



EASEBOURNE PARISH COUNCIL

Minutes of Parish Council Meeting held at 7.30pm on Wednesday 9th November 2022 at Easebourne CE Primary School

Councillors Present:

T Baker (TB), J Galego (JG), J Macdonald-Lawson (JML), I Milne (IM), M Noble (Chairman), D Pack (DP) and Vice-Chairman, C Sanderson (CS), A Thomas (AT)

In attendance: County Councillor Tom Richardson, District Councillor Francis Hobbs, Parish Clerk S Hurr (SH) and member of the public; Mr William Potts

- 1 Visitors' questions:** Mr Potts explained that he wished to plant a small community orchard (five to seven apple and pear trees) in the grassed area owned by Hyde Housing at the end of Fox Road. He further explained that currently Chichester District Council (CDC) were able to provide a grant for such endeavours to cover the purchase, sundries, and labour. Mr Potts is awaiting a response from Hyde Housing regarding permission to plant trees. Mr Potts asked for support for this proposal from the Parish Council.

7.35 Cllr Thomas arrived

Councillors asked questions regarding the maintenance of the trees, particularly watering. Mr Potts responded that he envisaged this would be his and his family's responsibility, but he would encourage neighbours also to do so.

IM confirmed that Friends of Easebourne Parish may be able to provide some assistance with planting.

JML explained that the Parish Environment Group were planning to have an ambassador in each road in the parish, and they could also potentially assist with watering or encouraging watering.

It was agreed the Parish Council would provide a letter of support to Mr Potts which he could utilise as part of his funding application to CDC.

Action: SH to provide Mr Potts with a letter of support.

Post meeting: The letter has been forwarded to Mr Potts, and Cllr Hobbs was also able to lend his support, which was included in the letter.

- 2 Apologies and Reasons for Absence:** Apologies received from Cllrs, E Roberts Grimsey and J Charlesworth, due to personal reasons.
- 3 Report from District Councillor:** Circulated prior to the meeting: FH also confirmed he was aiming to encourage the KEII Liaison group to begin meeting again.

With regards to the Parish Environmental Group (Easebourne, Lodsworth and Heyshott), JML added that the information booklets with separate pledge cards were currently with Kerrytype for printing although there had been an issue with the photograph for Easebourne which had led to a delay in production, but a new image was being pursued. FH reported that it was further planned to approach the Midhurst and Petworth Observer to promote the booklet.

- 4 Report from County Councillor:** TR reported details of the draft speed limit policy which aimed to reduce speeds to a maximum of 50mph on A and B classified roads, a maximum of 40mph on C classified and unclassified roads, and a maximum of 30mph through villages and 20mph outside schools. TR further explained that as a legal definition of a 'village' in law did not exist, for the purposes of the policy this was created as 'a group of houses with at least one community facility (school, pub, shop, village green etc.)'. This speed limit reduction would also have the added benefit of limiting 'rat-running' through some villages. The draft policy would now go before the Communities, Highways and Environment Scrutiny Committee. The policy will also allow parish councils to undertake highway improvements if they are able to source the required funding (precept, Community Infrastructure Levy, crowdfunding etc). TR also reported that fatal collisions have significantly increase this year. TB asked about enforcement of new restrictions and TR responded that this would not take place for at least six to twelve months to allow motorists to become familiar with changes. AT and CS sought further clarification regarding the proposed 20mph limit near to schools and the impact of their locations on consideration of the reduced speed. TR responded that it would become possible to apply through the Community Highway Scheme reducing the length of time such requests would take, and also confirmed that each request would be dealt with on a case-by-case basis, and survey work would be required.

SH asked if TR could ascertain the current progress with the proposed speed reduction Traffic Regulation Order for A286 at Henley Hill.

Post meeting: TR has confirmed that Highways have confirmed that they are in the process of obtaining some additional speed data and will provide an update us as soon as they have this information.

TR requested that where safe to do so, residents clear leaf debris from drain/culvert covers.

JML also cited the revised highway code in relation to pedestrians and cyclists. TR explained that partnership working was in progress with Sussex Safer Roads Partnership, the Police and districts and borough councils regarding education of motorists. TR further explained that a course for young drivers was being progressed in partnership with the Institute of Advanced Motorists which would include instruction of driving on rural roads and an opportunity for fast driving on the Goodwood race circuit which would appeal to many younger drivers.

Cllrs Hobbs and Richardson left the meeting at 8.10.

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

- 6 Confirmation of minutes of meeting:**

Minutes of the meeting held on **28th September 2022** were proposed as a true record by IM, seconded by CS and agreed by all present.

Carryover Action: JG to seek three quotations for verge cutting.

