

EASEBOURNE PARISH COUNCIL

Minutes of the Parish Meeting held at 7.30pm on Wednesday 13th March 2019 at 7.30pm in the Refectory, Easebourne

Councillors Present:

T Baker (TB), 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:

West Sussex County Councillor D Bradford (DB), 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:** None, all present.
- 3 **Report from County Councillor:** DB provided information regarding the Wildlife Crime officers led by Sargent Colin Booker who work across the county. DB confirmed that 'cats' eyes' (reflective safety devices) had been removed from roads for resurfacing works, and that they would be reinstated. DB explained that a meeting would take place at County Hall tomorrow (14th March 2019) regarding the potential sand quarries at Bepton (which will be discussed on the agenda, at item 11) this will be attended by County Councillor Dr Kate O'Kelly, who will keep DB updated on this matter. DB asked if everyone was aware of the rise in Council Tax, which was confirmed by Councillors. DB also gave information about the SEND (Special Educational Needs and Disabilities) programme taking place at Easebourne CE Primary School which was achieving well, and also confirmed there would be no further significant changes made at the school for the foreseeable future. IM added that some of the pupils had chosen as a reward for an achievement, to have an hour in Easebourne Park.
- 4 **Report from District Councillor:** FH explained that he and IM were in regular contact regarding local planning issues and policy, and a detailed response had been received from Tim Slaney regarding how Village/Parish Design Statement and Neighbourhood Plans were observed by South Downs National Park Authority. FH further explained that Lodsworth currently had issues with a proposal to build houses outside the settlement area, and SDNPA had been supportive of community views on this matter. FH confirmed that the Midhurst and Easebourne Football Club had demolished the old pavilion in preparation for a new pavilion.

Action: DP to investigate what the plans are for the new pavilion.

JG queried the new signage at the Football Club and it was agreed this would be discussed further at the next Planning Committee meeting in April.

Action: Planning Committee to discuss Football Club new signage

FH cited the potential sand quarries (see item 11 below) as having a significant impact on traffic and air quality, but considered the reason for establishing the quarries would be commercial. DB confirmed he would email any information following the meeting on this matter at WSCC.

DB and FH left meeting at 7.51pm

- 5 **Declarations of interests in any matters on agenda:** None
- 6 **Confirmation of minutes of meeting held on 9th January 2019 and review of actions:** Outstanding Actions concluded/or to be carried over to May 2019 Meeting (in order of discussion):

Action: AT to draft a letter to be sent by SH to Gilhams Garage regarding the lack of pedestrian pathway, and the issue of water collecting across the entrance.

Action: KG and SH to meet to discuss transport issues at King Edward VII.

Action: SH to source road sign cleaning fluid.

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

- 7 **Chairman's Report:** MN asked if anyone had any issues with completing their election forms to which all responded that forms were completed. MN confirmed that Purdah was understood by all Councillors. MN explained that AG would not be standing at the next election and therefore there will be two vacant seats, so it was unlikely that there will be a contested election. DP reminded Councillors that forms should be submitted between 20th March and 3rd April 2019 *(to be noted preferably before the final day, as corrections can be made by the Chichester District Council Elections team if necessary)*.

MN confirmed he had attend the Chichester North County Local Committee with co-opted member Frank Davies, and it had been confirmed that WSCC would not be funding Parish Councils via Spacehive Crowd-funding although a 'Friends of Easebourne Park' application may have been possible to which IM responded he had been told previously by Spacehive that it was likely funding would be allocated to the Parish Council by WSCC.

MN reminded Councillors that they must use the appropriate process before making any or even small purchases on behalf of the Parish Council, as there was a risk that they would not be reimbursed. JG also commented that whenever possible invoices must be addressed to 'Easebourne Parish Council'.

MN explained that SH would be supporting Midhurst Town Council until they recruited their new Town Clerk.

