

## EASEBOURNE PARISH COUNCIL

### Minutes of the Annual Parish Council Meeting held at 7.00pm on Wednesday 15<sup>th</sup> May 2019 held in the Refectory, Easebourne

#### Councillors Present:

T Baker (TB), J Galego (JG), A Keeling (AK), M Noble (MN), D Pack (DP), C Sanderson (CS),

#### In attendance:

Parish Clerk S Hurr (SH) and two members of the public.

- 1 **Signing of Declaration of Office of Acceptance and associated forms for all Councillors:** this follows the recent elections and all Councillors present completed and signed all forms.

- 2 **Election of Chairman**

MN standing – proposed by DP, seconded by JG, received five votes and was duly elected as Chairman for 2019/20.

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

- 3 **Appointment of Vice-Chairman**

CS standing – proposed by AK, seconded by JG, received five votes and was duly elected as Vice-Chairman for 2019/20.

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

- 4 **Apologies and reasons for absence from members:** Parish Councillor I Milne, District Councillor F Hobbs, and County Councillor D Bradford due to prior commitments and other meetings.

- 5 **Visitors Questions:**

Mr Sked, St Mary's Church Warden asked if necessary repair/cleaning work could be considered by the Parish Council for the War Memorial in the churchyard. SH explained that she was currently awaiting advice/a quotation from a local stone mason and that a War Memorial grant would have to be requested. Mr Sked also confirmed that the church intended to place new gravel around the memorial to enhance its appearance. Mr Sked formally invited the Parish Council to take a stall at the church fete on 17<sup>th</sup> August 2019 which had been discussed and agreed at a recent Communications Committee meeting. Mr Sked also asked if consideration could be given to creating a 20 mile per hour limit around the centre of Easebourne? MN responded that it may not meet the West Sussex County Council (WSCC) criteria for this type of traffic regulation order and further explained the extensive process which would be required to introduce a new speed limit. MN gave further information about the SpeedWatch initiative which required more volunteers, but would help to curb speeding traffic.

**Action:** MN to discuss reducing the speed limit to 20mph within Easebourne with WSCC Highways.

Mr Sore, the Project Leader of the Parish Design Statement (PDS) group gave an update on the progress of their work, referring to a diagram circulated in the meeting which described their planning phase, and series of bullet points requesting support from the Parish Council (see appendix two). Mr Sore began by outlining the purpose of the PDS which is to shape future developments, ensure appropriate aesthetics for the parish, consider historic buildings and capture what matters to residents. It has taken four to six months to complete the planning phase, and a questionnaire will in approximately six weeks' time, be sent to all households, which will include illustrations and a logo designed by local children. The logo will be used on all communications. All local businesses will also be contacted for their views, and articles will be published in the United Magazine. The questionnaire will request age group and postcodes, but no other personal details. The questionnaire will also be available to download. Collection boxes will be available for completed questionnaires in the two pubs, garage and shops. An Instagram account will also be established (#loveeasebourne).

The PDS will ultimately inform South Downs National Park Authority planners as to what residents do and do not want in the parish with regards to new development and alterations to current buildings. It will also include themes, designs and a mood-board.

Mr Sore will also give a ten-minute presentation at the Annual Parish Meeting on 23<sup>rd</sup> May.

MN thanked Mr Sked and Mr Sore for attending the meeting.

- 6 **Chairman's Report:** MN reported that following elections three more Councillors were required and we will need to identify and recruit new Councillors. The deadline for signing the Declaration of Acceptance of Office and Register of Interests for 'elected' Councillors will be 31<sup>st</sup> May 2019.

MN reminded Councillors that the Annual Parish Meeting will take place next week at 7.30pm on Thursday 23<sup>rd</sup> May 2019. Both Mr Sore and John Rosser, one the Chichester District Council Dog Wardens will be giving presentations.

MN offered to take Councillor's Elections expenses forms to Chichester District Council.

MN explained that work needed to begin regarding preparing the New Homes Bonus (NHB) bid and the suggestion from the Easebourne Park project group is to seek funding to build a natural shelter/bandstand for the park. MN confirmed he is attending the NHB surgery on 3<sup>rd</sup> June 2019 to gain further information about completing the application form.

