

EASEBOURNE PARISH COUNCIL

Minutes of Parish Council Meeting held at 7.30pm on Wednesday 11th September 2019 held in the Refectory, Easebourne

Councillors Present:

T Baker (TB), C Cantlon (CC), J Galego (JG), A Keeling (AK), I Milne (IM), D Pack (DP), Vice-Chairman, C Sanderson (CS), A Thomas (AT).

In attendance:

County Councillor D Bradford (DB), District Councillor F Hobbs (FB), Parish Clerk S Hurr (SH)

- 1 **Apologies and Reasons for Absence:** Apologies from Chairman M Noble due to family commitments.
- 2 **Declarations of interests in any matters on agenda:** None
- 3 **Visitors questions:** None.
- 4 **Report from County Councillor:**

DB explained that a number of Counties had a Rural Crime Unit, but Sussex (East and West) currently does not and therefore lobbying was taking place with the aim of having such a unit introduced for Sussex.

A meeting at Seaford College regarding road safety had taken place following a collision which had concluded with a willingness for those organisations attending to work together to improve road safety.

There is no further news at this time regarding cycling routes, or potential cycling events, but a West Sussex County Council public consultation is in progress relating to electric vehicles: www.westsussex.gov.uk/evconsultation. DB also expressed his concerns regarding the lack of transport at the King Edward VII development.

There is a new head of Library Services at the County Council, and the mobile library service in the area has now ended in part due to the age of the vehicle.

The next County Local Committee meeting will take place on 12th November 2019, in the Willow Room, at The Grange, Bepton Road, Midhurst.

There is no further news at this time regarding any potential changes at Easebourne CE Primary School.

The County Council are also considering charging £520 per annum for cafés and restaurants which place tables and chairs on the pavement for customers, which DB believed was not appropriate and was therefore aiming to stop this charging initiative progressing.

5 **Report from District Councillor:**

FH expressed the need for a broader conversation with the South Downs National Park Authority regarding their long-term vision in relation to the King Edward VII development which currently lacks facilities and infrastructure, but will be larger than the parish of Lodsworth in terms of population. FH also cited the Syngenta site in Fernhurst within the South Downs area, which would also require a transport service.

FH explained that progress was being made on the Midhurst Vision, which was aiming to establish 'what Midhurst would like to be'. Previously Midhurst had three railway stations, and sand pits. Consideration was now being given to whether Midhurst should become a destination as a vibrant market town, or a more relaxed location for creams teas. Budgens is also being considered in regards to whether it should be suggested it alter its 'offer' to the community. An independent consultant has been commissioned as part of the 'vision' project.

FH has become Chairman of 'Visit Chichester' which will be launched in Priory Park (behind North Street in Chichester) on 17th September 2019. This is aimed at encouraging people to visit the District. FH gave an example of the West Dean shop 'Cycle Pit Stop', an initiative which could be available at many public houses and cafes. University and colleges will also be approached to engage further with the local community and possibly gain work experience opportunities. The age of the population is also increasing and therefore it was important for young people to choose to remain in the district. Business Improvement District (BID) initiative will be placing posters in railway stations to further encourage visitors. FH explained that a number of websites (not yet live) had been purchased utilising the word 'secret' as in secret destinations, or destinations, which have facilities and services which may not be widely known. Parish Councils may also be requested to have a Councillor focusing on attracting visitors to the parish. There may also be more emphasis on mini-festivals for example around sporting events.

6 Chairman's Report:

CS read the report prepared by the Chairman MN to be read in his absence. The report began by expressing MN's delight at the success of 'Picnic in the Park' event and Church Fete, and he wished to thank all those involved in the events.

AK and MN will be meeting with Jonathan Russell, Chief Executive of Cowdray Estate with regards to the estates three planning applications to develop houses within the village of Easebourne.

The 'get-together' with Midhurst Town Councillors will take place on 17th October 2019 at 7.30, venue to be confirmed.

The Parish Design Statement had gained 77 responses to the questionnaire and further work will now be completed on the responses.

The New Homes Bonus application had been submitted to Chichester District Council and the outcome will be announced towards the end of September 2019.

7 Confirmation of minutes of Parish Meeting held 10th July 2019 and review of actions:

Confirmation of minutes of Parish Meeting held 10th July 2019 were proposed as a true record of the meeting by CS, seconded by TB and agreed by all present.

Action to be carried over: AT to discuss speed limits with West Sussex County Council Highways at a meeting on 25th September 2019.

Action to be carried over: AT to write to Gilhams Garage with regards to the lack of pedestrian pathway, issue of water collecting across the entrance and further to comment from DB, to also discuss the distraction of the advertising flags to drivers.

Action to be carried over: MN to continue work on the potential parish office in The Refectory.

Action to be carried over: Verges are only cut on a rota by West Sussex County Council Highways, but AT will discuss this further at his meeting, noted above, and MN will talk to Parish Council Co-optee Kay Graetz regarding the possibility of the Midhurst Green Volunteers undertaking some work on High Path.

