

EASEBOURNE PARISH COUNCIL

Minutes of the Parish Council Meeting held at 7.00pm on Wednesday 10th July 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), A Thomas (AT).

In attendance:

District Councillor F Hobbs (FB), Parish Clerk S Hurr (SH) and Mrs C Cantlon (observing pending potential co-option to Parish Council).

- 1 **Co-option of Parish Councillor Andy Thomas:** Cllr Thomas co-opted to Parish Council, following an administrative issue at the time of May 2019 elections, now resolved.
 - 2 **Apologies and Reasons for Absence:** Apologies from County Councillor, David Bradford
 - 3 **Declarations of interests in any matters on agenda:** AK and IM declared an interest regarding planning application SDNP/19/02395/CND should any discussion arise, although Consultee Comments from the Parish Council have been submitted.
 - 4 **Visitors questions:** None.
 - 5 **Report from District Councillor:** FB apologised for missing the last meeting of the Parish Council and explained he was very pleased to have been re-elected at the May 2019 District Council elections. FB confirmed that following the election the District Council is now is now 'hung' ('no overall control' by any one political party) which he considered was leading to interesting and healthy debate at Council meetings. Further changes were being made to the Waste and Recycling Committee which had now been re-named as the Environment Committee.
- FB left the meeting at 19.35*
- 6 **Report from County Councillor:** None on this occasion.
 - 7 **Chairman's Report:** MN thanked everyone for their contribution to the School Fete which took place on 29th June 2019 which took a gross total of £174 (£12 for the stall and £25 spent in purchasing prizes to top-up on donations). The Church Fete will take place on 17th August 2019, and the Parish Council stall will sell new and used items. SH will provide further information via email over the coming weeks regarding the Church Fete.

MN confirmed that the Finance Committee have allocated two grants both of £250, to MADhurst and Midhurst Community Bus.

The "Picnic in the Park", will take place on 31st August 2019 and will celebrate the installation of the new equipment, and the first-year anniversary of Easebourne Park being opened. MN explained to date that an ice cream van, coffee tuk tuk and the White Horse mobile bar had been booked. Music had also been booked, and the Parish Council will be giving away free cold drinks (as plastic-free as possible) and cake. The Finance Committee have approved expenditure for this event, which will be kept to an appropriate amount (see item 10a).

MN reported that CS as Chairman of the Finance Committee, SH and he had been investigating appropriate finance software as expenditure and income is currently recorded by spread sheets, (and how VAT reclaim will be required shortly) is no longer effective or efficient. The most appropriate software is found to be Rialtas Business Software (RBS), created specifically for Parish Councils. However, as the package runs on windows and ideally the Parish Council should have its own laptop (currently SH uses her personal laptop which is a Mac), this may now be the time to purchase a laptop for the Parish Council for use by SH, which will run this software. MN explained that the budget currently allocated to the purchase of Office 365, is now not planned to be used for this purpose and therefore this could be used for both a laptop and RBS (see item 10c).

The 'New Homes Bonus' grant submission is being prepared by IM and MN will be ready for the deadline which is on 29th July 2019. The grant is being sought to part-fund the construction of a new natural band-stand/shelter for Easebourne Park.

MN reminded Councillors of the important of using the report template for each of the Committees, Panels and Project Groups.

Action: SH to forward the report template to all Councillors.

MN asked Councillors to think before sending emails and only copy in 'all' when appropriate, to reduce the number of emails Councillors are receiving and ensure they are necessary/require attention.

MN explained that the All Parishes Meeting will take place on Monday 15th July 2019 from 6.00pm at The Grange and JG and DP confirmed they will attend to represent the Parish Council.

MN asked if any Councillors wished to change the Committees they were currently allocated to, to let him know.

MN confirmed that the South Downs National Park Authority Local Plan had now been approved and included the three sites listed as pre-applications by Cowdray Estate. The Estate Chief Executive would like to meet with members of the Planning Committee to discuss potential developments. IM noted that the Parish Design Statement group may also have a number of ideas regarding any development following the consultation exercise. MN also explained that Cowdray Estate intend to move into Capron House in Midhurst and have given notice to the current business tenants. AT noted that affordable housing will be required as part of any development, and that the Estate may wish to retain the dwellings and therefore may consider rental or part rent/part ownership. IM confirmed that the Chief Executive has some advanced ideas, but rental properties may have to be operated as a 'housing association.

