 Actions carried forward:**

**Action:** SH to complete VAT Claim.

**Action:** MN and SH to discuss potential for gaining CIL and Section 106 funds with District Councillor Francis Hobbs.

**Action:** MN and SH to confirm replacement costs for Easebourne Park equipment, in order to update the Asset Register.

**6 Approval and Reporting of Finances to full Parish Council**

- a) Following a discussion, it was resolved to provide full minutes of Finance Committee meetings to full Parish Council Meeting in place of a separate report, and add as appendices to the minutes.
- b) DK explained that there are currently a number of underspends at the halfway point in the fiscal year which included the allocations for the Welcome Packs, Footpaths and Winter Management.
- c) MN explained that the outcome of the Parish Council's application for 'New Homes Bonus' funds (£12,536) would shortly be confirmed by Chichester District Council
- d) The Parish Council minutes from earlier in the year will be reviewed to confirm the resolutions taken with regards to the purchase and installation of three waste bins in Easebourne Park.

**Action:** DK to review minutes to confirm resolutions regarding purchase and installation of waste bins in Easebourne Park.

- e) The purchase and installation cost of a fourth waste bin for Easebourne Park will be taken from the contingency budget.

**Action:** DK to record purchase and installation of a fourth waste bin for Easebourne Park against the contingency budget and confirm this action to Easebourne Park lead Councillor I Milne.

- f) Annual Governance and Accountability Return had been completed by the external auditor Moore Stephens and signed as agreed without comment. It was resolved to pay the increased invoice from the external auditor, but report the dissatisfaction of Finance Committee regarding the auditor's actions in requesting further information and subsequently submitting an increased invoice, to Sussex and Surrey Association for Local Councils (SSALC).

**Action:** SH to forward email to SSALC to report dissatisfaction with Moore Stephens.

Payments were agreed as follows:

S. Hurr, Parish Phone	£25.50	Approved
Easebourne CE Primary School, hire of room as Easebourne Park project office	£200.00	Approved
Chichester District Council, installation of three litter bins	£1,684.19	Approved
St Mary's Parochial Church Council, hire of refectory (August and September)	£70.00	Approved
Moore Stephens, Annual Governance and Accountability Return	£528.00	Approved
St Mary's Parochial Church Council, grant towards Burial Ground maintenance	£1,000.00	Approved
Clerk Salary (September)	Undisclosed	Approved
HMRC Payment (September)	Undisclosed	Approved
Clerk Pension (September)	Undisclosed	Approved
Clerk Home as Parish Office (September)	£20.00	Approved
Chairman's Honorarium (2018/19)	£100.00	Approved

g) Asset Register: The new equipment in Easebourne Park to be added to the Asset Register (see point 5 above).

**7 Forecast Spend:** It was confirmed that Darren Rolfe (and volunteers) from West Sussex County Council can supply materials and build a replacement bus shelter for the cost of £2,000 in the location opposite the £A286 entrance to Kings Drive. JG explained that the average quotation for an 'off the shelf' bus shelter was approximately £5,000 and suggested that £15,000 was considered as an allocation to replacing further shelters in the 2018/19 budget. Following a discussion, it was resolved to undertake a number of actions:

**Actions:** SH to contact Darren Rolfe and establish if planning permission or confirmation of no requirement for planning permission should be secured. SH to email City and Country regarding their potential offer of a grant of £2,500 towards bus shelters to ascertain if funds can now be transferred to the Parish Council. MN to obtain the necessary materials list from Darren Rolfe and acquire further quotations for materials. JG to email recently obtained quotations for 'off the shelf' bus shelters to members of the Finance Committee. DK to email a blank Request for Funding form to JG for completion in order to provide a full audit trail.

**8 Budget Review:** DK will prepare a draft 2018/19 budget for November Finance Committee meeting.

**9 Proposals to Parish Council:** None.

**10 Review of Financial Regulations** (originally point 5 on the agenda): DK suggested that a meeting is arranged to review the National Association of Local Councils (NALC) model Financial Regulations, and amend appropriately for adoption by the Parish Council.

**Actions:** DK to email NALC model Financial Regulations to AK, and arrange a meeting to amend the Regulations in preparation for adoption by the Parish Council.

**11 Next Meeting Date:**

7.30pm, 7<sup>th</sup> November 2018  
The Refectory (behind St Mary's Church)

Meeting closed at 8.25pm

Signed by Finance Committee Chairman: .....Date: .....

## Easebourne Parish Council

## Finance Committee

**Draft Minutes of Meeting held at 7.30pm on Wednesday 7<sup>th</sup> November 2018,  
in the Refectory (behind St Mary's Church, Easebourne)**

**Present:** T Baker (TB), J Galego (JG), A Keeling (AK), D King (DK), C Sanderson (CS)

**In attendance:** Clerk S Hurr (SH) and M Noble (NM).

**1 Public Question Time:** No members of the public were present.

**2 Apologies and Reasons for Absence:** None

**3 Declarations of Interest:** None

**4 Minutes:** The minutes of 3<sup>rd</sup> October 2018 were agreed and signed.

**5 Actions carried forward:**

**Action:** SH to complete VAT Claim once all September payments are completed.

**Action:** MN and SH to discuss potential for gaining CIL and Section 106 funds with District Councillor Francis Hobbs, to be carried forward to the next meeting.

