



EASEBOURNE PARISH COUNCIL

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

Councillors Present:

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

In attendance:

District Councillor F Hobbs (FB), Parish Clerk S Hurr (SH)

1 Visitors questions:

Churchwarden Mr Roger Sked, asked three questions. The first related to the War Memorial which required some repair work. SH explained she had requested a condition report and quotation from a stone mason and was currently awaiting a response. SH further explained that she was in the process of gaining information regarding the custodian/ownership of the memorial, as the custodian would be ultimately responsible for the memorial and their permission to carry out repairs, would be required. To date, the evidence appeared to indicate that this may be St Mary's PCC, however, the restoration, could potentially become a joint project with the Parish Council. SH confirmed that due to likely costs, a grant would have to be sought.

Action: SH will continue to gather information regarding the war memorial.

Mr Sked asked a second question in relation to the work to improve the paths in the Church yard which had been partially completed with shingle. Further shingle was required and Mr Sked requested that the the Parish Council made a contribution, towards the costs.

Post meeting: SH reviewed the relevant legislation relating to whether a Parish Council could provide funds to a functioning place of worship, and this has been confirmed as not permissible.

Mr Sked asked a third question regarding whether the Parish Council would be organising a celebration for the VE day 75th Anniversary. MN responded that this would be discussed later, on the agenda. Mr Sked passed a letter in relation to this matter from Pageant-Master Bruno Peek to SH. MN thanked Mr Sked for attending the meeting.

Miss Maureen Day explained that she wished to ask questions regarding highway safety matters, firstly in relation to Egmont Road and the issues caused by vehicles parked near to the end of the road/junction, and secondly in relation to vehicles turning right into Hollist Lane at speed and on the wrong side of the carriageway. AT responded that these were difficult issues to resolve. AT advised that the Parish Council were in the process of establishing a 'Highways Plan' for the parish and further explained that he had meet with the Highways Officer from West Sussex County Council who had confirmed that only one improvement in the north of Chichester District would be completed annually, which would require compelling evidence for action to be considered. The Highways Plan, would involve compiling a list of current issues and aim to establish appropriate solutions, and these could be investigated as part of this plan. MN thanked Miss Day for attending the meeting.

2 Apologies and Reasons for Absence: Councillor A Keeling due to family commitments, and County Councillor David Bradford.

3 Declarations of interests in any matters on agenda: IM confirmed a declaration of interest regarding any discussion in relation to the King Edward VII planning applications.

4 Report from District Councillor:

FH began by reporting that Chichester District Council had achieved 99.6% level of success for website accessibility and was therefore was within the top twenty of councils on this matter. With regards to retail premises vacancy rates within the district; Chichester had 8.2%, Petworth 0%, Selsey 2.7%, East Wittering 1.3% and Midhurst 5.45%. With regards the Midhurst Vision project, discussions were taking

place as to how to take this forward, and in some respects, Midhurst needed to establish 'what it wished to be' in terms of a destination. FH compared this to Petworth and their vision project, which had an established image as an art and antique destination. FH also reported that the public toilets in Midhurst had achieved platinum status.

5 Chairman's Report:

MN thanked DP for laying the poppy wreath on behalf of the Parish Council at the Remembrance Service. MN congratulated JG for his appointment to the Standards Committee at Chichester District Council. JG confirmed he would provide further information regarding the work of the Committee at the next Parish Council meeting. MN thanked IM for his attendance at the meeting with the Police Commissioner organised by Midhurst Town Council. IM confirmed that they were informed at the meeting, that a PCSO with enhanced powers, would be allocated to Midhurst, Easebourne and the surrounding areas, who would be based in Chichester. JG reported that the Police and Crime Commissioner had given a presentation at the SSALC AGM and confirmed she would attend Parish Council meetings on request.

MN confirmed that Midhurst Town Council (MTC) had contacted SH with regards to a meeting being held on at 10.00am on Monday 18th November 2019 at the Old Library in Midhurst to discuss organising a potential joint event to celebrate the 75th anniversary of VE Day.

Action: CC to attend the meeting to discuss a VE Day event.

MN explained that further to the recent MTC/EPC event, the MTC Chairman Mr Mark Purves had requested a more formal meeting with an agenda, be held early in the new year.

Action: SH to organise a joint MTC/EPC formal meeting.

MN announced that Easebourne Park had won the South Downs Design Award 2019 'People's Choice' vote, which was commended by all as a significant achievement.