MN confirmed that AT will continue to represent the Parish Council on the Midhurst Area Cycling group. AT explained that the current proposed cycle way may have an issue with regards to crossing the A272 and that an alternative route via a footpath through a builder's yard is being considered.

8 Confirmation of minutes of Annual Parish Meeting held 15th May 2019 and review of actions: Outstanding Actions/or to be carried over to July 2019 (in order of discussion):

Action: MN to discuss reducing the speed limit to 20mph within Easebourne with WSCC Highways. To date MN has discussed this matter with Midhurst Town Councillor Steve Morley, and will undertake further work on this matter.

Action: MN to write to Gilhams Garage regarding the lack of pedestrian pathway and the issue of water collecting across the entrance. AT will now undertake this action. DP also noted concerns regarding the number of advertising flags in use at the site.

Action: MN to continue working on a Parish Office resource and thoughts will be shared with the Communications Group.

Action: IM to review potential issues with the Safamulch mats. IM noted that this had not been listed as an issue for resolution on the annual RoSPA inspection, but will discuss this matter further with Playsafe.

Action: JS to discuss the possibility of installing community noticeboards inside some of the Easebourne bus shelters. JS will meet to with Darren Rolfe of WSCC to discuss this matter with Darren when he is on site with his volunteer team to work on bus shelter refurbishments this month.

Action: SH has displayed the electors rights on the noticeboards.

Confirmation of minutes of Annual Parish Meeting held on 15th May 2019: proposed as a true record of the meeting by MN, seconded by TB and agreed by all.

Confirmation of minutes of Annual Parish (Village) Meeting held on 23rd May 2019: proposed as a true record of the meeting by MN, seconded by IM and agreed by all.

9 Correspondence and invitations received:

Date	Details	Action
19 th June 2019	Plaque from Tesco's 'Bags of Help' scheme	Passed to IM
24 th June 2019	Confirmation of Mandate Change Request from Barclays	Noted
1st July 2019	Invitation from Midhurst Art Society, Preview Evening, 7.00pm – 9.00pm, Monday 29 th July 2019 at the Memorial Hall, South Downs National Park Centre, North Street, Midhurst	Noted
1st July 2019	Marketing literature from Creative Play	Passed IM
July 2019	Clerks & Councils Direct publication	Passed to AK

10 Reports from the Committees and Working Parties:

- a) Communications (Volunteering and Staffing): Proposal to allocate £300-£400 from the budget to the 'Picnic in the Park' event and to fund the presence of an accessible toilet (£150 excluding VAT) agreed by all.

Action: IM to order accessible toilet.

- b) Emergencies and Winter Planning: No proposals.
- c) Finance Committee (matters not included in item 11): Proposal to utilise the budget allocated to purchase of Office 365 to purchase RBS for Parish Council finance at the cost of £1300-£1400 over three years and a Parish Council laptop was proposed by MN, seconded by CS and agreed by all.

Action: MN to progress RBS purchase and investigate appropriate laptops.

- d) Footpaths No proposals.
- e) Highways: A discussion was held regarding verge grass-cutting. SH is awaiting a response from WSCC as to whether is it permissible for a Parish Council to undertake cutting verges. It was agreed that MN will contact WSCC Councillor David Bradford to discuss this matter further.

Action: MN to discuss verge grass-cutting with DB.

- f) Planning Committee (King Edward VII Liaison) No proposals.
- g) Easebourne Park: Proposal to adopt 'Friends of Easebourne Park' constitution to be withdrawn. AT asked what progress had been made to remove potentially dangerous trees at the Wheelbarrow Castle edge of the Park. IM confirmed that the Cowdray tree surgeon will be removing some trees within the Park, and it was agreed that IM will also discuss the trees cited by AT, with the tree surgeon.

Action: IM to discuss other trees in the Park which may require removal with the Cowdray tree surgeon.

CS also asked if the gate posts should be capped to protect them. IM will also investigate this matter.

Action: IM to investigate potential capping of gate posts in the Park.

