

EASEBOURNE PARISH COUNCIL

Draft Minutes of the Parish Meeting held at 7.30pm on Wednesday 9th January 2019 at 7.30pm in the Refectory, Easebourne

Present, Councillors:

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

In attendance:

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

- 1 **Visitors questions:** No visitors were present.
- 2 **Apologies and reasons for absence from members:** County Councillor D Bradford due to a prior engagement and Parish Councillor T Baker due to work commitments.
- 3 **Report from District Councillor:** FH explained that there is currently no further progress to report regarding improvements for the A27.

Extra housing development is planned for the south of Chichester with limited development planned for north of Chichester. The National Park area currently has very limited development planned.

Tony Dignum, Leader of Chichester District Council will be attending a meeting tomorrow (see Chairman's report and Correspondence and Invitations below) organised by The Midhurst Society, who will be able to give a flavour of Chichester District Council views across a range of subjects and future-plans.

IM asked if for FH's views regarding Petworth Neighbourhood Plan, which South Down National Park Authority (SDNPA) appear in part to be potentially disregarding, and therefore how may the Easebourne Parish Design Statement fare in the future? FH suggested writing to Tim Slaney, the Director of Planning at SDNPA to pose this question, and how well such documents are observed?

Action: IM to email Tim Slaney to enquire about the treatment of parish documents such as Neighbourhood Plans and Design Statements? *Post Meeting – this action has been completed.*

FH left the meeting at 7.40pm

- 4 **Declarations of interests in any matters on agenda:** None
- 5 **Review of Actions from previous meeting held on 14th November 2018 and confirmation of minutes:**

Outstanding Actions concluded/or to be carried over to March 2019 Meeting (in order of discussion):

Action: MN to plan Communications Group meetings date. A decision has now been taken to organise meetings as and when required.

Action: IM has secured £600 from the British Heart Foundation for a defibrillator for the Easebourne Street area which requires matched funding. IM will make contact with The White Horse Public House in Easebourne Street which has recently shown an interest in this matter, to enquire about how this may potentially be taken forward. *Post Meeting – this action has been completed.*

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

- 6 **Chairman's Report:** MN explained that the Clerk SH will begin a new part-time position in February working on Tuesdays, Wednesdays, and Thursdays which will allow Mondays and Fridays for Parish Council work. SH confirmed she will continue to work as flexibly as possible to ensure timely responses/actions are completed in Parish Council matters.

MN welcomed CS's return and confirmed that CS will take over as Chairman of the Finance and Grants Committee.

As the Parish Council elections will take place on 2nd May this year, a Vice-Chairman will not be elected at this time. All offices will be reviewed post elections.

A new template will be created shortly for committee/panel reports to aid consistency for providing information for Councillors.

Action: MN and SH to create a new template for reports.

MN explained that the Parish Council Newsletter is almost complete and will be delivered to households shortly.

MN gave information regarding The Midhurst Society meeting (noted by FH above and below in Correspondence and Invitations and information) regarding the next North County Local Committee (CLC) meeting at 7.00pm on Tuesday 5th March at Northchapel Village Hall, Pipers Lane, Northchapel. JG confirmed he will be attending on behalf of the Parish Council.

Action: JG to attend North CLC meeting on 5th March 2019.

MN explained that Parish Councillors are evenly split as to whether to respond to the Gatwick Airport's expansion Masterplan consultation exercise. As the time to reply is short, and SDNPA will be providing a full a detailed answer, the Parish Council will not provide a response, but Councillors can respond as individuals.

The Village Gateways will be cleaned by Cowdray Estate workers who may also be able to clean road signs although the appropriate cleaning solution will be required.

Action: SH to investigate road sign cleaning solutions.

7 Correspondence and invitations received:

Date	Details	Actions
November 2018	Information from Parish Council email provider 1&1 IONOS (new name)	Passed to K Graetz
7 th November 2018	Chichester District Council correspondence regarding the 'Let's Talk Panel' – website www.chichester.gov.uk/letstalkpanel	To be displayed on Parish Notice Boards, and in shop
January 2019	Clerks & Councils Direct Publication	Passed to A Keeling
4 th January 2019	Email from Moore Stephens (external auditors) responding to our complaint regarding the issues with the 2017/18 the Annual Governance and Accountability Return (AGAR) process	Noted by all
10 th January 2019	Invitation from The Midhurst Society (various subjects) at 7.00pm at South Downs Memorial Hall, North Street, Midhurst for the discussion of various subjects with Tony Dignum, Leader of Chichester District Council	Noted by all
Undated	Promotional information from Broxap – outdoor fitness equipment	Passed to I Milne

