



## EASEBOURNE PARISH COUNCIL

Minutes of Parish Council Meeting  
held at 7.30pm on Wednesday 15<sup>th</sup> January 2020  
held in the Refectory, Easebourne

### Councillors Present:

T Baker (TB), C Cantlon (CC), J Galego (JG), A Keeing (AK), I Milne (IM), Chairman M Noble (MN), D Pack (DP), Vice-Chairman C Sanderson (CS).

### In attendance:

Parish Clerk S Hurr (SH)

### 1 Visitors questions:

Mr Nicholas Laws of Priory End and Mr David Parry-Williams of Priory Orchard explained the issues which had occurred relating to the culvert running down Easebourne Street, under the churchyard and church which due to a combination of events had resulted in significant water gushing to the surface in their respective gardens and causing flooding. Mr Laws believed that the underground culvert had been overwhelmed with silt and water, and had become blocked with the increased pressure causing the culvert to have collapsed. Mr Laws considered the culvert would continue to 'back-up' into the graveyard and potentially the road. Mr Laws explained that the Cowdray Estate Chief Executive Jonathan Russell may be in discussions with a contractor.

Mr Laws and Mr Parry Williams drew reference to Surface Water Management Plan 2015 prepared by consultants for West Sussex County Council, and requested support from the Parish Council with this matter.

MN confirmed he would discuss this matter further with Councillor A Thomas who was currently leading on highways matters.

**Action:** MN to discuss the issues regarding the culvert with AT.

**2 Apologies and Reasons for Absence:** Councillor A Thomas due to family commitments, County Councillor David Bradford and District Councillor Francis Hobbs.

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

**4 Report from District Councillor:** None on this occasion.

**5 Report from County Councillor:** None on this occasion.

### 6 Chairman's Report:

MN began by explaining the annual Parish Council Newsletter had been delivered to almost all houses in the Parish but parts of Hollist Lane were yet to received their newsletters. MN confirmed he had a number of spare copies if anyone required them, as Vistaprint had printed double the order in error.

The Chichester District Council (CDC) Panel, which was responsible for making decisions regarding the allocation of the New Homes Bonus (NHB) fund would be undertaking a tour of NHB funded projects on 13<sup>th</sup> February 2020, and will be visiting Easebourne Park as a NHB supported project during the day. CS will meet the CDC Members with TB and SH will also be present.

MN reported the Parish Council had been contacted by Tywford Parish Council in Hampshire and Lavant Parish Council who are both in the process of refurbishment of their respective playparks. South Downs National Park Authority had advised that visiting Easebourne Park and understanding how the project was progressed by the Parish Council would assist them in this task. MN confirmed he had made arrangements to meet with both Parish Councils.

MN confirmed that SH will submit the request for the precept to CDC shortly.

Easebourne CE Primary School had contacted the Parish Council to request if any Councillors would consider becoming a School Governor.

**Action:** MN to forward the information regarding the request for a School Governor to TB and CC.

The next session of the Midhurst Green Volunteers run by Graham Pooley, would take place on 25<sup>th</sup> January 2020 and is currently being promoted by Kay Graetz. CC confirmed that she had put-up laminated posters for this session on High Path (the posters can be reused in future by altering the date).

The next All Parishes meeting will take place on 10<sup>th</sup> February 2020 at the CDC offices, in Chichester with a buffet from 6.00pm and the meeting beginning at 7.00pm with an estimated finish time of 9.00pm. JG has confirmed he will attend as usual and SH added she will be present as a CDC officer on this occasion.

MN explained that following the discussion at the previous meeting regarding the War Memorial in the Churchyard, Mr Phil Stringer has completed some further research and gathered interesting information. None of the research undertaken by Mr Stringer or SH state who is responsible for the Memorial. A condition report will be completed and forwarded to the War Memorials Trust.

**Action:** MN and TB to meet with Mr Stringer et al to assess and gather information regarding the war memorial condition for submission to the Memorials Trust.

MN confirmed that the two planning applications for development on two parcels of land at King Edward VII estate (SDNP/19/03903/FUL & SDNP/19/03904/FUL) for which the Parish Council had submitted strong statutory consultee objections, were on the SDNPA Planning Committee agenda the following day (16<sup>th</sup> January 2020). *Post Meeting - both applications were refused planning permission.*

MN reported that there had been issues with drinks cans and bottles left in the bus shelter near Conifers School, which had been raised verbally with TB by a resident.

**Action:** TB to submit a Request for Funding (RFF) form to the Finance Committee for a bin for the bus shelter with associated maintenance contract.

## **7 Confirmation of minutes of Parish Meeting held 13<sup>th</sup> November 2019 and review of actions:**

Confirmation of minutes of Parish Meeting held 13<sup>th</sup> November 2019 were proposed as a true record of the meeting by MN, seconded by JG and agreed by all present.