All other actions completed.

- 7 Chairman's Report:** MN thanked IM for putting up the Royal British Legion Poppy Appeal large poppies around the parish, and DP in advance for laying the poppy wreath on behalf of the Parish Council.

MN reported that the Parish Council is yet to receive a further update with regards to Traffic Regulation Order for part of A286 from Henley (see item 4 above).

MN also confirmed that the planning application for the development of Cowdray Works Yard was now on SDNPAs website and the Parish Council's planning application consultee portal.

8 Correspondence and invitations received:

Date	Details	Actions
November 2022 Issue 144	Clerks & Councils Direct publication	To be passed to JC
October 2022	Glasdon Marketing Literature	Passed to IM

9 Minutes and Reports from the Committees and Working Parties:

- a) Community & Environment Committee (Communications {Volunteering and Staffing}, Easebourne Park, Highways, Footpaths and Emergencies and Winter Planning): IM provided a written report outlining information regarding the installation of two accessible toilets in Easebourne Park. This building would be fully 'off-grid' without electrical connection or connection to water and the main sewage system. The toilets would only be open during the hours of day light, hand cleansing would be via antibacterial gel and waste from the retaining tank would be removed one or twice a year as necessary. The facility would be serviced by Wetton, the contractor which serviced the temporary toilet over the summer months. The building would arrive as a flat pack in predominantly wood with a metal inner liner from the provider NATSOL, with ground works and installation contracted separately. The total cost is likely to be between £20,000 and £25,000. The deposit of just over £6,000 would requirement payment shortly and be held in an ESCROW account. It was proposed by IM, seconded by JG, agreed by all present and **RESOLVED** to fund and install the toilet facility.

IM provided a written report outlining information regarding the replacement of The Roundhouse sedum roof which has died despite attempts to revive and water the plants. The conclusion was that the incline, direct sunlight and lack of permanent irrigation system had led to the current condition of the roof. The proposal was to replace the roof with a traditional larch shingle roof at the cost of £7,000 to £8,000 dependant in part upon whether Cowdray Estate would be able to donate some of the required timber. A holding deposit of £1,000 would be required. AT commented that further work should be undertaken to save the roof which provided a unique habitat for wildlife. MN responded that the park was being left uncut in places to provide such habitat and that many hours had been spent watering the sedum without a successful outcome. It was proposed by IM and seconded by CS to replace the sedum roof with shingles. Seven Councillors voted in favour of the proposal, and one against, and it was therefore **RESOLVED** by majority to fund and install a replacement roof for The Roundhouse.

IM reported that Friends of Easebourne Parish would be planning daffodil and crocus bulbs on Friday 11th November 2022 and the group would welcome anyone who could assist.

- b) Finance Committee: See minutes of 5th October and 2nd November 2022, appendix one.
- c) Planning Committee (King Edward VII Liaison): See item 4 above and item 10 below.
- d) Parish Design Statement (PDS): CS reported that the Chairman Neil Sore and he had met with Christ Paterson, the officer responsible for supporting Parish Design Statements at SDNP and that a second period of consultation was likely, with the document potentially being included in the SDNP Planning Committee agenda early in the new year.

Post meeting: Chris Paterson has taken the decision to run the second Consultation for eight weeks rather than six, therefore the PDS will not go to Committee until February 2023, assuming no problems arise during Consultation

- e) Parish Environment Group: See item 3 above.

10 Planning:

Number	Address	Detail	Easebourne PC Consultee Comments
SDNP/22/03571/LDP	Holly Cottage, Easebourne Lane, Easebourne	The infilling of the existing porch in brickwork with new entrance doors and windows to match existing.	No objection
SDNP/22/03489/LIS and SDNP/22/03488/HOUS	North Mill, North Street, Midhurst	Change use and extension of outbuilding to home office and associated alterations. Replacement and relocation of gates and associated walls.	No objection (both applications)
SDNP/22/03111/HOUS	9 Canada Grove, Easebourne	Proposed single storey rear extension and change of use of existing lower-level garage into habitable space with changes to fenestration.	No objection
SDNP/22/02982/FUL	Rickyard Stables, A272 Easebourne Street to Heath End Lane, Easebourne	Change of use and conversion of former stables to office/reception area and cycle storage/electric charging for use in connection with tourism development approved under SDNP/21/06365/CND. Toilets to remain.	Objection on the grounds of concerns regarding apparent lack of acknowledgement of scout hut, potential incorrect drawing of boundary, and plans for removal of sewage
SDNP/22/01361/HOUS	The Old Pump House, Old Road, Henley	New garage. (Variation of condition 2 of permission SDNP/22/01361/HOUS – reduce the size of the garage)	No objection
SDNP/22/03761/LDP	4 Weavers Close, Easebourne	1 no. front porch, 2 no. roof windows to front elevation, 3 no. roof windows to rear elevation and 1 no. window to existing front gable with	Objection on the grounds that numerous large windows appear disproportionate with existing building.