MN further explained that the Annual Parish Meeting hosted by the Parish Council would take place on Thursday 23rd May 2019 and this would be discussed at the next Communications panel meeting.

8 Correspondence and invitations received:

Date	Details	Actions
21 st December 2018 (received after EPC 9 th January 2019 meeting)	Home Start Chichester and District, thank you letter for grant of £200.	Noted
March 2018	Clerks & Councils Direct Publication	Passed to AS for reading

9 Reports from the Committees and Working Parties (circulated prior to meeting):

- a) Communications: Proposal to continue to pursue establishing a Parish Office. MN gave further information regarding a potential Parish Council office in the Refectory ground floor room. IM suggested further investigation of the room in the school as there appeared to be no further plans for the school at present. MN explained the issues related to this, but will investigate further. JG also suggested a possible location next to the surgery to which AT remarked that such a resource would potentially command a high rent. It was resolved to agree the proposal to continue to pursue establishing a Parish office.

Action: MN to continue to investigate a Parish Office resource.

- b) Volunteering: No proposals.
- c) Emergencies and Winter Planning: No proposals.
- d) Footpaths: No proposals.
- d) Highways: Proposals to seek approvals in principle to support new cycleway proposals, insist that any planning application for the development of the Cowdray Works Yard includes an increase the capacity of the existing River Ez drainage through the site, thus reducing flooding at Priory Orchard and explore further to seek watershed funding for a silt/ drainage pit on Wick Lane which were agreed by the Parish Council.
- e) King Edward VII update: No proposals.
- f) Easebourne Park update: Proposals to fence the pond (see item 10a), establish available funds for phase 2, to which MN responded that funds for the resurfacing of the path would be dealt with later in the agenda including a proposal for the Crowdfunding initiative (see item 10a) seek approval to submit an RRF to the Finance Committee for park noticeboards, which was agreed would be discussed further at the next Park Panel meeting, seek approval to review the Park Dog regime for present a new policy to the Parish Council which was agreed and request to organise a working party to address the eroding earth around the Safamulch mats.

Action: IM and KG to discuss a volunteer project to undertake work around the Safamulch mats.

- g) Parish Design Statement update: Proposals to support the request to establish an '@easebourne.org' for the group to provide a submission point for surveys which was agreed could be further investigated, request for funding to support the project which was agreed could be requested via the usual processes, request to brief the Parish Council in more detail of its communication and survey plans by June 2019, at the next Parish Council meeting or at an Extraordinary meeting called for that purpose, which was agreed to identify a date for this activity.

Action: Identify a date for the Parish Design Statement group to update the Parish Council.

10 Finance:

- a) Financial Regulations Revision and Proposals to Parish Council: The revised Financial Regulations had been circulated prior to the meeting, were proposed by IM, seconded by AT and the Parish Council **resolved** that they be adopted.

MN explained that current funds had been reviewed and proposed that unspent budget is allocated as follows: £5,500 towards the crowdfunding initiative, £3,800 towards bus shelter refurbishment and £750 to provide a further noticeboard, this was seconded by AT and the Parish Council **resolved** to allocate the funds as discussed.

MN provide that the Clerk's salary for 2019-20 is increased by 3%, this was seconded by CS and the Parish Council **resolved** to increase the Clerk's salary by 3%.

MN explained that following the request from the park surveys to erect a fence and gate around the pond in Easebourne Park, IM had completed a 'Request for Funding' form providing three quotations for this work. The Parish Council **resolved** to allocate the necessary funds for the pond fencing to be erected by the contractor offering the most favourable quotation.

Action: IM to organise the erection of a fence around the pond.

- b) To note payments made (see appendix one – Finance Committee minutes for meetings held in February and March)
- c) To note payments received: None

A break was taken 9.05pm – 9.10pm

- 11 **Planning:** Potential Sand Quarries at Bepton: AS gave a precis of issues in relation to potential quarrying for sand at Bepton, which included the impact of additional traffic, and resultant poor air quality. AT also added that guidance exists to protect National Parks, by requiring rigorous examination prior to such works being undertaken. The current consultation on this matter has a deadline of 18th March 2019. The Parish Council **resolved** to submit a response to the consultation expressing concerns regarding the negative impact on the parish, and the parish within a National Park.