Action to be carried over: IM confirmed that Cowdray Estate considered the trees due to be felled in Easebourne Park were too large for the Forestry Team to deal with, and that a Tree Surgeon was required. To date MN has one estimate for this work.

Action to be carried over: IM does not consider capping one of the gate post which has split at the top is appropriate, but will look again at filling the split area.

All other actions are completed including an inspection of the SafaMats which are currently in an acceptable condition, Darren Rolfe from West Sussex County Council to install noticeboards in the newly built and refurbished bus shelters plus a bench in the King Edwards Drive shelter, and SH has displayed the Electors Rights Notices.

Confirmation of minutes of the Extraordinary Meeting held 28th August 2019:

Confirmation of minutes of the Extraordinary Meeting held 28th August 2019 were proposed as a true record of the meeting by CS, seconded by IM and agreed by all present.

8 Correspondence and invitations received:

Date	Details	Action
August 2019	Clerks & Councils Direct publication	Passed to CC for reading
Autumn 2019	Magazine of the National Association of Local Councils	Passed to AK for reading

9 Reports from the Committees and Working Parties:

- Communications (Volunteering and Staffing): No report on this occasion.
- Emergencies and Winter Planning: No report on this occasion.

- c) Finance Committee: Report provided regarding the external auditors request and there were no proposals on this occasion. SH explained that extra information had been requested by the external auditors in regards to Easebourne Park, and confirmed this would be forwarded to the auditors within the next few weeks.
- d) Footpaths: Report provided and there were no proposals on this occasion.
- e) Highways: No report on this occasion.
- f) Planning Committee (King Edward VII Liaison): No report on this occasion, as there is nothing further to report at this time or propose (planning applications on which Consultee Comments have been submitted below).
- g) Easebourne Park: Proposal to agree Friends of Easebourne Park (FREP) constitution proposed by IM, seconded by TB, agreed by all present and **Resolved** to adopt FREP constitution.
- h) PDS update provided: Report provided and there were no proposals on this occasion.

10 Finance:

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

11 Planning:

Number	Address	Detail	Easebourne PC Consultee Comments
SDNP/19/03064/TPO	1 Crossways, Easebourne	Fell 1 no. conifer hedge, with Area A1 subject to EB/64/00401/TPO	Withdrawn by Chichester District Council, as planning permission not required.
SDNP/19/03141/FUL	Conifers School, Egmont Road, Easebourne	Temporary unit for use as an additional teaching space.	No objection.
SDNP/19/03706/PRE	13 Canada Grove, Easebourne	Conversion of garage to provide additional accommodation and extension to the east and addition of porch to the south west.	No objection.
SDNP/19/03774/LDP	Denderah Hollist, Easebourne	Proposed lawful development – extension to portion of rear existing building with roof-lights, conversion of garage to living accommodation.	No objection, but to draw attention to the Dark Skies policy in regards to the intention to install roof-lights.
SDNP/19/04059/TCA	Sycamore House, Easebourne Lane, Easebourne, GU29 9BN	Notification of intention to crown lift to 4m above ground level on 1 no. Sycamore tree.	No objection.

12 Policy Review:

- a) Document Retention Scheme: Name now altered to 'Document Retention Policy', Insurance Policies now to be retained for six years and next review date to be September 2021.
- b) Health and Safety Policy: No changes or additions and next review to be September 2020.
- c) Memorial Policy: Wheelbarrow Castle Field name to be changed to 'Easebourne Park' throughout the policy and next review to be September 2021.

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

Wednesday, 2nd October 2019
 7.00pm, Ground Floor Room, Finance Committee Meeting (*Note change to time and room*)
 7.30pm Planning Committee Meeting (*Note change to time*)

Wednesday, 6th November 2019
 7.30pm Finance Committee Meeting
 8.15pm Planning Committee Meeting

7.30pm Wednesday, 13th November 2019
 Easebourne Parish Council Meeting

The meeting closed at 8.45pm

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

Mike Noble
 Chairman

Easebourne Parish Council
Finance Committee
Minutes of Meeting held at 7.30pm on Wednesday 7th August 2019,
in the Refectory (behind St Mary's Church, Easebourne)

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

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

2 Apologies and Reasons for Absence: Cllr C Sanderson due to family commitments and the Clerk S Hurr due to sickness.

3 Declarations of Interest: None

4 Minutes: The minutes of 3rd July 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. CS has not yet completed process to become a bank account signatory

Action and carry-over Action: MN and Cllr I Milne have submitted the New Home Bonus application.

Action and carry-over Action: JG is still awaiting a response from Darren Rolfe and his team regarding work on refurbishing the bus shelters.

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

Action completed: SH has paid the grant to Midhurst Community Bus.

Action completed: MN has ordered Rialtos Business Solutions finance software and training for SH has been booked for 23rd August 2019.