- 7 **To appoint Members to serve on the following committees/working parties:** MN suggested that all Members remain on their current Committees, which was agreed:
- a) Communications (Volunteering and Staffing): M Noble, I Milne, T Baker, C Sanderson, A Keeling
  - b) Emergencies and Winter Planning: J Galego
  - c) Finance Committee: C Sanderson (Chairman), A Keeling, T Baker, J Galego, M Noble
  - d) Footpaths: A Keeling
  - e) Highways: J Galego, M Noble, C Sanderson
  - f) Planning Committee (King Edward VII Liaison): A Keeling (Chairman), T Baker, C Sanderson, D Pack (also King Edward VII Liaison)
  - g) Easebourne Park: I Milne (lead), M Noble, T Baker, D Pack, A Keeling
- 8 **Report from District Councillor:** None provided on this occasion.
- 9 **Report from County Councillor:** None provided on this occasion.
- 10 **Declarations of Interests in any matter on agenda:** None
- 11 **Confirmation of minutes of meeting held 13<sup>th</sup> March and review of actions:** Outstanding Actions concluded/or to be carried over to July 2019 (in order of discussion):
- Action:** DP to investigate what the plans are for the Midhurst and Easebourne Football Club new sports pavilion. *DP confirmed the plans are in the planning process and will be passed to the Parish Council as a statutory consultee.*
- Action:** Planning Committee to discuss Football Club new signage. *AK confirmed no concerns had been received from residents and that the Planning Committee considered the signage to be acceptable.*
- 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. MN will now take this action forward.
- Action (New):** MN 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:** SH to source road sign cleaning fluid. *SH has not yet been successful in identifying a company which can provide this.*
- Action:** MN to continue to investigate a Parish Office resource. *MN reported that discussion is continuing regarding using the Refectory, and the planning permission required to make the necessary changes internally to the building.*
- Action (New):** MN to continue working on a Parish Office resource.
- Action:** IM and KG to discuss a volunteer project to undertake work around the Safamulch mats. *IM will continue work on this action.*
- Action (New):** IM will continue to work on how to reinstate the areas around the Salfamulch mats.

12 **Correspondence and Invitations received:**

Date	Details	Action
April 2019	Zurich promotional literature	Noted
Spring 2019	Magazine of the National Association of Local Councils	Passed to AK for reading
Spring 2019	Hags Play Equipment promotional literature	Noted
May 2019	Clerks & Councils Direct Magazine	Passed to CS for reading

8 <sup>th</sup> May 2019	Letter from Lifecentre requesting funding of £200	To be passed to the Finance Committee for consideration once a completed EPC application form is received.
9 <sup>th</sup> May 2019	Barclays Mandate forms (for C. Sanderson to become a bank account signatory)	Passed to CS for action

### 13 Reports from the Committees and Working Parties

- Communications (Volunteering and Staffing): To note work on the 'Welcome Pack' will be suspended for the current time due to work load. No proposals.
- Emergencies and Winter Planning: No proposals.
- Finance Committee (*matters not included in item 13*)
- Footpaths: No proposals.
- Highways: No proposals. JS explained that work has been planned regarding the two bus shelters near Conifers School, with one to be refurbished and one replaced. The work will be undertaken by Darren Rolfe from West Sussex County Council and his volunteer team. M&S at Gilhams Garage have offered the use of toilet facilities whilst work is underway for the volunteers and will also supply free parking and coffee. Further discussion took place regarding placing community noticeboards inside the shelters.

**Action:** JS to discuss the possibility of installing community noticeboards inside some of the Easebourne bus shelters.

- Planning Committee (King Edward VII Liaison): No proposals.
- Easebourne Park: Proposal to contract Playsafe Playgrounds to design and install toddler play equipment which will include a 'mini Cowdray Ruins' which was proposed by MN, seconded by CS and agreed by all present.

Proposal to review and establish a new 'Dog Policy' for Easebourne Park which will be further discussed at the next meeting of the project group.

### 14 Finance:

- To note payments made: Noted (see appendix one)
- To note payments received: Noted (see appendix one)
- Approval of accounts for year ended 31/3/2019 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.