8 Reports from the Committees and Working Parties (reports provided)

- a) Communications: Two proposals – Parish Newsletter (see Chairman's report above) to be delivered to all households, as proposed by MN, seconded as by IM and agreed by all present. Second proposal, to consider holding regular surgeries potentially in the Refectory for residents to attend with questions or suggestions for the Parish Council, proposed by MN, seconded by JG and agreed by all present.
- b) Volunteering: No proposals.
- c) Emergencies and Winter Planning: No proposals.
- d) Footpaths: No proposals.
- e) Highways: A proposal to draft a letter to Gilhams Garage regarding the lack of pedestrian pathway, and the issue of water collecting across the entrance, proposed by MN, seconded by KG and agreed by all present. MN also confirmed the AT will take the lead for the Highways Group.
- f) Easebourne Park: IM explained that in response to his investigations regarding how to improve the path in the park, one contractor is prepared to offer two different methods to be used over two 10 metre stretches without charge as a trial surfaces. IM proposed that this offer is accepted 'without prejudice', provided the contractor will remove the surface and reinstatement the area at the request of the Parish Council, seconded by MN and agreed by all present.
- g) IM explained that WSCC crowdfunding 'Spacehive' which is how WSCC will provide funding in future, how been set-up, IM proposed initiating the fund which was seconded by CS and agreed by all present. IM explained that a hosepipe is required for watering in the park and a Request for Funding form will be completed for the Finance Committee. IM introduced the revised Friends of Easebourne Park (FrEP) Constitution which was discussed. IM proposed that the constitution is used for FrEP, which was seconded by MN, JG abstained and agreed by all others present.
- h) King Edward VII update: No proposals. KG and SH will continue to investigate the wording of the original planning permission regarding the potential public transport provision.

- i) Parish Design Statement update: No proposals.
- j) Finance and Grants: Two proposals: MN explained a number of changes to the budget, and proposed these revisions, seconded by AG and agreed by all present. MN proposed the precept request is for an extra £1,300 bringing the total precept to £44,300, seconded by AG and agreed by all present.

9 Finance:

- a) To note payments made (see appendix one – Finance Committee minutes)
- b) To note payments received:

Payment From	Detail	Amount
Chichester District Council	New Homes Bonus	£12,536.00
Midhurst Town Council	Donation towards Stone Plaque	£1,466.50
South Downs National Park	Donation towards Pond in Easebourne Park	£1,378.00
Midhurst Town Council	Donation toward Beacon Lighting Event Advertising Event	£35.00

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/18/04641/HOUS	25 Hurst Park, Easebourne	Conservatory to rear elevation.	No objection, but to draw attention to the Dark Skies Policy
SDNP/18/05112/FUL	Cowdray Café, Easebourne Lane, Easebourne	Proposed extensions and minor internal alterations.	No objection
SDNP/18/05320/TCA	Homelea, Easebourne Street, Easebourne	Notification of intention to fell 2 no. Holly trees (T1 and T2)	Due to the poor presentation of the plans, insufficient details provided to make a robust decision therefore an objection to the application was made
SDNP/18/05121/FUL SDNP/18/05122/LIS	51 King Edward VII Apartments, Kings Drive, Easebourne	Conversion of existing 1 no. window to door leading out onto existing external area to be used as a terrace in association with the residential property.	No objection
SDNP/18/05603/FUL	Polo Grounds, Cowdray Ruins North Street, Midhurst	Provision of 3 no. concrete pad, post and rail wash down plots adjacent to polo fields.	No objection
SDNP/18/05449/LIS	94 King Edward VII Apartments, Kings Drive, Easebourne	Installation of secondary glazing inside 2 original leaded light windows in second bedroom/study.	No objection
SDNP/18/05783/FUL	Cowdray Park Golf Club, A272 Easebourne St to Heath End Lane, Easebourne	Replacement signage at the site entrance.	No objection
SDNP/18/05784/ADV	Cowdray Park Golf Club, A272 Easebourne St to Heath End Lane, Easebourne	3 no. entrance signage plaques	No objection
SDNP/18/05940/LDE	Land North East of The Maintenance Depot, Cowdray Park Golf Club, A272, Easebourne St to Heath End Lane, Easebourne	Existing Lawful Development Certificate for the placement of an outbuilding on golf course, and use of outbuilding as a snack dispensing facility to golf players.	No objection
SDNP/18/05816/ADV	Land South East of Park Gate Cottages A272 Easebourne St to Health End Lane, Easebourne	1 no. double sided replacement non-illuminated entrance sign.	No objection
SDNP/18/05992/CND	King Edward VII Hospital, Kings Drive, Easebourne	Variation of condition 19 on SDNP/18/02811/CND to provide an updated list of approved plans.	Considerable concerns highlighted regarding the number of changes from the original planning permission granted, this planning application seeks, which do