Action: AK and AT to provide comments for SH to submit in response to the Soft Sand Review of the West Sussex Joint Minerals Local Plan (2018) Consultation

To note: first four applications included from last agenda, as consultee decisions/comments not taken at that time

Number	Address	Detail	Easebourne PC Consultee Comments
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.	<i>No objection, but the committee wish to draw attention to concerns regarding the proposed addition of roof lights to</i>

			<i>the main pitch, in relation to the Dark Skies Policy.</i>
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	No objection
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	<i>The committee highlighted again the considerable concerns 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 proposals. The Committee also drew attention to the concerns it has received from residents within the development who have voiced a belief that they were misled when purchasing their properties regarding the development layout and how construction would be completed. The Committee object to the proposed re-configuration of the vehicular access route into the East Basement Car Park and strongly request that the original plan for vehicular access into the East Basement Car Park is retained.</i>
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	<i>The committee highlighted again considerable concerns regarding the number of changes from the original planning permission granted, this planning application seeks, but to conclude that the Committee do not in principle at this time, object to this specific planning application.</i>
SDNP/19/00017/TCA	Yewsley Cottage, Easebourne Street, Easebourne	Notification of intention to fell 1 no. Ash tree (in front garden)	No Objection

SDNP/19/00055/FUL and SDNP/19/00056/LIS	131 King Edward VII Apartments, Kings Drive, Easebourne	Installation of secondary glazing to existing 2 no. West Elevation and 1 no. North Elevation Windows.	No Objection
SDNP/19/00482/HOUS	Upperfield Cottage, Upperfield, Easebourne	Erection of single storey side extension and detached garage.	Awaiting Planning Committee Decision/Comments
SDNP/19/00701/TPO	2 Weavers Close, Easebourne	Removal of lowest 1 no. branch on southern side of the tree and crown lift by up to 8m (above ground level) and 1 no. London Plane tree within Area, A1 subject to EB/73/00403/TPO	Awaiting Planning Committee Decision/Comments
SDNP/19/00725/LIS	King Edward VII Hospital, Kings Drive, Easebourne	Internal and external amendments to previously approved scheme	Awaiting Planning Committee Decision/Comments
SDNP/19/00798/APNB	Moor Farm, Cowdray Park, Easebourne	Erection of fertilizer storage tank	Awaiting Planning Committee Decision/Comments

12 Review of Parish Councillor Recruitment Policy and Application Form (further revision from January 2019): Minor revisions made.

13 Dates for next meetings and other significant dates: This is the final Parish Council Meeting Cllr Guyatt will attend having served for many years, and the Parish Council proposed a vote of thanks to Cllr Guyatt for his work and commitment to the Parish.

All meetings in The Refectory, behind St Mary's Church, Easebourne

Finance Committee Meeting 7.30pm, Wednesday 3 rd April 2019	Planning Committee Meeting 8.15pm, Wednesday 3 rd April 2019
Finance Committee Meeting 7.30pm, Wednesday 1 st May 2019	Planning Committee Meeting 8.15pm, Wednesday 1 st May 2019
Purdah Begins Monday, 25 th March 2019 until close of Elections	Parish Council Elections Thursday, 2 nd May 2019
Easebourne Parish Council ceases 5.00pm on Tuesday 7 th May 2019	First meeting of the new Easebourne Parish Council and Annual Council Meeting 7.00pm, Wednesday 15 th May 2019
Annual Parish Meeting hosted by Easebourne Parish Council 7.30pm, Thursday 23 rd May 2019	

Meeting closed at 9.28

Signed: _____ Date: _____
Mike Noble
Chairman

Easebourne Parish Council

Finance Committee

**Minutes of Meeting held at 7.30pm on Wednesday 6th February 2019,
in the Refectory (behind St Mary's Church, Easebourne)**

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

In attendance: 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: None

4 Minutes: The minutes of 2nd January 2019 were agreed and signed.

5 Actions carried forward:

Action: SH will submit a VAT claim for August 2019 onwards following February 2019 payments as an August invoice was missed for payment.