**Action to be carried over:** MN to continue work on the potential parish office in The Refectory and CC will support MN in this action.

**Action to be carried over:** SH to organise a meeting with Midhurst Town Council (MTC).

## 8 Correspondence and invitations received:

Date	Details	Actions
9 <sup>th</sup> November 2019	Thank you from Royal British Legion Poppy Appeal	Noted
December 2019	Sunshine Gym marketing information	Passed to IM
9 <sup>th</sup> December 2019	VE Day marketing information	Passed to CC
18 <sup>th</sup> December 2019	Poison-Free Pest Control marketing letter	SH to send letter confirming information will be retain on file.
24 <sup>th</sup> December 2019	Christmas Card from Gillian Keegan MP	Noted
January 2020	Clerks & Councils Direct publication	<i>Noted - article submitted by CC regarding the winning of the SDNPA Design Award for Easebourne Park had been printed on front page and page 2. Passed to CC.</i>
13 <sup>th</sup> January 2020	London Building Control letter and initial notice regarding Easebourne Park, shelter/bandstand	Noted

## 9 Reports from the Committees, Panels and Working Parties:

- a) Communications (Volunteering and Staffing): Report circulated prior to the meeting together with a 'live' Communications Plan. CC confirmed the Communications Plan would be update quarterly and requested that all Councillors forward information to her as appropriate.

CC reported that two VE 75<sup>th</sup> birthday celebrations (8<sup>th</sup> May 2020) meetings had been held with MTC, Cowdray Estate and the Royal British Legion. The current plans were to hold a family picnic with an ecumenical service. The Midhurst Choir will also be invited and some food stalls will also be available. Cowdray Estate has offered to host the event at Cowdray Ruins and erect a marquee to provide shelter if the weather is wet. MTC have offered £500 to support the event and the Royal British Legion have also offered some funds. CC proposed that the Parish Council should also offer £200, which was seconded by MN and agreed by all present.

**Action:** SH to establish whether there may be a grant available from CDC to support such an event.

- b) Emergencies and Winter Planning: No report on this occasion.
- c) Finance Committee: See item 10 and appendix one.
- d) Footpaths: Nothing to report, confirmed prior to meeting.
- e) Highways: Report circulated prior to meeting. In the absence of AT, MN explained following the circulation of the report, and further consideration of a submission of a Community Infrastructure Levy (CIL) funding request, both AT and he concluded that it may be more appropriate to complete further research and submit a significant application in 2021 with relevant evidence, therefore the reports proposal was withdrawn from the agenda.
- f) Planning Committee (King Edward VII Liaison): No report on this occasion. IM requested that the Parish Council continue to support the liaison meetings and to further encourage that they take place.
- g) Easebourne Park: Report circulated prior to the meeting: IM presented a number of proposals, including RFFs:

- i. IM proposed to accept offers from residents within the Parish of carbon off-setting financial contributions to purchase and plant trees in Easebourne Park, seconded by TB and agreed by all present.

**Action:** CC to draft a Carbon off-setting policy (based upon the current Memorial Policy).

- ii. IM proposed the purchase and installation of a double-seesaw which allows two people to sit behind, to support the person in front, supplied by Playsafe Playgrounds, seconded by TB and agreed by all present.
- iii. IM proposed the purchase and installation of two Picnic Tables, one of which will be wheelchair accessible supplied by Glasdon UK, seconded by MN and agreed by all present.
- iv. IM proposed the purchase and planting of 8 mature trees (three x Maple, four x English Oaks, one x English Beech) supplied by Arundel Arboretum Ltd, seconded by JG and agreed by all present.
- v. IM proposed the purchase of a communal barbeque supplied by David Ogilvie Engineering, seconded by DP and agreed by all present.
- vi. IM proposed the purchase of a Noticeboard with both an enclosed Parish Council and open community board with hooks on the reserve for lost property, and constructed with a shingle roof, seconded by CC and agreed by all present. *Playsafe Playgrounds may be able to install the noticeboard alongside other works.*
- vii. IM proposed the felling and removal of large leylandii-type trees in the corner of Easebourne Park adjacent to the Burial Ground by Drew Curran Tree Services, seconded by CS and agreed by all present.
- viii. IM sought permission to submit an RFF to the Finance Committee regarding the installation of a standpipe which could be run from a connection within the park, seconded by AK and agreed by all present.

It was also agreed to request the grass contractor to strim wild flowers.

**Action:** IM to request the grass contractor to strim wild flowers in Easebourne Park.

IM reported he was meeting with the Ranger from SDNPA leading on the ‘Save the Bees’, project regarding appropriate flowers for bees, which could be added to the planting at Easebourne Park.