11 Finance:

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

12 Planning:

Number	Address	Detail	Easebourne PC Consultee Comments
SDNP/19/01884/FUL	Dodsley Gate, Dodsley Grove, Easebourne	Erection of a detached dwelling with associated surface parking and car barn & home office, on land adjacent to Dodsley Gate, Dodsley Grove, Midhurst	No objection, but to note some concerns regarding the large size of the proposed dwelling within a small plot, and to further draw attention to the proposed installation of a lantern light in relation to the Dark Skies policy.
SDNP/19/01886/HOUS	Dodsley Gate, Dodsley Grove, Easebourne	Internal alterations and garage and basement extension with demolition of an existing extension	No objection.
SDNP/19/02263/HOUS	Mayfield, Upperfield, Easebourne	Single storey rear extension	No objection.
SDNP/19/02312/TCA	Wisteria Cottage, Easebourne Street, Easebourne	Notification of intention to re-pollard (back to previous pollard points) on 2 no. Sycamore trees.	No objection.
SDNP/19/02310/TCA	Rose Cottage, 305 Henley old Road, Henley	Notification of intention to fell 3 np. Ash trees (marked as 1). Crown reduce by 50% on 2 no. Ash trees (marked as 2).	Objection, as application follows one considered in May 2019 to fell five trees, and therefore appears that this is a systematic requesting to remove trees and crown others,

			without either due consideration or justification.
SDNP/19/02244/HOUS	Westlands, Hollist Lane, Easebourne	Removal of portion of existing garage roof and door. New gable roof and porch with new fenestration on front and side elevation of garage.	No objection to this application, but to draw attention to the proposed installation of a six roof lights in relation to the Dark Skies policy.
SDNP/19/02395/CND	King Edward VII Hospital, Kings Drive, Easebourne	Variation of Condition 19 on planning permission SDNP/18/02811/CND – Minor material amendment to the plans replacing the existing six four bedroom units with 18 three bedroom cottages. The conditions should be varied to refer to the replacement plans submitted with this application.	Objection as this application appears to be a major not minor variation, proposed houses are four bedroomed purporting to be three bedroomed, significant traffic and parking issues related to the number of bedrooms, upper-floor windows would overlook existing properties, loss of trees and vegetation and significant number of concerns received from residents.
SDNP/19/02177/HOUS	3 Dodsley Grove, Easebourne	Construction of a freestanding garden room to replace existing garden shed.	No objection.
SDNP/19/02645/TPO	Land North East of Brackenwood Entrance, Easebourne	Fell 1 no. Sweet Chestnut tree (T333) and 1 no. Sycamore tree (T335) within woodland (W1) subject to EB/04/00013/TPO	No objection.
SDNP/19/02951/HOUS	7 Hurst Park, Easebourne	Proposed conservatory to rear elevation.	No objection, but to draw attention to the proposed installation of a lantern light in relation to the Dark Skies policy.
SDNP/19/03064/TPO	1 Crossways, Easebourne	Fell 1 no. conifer hedge, with Area A1 subject to EB/64/00401/TPO	Comments pending.

13 Policy Review:

- a) Community Engagement Policy
- b) Training Policy
- c) Councillor Participation Policy

It was agreed following review, not to make any changes to the three policies but to alter the review period from annual to bi-annual.

14 Councillor Recruitment:

Carol Cantlon explained that she had lived in Easebourne for two years, gave information regarding her work experience, her role on the Parish Design Statement group further explained her reasons for wishing to become a Parish Councillor. Mrs Cantlon remained whilst Councillors voted unanimously to co-opt Mrs Cantlon to the Parish Council.

Action: SH to organise signing of the Declaration of Office, Register of Interests and Acceptance of summons by email with Mrs Cantlon.

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

Wednesday, 7th August 2019
7.30pm Finance Committee Meeting

8.15pm Planning Committee Meeting

Wednesday, 4th September 2019

7.30pm Finance Committee Meeting

8.15pm Planning Committee Meeting

Wednesday, 11th September 2019

7.30pm Easebourne Parish Council Meeting

To note further dates:

Saturday, 17th August 2019

2.00pm St Mary's Church Fete (grassed area to east side of church)

Saturday, 31st August 2019

1.00pm Picnic in the Park (Easebourne Park)

The meeting closed at 8.34pm

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

Mike Noble

Chairman

Easebourne Parish Council

Finance Committee
Minutes of Meeting held at 7.30pm on Wednesday 5th June 2019,
in the Refectory (behind St Mary's Church, Easebourne)

Present: 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: Cllrs T Baker and J Galego due to family commitments.