6 Finance Report Review:

a) Payments were agreed as follows:

M Noble, Refreshments for Easebourne Park opening event	£68.59	Approved
Chichester District Council, new bin liner	£53.92	Approved
Clerk travel expenses (one journey, 32 miles x 45p per mile)	£14.40	Approved
S. Hurr, Parish Phone (January)	£25.50	Approved
I Milne, Leaflet Boxes	£27.00	Approved
Hooli, Logo work and preparatory work for Welcome Pack	£300.00	Approved
Playsafe Playgrounds, final payment for play equipment	£1,171.64	Approved
Richard Follet, website upgrade	£50.00	Approved
Clerk Salary (January)	Undisclosed	Approved
HMRC Payment (January)	Undisclosed	Approved
Clerk Pension (January)	Undisclosed	Approved
Clerk Home as Parish Office (January)	£20.00	Approved
Midhurst Local, Parish News Leaflet delivery	£26.00	Approved
St Mary's PCC, Room Hire (January)	£50.00	Approved

To note: first Public Works Loan Board payment of £1,266.18 has been paid (Direct Debit) and a payment to MN for the printing of the Parish News Leaflets requires checking as a discount may have been applied.

Action: MN to investigate the printing costs of the Parish News Leaflets and establish correct cost.

b) The Parish Council has received a VAT payment of £13,464.93 for claim made for June to July payments, and a grant from Tesco Bags of Help scheme for £2,000.

A discussion took place regarding applying for potential Community Infrastructure Levy (CIL) (submissions due by 15th February 2019) and Section 106 funding.

Action: MN to contact South Downs National Park Authority (SDNPA) regarding applying for CIL funding.

- c) Asset Register is currently up to date.

7 Forecast Spend:

- a) No 'Request for Funding' forms received from sub-committees, panels or working parties
- b) A request to support a 'Race Night' for a Easebourne CE Primary School Mindfulness project which is being organised by the Midhurst and Petworth Rotary Club has been received from the Chairman of the school's PTFA. Following a discussion, it was **Resolved** that this is not an appropriate event for the Parish Council to fund and therefore a letter would be prepared explaining this conclusion and that the school may apply directly for funding for this project by the usual procedure (application form on the Parish Council website)

Action: SH to prepare a draft letter in response to the request for support for a 'Race Night', explaining the Parish Council's conclusion.

Easebourne Brownies have written to requests funds and a copy of the EPC Grants and Donations Policy and application form has been sent to them for completion which yet to be returned.

- 8 Bank Mandate – update and on-line banking:** The Bank Mandate form was completed, in order to remove D King as signatory and add C Sanderson. JG confirmed he has access to on-line banking for the Parish Council.

- 9 Proposals to Parish Council:** None

10 Next Meeting Date:

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

Meeting closed at 8.11pm

Signed: _____ Date: _____

Chairman

Easebourne Parish Council

Finance Committee

**Draft Minutes of Meeting held at 7.30pm on Wednesday 6th March 2019,
in the Refectory (behind St Mary's Church, Easebourne)**

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

In attendance: 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 on item 6b regarding the new noticeboard, which will be supplied by his company.

4 Minutes: The minutes of 6th February 2019 were agreed and signed.

5 Review of Actions (from last meeting):

Bank Mandate: MN has completed his details, and a second signatory is now required to undertake this process.

Action: Mandate forms to be completed by JG or TB.

All other actions complete.

6 Finance Report Review:

- d) Report on previous month spend, cash flow and spend approvals: CS confirmed that a quarterly report on expenditure against budget will be provided by the Clerk/RFO.