Action and carry-over Action: MN will purchase a Parish Council Laptop.

Action and carry-over Action: MN to request SH via budget to Easebourne Park and Grass-cutting.

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 as follows:

I Milne, Bamboo Canes for Easebourne Park	£3.29	Approved
St Mary's PCC, Room Hire (June)	£20.00	Approved
I Milne, Cate Catch	£8.99	Approved
I Milne, Gate Lock	£8.99	Approved
M Noble, Watering Equipment	£152.15	Approved
S Hurr, Parish Phone (July)	£26.13	Approved
Glasdon, Mental Pubic Bin	£378.68	Approved
M Noble, Picnic in the Leaflets	£50.61	Approved
PWLB, Loan Payment	Direct Debit, £1,266.18	
Came & Company Insurance	£761.10	Approved
Greenscape, Grass-Cutting/Playground Inspection	£888.00	Approved
N Sore, Copying/Printing	£91.15	Approved
Clerk Salary (July)	Undisclosed	Approved
HMRC Payment (July)	Undisclosed	Approved
Clerk Pension (July)	Undisclosed	Approved
Clerk Home as Parish Office (July)	£20.00	Approved
Playsafe Playground, Installation of Play Equipment	£33,600.00	Approved
N Sore, Copying/Printing	£26.82	Approved
N Sore, Kerrytype Printing	£27.90	Approved

b) Receipts: School Fete £164 (£60 banked, £104 retained for float for Church Fete)

c) Asset Register: is up to date.

7 Forecast Spend:

a) Sub-committee/Working Parties forecasts (including RFFs): None received.

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

8 Proposals to Parish Council: None

9 Next Meeting Date: 7.30pm, 4th September 2019, in the Refectory

Meeting closed at 8.04pm

Signed: _____ Date: _____
Chairman

Easebourne Parish Council

Finance Committee

**Draft Minutes of Meeting held at 7.30pm on Wednesday 4th September 2019,
in the Refectory (behind St Mary's Church, Easebourne)**

Present: T Baker (TB), A Keeling (AK) C Sanderson (CS)

In attendance: Parish Clerk S Hurr (SH)

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

2 Apologies and Reasons for Absence: M Noble and J Galego due to family commitments.

3 Declarations of Interest: None

4 Minutes: The minutes of 7th August 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. CS has received a card reader and is awaiting a card and pin number.

Action complete: Cllr M Noble and Cllr I Milne have submitted the New Home Bonus application.

Action complete: Work on bus shelters completed and awaiting invoice for materials.

Action complete: MN has purchased a Parish Council Laptop.

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 as follow

Pro-Tec Park Security (June 2019)	£90.00	Approved
Pro-Tec Park Security (July 2019)	£90.00	Approved
M Noble HP Laptop for Parish Council	£309.00	Approved
Midhurst Local PDS Questionnaire Delivery	£24.05	Approved
Midhurst Local Picnic in the Park Leaflet Delivery	£20.15	Approved
S Hurr Parish Phone (August 2019)	£26.13	Approved
St Mary's PCC Room Hire (July 2019)	£50.00	Approved
Loos for Dos (Picnic in the Park), Toilet Hire (50% of Invoice)	£91.68	Approved
Riata Business Solutions Finance Software + Training	£859.00	Approved
S Hurr Clerk Travel (RBS Training)	£14.40	Approved

I Milne Bolts for Easebourne Park Bin	£5.20	Approved
I Milne Vinyl Poster (alteration)	£54.00	Approved
S Hurr Laptop Mouse	£9.99	Approved
S Hurr Printer Ink	£32.00	Approved
S Hurr Clerk Travel (Picnic in the Park)	£14.40	Approved
Charles Beckerson Trio, Music for Picnic in the Park	£150.00	Approved
Clerk Salary (August)	Undisclosed	Approved
HMRC Payment (August)	Undisclosed	Approved
Clerk Pension (August)	Undisclosed	Approved
Clerk Home as Parish Office (August)	£20.00	Approved

- e) Receipts: £184 Church Fete, and £104 float from School Fete banked.
£10,000 Big Lottery Fund
- f) Asset Register: Toddler Towers and Roundabout currently insured for higher estimated value, awaiting information from Playsafe Playgrounds.

Action: SH to obtain values of Toddler Towers and Roundabout from Playsafe Playgrounds in order to update insurance information.

8 Forecast Spend:

- c) Sub-committee/Working Parties forecasts (including RFFs): None received.
- d) Review requests for grants/funding and actions: None received.

9 Proposals to Parish Council:

Action: SH to provide a report regarding the extra information requested from external auditors Moore Stephens.

- 9 Next Meeting Date:** 7.00pm, 2nd October 2019, in the Refectory (note earlier time).

Meeting closed at 8.05pm

Signed: _____ Date: _____
Chairman

Filename: 19 09 EPC 11th September 2019.docx
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