### 15 Planning:

*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/19/00482/HOUS	Upperfield Cottage, Upperfield, Easebourne	Erection of single storey side extension and detached garage.	Objection as the proposed side extension and garage is not in proportion with the property, and the siting of the proposed garage is not in line with the house which is the traditional position for other properties in the road.
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	No objection.
SDNP/19/00725/LIS	King Edward VII Hospital, Kings Drive, Easebourne	Internal and external amendments to previously approved scheme	Considerable concerns regarding the number of changes from the original planning permission granted this application

			seeks, but no objection to this specific application.
SDNP/19/00798/APNB	Moor Farm, Cowdray Park, Easebourne	Erection of fertilizer storage tank	No objection.
SDNP/19/01066/HOUS	Henley Hill House, Old Road Henley, Easebourne	Change of use of garage to habitable accommodation. A self-contained annex for tourism accommodation let with the installation of 2 no. dormers.	No objection.
SDNP/19/01091/HOUS	Beech Cottage, Dodsley Grove, Easebourne	Single storey extension to south elevation with 3 no. skylights. Construction of 2 no. parking spaces in front garden.	No objection but to draw attention to concerns regarding the proposed installation of <u>three</u> roof lights to the south elevation, in relation to the Dark Skies Policy.
SDNP/19/01250/LDP	Verdley Hill House, Henley Old Road, Easebourne	Installation of 4 no. roof lights to the south, 1 no. roof light to east, 1 no. roof light to west and 2 no. roof lights to north elevation.	No objection but to draw attention to concerns regarding the proposed installation of <u>eight</u> roof lights to the south, east, west and north elevation in relation to the Dark Skies Policy.
SDNP/19/01236/TCA	Old Vicarage, Easebourne Street, Easebourne	Notification of intention to fell 1 no. Laurel tree	No objection.
SDNP/19/01473/LDP	Beech Mill, Dodsley Lane, Easebourne	Change of use of loft space to habitable accommodation with installation of 4 no. roof lights	No objection but to draw attention to concerns regarding the proposed installation of <u>four</u> lights to the south, east, west and north elevation in relation to the Dark Skies Policy.
SDNP/19/01467/TCA	Rose Cottage, 305 Henley Old Road, Henley, Easebourne	Notification of intention to fell 1 no. Sycamore tree (1), 1 no. Ash tree (2), 1 no. Alder tree (3), 1 no. Pine tree (4) and 1 no. Larch tree (5).	No objection, provided work takes place after any nesting birds have vacated the trees.
SDNP/19/01526/CND	Cowdray Farm Shop and Café, A272, Easebourne Street to Heath End Lane, Easebourne	Change of use and alteration of redundant storage buildings (former stables) to retain farmshop A1. Change of use and alteration of part of existing dwelling and adjoining garages to café associated with farmshop (variation of condition 6 of permission EB/07/05897/FUL – amendment to opening hours).	No objection.
SDNP/19/01469/HOUS and SDNP/19/01470/LIS	Challens Yard, Easebourne Street, Easebourne	Internal and external alterations to include repair work to roof. Widening of existing driveway, entrance and gateways. Repair to boundary walls/fencing and the installation of various new	No objection, but wish for provision to be made as appropriate for bats.

		gates. Take down/up and rebuilding of shed and paving.	
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**16 New Procedure - Proposals to Full Council and 'Committee' Decisions:** The draft policy (see appendix three) had been circulated prior to the meeting and was proposed by MN, seconded by JG and agreed by all present.

**17 Dates of Parish Council Meetings:**

Wednesday, 10 <sup>th</sup> July 2019	Wednesday, 11 <sup>th</sup> March 2020
Wednesday, 11 <sup>th</sup> September 2019	Wednesday, 13 <sup>th</sup> May 2020 Annual Meeting of the Parish Council
Wednesday, 13 <sup>th</sup> November 2019	Wednesday, 27 <sup>th</sup> May 2020 Annual Parish Meeting
Wednesday, 15 <sup>th</sup> January 2020	

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

7.30pm, Thursday 23<sup>rd</sup> May 2019  
Annual Parish Meeting (hosted by the Parish Council)

Wednesday, 5<sup>th</sup> June 2019  
7.30pm Finance Committee Meeting  
8.15pm Planning Committee Meeting

Wednesday, 3rd July 2019  
7.30pm Finance Committee Meeting  
8.15pm Planning Committee Meeting

7.30pm Wednesday, 10<sup>th</sup> July 2019  
Easebourne Parish Council Meeting

The meeting closed at 8.23pm

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

## Easebourne Parish Council

## Finance Committee

**Minutes of Meeting held at 7.30pm on Wednesday 3<sup>rd</sup> April 2019,  
in the Refectory (behind St Mary's Church, Easebourne)**

**Present:** J Galego (JG), A Keeling (AK), M Noble (NM), C Sanderson (CS)

**In attendance:** Clerk S Hurr (SH)

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

**2 Apologies and Reasons for Absence:** T Baker, due to work commitments.

**3 Declarations of Interest:** None

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

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

**Bank Mandate:** Barclays Bank had sent further forms to be signed by a second Councillor signatory, to remove one signatory and add another, these forms have been submitted to the bank.