Payments were agreed as follows:

Wildwood UK Installment 4 (retention), of Items for Easebourne Park	£1,317.60	Approved
T Baker, Colour prints for Welcome Pack	£34.43	Approved
Clerk Travel to Easebourne (Park & Communications Meetings – 11 th February 2019)	£14.40	Approved
PB Groundworks, Easebourne Park	£801.36	Approved
Clerk Training – Sussex and Surrey Association of Local Councils, Election Training	£48.00	Approved
St Mary's PCC Room Hire (February)	£20.00	Approved
Clerk Travel to Easebourne (Park & Communications Meetings – 28th February 2019)	£14.40	Approved
S. Hurr, Printer ink	£29.00	Approved
S. Hurr, Parish phone (February)	£25.50	Approved
Clerk Salary (February)	Undisclosed	Approved
HMRC Payment (February)	Undisclosed	Approved
Clerk Pension (February)	Undisclosed	Approved
Clerk Home as Parish Office (February)	£20.00	Approved
Clerk Travel to Easebourne (Finance discussion meeting) 1 st March 2019	£14.40	Approved
I Milne, Tree stakes for Easebourne Park	£10.45	Approved

- e) Payments received: None

MN explained that he and co-opted member of the Easebourne Park project group Mr Davis had attended the West Sussex County Council (WSCC), County Local Committee (5th March 2019) and been informed that WSCC will not be contributing to crowdfunding for the Park as was originally indicated, which was very disappointing. MN further proposed that following a calculation of available funds from underspends as the year end approaches, the Parish Council utilise this money to fund the remainder of the £5,500 crowdfunding, allocate £3,800 towards bus shelter refurbishment and £750 to provide a further noticeboard (see Declarations above). The committee **Resolved** that this submission is proposed to the next full Parish Council meeting.

MN also confirmed that the staffing panel, had proposed an increase in the Clerk's salary for 2019-20 of 3%. The committee **Resolved** that this submission is proposed to the next full Parish Council meeting.

The Chairman proposed a closed session for the next sub-item only.

End of closed session.

MN explained that the Parish Design Statement (PDS) group had requested a sum of £50 to be used as a prize draw for the completion of the proposed survey. The committee **Resolved** that funds should not be allocated for this purpose. The PDS group also requested monthly funding for Survey Monkey as an on-line survey tool and the committee **Resolved** that the free version of the tool be used in the first instance, with a review of this decision as and if necessary.

- f) Asset Register: is currently up to date.

Appendix One continued

8 Forecast Spend:

- c) 'Request for Funding' forms: A RFF had been received from Cllr Milne, regarding fencing around the pond in the park. As this has been considered and debated throughout the process of planning and constructing the park, it was concluded that this should be discussed at the next full Parish Council on 13th March 2019.
- d) A Parish Council Grant request form has been completed and submitted by 1st Easebourne Guides. On a proposal by the Chairman the committee **Resolved** to grant a £150 to 1st Easebourne Guides.

10 Financial Regulations Review: The committee **Resolved** a proposal to full Parish Council to adopt the revised regulations.

11 Proposals to Parish Council: The committee agreed a number of proposals to Parish Council:

- a) That unspent budget is allocated as follows: £5,500 towards the crowdfunding initiative, £3,800 towards bus shelter refurbishment and £750 to provide a further noticeboard.
- b) That the Clerk's salary for 2019-20 is increased by 3%.
- c) That funding for fencing the pond in Easebourne Park is considered.
- d) That the revision of the Financial Regulations are considered for adoption.

12 Next Meeting Date:

7.30pm, 3rd April 2019
The Refectory (behind St Mary's Church)

Meeting closed at 8.25pm

Signed: _____ Date: _____
Chairman

Filename: 19 03 EPC 13th March 2019 Minutes.docx
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Author: Susan Coulter
Keywords:
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