			not appear in any way to reflect the initial proposed uses for this area of the development
SDNP/18/06084/HOUS	22 Lutener Road, Easebourne	Demolition of existing rear extension and erection of replacement two storey and single storey extensions to the rear an addition of roof lights to the main pitch.	Awaiting Planning Committee Decision/Comments
SDNP/18/06346/DCOND	Cowdray Farm Shop and Café, A272, Easebourne Street to Heath End Lane, Easebourne	Discharge of condition 3 from planning permission SDNP/17/04906/FUL	Awaiting Planning Committee Decision/Comments
SDNP/18/02811/CND	King Edward VII Hospital, Kings Drive, Easebourne	Variation of condition 19 (which requires development to be in accordance with the submitted plans) of SDNP/18/02811/CND to enable amendments to the design and layouts of the East Apartments, East Courtyard Terrace Houses and Superintendents Drive Houses and to re-configure the vehicular access route into the East Basement Car Park off Kings Drive	Awaiting Planning Committee Decision/Comments
SDNP/12/01392/FUL	King Edward VII Hospital, Kings Drive, Easebourne	Variation of Condition 1 (which requires development to be in accordance with the submitted plans) on planning consent SDNP/12/01392/FUL to enable amendments to the design and layouts associated with the conversion for residential use of the Nurses Block, Engine House and Motor House, Engine House Cottages, West Apartments and north-west wing of main Sanatorium building	Awaiting Planning Committee Decision/Comments

- 11 **Easebourne Vision:** Nothing to report at this time, and to note that this will be emerged with Highways Group for future reporting.
- 12 **Review of Parish Councillor Recruitment Policy and Application Form:** Minor amendments made.
- 13 **Dates for next meetings:** All meetings in The Refectory behind St Mary's Church:

Finance Committee Meeting 7.30pm, Wednesday 6 th February 2019	Planning Committee Meeting 8.15pm, Wednesday 6 th February 2019
Finance Committee Meeting 7.30pm, Wednesday 6 th March 2019	Planning Committee Meeting 8.15pm, Wednesday 6 th March 2019
Easebourne Parish Council Meeting 7.30pm, Wednesday 13 th March 2019	

Meeting closed at 8.58

Signed: _____ Date: _____
Mike Noble
Chairman

Easebourne Parish Council

Finance Committee

**Minutes of Meeting held at 7.30pm on Wednesday 5th December 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 (MN)

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 7th November 2018 were agreed and signed.

5 Actions carried forward:

Action: SH to complete VAT Claim.

Action: MN to discuss potential for gaining CIL and Section 106 funds with District Councillor Francis Hobbs. MN has contacted Francis Hobbs, and this will be removed as a carry-forward item.

Action: SH to report concerns regarding increased invoice from Moore Stephens (external auditors) to Surrey and Sussex Association for Local Councils (SSALC). SH has informed SSALC, who advised the Parish Council to also forward its concerns to Moore Stephens, and this has also been done.

6 Finance Report Review:

- a) DK reported a discrepancy in the bank the reconciliation which was due to a duplicate line and over payment of £2.00 to S. Hurr. Duplicate line has been removed, and SH will return overpayment of £2.00 to the bank.
- b) It was agreed that the Beacon Lighting Event is recorded under the Village Meeting budget allocation.
- c) All Councillors will be requested to gain invoices addressed to the Parish Council when purchasing (agreed) items on behalf of the Parish Council.

Action: SH to email all Councillors to request invoices are addressed to the Parish Council.

d) To note, that there is one agreed grass-cut left within the current budget.

e) Payments were agreed as follows:

M. Noble, Tarpaulin to protect salt bags	£26.55	Approved
M. Noble, Refreshments for Beacon Lighting	£7.79	Approved
S. Hurr, Printer Ink	£31.99	Approved
M. Noble, Refreshments for Beacon Lighting	£17.73	Approved
S. Hurr, Stamp to return New Homes Bonus agreement	£1.01	Approved
S. Hurr, Parish Phone (November)	£25.50	Approved
St Mary's PCC, hire of the refectory	£20.00	Approved
S. Hurr, Stamps	£4.02	Approved
W L West & Sons, gate, posts and fittings (Easebourne Park)	£234.00	Approved
I. Milne, Postcrete for installation of gate/steps (Easebourne Park)	£14.95	Approved
West Sussex County Council, six sleepers for steps (Easebourne Park)	£180.00	Approved
The Surrey & Hants Tree Company Ltd., trees, stakes, ties, watering tubes & compost	£2,904.00	Approved
Greenscape, grass cutting	£216.00	Approved
Clerk travel expenses (five journeys, 160 miles x 45p per mile)	£72.00	Approved
Clerk Salary (November)	Undisclosed	Approved
HMRC Payment (November)	Undisclosed	Approved

Clerk Pension (November)	Undisclosed	Approved
Clerk Home as Parish Office (November)	£20.00	Approved
Cowdray Estate, Setting-up Beacon Lighting Event	£500.00	Approved

7 Forecast Spend:

- a) No 'Request for Funding' submissions had been received.
- b) A request for grant funding had been received from Home-Start and it was agreed to provide a grant of £200.

