

EASEBOURNE PARISH COUNCIL

Draft Minutes of the Annual Parish Meeting held on Wednesday 9th May 2018 at 7.22pm in the Refectory, Easebourne

Present, Councillors:

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

In attendance:

Chichester District Councillor F Hobbs (FH) from 8.15pm West Sussex County Councillor D Bradford (DB) from 8.40pm, Parish Clerk S Hurr (SH)

1 Election of Chairman

MN standing – proposed by AG, seconded by TB, received eight votes and was duly elected as Chairman for 2018/19.

MN signed a Declaration of Acceptance of Office which was witnessed and signed by the Clerk as the Proper Officer of the Parish Council.

2 Appointment of Vice-Chairman

DK standing – proposed by AG, seconded by IM, received eight votes and was duly elected as Vice-Chairman for 2018/19.

DK signed a Declaration of Acceptance of Office which was witnessed and signed by the Clerk as the Proper Officer of the Parish Council.

3 Apologies and reasons for absence from members: None, all present.

4 Visitors questions: No members of the public were present.

5 Chairman's Report: MN reported that the Parish Council would be taking a stand at the School Fete on 30th June 2018, and similarly at the Church Fete on 18th August 2018 and requested that Councillors record this in their diaries. MN reminded all Councillors that we will be meeting with Midhurst Town Council (MTC) at the Old Library on 30th May 2018 and SH explained that she will be meeting with the MTC Clerks to plan the meeting.

Action: SH to meet with MTC Clerks to discuss format and content of meeting on 30th May 2018

MN confirmed the Silent Soldier had arrived. This will be installed in the Churchyard by TB and DP.

Action: TB and DP to install Silent Soldier.

MN explained that a few people had made an approach to become potential councillors. An Enquiry Log has been created to record all enquiries received by the Parish Council. MN, JH, and AK will shortly be attending a meeting with an officer at South Downs National Park Association to discuss the Village Plan/Design Statement.

MN confirmed he will attend a surgery organised by David Hyland an officer from Chichester District Council (CDC) to discuss applying for a New Homes Bonus (NHB). MN suggested that the Parish Council could consider submitting an application for adult equipment for the field and mature trees. DK asked about using current NHB funds for Vehicle Activated Signs (VAS) as original planned? MN responded that as we currently have two VAS, that may be sufficient at the current time.

MN explained the Communications and Volunteering Committee had planned that the Annual Village Meeting is focused on providing the opportunity for residents to ask questions, and therefore MN will just be providing a short explanation of the Parish Council's achievements over the last twelve months and plans for the next year to begin the meeting. Subject specific tables will be placed around the room to encourage people to speak to individual Councillors on these subjects.

MN noted the Velo South cycling event will take place on 23rd September 2018. The planned route will completely encircle the parish. MN suggested that it may be useful for one Councillor to obtain all necessary information regarding this matter.

Action: IM will gather all necessary information regarding Velo South.

6 To appoint Members to serve on the following committees/working parties:

- a) Communications and Volunteering: MN, IM, JH, TB, DK
- b) Staffing: To be decided
- b) Emergencies and Winter Planning: JG

- c) Finance and Grants Committee: DK, JG, JH, and AK will also join this committee
- d) Footpaths: AK and TB
- e) Highways: MN, JG, JH
- f) Planning Committee: AK, JH, DK, DP, TB and King Edward VII Liaison: DP and AG
- g) Wheelbarrow Castle Field/Playground: IM, MN, TB, AK, DK, JG, DP

7 Declarations of interests in any matters on agenda: None

8 Confirmation of minutes of meeting held 14th March 2018 and review of actions: There are currently two outstanding 'Actions', one regarding the issue with the over-flowing culvert in Easebourne Street.

Action: DB will be asked if progress has been made on this matter by SH.

The second action was regarding whether Easebourne Street should have a defibrillator.

Action: IM will apply for Big Lottery funding for a defibrillator.

Confirmation of minutes of meeting held on 14th March 2018: proposed by MN, seconded by JG agreed by all present, approved and signed.