No other actions.

**6 Finance Report Review:**

- a) Report on previous month spend, cash flow and spend approvals: SH explained the end of year spend against budget is in the process of being prepared and will be forwarded to committee members as soon as possible. Annual Governance and Accountability Return will also be prepared for internal auditor and approval at May meeting of the full Parish Council for submission to external auditor.

Payments were agreed as follows:

Playsafe Playgrounds – Equipment Inspection for Easebourne Park	£138.00	Approved
S. Hurr, Parish phone (March)	£25.50	Approved
Wildwood UK – Mulch for Easebourne Park	£300.00	Approved
Clerk Travel to Easebourne (Meeting with K Graetz and delivery of litter picking kits) 22 <sup>nd</sup> March 2019	£14.40	Approved
WL West & Sons – Pond Fencing, Invoice 162031	£921.60 Adjusted Figure	Approved Post Meeting
Chichester District Council – Bin Emptying, Invoice 601970047	£218.68	Approved
Greenscape – Grass Cutting, Invoice REF-EAS 179	216.00	Approved
Clerk Salary (March)	Undisclosed	Approved
HMRC Payment (March)	Undisclosed	Approved
Clerk Pension (March)	Undisclosed	Approved
Clerk Home as Parish Office (March)	£20.00	Approved
Clerk Travel to Easebourne (Meeting with K Graetz and delivery of litter picking kits) 22 <sup>nd</sup> March 2019	£14.40	Approved

*To Note:* the invoice for WL West & Sons invoice for fencing was found to be incorrect, as discount had not been added, therefore this figure will be investigated and revised.

**Action:** MN to confirm correct figure.

*Post meeting invoice adjusted to £921.60 And payment approved.*

- b) Payments received: Vat reclaim for August 2018 £6,700.23

MN reported that no further information had been received following the submission of an application for Community Infrastructure Levy funding in February, the Parish Council had been informed that New Homes Bonus funds for up to £19,076.25 would be available for this financial year and the Boltini Trust had agreed that a further application could be submitted for their consideration.

c) Asset Register: is currently up to date.

**7 Forecast Spend:** No 'Request for Funding' forms had been received, or requests for grants.

**8 Proposals to Parish Council:** None

**9 Next Meeting Date:** 7.30pm, 1st May 2019, in the Refectory

Meeting closed at 8.10pm

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

### Easebourne Parish Council

#### Finance Committee

#### Draft Minutes of Meeting held at 7.30pm on Wednesday 1<sup>st</sup> May 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 (CS)

**In attendance:** Clerk S Hurr (SH)

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

**2 Apologies and Reasons for Absence:** none, all present.

**3 Declarations of Interest:** None

**4 Minutes:** The minutes of 3<sup>rd</sup> April 2019 were agreed and signed.

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

**Action:** CS needs to complete 'verification' to become a signatory on the bank account.

Other actions are complete.

**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.

Payments were agreed as follows:

Sussex and Surrey Association of Local Councils subscription, invoice 879	£633.33	Approved
S. Hurr, Stamps	£6.10	Approved
Pro-Tec Security, Easebourne Park security inspections, invoice 9441	£402.00	Approved
S. Hurr, new finance file	£1.50	Approved
S. Hurr, Parish phone (April)	£25.50	Approved
I. Milne, Printer Ink	£20.99	Approved
M. Noble, Hosepipe and Attachments (watering new trees in Easebourne Park)	£181.72	Approved
West Sussex County Council, Kings Drive, Southbound Bus Shelter construction materials, invoice 8001371717	£2581.55	Approved
Easebourne CE Primary School, Maintenance for Shared Car Park, invoice 300419	£500.00	Approved
Clerk Salary (April)	Undisclosed	Approved
HMRC Payment (April)	Undisclosed	Approved
Clerk Pension (April)	Undisclosed	Approved
Clerk Home as Parish Office (April)	£20.00	Approved

Richard Follet, Domain and Hosting for Website, invoice 1349	£140.00	Approved
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e) Receipts:

£250.00 Grants from United Magazine  
£22,150.00 Precept from Chichester District Council  
£1899.10 VAT Claim  
£685.91 Crowdfunding  
£50.00 donation from a resident

Total £24,785.00

f) Asset Register: is currently up to date.

**8 Forecast Spend:**

a) Sub-committee/Working Parties forecasts (including RFFs)

Three Request for Funding (RFFs) forms had been received.