3 Declarations of Interest: None

4 Minutes: The minutes of 1st May 2019 were agreed and signed.

5 Review of Actions (from last meeting):

Action: CS has experienced issues with Barclays Bank and is therefore still in the process of becoming a signatory on the bank account and this action will be carried-over to the next Finance Committee meeting.

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.

Payments were agreed as follows:

Pro-Tec Park Security, Invoice 9471	£90.00	Approved
St Mary's PCC, Room Hire, Invoice 09/19	£50.00	Approved
Midhurst Local, Leaflet Delivery, Invoice 7225	£26.00	Approved
Pro-Tec Park Security, Invoice 9539	£90.00	Approved
I Milne, Amazon, water usage measure, Invoice 106020932	£23.90	Approved
S Hurr, Sainsbury's File Dividers	£2.00	Approved
S Hurr, Sainsbury's Notebook	£2.00	Approved
Midhurst Local, Leaflet Delivery, Invoice 7467	£26.00	Approved
R.S.Hall & Co. Internal Audit and Payroll, Invoice 4471	£360.00	Approved
S Hurr, Home Bargains Children's Stamps for School Fete	£1.99	Approved
SSALC Subscription LCR Mag, Invoice 13029	£17.00	Approved
S Hurr, Parish Phone (May)	£26.13	Approved
WSSC, VAS Maintenance, Invoice 8001376634	£1,020.00	Approved
Glasdon, Picnic Tables, Invoice S1775006	£2,555.17	Approved
Wybone, Dog Bags, Invoice 9598	£55.50	Approved
Play Inspection Co., Training - W. Burkinshaw, Invoice 36223	£360.00	Approved
I Milne, Printer Ink, Invoice 127856338	£21.59	Approved
Clerk Salary (May)	Undisclosed	Approved
HMRC Payment (May)	Undisclosed	Approved
Clerk Pension (May)	Undisclosed	Approved
Clerk Home as Parish Office (May)	£20.00	Approved

- b) Receipts:

£2.22 Repayment of overpayment S Hurr
£1,440.65 VAT Claim
£10,000 Donation from Boltini Trust

Total £11,442.87

MN explained he had attended a New Homes Bonus surgery and will work on an application for submission with Cllr I Milne, which will be looked upon more favourably if the Parish Council is able to contribute towards the chosen project, which will focus on the construction of a shelter within Easebourne Park.

Action: MN and IM to prepare New Home Bonus application.

MN also confirmed there is no further information regarding Community Infrastructure Levy funds at this time.

- c) Asset Register: Has been updated to include the bins, dog bag dispensers and new picnic benches in Easebourne Park, which increase the insurance premium by £16.90 p.a.

7 Forecast Spend:

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

One Request for Funding (RFFs) form had been received regarding the replacement of the southbound bus shelter and the refurbishment of the northbound bus shelter on A272 near Conifers School. The favoured and most cost-effective quotation is from Darren Rolfe and his volunteer team from WSCC at the cost of £3,800, and the committee agreed this quotation should be accepted.

Action: JG to confirm with Darren Rolfe that the Parish Council wish to accept his quotation for the replacement of one bus shelter and refurbishment of the other bus shelter on the A272 near Conifers School.

- b) Review requests for grants/funding and actions:

One request for a grant had been received from MADhurst, and it was agreed to provide a grant of £250.

Action: SH to pay MADhurst £250.

SH explained that communication had been received from a resident regarding the mile stone on the bridge, asking if this could be refurbished and offering a sum of funding towards it. Guy Goodens the stone mason had provided a quotation of £421 excluding VAT.

Action: SH to contact resident regarding the quotation and explain that the Parish Council do not currently have the funds to allocate to this work, but may be able to reconsider this situation later in the year.

8 Proposals to Parish Council: None

9 Next Meeting Date: 7.30pm, 3rd July 2019, in the Refectory

Meeting closed at 8.01pm

Signed: _____ Date: _____
Chairman

Easebourne Parish Council

Finance Committee

**Draft Minutes of Meeting held at 7.30pm on Wednesday 3rd July 2019,
in the Refectory (behind St Mary's Church, Easebourne)**

Present: T Baker (TB), J Galego (JG), 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: Cllr A Keeling due to family commitments.

3 Declarations of Interest: None

4 Minutes: The minutes of 5th June 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. A letter has been received from Barclays Bank, confirming the process is now complete. CS will now apply for a card and card reader.

Action and carry-over Action: MN and Cllr I Milne are in the process of completing the New Home Bonus application for which the submission deadline is 5.00pm on 29th July 2019.