9 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

DK asked about the progress with Hooli Boost? TB confirmed that he and JH will attend a meeting tomorrow (10/5/18) with this company to discuss the design support they are able to provide as part of their allocated free service to the community.

b) Staffing

c) Emergencies and Winter Planning

JG confirmed that the salt bin in Henley would not require replacement. A discussion took place regarding the 'in-action' by the County Council with clearing snow on Kings Drive in the recent winter weather. It was agreed that a question on this matter would be asked at the next King Edward VII Liaison meeting.

Action: DP and AG to ask about plans for clearing snow in the future on King Edwards Drive.

d) Finance and Grants

It was noted that grass-cutting contract had come to an end, although cutting had taken place in April and an invoice received. This will be discussed at a later agenda item. As the Finance meeting on 2/5/18 was inquorate, five items had been brought to full Parish Council for consideration and agreement:

Request for Funding forms – for ground works in the field, repair and copy of broken stone plaque, and acquiring 'cloud' technology for information retention/sharing. These three requests were all agreed.

Actions: IM to communicate decision to the ground works company/Quantity Surveyor, SH and TB to progress repair and copy of stone plaque, and DK to organise 'cloud' technology.

District Councillor Report: Agenda halted to allow District Councillor FH to provide report: FH explained MP Gillian Keegan had met with Jonathan Russell at Cowdray Estate, that he was pleased to see all traffic calming measures in place within the village, and that the Velo South event would take place on 23rd September 2018. FB further explained that he had spoken to manager as the new Marks & Spencer shop sited at Gillhams Garage which was reported as being well-used and that with potential Chichester District Council funding available there may be an opportunity for the local village shop to redefine what it is able to offer.

Action: Mike and Ian to meet to discuss the village shop.

FH left the meeting at 8.35

Two policies considered for adoption: Purchase Order Process Policy, proposed by DK, seconded by JH and adoption agreed by all. Request for Funding Process Policy, proposed by DK, seconded by IM and adoption agreed by all.

e) Footpaths

e) Highways

f) Planning Committee and King Edward VII update

DK asked if we could pursue the request made by the Parish Council Planning Committee when providing Consultee comments to the planning application for the King Edwards VII swimming pool, for it to be available for school children? As the pool is quite small and too deep, it was considered that this would not be appropriate. DK also asked what the plans were with regards to water supply at the King Edward VII estate? A Fire and Rescue Service report had been cited at the liaison meeting and it was agreed that a request should be made for a copy of this report.

Action: DP and AG to request a copy of the Fire and Rescue Service report

County Councillor Report: Agenda halted to allow County Councillor DB to provide report: DB expressed concern about the Velo South event, there is nothing further to report at this time with regards to the local school, and the next County Local Committee meeting will take at 7.00pm on 19th June 2018 at Elsted Village Hall, Midhurst, GU29 0JY and which provides an opportunity to raise concerns about local issue with West Sussex County Council. DB also expressed concern regarding the potential cost of the new General Data Protection Regulations for parishes.

DK asked if there was any progress regarding the culvert in Easebourne Street which overflows in wet weather? DB confirmed that Highways Officer Chris Dyer is currently considering this issue and full answer will be forthcoming.

DB left the meeting at 8.55

f) Wheelbarrow Castle Field/Playground

IM explained that the current top name for the field is 'Easebourne Park', and that a Communications Plan is being progressed. IM also explained that there would be a photograph in the Midhurst & Petworth Observer of a cheque being handed over by the Midhurst Freemasons as a donation to the field.

11 Finance:

a) To note payments made:

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|--|-------------|
| I Milne reimbursement for Blackdown Fernhurst printing | 12.00 |
| S Hurr phone top-up | £10.00 |
| SSE Lighting Vehicle Activated Signs (two) installation | £248.87 |
| S Hurr reimbursement for Society of Local Clerks Certificate in Local Council Administration | £250.00 |
| Clerk Salary (March) | Undisclosed |
| Clerk Home as Office (March) | £20.00 |
| Clerk Pension (March) | Undisclosed |
| HMRC Payment (March) | Undisclosed |
| M Noble stamps | £6.96 |
| WSALC/NALC Subscription | £603.29 |
| SSALC Magazine Subscription | £17.00 |
| St Mary's PCC Hall Hire (March) | £50.00 |
| S Hurr Ring Binders (2) | £4.00 |
| S Hurr Folder Dividers | £2.00 |
| S Hurr Parish Phone | £51.00 |
| S Hurr Notebook | £2.00 |
| KerryType Printing Village Meeting Leaflets | £45.47 |
| R.S.Hall & Co. Internal Audit | £360.00 |
| Greenscape Grass Cutting | £432.00* |
| Clerk Salary (April) | Undisclosed |
| Clerk Home as Office (April) | £20.00 |
| Clerk Pension (April) | Undisclosed |
| HMRC Payment (April) | Undisclosed |

*unpaid, awaiting signed agreement

b) To note Payments received

| | | | |
|-----------|---------------------------|--|--------|
| 15/3/2018 | S Hurr | Returned to account following over-payment | £1 |
| 19/3/2018 | Dexam Trust | Donation for zip wire | £2,500 |
| 21/3/2018 | WSCC | Donation for Community Space | £630 |
| 4/4/2018 | The Lions Club (Midhurst) | Donation for double swing | £1,425 |
| 9/4/2018 | Duke of Cumberland | Donation for Henley defibrillator | £350 |

| | | | |
|-----------|---------------------|------------------------------|---------------------|
| 13/4/2018 | CDC | Precept | £21,500 |
| 23/4/2018 | United Magazine | Donation for Community Space | £250 |
| 8/5/2018 | Midhurst Freemasons | Donation for Community Space | (to be banked) £250 |

- c) To note Clerks payments
d) Approval of payments & receipts: were proposed as correct by MN, seconded by AK and agreed by all.

Bank Balance @ 9th May 2018

Community Account: £37,691.19

Business Account: £71,327.94

- e) Approval of accounts for year ended 31/3/2018 and Annual Governance and Accountability Return (AGAR): all Councillors agreed the governance statement and that the Chairman and Clerk should sign the annual return. Annual Return duly approved and signed. Clerk will display the electors right to inspect form as per the regulations and will also forward the annual return to the external auditor.

Action: SH to display elector rights and forward Annual Return to External Auditor.

DK explained that although he concurred with the final figure as confirmed by the Internal Auditor regarding the AGAR, he was unsure of the method used for arriving at that figure.

12 Planning:

| Number | Address | Detail | Easebourne PC Consultee Comments |
|--------------------|--|---|--|
| SDNP/18/00998/HOUS | 4 Dodsley Lane, Easebourne | First floor rear extension, loft conversion, new porch to front elevation, new rear entrance and creation of drain access for new soil pipe. | No objection |
| SDNP/18/0134/TCA | Soutars Farm, Easebourne Street, Easebourne | Notification of intention to reduce height by approximately 30% (but no great than to the level/height with the neighbouring trees to the west) on 1 no. Lawson Cypress tree (T1). Reduce back to previous pruning point on 1 no. Eucalyptus tree (T2). | Expired before no objection comment submitted |
| SDNP/18/00818/HOUS | Pipit Wood, Kings Drive, Easebourne | Extension and alteration of an existing detached garage to provide a 3-bay garage, gym and additional storage/workshop space. | No objection, on the condition that it does not become a dwelling at a future date. |
| SDNP/18/01443/HOUS | 29 Egmont Road, Easebourne | Change of loft area to habitable space with rear dormers and change outbuilding to habitable space. | No objection but to note there are concerns that Egmont Road already has issues with the number of parked cars and that extra bedrooms will increase the likelihood of further cars belonging to residents of this property. Provision should therefore be made for off road parking and stating that parking can be secured within the road is neither realistic or acceptable. |
| SDNP/18/01602/TCA | SDNP/18/01602/TCA North Mill, North Street, Midhurst | Notification of intention to crown lift by up to a maximum of 5m (above ground level) on | No objection |