- The resurfacing of the paths in Easebourne Park was discussed and MN proposed the RFF recommended contractor ACS who will use Fittleworth stone at the cost of £5,700 + VAT, this was seconded by TB and agreed by all present.
- Purchase and installation of four picnic benches (two standard and two wheelchair-accessible) was discussed and MN proposed that these are obtained from the RFF recommended provider Glasdons, which are created using recycled materials at the cost of £2,128 +VAT, this was seconded by AK and agreed by all present. The pads on which the benches will be secured were also discussed and concluded that Fittleworth stone bases which would match the paths were the most appropriate, for which a quotation is awaited.
- The grass-cutting contractor has agreed to be trained to undertake the monthly inspections of play equipment, if the Parish Council is able to fund the cost of the RoSPA training course (total cost £370). The contractor will then charge approximately £25 per inspection. A simple contract will be put in place requesting the cost of the course is returned if the contractor is unable to continue with the inspections within a specific period-of-time. MN proposed that this offer be accepted, which was seconded by TB and agreed by present.

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

**9 Proposals to Parish Council: None**

**10 Next Meeting Date: 7.30pm, 5<sup>th</sup> June 2019, in the Refectory**

Meeting closed at 8.35pm

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



## **Parish Design Statement Group**

What we want from the Parish Council

- Update of PDS web page
- Hosting of an online version of our questionnaire for download
- Hosting of an online version of our questionnaire for online submission
- Piggyback on your timely leafleting process (no longer an option)
- Support distributing our questionnaire
- Support with posting on the #LoveEasebourne Instagram account
- Person endorsement of the survey within your personal networks

## **Proposals to Full Parish Council and 'Committee' Decisions**

### **Introduction**

Each Committee, panel or project group can choose to make a proposal to full Parish Council via inclusion in their bi-monthly reports. Some decisions can be made by the 'committee' without recourse to full Parish Council. This procedure establishes when a committee is required to submit a proposal to full Council for a decision, or may make a delegated decision.

If a proposal cannot wait until next full Council, it should be forwarded to the Chairman (and copied to the Clerk) who may make a decision, contact all Councillors via email to ascertain a view prior to making a decision, or call an extraordinary meeting of the Council to discuss.

It should further be noted that on occasions when a committee is unsure as to whether a matter should be referred to full Council, it is appropriate to do so, and full Council may make a decision, or advise that a committee can make its own decision.

### **Matters for which it is necessary to submit a proposal (request) to Full Parish Council:**

- to change Parish Council Policy or Procedure
- to spend allocated funds (and complete a 'Request for Funding' form if appropriate)
- to request future budget allocation
- to request the Clerk to undertake a piece of work
- to request correspondence to be written and sent from the Council (by the Clerk)
- to respond to a consultation document
- to undertake a consultation exercise or hold a public meeting
- to request another Councillor to join the committee
- to formally co-opt a non-Councillor to a committee
- to submit a request to another Council committee
- to attend a public meeting as a formal representative of the Council (unless previously requested by the Chairman or Clerk)

### **Matters for which a 'committee' may make their own decisions:**

- under delegation from full Council
- to undertake research which does not incur costs
- to obtain quotations/complete a 'Request for Funding' form
- to meet with a supplier/provider (on the clear understanding that any formal agreement to purchase, must be made by full Council)
- to define the details of a matter, prior to a complete proposal to full Council
- to make a site visit within the Parish (which does not incur expenses)
- to request the Clerk books the Refectory for a meeting
- to request a motion is moved (agenda item) for the next full Council meeting (must be at least nine days before the meeting)

*Adopted by Easebourne Parish Council on 15<sup>th</sup> May 2019, to be reviewed in May 2020*

Filename: 19 05 EPC 15th May 2019 Minutes.docx  
Folder: /Users/SharonHurr/Library/Containers/com.microsoft.Word/Data/Document  
s  
Template: /Users/SharonHurr/Library/Group Containers/UBF8T346G9.Office/User  
Content.localized/Templates.localized/Normal.dotm  
Title:  
Subject:  
Author: Sharon Hurr  
Keywords:  
Comments:  
Creation Date: 30/12/2019 10:03:00  
Change Number: 2  
Last Saved On: 30/12/2019 10:03:00  
Last Saved By: Sharon Hurr  
Total Editing Time: 0 Minutes  
Last Printed On: 30/12/2019 10:03:00  
As of Last Complete Printing  
Number of Pages: 10  
Number of Words: 3,867  
Number of Characters: 21,096 (approx.)