		various alterations to fenestration.	Attention drawn to Dark Skies policy, request for night-time blinds.
SDNP/22/03923/HOUS	Cornerways, Upperfield, Easebourne	Proposed single storey rear extension, removal of link to garage and various alterations.	Attention drawn to Dark Skies policy, request for night-time blinds and support for Environmental Officer's comments.
SDNP/21/05966/HOUS	Old Stables, Hollist Lane, Easebourne	Proposed first floor extension and part single, part two storey and part single rear extension.	Comment submitted that character, would be diminished by proposed application. Support for Environmental Officer's comments.
SDNP/22/04401/TPO	Little Gate, Dodsley Grove, Easebourne	Height reduce (overall) by up to 3m and crown reduce (overall) by up to 1.5m on 1 no. Beech tree (T4), subject to 78/00406/TPO.	No objection

11 Draft Budget 2023-24: Following a debate, it was agreed that two budget lines required further research and consideration.

Actions: SH to seek advice from WSCC regarding the likely cost of the supported streetlights within the parish, and JG to ascertain information regarding the cost of replacing Bus Shelter number one, and supported by other Councillors on focusing on highways matters to investigate the possibility of relocating it further south to improve safety by providing a greater distance from the edge of the carriageway.

12 Review of Documents: Councillor Participation Policy: Following a short discussion, it was agreed that the policy did not require any amendments and should be next reviewed in November 2024, as proposed by JML, seconded by JG and agreed by all present.

13 Dates for next meetings:

7.00pm Wednesday 16th November 2022
Community and Environment Committee

Wednesday, 7th December 2022
7.00pm Finance Committee Meeting
7.30pm Planning Committee Meeting

Wednesday, 4th January 2023
7.00pm Finance Committee Meeting
7.30pm Planning Committee Meeting

Wednesday, 11th January 2023
7.30pm Easebourne Parish Council Meeting

The meeting closed at 9.03pm

Signed..... Date.....

Mike Noble
Chairman

Easebourne Parish Council

Finance Committee

Minutes of Meeting held at 7.00pm on Wednesday 6th October 2021
in Easebourne CE Primary School

Present: T Baker (TB), A Keeling, M Noble (MN), D Pack (DP), C Sanderson (CS)

In attendance: Parish Clerk S Hurr (SH)

- 1 Public Question Time:** No members of the public were present, or questions received.
- 2 Apologies and Reasons for Absence:** None, all present.
- 3 Declarations of Interest:** DP regarding the St Mary's PCC, Burial Ground Contribution, due to his membership of St Mary's Church.
- 4 Minutes of 1st September 2021:** The minutes were agreed as a correct record and signed.
- 5 Finance Report Review:**

- a) Report on previous month spend, cash flow and spend approvals: AK sought clarification regarding the purchase of 'Dog Gloves', MN confirmed that these were to replenish the dispensers of dog bags in Easebourne Park and that this cost provided a large number of bags (2,400).

Authorisation of the payments was agreed and signed as follows:

Pro-Tec Park Security – Invoice PSM 11209	£81.00	Approved
St Mary's PCC, The Refectory Hire – Invoice 18/21	£25.00	Approved
JRB Enterprise Ltd, Dog Gloves – Invoice 22992	£98.70	Approved
S Hurr, Vodafone (September), Mobile Phone Contract	£26.94	Approved
Moore, External Audit – Invoice 307913	£480.00	Approved
M Noble, Chairman's Honorarium	£50.00	Approved
St Mary's PCC, Burial Ground Contribution	£1,000	Approved
Clerk, Salary (September)	Undisclosed	Approved
Clerk, Tax (September)	Undisclosed	Approved
Clerk, Pension (September)	Undisclosed	Approved
Clerk Parish Office (September)	£20.00	Approved
Greenscape, Grass Cutting Services – Invoice 270	£1,218.00	Approved

Receipts:

06/9/2021 Reserve Account interest = £0.90

06/9/2021 Grants Account interest = £0.59

17/9/2021 Precept second tranche from Chichester District Council = £33,309.00

17/9/2021 (Banked) Donation from Birthday House Knitters Group = £172.00

17/9/2021 (Banked) Tombola (Picnic in the Park) = £120.50

Bank Account Balances (30th September 2021):

Bank Accounts -	Community =	£ 55,482.68
	Reserve =	£ 36,005.90
	Grants =	<u>£ 23,435.60</u>
	Total	<u>£114,924.18</u>

- b) Income review and opportunities (NHB, Grants, Events, CIL) MN reported the Parish Council had received confirmation that it would be given £13,446 New Homes Bonus Grant which will be utilised for part of the construction costs of the Park Public Conveniences and Kiosk. SH confirmed that she had written to Du Luca Ice Cream and Birthday House Knitters Group to thank them for their donations (and to Mr M^{PC}Donald-Lawson to thank him for organising the Picnic in the Park, Dog Show). TB thanked SH for organising the Tombola for the Picnic in the Park event
- c) Asset Register: Up to date.