**Action:** MN and SH to confirm replacement costs for Easebourne Park equipment, in order to update the Asset Register, which has now been completed.

**Action:** SH to report concerns regarding increased invoice from Moore Stephens (external auditors) to Surrey and Sussex Association for Local Councils.

**6 Approval and Reporting of Finances to full Parish Council:**

- h) Following a discussion, it was resolved to remind all Councillors of the process required for committing Parish Council funds.
- i) A fourth bin has been purchased for Easebourne Park, and it was agreed to report this to full Parish Council for retrospective approval for expenditure from the Easebourne Park contingency budget.

**7 Finance Report Review:**

a) Payments were agreed as follows:

M. Noble, Goody Bag Bubbles (opening event for Easebourne Park )	£47.28	Approved
M. Noble, Goody Bag Tattoos (opening event for Easebourne Park )	£9.30	Approved
M. Noble, Goody Bag Paper Bags (opening event for Easebourne Park )	£7.74	Approved
M. Noble, Hazard Tape for Easebourne Park	£11.54	Approved
Midhurst Local delivery of Easebourne Park open event leaflets	£26.00	Approved
Chichester District Council installation of fourth bin for Easebourne Park	£561.40	Approved
K. Graetz, Volunteer Refreshments	£15.51	Approved
Greenscape, Grass Cutting (September)	£432.00	Approved
Affinity, Chartered Surveyor for Easebourne Park construction	£2,209.94	Approved
S. Hurr, Parish Phone (October)	£25.50	Approved
Guy Goodens Masonry, replacement plaque and repair of original plaque	£3,519.60	Approved
The Royal British Legion Poppy Appeal	£50.00	Approved
I. Milne, Beacon Lighting Event Banner	£84.00	Approved
Greenscape, Grass Cutting (October)	£432.00	Approved
Clerk Salary (October)	Undisclosed	Approved
HMRC Payment (October)	Undisclosed	Approved



Clerk Pension (October)	Undisclosed	Approved
Clerk Home as Parish Office (October)	£20.00	Approved
S. Hurr, ring binder	£2.00	Approved

*To note: DK has identified the reason for the bank reconciliation showing as incorrect by the sum of £2.00, which is due to an over-payment to the Clerk for collected items. This sum will be returned to the bank account by SH.*

- b) An application New Homes Bonus from Chichester District Council has been successful, with an allocation of £12,536 for Easebourne Park Phase II.

City and Country, the developers for the King Edward VII site, have given the Parish Council a grant of £2,500 for the replacement bus shelter at the end of King Edwards Drive (see point 10 below).

CDC have confirmed a grant allocation of £250 for the Parish Council to support the Beacon Lighting Event to commemorate the 100<sup>th</sup> anniversary of the ending of WW1. Midhurst Town Council will also receive a grant of £250. As this is a joint-project, this total sum of £500 will be used to fund the invoice of £1,000 due from Cowdray Estate for preparation of the event and provision of lighting and a toilet. Cowdray Estate have also offered a grant of £500 to fund the event. An advertising banner has also been purchased at the cost of £84 and there will be some further costs associated with refreshments, these costs will be divided 50/50 with Midhurst Town Council. It was agreed that donations should be taken for refreshments for The Royal British Legion.

- c) The Asset Register has been updated with the new Play Equipment installed at Easebourne Park.

## 8 Forecast Spend:

- a) DK explained expenditure against each budget heading, the majority of which were as planned, at this point in the financial year. Significant underspends were noted against the communications group and highways group. Management of the payments for Easebourne Park was also reported as successful, as no cash-flow issues had arisen during construction.
- b) A poppy wreath had been delivered by The Royal British Legion to be laid during the Remembrance Sunday church service, with an invoice of £18. It was agreed to make a donation of £32, making a total payment of £50 (see payments above).

## 9 Budget Review: Preparation of the draft 2019/20 budget will be presented at the November full Parish Council Meeting.

## 10 Bus Shelter: A completed Request for Funding form with three quotations were provided by JG for the replacement bus shelter at the end of Kind Edwards Drive. It was concluded that the recommended contractor was chosen pending a proposal to full Parish Council to agree an amendment to the budget to include this project. Communication regarding this project will be by post on the Parish Council website. It was agreed that should the cost of the work be less than the grant provided by City and Country developers, an offer will be made to return the funds, or a request for any left-over funds to be utilised to improve or replace the bus shelter on the opposite side of the carriageway, with a potential further request for City and Country to add a second top-up grant.

## 11 Proposals to Parish Council:

To amend the budget to include the replacement bus shelter.

To approve a revision of the Terms of Reference for the Finance Committee.

To amend the budget to include the purchase of the trees for Easebourne Park.

## 12 Next Meeting Date:

7.30pm, 5<sup>th</sup> December 2018  
The Refectory (behind St Mary's Church)

Meeting closed at 8.31pm

Signed by Finance Committee Chairman: .....Date: .....

Filename: EPC Meeting Minutes 14th November 2018.docx  
Folder: /Users/SharonHurr/Library/Containers/com.microsoft.Word/Data/Document  
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Author: Susan Coulter  
Keywords:  
Comments:  
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Change Number: 2  
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As of Last Complete Printing  
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