Further to the Community Infrastructure Levy (CIL) application submitted earlier in the year to further develop Easebourne Park, SDNPA had contacted SH to confirm that a suggested allocation of £80,000 would be submitted to committee for decision. MN had since been in discussion with officers at SDNPA to update the application and provide further details. MN confirmed that there was an annual allocation and therefore a further request could be submitted next year. CC added that a number of suggestions had been provided by residents who had completed the Parish Design Statement questionnaire, which could be reviewed for inclusion in a further application.

MN mooted that another Parish Council newsletter for every household could be produced in the new year, and this would be discussed at the next Communications Panel meeting, to be arranged shortly.

6 Confirmation of minutes of Parish Meeting held 11th September 2019 and review of actions:

Confirmation of minutes of Parish Meeting held 11th September 2019 were proposed as a true record of the meeting by MN, seconded by TB and agreed by all present.

Action: AT to discuss speed limits with West Sussex County Council Highways at a meeting on 25th September 2019 and cutting of verges – completed.

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

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

Action to be carried over: Trees due to be felled in Easebourne Park will now be covered by the CIL funding. MN to gain further quotations.

7 Correspondence and invitations received:

Date	Details	Action
Autumn 2019	Magazine of the National Association of Local Councils	Passed to CS

14 th October 2019	Letter from Tillington Parish Council	Clerk to respond – a Councillor will attend meeting
November 2019	Clerks & Councils Direct publication	Passed to CC
12 th November 2019	Invitation from Midhurst Town Council for a joint VE Day project in May 2020	CC to attend (see item 5)

8 Reports from the Committees, Panels and Working Parties:

- a) Communications (Volunteering and Staffing): Report circulated prior to the meeting. It was agreed to add confirmation regarding winning the South Downs Design Award to the website.
- b) Emergencies and Winter Planning: No report on this occasion.
- c) Finance Committee: See appendix one and item 10.
- d) Footpaths: Nothing to report, confirmed prior to meeting.
- e) Highways: Report circulated prior to meeting. AT explained that sediment from the River Ez was likely to cause an issue with run-over onto the carriageway due to the inefficiencies (blockages) of the silt traps, and that he had met with the relevant Cowdray Estate manager, and was awaiting a response. If Cowdray Estate are not able to assist, the Parish Council may need to consider applying to the County Council's 'Operation Watershed' project.
- f) Planning Committee (King Edward VII Liaison): No report on this occasion.
- g) Easebourne Park: Report circulated prior to the meeting: IM mooted the idea of requesting seasonal relevant bin emptying from Chichester District Council (CDC), as the bins were less full in the colder months than in the warmer months, therefore a less frequent service was required, which could reduce the costs, this was agreed.

Action: IM to request potential seasonal related bin emptying from CDC.

IM will organise a Park Project Group meeting, to discuss appropriate expenditure of CIL funds.

Action: IM to organise a Park Project Group meeting.

- h) PDS update provided: Report circulated prior to the meeting.

9 Finance:

- a) To note payments made: Noted (see appendix one)
- b) To note payments received: Noted (see appendix one)
- c) New Homes Bonus (Agreement): SH explained that further to the Parish Council's application for a grant from the New Homes Bonus (Parish Allocations) 2019/2020, an 'Agreement' from Chichester District Council had now been received. SH gave information regarding the agreement relating to the New Homes Bonus and sought agreement that the Parish Council will comply with the terms of the grant from the New Homes Bonus (Parish Allocations). MN proposed that the terms of the grant listed within the Agreement should be accepted, this was seconded by CS. **Resolution** passed to agree terms of the grant from the New Homes Bonus (Parish Allocations). SH signed the two copies of the Agreement.

Action: SH to forward the Agreement to the terms of the grant to Chichester District Council

- d) Budget 2020-21: The draft budget was circulated prior to the meeting. NM proposed the budget as discussed, and that the precept request should be increased by 5% (£2,215) to enable maintenance of Easebourne Park and other projects to be undertaken, which was seconded by CS. AT suggested that consideration should also be given to a 'depreciation fund' for play equipment replacement in future years. **Resolution** passed to agree the 2020/21 budget and increase the precept request to £46,515.

AT suggested that consideration should also be given to a 'depreciation fund' for play equipment replacement when required, for future budgets.

Action: IM to review the cost of replacement of play equipment and associated estimated timescales for replacement.

- 10 Planning:** Following a discussion, it was concluded not to include planning applications on future full Parish Council agenda and minutes, until the Planning Committee had concluded the comments to be submitted to SDNPA.