6 Forecast Spend:

- a) Sub-committee/Working Parties forecasts (including Request for Funding forms): None received.
- b) Review requests for grants/funding and actions: SH explained that she had been contacted by a resident with regards to concerns regarding the upkeep of the Burial Ground at Glaziers Lane. Following a discussion on this matter, it was agreed that contact should be made with Rev Cannon Welsman, to make an offer from the Parish Council for a cut of grass and hedges in addition to the annual grant.

Action: SH to contact Rev Cannon Welsman regarding the offer of a cut of grass and hedges in the Burial Ground.

7 Proposals to Parish Council: None

8 Next Meeting Date: 7.00pm 3rd November 2021 in Easebourne CE Primary School, Wheelbarrow Castle, Easebourne.

Meeting closed at 7.16pm

Signed: _____ Date: _____
Chairman

Easebourne Parish Council

Finance Committee

**Minutes of Meeting held at 7.00pm on Wednesday 2nd November 2022
in Easebourne CE Primary School**

Present: M Noble (MN), D Pack (DP), Chairman C Sanderson (CS)

In attendance: Parish Clerk, S Hurr (SH)

1 Public Question Time: No members of the public were present, or questions received.

2 Apologies and Reasons for Absence: Cllr E Grimsey Roberts and Cllr T Baker due to personal commitments.

3 Declarations of Interest: None.

4 Minutes of 5th October 2022: The minutes were agreed as a correct record and signed.

Carryover Action: TB to research the provision of PAT testing and safety testing of electrical installation in The Roundhouse.

5 Finance Report Review:

a) Report on previous month spend, cash flow, and spend approvals.

Authorisation of the payments was agreed and signed as follows:

Pro-Tec, Park security – Invoice 1116515	£88.80	Approved
Pro-Tec, Park security – Invoice 1116578	£88.80	Approved
Easebourne CE Primary School - Room Hire – 4/5/22 – 3/8/22	£112.00	Approved
The Royal British Legion Poppy Appeal - Ten large poppies (£30), Wreath (£20) and Donation (£80)	£130.00	Approved
S Hurr - Parish Phone – October	£16.39	Approved
Friends of Easebourne Parish - Bulb Planting (daffodil and crocus)	£100.00	Approved
Ionos Website – Invoice 203033348339 – October	£7.19	Approved
Wildwood UK Ltd – Trail and Den Repairs – Invoice 1063	£516.00	Approved
IONOS – Webmail Account – October	£7.19	Approved
Clerk – Salary (October)	Undisclosed	Approved
WSSC – Clerk Pension (October)	Undisclosed	Approved
Clerk – Parish Office (October)	Undisclosed	Approved

Receipts/Transfers:

Community Account: Community Infrastructure Levy = £5,678.65 (transferred to Grants Account)

Reserves Account: £1,000 transferred to Community Account for Parish Environment Group

Bank Account Balances (31st October 2022):

Bank Accounts -	Community =	£ 61,162.71
	Reserve =	£ 39,521.31
	Grants =	£ 59,319.97
	Total	<u>£160,003.99</u>

- b) Income review and opportunities (Grants, Events, CIL): SH reported that a VAT reclaim for £2,355.57 had been submitted to HMRC.
- c) Asset Register: Currently up to date

6 Forecast Spend:

- a) Sub-committee/Working Parties forecasts (including Request for Funding forms):
None received
- b) Review requests for grants/funding and actions: None received

7 Draft Budget for 2023-24: The Chairman presented for the proposed budget, which was debated, and a small number of changes made.

The meeting was halted at 7.28 for the Planning Committee meeting to take place and was reopened again at 7.45 for further debate.

Further debate took place, and it was agreed that the revised draft will be presented to full Council on 9th November 2022.

8 Next Meeting Date: 7.00pm, 7th December 2022 in Easebourne CE Primary School, Wheelbarrow Castle, Easebourne.

Meeting closed at 7.56pm

Signed: _____ Date: _____
Chairman