Action completed: JG confirmed that Darren Rolfe and his team will begin on the bus shelters on 18th July 2019.

Action completed: SH confirmed a grant has been made to MADhurst.

Action completed: SH confirmed that information regarding costs of refurbishment of mile marker had been passed to the interested resident.

6 Finance Report Review:

d) Report on previous month spend, cash flow and spend approvals: The first quarterly spend against budget was discussed and it was agreed to separate the costs for the repair and renewal of three of the Parish's bus shelters.

Payments were discussed, and signed for authorisation by the Chairman as follows:

I Milne, reimbursement for laminating pouches	£8.99	Approved
M Noble, reimbursement for water hose trolley	£196.00	Approved
S Hurr, reimbursement for printer ink	£30.00	Approved
M Noble, reimbursement for refreshments for Annual Parish Meeting	£12.93	Approved
S Hurr, reimbursement for items for School Fete Tombola	£3.99	Approved
S Hurr, travel to Easebourne Park meeting	£14.40	Approved
Greenscape, grass-cutting and playground inspection, Invoice 009	£1,318.20	Approved
Pro-Tec, park security, Invoice PSM 9589	£72.00	Approved
S Hurr, reimbursement for items for School Fete Tombola	£10.66	Approved
S Hurr, reimbursement for items for School Fete Tombola	£3.00	Approved
St Mary's PCC, room hire, Invoice 10/19	£80.00	Approved
St Mary's PCC, room hire, Invoice 02/19	£20.00	Approved
Melanie Kite, locum clerk duties	£43.75	Approved
A.C.S. Ltd, path replacement, Invoice 6403	£8,640.00	Approved
SSALC, Councillor Training, Invoice 13239	£252.00	Approved
S Hurr, reimbursement for items for School Fete Tombola	£3.00	Approved
S Hurr, Parish Phone (June)	£26.13	Approved
WSCC, street lighting contribution, Invoice 8001383502	£1,403.00	Approved
S Hurr, travel to Pagham Parish Council to view finance software	£3.35	Approved
M Noble, reimbursement for warning signage	£26.97	Approved
CDC, uncontested election, Invoice 100205486	£306.00	Approved
S Hurr, travel to Picnic in the Park meeting	£14.40	Approved
RoSPA, annual inspection of playground, Invoice 43014	£107.40	Approved
I Milne, reimbursement for screws for Easebourne Park	£1.60	Approved
RS Services, supply and fit lock to burial ground shed	£1.60	Approved
S Hurr, reimbursement for items for School Fete Tombola	£2.00	Approved

Clerk Salary (June)	Undisclosed	Approved
HMRC Payment (June)	Undisclosed	Approved
Clerk Pension (June)	Undisclosed	Approved
Clerk Home as Parish Office (June)	£20.00	Approved

e) Receipts:

£176 was taken at the School Fete Tombola, of which £12 was paid for the stall, leaving a total of £164.

f) Asset Register: is up to date.

8 Forecast Spend:

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

One Request for Funding (RFFs) form had been received regarding the replacement of the central bin in Easebourne park. The favoured quotation was from Glasdon at the cost of £315.57 + VAT which was proposed by MN and seconded by CS.

MN requested that £300 was allocated to the 'Picnic in the Park', which was agreed.

MN also explained that a software system for finance records was being considered which is provided by Rialtas Business Solutions. The initial costs are £641, and £180 per year for a single user licence. There is the potential for this software to be hosted on a cloud by another company (*post meeting, the cost is over £1,000 per year, so therefore not financially viable*). TB proposed that this software is purchased, which was seconded by CS and agreed by all present.

Action: MN, CS and SH to gather further information, and initiate purchase of software.

b) Review requests for grants/funding and actions:

One request for a grant had been received from Midhurst Community Bus and it was proposed to provide a grant of £250 by TB, seconded by MN and agreed by all present.

Action: SH to pay Midhurst Community Bus £250.

9 Proposals to Parish Council: None

9 Next Meeting Date: 7.30pm, 7th August 2019, in the Refectory

Meeting closed at 8.18pm

Signed: _____ Date: _____
Chairman

Filename: 19 07 EPC 10th July 2019 Minutes.docx
Folder: /Users/SharonHurr/Library/Containers/com.microsoft.Word/Data/Document
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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 10:26:00
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