Number	Address	Detail	Easebourne PC Consultee Comments
SDNP/19/03774/LDP	Denderah Hollist, Easebourne	Proposed lawful development – extension to portion of rear existing building with rooflights, conversion of garage to living accommodation.	No objection, but to draw attention to the Dark Skies policy.
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.
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/19/03904/FUL	Land at Kings Green East, King Edward VII Estate, Easebourne	Erection of 11 building comprising 93 dwellings (Use Class C3) and residents' ancillary facilities, landscaping, parking, internal roads, refuse storage and vehicle access from Scotland Lane.	Comments drawn from the correspondence received from residents supporting a strong objection to include the description of the application as another 'enabling development', restoration of the historic buildings has been 'passed on' to a variety of developers, piecemeal nature of the whole development, loss of confidence in City & Country, unsustainable suitability of the location without easy access to facilities or public transport, the lack of substance/implementation with regards to the Travel Plan, the urban design of buildings which are not in keeping, further concerns regarding the water supply and water pressure, lack of parking spaces, volume of traffic and development is not complimentary to the location as a National Park.

SDNP/19/03903/FUL	Land at Superintendents Drive, King Edward VII Estate, Easebourne	Erection of two terraces of 8 and 10 C3 dwellings respectively (18 units in total) with associated landscaping, parking, refuse storage and vehicular access from Superintendents Drive.	Comments drawn from the correspondence received from residents supporting a strong objection to include noting of the previously strong objection from the Parish Council, concerns regarding the higher ground on which these properties would be positioned resulting in a dominance in the landscape, over-looking existing dwellings, water supply and water pressure issues, and loss of vegetation, further concerns regarding the lack of facilities and access to public transport, that the site should be developed sympathetically for residents and with respect for the for the listed buildings and natural environment within a National Park.
SDNP/19/03682/FUL	SDNP/19/03682/FUL Bybrook House, Easebourne Street, Easebourne	Change of use of ancillary garage/home office to ancillary habitable accommodation/home office and associated alterations.	No objection, but to draw attention to the Dark Skies policy.
SDNP/19/04325/TCA	Sycamore House, Easebourne Lane, Easebourne	Notification of intention to crown lift by up to 6m above ground level by removing 4 no. lower branches on 1 no Ash tree.	No objection.
SDNP/19/04251/FUL	Birch Tree Nursing Home, Hollist Lane, Easebourne	Rear ground floor extension, rear first floor extension, internal alterations and front entrance open porch.	No objection, but to provide comment following the correspondence received from residents who have concerns regarding the additional parking required for the construction vehicles whilst this building work takes place and request a construction traffic management plan is established.
SDNP/19/04191/FUL	Dodsley Gate, Dodsley Grove, Easebourne	Erection of a detached dwelling with associated surface	No objection, but to draw attention to the Dark Skies policy.

		parking and car barn/home office.	
SDNP/19/03565/TPO	Rivendell, Hollist Lane, Easebourne		No objection.

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

Wednesday, 4th December 2019
7.00pm, Finance Committee Meeting
7.30pm Planning Committee Meeting

Wednesday, 8th January 2020
7.00pm Finance Committee Meeting
8.30pm Planning Committee Meeting

7.30pm Wednesday, 15th January 2020
Easebourne Parish Council Meeting

The meeting closed at 9.00pm

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

Appendix One

Easebourne Parish Council

Finance Committee

Draft Minutes of Meeting held at 7.30pm on Wednesday, 2nd October 2019, in the Refectory (behind St Mary's Church, Easebourne)

Present: T Baker (TB), J Galego (JG), A Keeling, M Noble (MN), 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:** None
- 3 Declarations of Interest:** None
- 4 Minutes:** The minutes of 4th September 2019 were agreed and signed.
- 5 Review of Actions (from last meeting):**

Action complete: SH has forwarded additional information to the external auditor, and the audit has now been completed.

Action and carry-over Action: CS to become a signatory on the bank account. CS has received a card reader and card and is awaiting a pin number.

6 Finance Report Review:

- Report on previous month spend, cash flow and spend approvals: Payments were discussed, and signed for authorisation by the Chairman as follow

S Hurr, Postage for Audit (page required additional information)	£1.81	Approved
S Hurr, Laptop Mouse	£9.99	Approved
Pro-Tec, Park Security Inspections, Invoice PSM 9781	£67.20	Approved
Greenscape, Grass-Cutting, Playground Inspection, Weed-Kill, Invoice 050	£1,032.00	Approved
I Milne, Chain Lock Padlock for Easebourne Park	£19.99	Approved
I Milne, Printer Ink	£25.77	Approved
Portal Plan Request, Planning Application for Easebourne Park Shelter	(paid) £718.00	Approved