- h) PDS update: CS gave a verbal report explaining that the group are currently awaiting a meeting SDNPA as the previous planned meeting had to be cancelled.

## 10 Finance:

- a) To note payments made: Noted (see appendix one)
- b) To note payments received: Noted (see appendix one)

## 11 Planning:

Number	Address	Detail	Easebourne PC Consultee Comments
SDNP/19/04745/HOUS & SDNP/19/04746/LIS	Rose Cottage, 305 Henley Old Road, Henley, Easebourne	Construction of dinning/garden room	<i>No objection, but to note the request from the Chichester District Council Principal Conservation and Design Officer that a condition should be</i>

			<i>added requiring approval of all new external materials for glazing, roofing and walls which the Parish Council would support to ensure that materials used for the construction of the dining/garden room are in keeping with, and complementary to the original building</i>
SDNP/19/04815/TPO	1 Weavers Close, Easebourne	Crown reduce by up to 30% on 1 no. Oak tree (quoted as T1) within Area, A1 subject to EB/73/00403/TPO	<i>No objection, but to note the disappointment of the Parish Council with regards to the lack of available information relating to this application on the SDNPA website.</i>
SDNP/19/02643/LIS	22 Budgenor Lodge, Dodsley Lane, Easebourne	Replacement of 3 no. existing dome rooflights with 3 no. hinged dome rooflights.	<i>No objection.</i>
SDNP/19/04882/TPO	Land North of The Nurses House, Easebourne	Reduce branch ends on the northern sector and the upper eastern sector by approx. 1-1.5m on 1 no. Sweet Chesternut tree (T24) to EB/03/00415/TPO.	<i>No objection.</i>
SDNP/19/04844/FUL	Cowdray Park Golf Club, Club House A272 Easebourne Street to Heath End Lane, Easebourne	Installation of 2 no. electric car charging points.	<i>Fully support.</i>
SDNP/19/04998/FUL	Car Park East of Cowdray Café, Easebourne	Installation of 2 no. electric car charging points.	<i>Fully support.</i>
SDNP/19/05035/HOUS	SDNP/19/05035/HOUS I Hurst Park, Easebourne	Single storey orangery extension to rear of property.	<i>No objection but to draw attention to the Dark Skies policy with regards to the two proposed lanterns.</i>
SDNP/19/04404/FUL	Easebourne Community Space and Play Park, Wheelbarrow Castle, Easebourne	Erection of 1 no. multi-use covered community shelter for the Community Space and Play Park.	<i>As an Easebourne Parish Council application, all members of the committee had declared an interest and therefore a comment in this regard only would be submitted.</i>

**12 Parish Christmas Decorations for 2020: JG provided a brief explanation of the potential**

costs of purchasing external Christmas lights. Following a discussion it was agreed that this was an interesting idea and further research would be required with associated costings in order to make a decision on this potential project.

**Action:** JG to establish purchase cost of lights, costs of installation and removal, costs of operation, which light columns could support the weight, whether electrical connection to the lights would be permitted, where the lights could be stored and the associated costs of storage.

**13 CIL Funding Application/Expressions of Interest 2020:** see item 9e above.

**14 Carbon off-setting via tree planting (separate policy or extension of Memorial Policy):** see item 9gi above.

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

Wednesday, 5th February 2020  
7.00pm Finance Committee Meeting  
7.30pm Planning Committee Meeting

Wednesday, 4th March 2020  
7.00pm Finance Committee Meeting  
7.30pm Planning Committee Meeting

Wednesday, 11th March 2020  
Easebourne Parish Council Meeting

The meeting closed at 9.20pm

Signed..... Date.....  
Mike Noble  
Chairman

**Easebourne Parish Council**  
**Finance Committee**  
**Draft Minutes of Meeting held at 7.00pm on Wednesday, 8<sup>th</sup> January 2020**  
**in the Refectory (behind St Mary's Church, Easebourne)**

**Present:** J Galego (JG), A Keeling, M Noble (MN)

In attendance: Parish Clerk S Hurr (SH)

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

**2 Apologies and Reasons for Absence:** Apologies received from C Sanderson due to family commitment and T Baker due to illness.

**3 Declarations of Interest:** None

**4 Minutes:** The minutes of 4<sup>th</sup> December 2019 were agreed and signed.

**5 Review of Actions (from last meeting):**

**Action and carry-over Action:** CS to become a signatory on the bank account. Awaiting confirmation from CS as to whether the issues have been resolved and action completed.

**Action and carry-over Action:** SH has updated the Asset Register, and this will be reviewed at the February meeting of the Finance Committee.