Action: SH to organise grant payment to Home-Start

8 Budget Review: DK explained changes to the draft 2019/20 budget as requested which included a budget allocation for the replacement path in Easebourne Park, new equipment also for the park and a 'place holder' budget allocation for one other park item to be determined. DK also noted that it was planned to gain £17,000 from other sources for the park, and that any funder may look for partial funding from the Parish Council before making a financial commitment. The allocation to Winter maintenance will also be increased to £1,000. SH explained that Chichester District Council (CDC) had advised £267 should be allocated for 2019 elections administration and a further £1,500 allocated for the costs of a potential contested election. SH also explained that the CDC had confirmed an increase in households within the parish of 3.09% which could provide extra precept of £1,300 without financially impacting further on households than at the current level. A discussion took place, and it was agreed to propose a request of a £1,300 increase in the precept, at the January 2019 Parish Council Meeting.

9 Proposals to Parish Council:

- a) To approve the revised 2019/20 budget
- b) To approve a request to increase the precept by £1,300 which would provide a total precept of £44,300 for 2019/20

10 Next Meeting Date:

7.30pm, 2nd January 2019
The Refectory (behind St Mary's Church)

Meeting closed at 8.34pm

Easebourne Parish Council

Finance Committee

Draft Minutes of Meeting held at 7.30pm on Wednesday 2nd January 2019,
in the Refectory (behind St Mary's Church, Easebourne)

Present: T Baker (TB), J Galego (JG), A Keeling (AK), M Noble (MN)

In attendance: Clerk S Hurr (SH)

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

2 Apologies and Reasons for Absence: C Sanderson due to a prior engagement.

3 Declarations of Interest: None

4 Minutes: The minutes of 5th December 2018 were agreed and signed.

5 Actions carried forward:

Action: SH has submitted a VAT claim for June and July 2018 and will now submit a claim from August 2018 to December 2018.

6 Finance Report Review:

e) MN gave information regarding the use of spread sheets and calculations of cash flow. Bank signatories to be revised and updated.

Action: SH to update bank signatories.

f) We have received a payment from Midhurst Town Council as a contribution towards the banner advertising the Beacon Event.

g) Asset Register is currently up to date.

h) All Councillors will be requested to gain invoices addressed to the Parish Council when purchasing (agreed) items on behalf of the Parish Council.

Action: SH to email all Councillors to request invoices are addressed to the Parish Council
(post meeting, action completed).

e) Payments were agreed as follows:

St Mary's PCC, hire of the refectory (November)	£50.00	Approved
St Mary's PCC, hire of the refectory (December)	£30.00	Approved
S. Hurr, Parish Phone (November)	£26.05	Approved
Clerk travel expenses (one journeys, 32 miles x 45p per mile)	£14.40	Approved
Clerk Salary (December)	Undisclosed	Approved
HMRC Payment (December)	Undisclosed	Approved
Clerk Pension (December)	Undisclosed	Approved
Clerk Home as Parish Office (December)	£20.00	Approved

8 Forecast Spend:

c) No 'Request for Funding' submissions had been received.

d) No requests for grant funding have been received

10 Budget Review: MN suggested a number of changes to the 2019/20 budget which were discussed and agreed as follows:

- a) Communications Group Leaflets increase from £150 to £300
- b) General Expenditure to reduce from £500 to £350 and excess to be allocated to Communications Group Leaflets
- c) Grants to external organisations to be reduced from £1,500 to £1,000 and excess to be allocated to Reserve Funds
- d) Cost of replacement notice board in Henley to be reduced from £250 to £100 as the notice board on Dodsley Lane will be relocated to Henley and excess to be allocated to Reserve Funds
- e) Budget allocation for Bus Shelters to be recorded under a single heading 'Bus Shelter Maintenance'

11 Proposals to Parish Council:

- c) As last minutes, to approve the revised 2019/20 budget
- d) As last minutes, to approve a request to increase the precept by £1,300 which would provide a total precept of £44,300 for 2019/20

10 Next Meeting Date:

7.30pm, 6th February 2019
The Refectory (behind St Mary's Church)

Meeting closed at 8.21pm

Filename: EPC Minutes 9th January 2019.docx
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