S Hurr, Parish Phone (September)	£26.83	Approved
WSCC, Materials for Bus Shelter Refurbishment	£2,395.68	Approved
St Mary's PCC, Room Hire, Invoice 18/19	£50.00	Approved
S Hurr, High Path Clearance and Salt Audit	£14.40	Approved
Wybone Limited Dog Bags, Invoice 00013321	£58.00	Approved
Moore, External Audit, Invoice 221050	£480.00	Approved
SALC, WSALC AGM and Conference, Invoice 13683	£72.00	Approved
St Mary's PCC, Burial Ground Grant	£1,000.00	Approved
M Noble, Chairman's Honorarium	£50.00	Approved
Clerk Salary September)	Undisclosed	Approved
HMRC Payment (September)	Undisclosed	Approved
Clerk Pension (September)	Undisclosed	Approved
Clerk Home as Parish Office (September)	£20.00	Approved

- b) Receipts: Precept (second tranche) £22,150
New Homes Bonus allocation to be applied for following full Parish Council meeting in November 2019.

- c) Asset Register: To be reviewed.

Action: SH to review Asset Register.

7 Forecast Spend:

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

- 8 Draft Budget 2020/19:** The Committee discussed the budget, including whether an increase in precept was justified for the forthcoming projects the Parish Council wish to undertake. The budget will be reviewed again at the next Finance Committee meeting, prior to the draft budget being proposed to the Parish Council.

Action: SH to obtain information regarding current house occupancy within the parish calculated for 2020/21 precept request.

- 9 Proposals to Parish Council:** None (*To note Draft Budget 2020/21 to be put forward as a proposal at the next Finance Committee meeting*)

- 10 Next Meeting Date:** 7.00pm, 6th November 2019, in the Refectory (note earlier time).

Meeting closed at 7.30pm

Signed: _____ Date: _____

Easebourne Parish Council

Finance Committee

**Draft Minutes of Meeting held at 7.00pm on Wednesday, 6th November 2019,
in the Refectory (behind St Mary's Church, Easebourne)**

Present: T Baker (TB), J Galego (JG), A Keeling, M Noble (MN), 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:** None
- 3 Declarations of Interest:** None
- 4 Minutes:** The minutes of 2nd October 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 been advised by the Midhurst branch that the process should be completed within the next week.

Action and carry-over Action: SH has further work to complete on the Asset Register.

Action and carry-over Action: SH has been advised by the Chichester District Council Taxation team, that they can provide an estimate of number of households next week.

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:

Greenscape grass cutting and playground inspection, Invoice EAS 067	£888.00	Approved
Pro-Tec Security Inspections for Easebourne Park, Invoice PSM 9866	£72.00	Approved
J Galego, Travel to West Sussex ALC AGM	£16.65	Approved
M Noble, meeting with MTC refreshments	£50.00	Approved
S Hurr, Travel to Meeting with MTC	£14.40	Approved
S Hurr, Parish Phone (October)	£26.13	Approved
M Noble, Microsoft Office 365	£53.26	Approved
I Milne, Planning Application Plan for Easebourne Park Shelter	£25.40	Approved
St Mary's PCC, Room Hire September 2019, Invoice 19/19	£80.00	Approved
Greenscape grass cutting and playground inspection, Invoice EAS 083	£456.00	Approved
Clerk Salary (October)	Undisclosed	Approved
HMRC Payment (October)	Undisclosed	Approved
Clerk Pension (October)	Undisclosed	Approved
Clerk Home as Parish Office (October)	£20.00	Approved

- b) Receipts: South Downs National Park Authority Grant: £780.85
New Homes Bonus allocation to be applied for following full Council meeting in November 2019.

- c) Asset Register: To be reviewed.

Action: (see Action under item 5).

7 Forecast Spend:

- a) Sub-committee/Working Parties forecasts (including RFFs): None received.
- b) Review requests for grants/funding and actions: The Royal British Legion Poppy Appeal. An invoice for the annual Poppy Wreath received at the cost of £18.00, and it was agreed to provide an additional donation of £42.00, to be paid by cheque.

- 8 Draft Budget 2020/20:** The Committee discussed the 2020/21 budget, including whether an increase in precept was justified for the forthcoming projects the Parish Council wish to undertake. The draft budget and an increase in precept of 5% to be requested, was agreed for proposal at the full Parish Council meeting on 13th November 2019.

- 9 Proposals to Parish Council:** Draft 2020/21 budget and 5% increase in precept.

- 10 Next Meeting Date:** 7.00pm, 4th December 2019, in the Refectory (note earlier time).

Meeting closed at 7.51pm

Signed: _____ Date: _____
Chairman

Filename: 19 11 EPC 13th November 2019 Minutes.docx
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Keywords:
Comments:
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