| | | | |
|--------------------|---|--|--|
| | | 1 no. Sycamore tree (T1), remove reverted foliage from 2 no. Acer plat. 'Drummondii' trees (T2 and T3) and to fell 1 no. White Willow tree (T4). | |
| SDNP/18/01529/TPO | Northgate, Dodsley Gove, Easebourne | Reduce height by 4m and spread (all round) by 2 to 3m on 1 no. Ash tree (T1) subject to EB/11/00090/TPONP | No objection, on the condition that work is carried out on this tree by a suitably qualified tree surgeon who can ensure that such work will not impact negatively on the continuing life of the tree. |
| SDNP/17/06217/HOUS | Hare Hatch, 5 Dodsley Grove, Easebourne | Demolition of existing concrete single garage replacing with timber double garage. Garage will be sited 1 metre further back into garden. | No objection |
| SDNP/18/01779/HOUS | Kirkton, 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. | The illumination is contrary to the 'International Dark Sky Reserve' status of the South Downs National Park. 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. It is not in keeping with the village characteristics of Easebourne as a village within the South Downs National Park. The multiple signs proposed will create a cluttered and untidy appearance. 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. |
| 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. |

- 13 **Bus Shelter Condition Report:** DP had provided a printed condition report prior to the meeting, and confirmed his greatest concern was with the shelter at the end of Kings Drive and the shelter near Conifers School. AG also stated he felt that bus shelters should also have seats.

Action: DP and AG to ask at the next King Edward VII Liaison meeting if funds could be provided for the bus shelter at the end of Kings Drive?

- 14 **All Parishes Meeting Update:** The slides of the meeting had been circulated prior to the Parish Council meeting. JG attended the meeting which covered the 'Litter Campaign' which encouraged people to adopt an area and also included the proposed use of smart/intelligent bins which use technology to inform CDC when they were full and required emptying. JG also explained CDC officer Nick Bennett had given a presentation about General Data Protection Regulations. JG suggested that we should also hold a training log for both Councillors and the Clerk.

Action: SH to create a training log.

JG also explained that there had been a presentation about Child Sexual Exploitation and the need to be aware of this issue.

- 15 **Grass-Cutting Contract:** SH confirmed the new 2018/19 grass-cutting contract had been signed by Greenscape Services Ltd and it was agreed that IM would be the liaison person with the company during the course of the Community Space and Playground installation as this will significantly impact on the opportunities to cut the grass.

Action: IM to liaise with the grass-cutting contractor

- 16 **Dates of Parish Council Meetings:**

| | |
|--|---|
| Wednesday, 11 th July 2018 | Wednesday, 13 th March 2019 |
| Wednesday, 12 th September 2018 | Wednesday, 8 th May 2019 Annual Parish Meeting |
| Wednesday, 14 th November 2018 | Wednesday, 23 rd May 2019 Annual Village Meeting |
| Wednesday, 9 th January 2019 | |

- 17 **Correspondence and invitations received:**

| Date | Details of Subject | Actions |
|----------------------------|---|--------------|
| Spring 2018 | Magazine of National Association of Local Councils | Passed to AK |
| Undated | Marketing letter from Zurich Municipal | Noted |
| 9 th April 2018 | Invitation to Leander Jaine Screen Print Exhibition on 5 th to 19 th May at The Old Library, Knockhundred Row, Midhurst – 'A to Z of Midhurst' (contact Heather Ongley, Midhurst Town Council Clerk for further information – 01730 816953) | Noted |
| May 2018 | Clerks & Councils Direct publication | Passed to IM |

- 18 **Dates for next meetings:** All in The Refectory behind St Mary's Church, except where stated

2.00pm – 7.00pm Thursday, 10th May 2018

Public Consultation Community Space and Playground Final Design

9.00am – 1.00pm, Saturday 12th May 2018 in St Mary's Church Vestry

Public Consultation Community Space and Playground Final Design

7.30pm Thursday, 24th May 2018

Annual Village Meeting (hosted by the Parish Council)

7.30pm Wednesday, 6th June 2018

Finance Committee Meeting

7.30pm Wednesday, 4th July 2018

Finance Committee Meeting

7.30pm Wednesday, 11th July 2018

Easebourne Parish Council Meeting

The meeting closed at 9.35pm

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

Mike Noble
Chairman