**6 Finance Report Review:**

- a) Report on previous month spend, cash flow and spend approvals: Payments were discussed, and signed for authorisation by the Chairman as follows:

Security Inspection for Easebourne Park – Invoice 100010	90.00	Approved
Playsafe Playground Aerial Runway Repair – Invoice 6761	£180.00	Approved
S Hurr, Parish Phone (December)	£26.13	Approved
M Noble, Vistaprint 250 A5 bi-fold leaflets – Invoice 9382993876	£23.74	Approved
M Noble, Vistaprint 250 A5 bi-fold leaflets – Invoice 9382993877	£23.74	Approved
M Noble, Vistaprint 250 A5 bi-fold leaflets – Invoice 9382999002	£23.74	Approved
M Noble, Vistaprint 250 A5 bi-fold leaflets – Invoice 9383003252	£23.74	Approved
Clerk Travel to Easebourne Park Meeting	£14.40	Approved
Clerk Salary	Undisclosed	Approved
HMRC Payment (December)	Undisclosed	Approved
Clerk Pension (December)	Undisclosed	Approved
Clerk Home as Parish Office (December)	£20.00	Approved
St Mary's PCC Hire of Refectory – Invoice 22/19	£70.00	Approved
Midhurst Local Delivery of Parish Council Newsletter – Invoice 7940	£26.00	Approved

A Rialtas (software) report was provided at the meeting for each member of the committee listing percentage spend against budget, this will be reviewed at the February meeting.

- b) Receipts: £19,076.28 New Home Bonus received from Chichester District Council.

**Action:** JG to alter name of two bank accounts, to denote which holds reserves and appropriate savings.

- c) Asset Register: (see item 5 above).

**7 Forecast Spend:**

a) Sub-committee/Working Parties forecasts (including Request for Funding):

RFFs received for Easebourne Park -

- i. removal of conifers in north east corner of park
- ii. communal barbeque
- iii. purchase and planting of eight mature trees (3 Maple, 4 English Oaks, 1 English Beech)
- iv. notice board (PC and communal)
- v. two times eight seater picnic tables, one with wheelchair access

The RFFs were discussed, approved and it was agreed that these should be presented at full Parish Council as part of the proposals from the Easebourne Park working party report.

b) Review requests for grants/funding and actions: None received.

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

**9 Next Meeting Date:** 7.00pm, 5<sup>th</sup> February 2020, in the Refectory.

Meeting closed at 7.27pm

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairman

**Easebourne Parish Council**

**Finance Committee**

**Minutes of Meeting held at 7.00pm on Wednesday, 4<sup>th</sup> December 2019,  
in the Refectory (behind St Mary's Church, Easebourne)**

**Present:** T Baker (TB), J Galego (JG), A Keeling, M Noble (MN), C Sanderson (CS)

In attendance: Parish Clerk S Hurr (SH)

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

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

**3 Declarations of Interest:** TB declared an interest in the 'Request for Funding' (RFF) Form (see Item 7, a below) regarding signage for the Park, as his company had submitted a quotation to supply.

**4 Minutes:** The minutes of 6<sup>th</sup> November 2019 were agreed and signed.

**5 Review of Actions (from last meeting):**

**Action and carry-over Action:** CS to become a signatory on the bank account. CS continuing to have issues, awaiting Barclays to resolve.

**Action and carry-over Action:** SH has further work to complete on the Asset Register.

**Action:** SH to obtain household figures for precept calculations – Completed.

**6 Finance Report Review:**

- d) Report on previous month spend, cash flow and spend approvals: Payments were discussed, and signed for authorisation by the Chairman as follows:

C Cantlon, Kerrytype – Laminate Posters (39029)	£17.42	Approved
Pro-Tec, Park Security Inspections (PM9939)	£72.00	Approved
S Hurr, Parish Phone (November)	£26.13	Approved
Wybone, Dog Bags for Easebourne Park (163969)	£58.09	Approved
I Milne, Postage – Copy of SDNPA Award Certificate to Wildwood Ltd	£5.10	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

- e) Receipts: £9.99 duplicate payment returned to account. NHB to claimed once MN as EPC Chairman had approved draft minutes.

Adding a further bank account was discussed to ensure Community Infrastructure Levy expenditure could be recorded separately and drawn down as required.

**Action:** JG to investigate the potential to have an additional bank account with Barclays.

- f) Asset Register: To be reviewed.

**Action:** (see Action under item 5).

#### 8 Forecast Spend:

- c) Sub-committee/Working Parties forecasts (including RFFs): RFF received regarding signage for Easebourne Park, quoting the cost of £100, from Wharf Seamless. TB withdrew from discussion due to having declared an interest (see item 3 above). JG proposed the quotation as best value and should be accepted, seconded by AK, and agreed by all present.

- d) Review requests for grants/funding and actions: None received.

#### 8 Proposals to Parish Council: None

#### 9 Next Meeting Date: 7.00pm, 8<sup>th</sup> January 2020, in the Refectory (note earlier time).

Meeting closed at 7.27pm

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairman