



EASEBOURNE PARISH COUNCIL

**Draft Minutes of Parish Council Meeting
held at 7.30pm on Wednesday 11th March 2020
held in the Refectory, Easebourne**

Councillors Present:

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

In attendance:

District Councillor F Hobbs (FH) and Parish Clerk S Hurr (SH)

- 1 Visitors questions:** Following the recent flooding issues Mr Nicholas Laws of Priory End explained that the 'levels' exercise of measuring water flowing under and through his garden had been undertaken by West Sussex County Council (WSCC). Mr Laws also thanked AT for his support and assistance and also the Parish Council for considering preparing an Operation Watershed bid (see 9e below) Mr Laws also volunteered to provide assistance with this matter going-forward as required.
- 2 Apologies and Reasons for Absence:** Councillor J Galego due to family commitments and County Councillor David Bradford.
- 3 Declarations of interests in any matters on agenda:** TB declared a personal interest in planning application SDNP/19/05825/HOUS as the applicant.
- 4 Report from District Councillor:** FB explained that he had been highlighting issues with regards to potholes and Councillor David Bradford could be emailed in connection with improving this situation.

With regards to Coronavirus WSCC was the lead authority and had been meeting regularly to plan responses and support. FH suggested that the Parish Council consider how it may support people who were self-isolating and whether a network of support could be established.

Post Meeting: The Parish Council has co-ordinated with the 'Midhurst Angels' to provide a support network for those who were self-isolating.

FB explained that he had communicated with Stagecoach with regards to the potential for providing a bus service for the King Edward VII estate. Stagecoach had so far responded that it would disrupt the timetable and that no funding was currently available. The Government had recently announced a £5 million budget for public transport, therefore this situation may change going-forward. FB also mooted a car share scheme or shared taxi service, although there was no evidence currently in relation to likely demand.

The opening of the Easebourne Post Office had currently been delayed due to contractual issues, and FB believed that Gillian Keegan MP had been contacted in relation to this matter which was being progressed by a local resident.

MN explained that support would be required from FB and David Bradford for the Operation Watershed bid.

On a question regarding the future of the old Grange site, AT explained that he was aware the planning application for assisted living and care home facility had currently been halted as South Downs National Park Authority (SDNPA) considered the extra proposed floor to be inappropriate within the location and this may have had an impact on the viability of the

project for the applicant.

FB left the meeting.

5 Report from County Councillor: None on this occasion.

6 Chairman's Report: MN explained that the District Councillors from the Grants and Concessions Panel which approved New Homes Bonus expenditure had visited Easebourne Park and were very positive about all aspects of the park.

The first draw-down request of the allocated Community Infrastructure Levy fund had been submitted.

The Picnic in the Park date (11th July 2020) would now be revised due to the number of other local events planned for the same day.

Darren Rolfe and his volunteer team from WSCC may be able to undertake the construction of the new path from Wheelbarrow Castle later in the year. A debate took place regarding the necessity for the trees to be examined within this area of the park before this work took place, and the impact this may have on wildlife.

Action: AT to consider this matter further including whether a tree surveyor may need to be engaged.

Darren Rolfe will also undertake construction of the noticeboards for the bus shelters.

MN expressed his gratitude for the work undertaken within the parish by the Midhurst Green Volunteers, although the number of volunteers from Easebourne had been disappointing to Date, and more work was required to encourage people to volunteer.

Action: CS to ensure Budgenor Lodge residents were aware of the opportunity to volunteer with the Midhurst Green Volunteers and CC to ensure that staff and parents at the Easebourne CE Primary School were also aware.

The parish annual litter pick will take place on 29th March 2020.

Action: DP to check if Scouts are available to assist.

Post meeting: this event will be postponed due to Coronavirus.

MN confirmed that the War Memorial restoration project was being led by Mr Phil Stringer, the War Memorial Trust had acknowledged the project, a contract was currently being considered and TB confirmed he currently held the copies of the archive materials from County Archives, and the new CAD drawings.

A highway surface 'Slow' signed had been laid near to the Dodsley Grove junction.

A decision had been taken by the Communications Panel not to undertake fund-raising activities at the school and church fetes this year, although the Parish Council would continue to have a presence at the two fetes.

A joint meeting had taken place with Midhurst Town Council (MTC) with regards to contracting extra verge cuts, and quotations were being obtained.

A joint meeting for all MTC and Easebourne Parish Councillors would be organised for June 2020.

MN had received a request regarding whether the Parish Council would be willing to provide a Councillor to work further on the 'Midhurst Vision' and agreed to volunteer to undertake this role.

MN confirmed that JG was now formally appointed as the Parish Council's attendee at Chichester District Council 'All Parishes' meetings.

It was agreed that Graham Pooley, leader of the Midhurst Green Volunteers would be invited to the Annual Parish Meeting as a speaker.

MN explained that the Parish Council would continue to monitor Government advice with regards to Coronavirus and take action as necessary.

- 7 Confirmation of minutes of Parish Meeting held 15th January 2020 and review of actions:**
Confirmation of minutes of Parish Meeting held 15th January 2020 were proposed as a true record of the meeting by MN, seconded by DP and agreed by all present.

Action to be carried over: TB currently awaiting quotations for bins for the newly refurbished bus shelters.

Action to be carried over: MN to continue work on the potential parish office in The Refectory and CC will support MN in this action (as previous meeting).

Action to be carried over: In the absence of JG, the report on the research regarding potential Christmas Lights will be carried over to the next meeting.

8 Correspondence and invitations received:

Date	Details	Actions
Winter 2020	National Association of Local Councils publication	Passed to CC
2020/21	Broxap Bins Marketing Literature	Passed to IM
8 th January 2020	Environment Agency Letter regarding work on local rivers.	Passed to AT
February 2020	Consultation Leaflets from Midhurst Town Council regarding a potential Lido	Handed out to Councillors and the remaining copies passed to CS for distribution to the Budgenor Lodge Residents Association
February 2020	Email from Scott Wrein, PCSO providing an introduction	SH to contact Mr Wrein regarding attending the Parish Meeting <i>Post meeting: this may be postponed due to Coronavirus</i>
March 2020	Clerks & Councils Direct publication	Passed to CC
6 th March 2020	Creative Play Marketing Literature	Passed to IM

9 Reports from the Committees, Panels and Working Parties:

- a) Communications (Volunteering and Staffing): CC gave an update on the planned VE Day celebration event and explained volunteer Marshalls would be required on the day and further information would be forthcoming shortly.

Post meeting: this event will be postponed due to Coronavirus.

CC proposed that Kay Graetz was formally co-opted to the Communications Group, which was seconded by IM and agreed by all present.

- b) Emergencies and Winter Planning: No report on this occasion.
- c) Finance Committee: See item 10 and appendix one. CS proposed that the insurance premium was increased to cover all recent installations in Easebourne Park (extra £63.84 until renewal and then an extra £165.73 per annum) which was seconded by AT and agreed by all present.
- d) Footpaths: Nothing to report, confirmed prior to meeting.
- e) Highways: Report circulated prior to meeting. AT explained WSCC's Operation Watershed project may fund necessary work to resolve the flooding issues through the village. The grants for Operation Watershed projects tended to range from £20,000 - £50,000. WSCC had provided a specification for the work and supplied the names of potential contractors. AT proposed that a bid for Operation Watershed was submitted, which was seconded by MN and agreed by all present.

Action: SH to forward all emails received from residents in support of a flooding prevention work to AT.

Midhurst Area Cycling (MAC) group are currently aiming to create a path from Cowdray to Midhurst across the causeway, however SDNPA were keen that all paths are bridleways which AT considered may not be appropriate. Discussions are on-going.

- f) Planning Committee: See 11 below. (King Edward VII Liaison Report circulated prior to the meeting).
- g) Easebourne Park: Report circulated prior to the meeting: IM formally proposed that the Parish Council agreed to contract Artizans of Wood to construct the shelter/bandstand at the total cost of £30,803.00 excluding VAT and accept their terms and conditions to make the first half of the payment at the current time and the final second half of the payment on completion of the structure (build time would be approximately one month), which was seconded by AK and agreed by all present.

Actions: IM to forward the Request for Funding Form to SH. SH to load the first half of the payment to Artisans of Wood for authorisation by CS.

IM confirmed that eight trees would be planted in Easebourne Park on 17th March 2020.

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

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/19/05891/FUL	Cowdray Park Golf Club, A272 Easebourne St to Heath End Lane, Easebourne	Removal of existing course WC. Erection of replacement building forming pair of course WCs.	No objection
SDNP/19/05977/TCA	Ramshill, Easebourne Street, Easebourne	Notification of intention to fell 1 no. Indian Bean tree (T1) and 1 no. Monterey Cypress tree (T3), crown reduce by up to 50% (all round) on 1 no. Beech tree (T2) and crown reduce all widths by 3m on 1 no. Douglas Fir tree (T4).	No objection, but to request that the applicant plants replacement trees of a suitable species for those which are to be felled.
SDNP/19/05825/HOUS	Parkside, Vanzell Road, Easebourne	Erection of 1 no. outbuilding following demolition of existing outbuilding.	As this application was submitted by a Parish Councillor, all Councillors declared a personal interest and therefore no comments were submitted.

12 Carbon off-setting via tree planting (separate policy or extension of Memorial Policy):

CC presented a draft policy circulated prior to the meeting. A debate took place, and it was concluded that would be reviewed at the next Easebourne Park meeting, as a different approach may be required to take this forward and include a more detailed tree management policy which may also necessitate a review of the Memorial Policy.

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

Wednesday, 1st April 2020

7.00pm Finance Committee Meeting

7.30pm Planning Committee Meeting

Post meeting: 1st April 2020 meeting will be held virtually/via email with residents invited to submit questions and comments via email or telephone to SH due to Coronavirus.

Wednesday, 6th May 2020

7.00pm Finance Committee Meeting

7.30pm Planning Committee Meeting

Post meeting: A decision as to whether these meeting will take place due to Coronavirus will be reviewed.

Friday, 8th May 2020

VE Celebrations, Old Cowdray Ruins

Post meeting: Event postponed due to Coronavirus.

Wednesday, 13th May 2020

7.00pm Easebourne Annual Parish Council Meeting

Post meeting: A decision as to whether these meeting will take place due to Coronavirus will be reviewed.

Wednesday, 27th May 2020
7.30pm Easebourne Annual Village Meeting

Post meeting: A decision as to whether these meeting will take place due to Coronavirus will be reviewed.

The meeting closed at 9.05pm

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



Easebourne Parish Council

Finance Committee

Draft Minutes of Meeting held at 7.00pm on Wednesday, 5th February 2020 in the Refectory (behind St Mary's Church, Easebourne)

Present: T Baker (TB), J Galego (JG), 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:** Apologies received from A Keeling due to a family commitment.
- 3 Declarations of Interest:** None.
- 4 Minutes:** The minutes of 8th January 2020 were agreed and signed.
- 5 Review of Actions (from last meeting):**

Action: JG to alter name of two bank accounts, to denote which holds reserves and appropriate savings - this has not been possible.

Action: CS to become a signatory on the bank account – now successfully added.

6 Finance Report Review:

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

Pro-Tec Security Inspection for Easebourne Park – Invoice 10071	72.00	Approved
London Building Control, Plan Checking/Site Inspection for Easebourne Park – Invoice 60229	£180.00	Approved
S Hurr - Stationery – notebook/folder/hole reinforcers	£6.00	Approved
S Hurr, Parish Phone (December)	£26.13	Approved
Archibald Shaw - Structural Engineering Design for Easebourne Park Shelter/Bandstand – Invoice 30949/V20 004/L/dp	£1,125.00	Approved
PWLB Loan Payment	DD £1,266.18	Approved
Greenscape - Strim and Remove Wild Flowers – Invoice EAS113	£408.00	Approved
SSALC Limited – Annual Parish Online Subscription – Invoice 13964	£36.00	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

A Rialtas (software) third quarter report of spend against budget was discussed.

- b) Receipts: None received.

Action: SH to submit a VAT claim up until the end of the third quarter 2019-2020 (£9,869.12)

Action: SH to move full balance from Business Account to Community Account, and Lottery Funding (£10,000) and Big Homes Bonus 2019 (£19,076) to Business Account.

- c) Asset Register: The Asset Register was discussed and details regarding the bus shelters reviewed (see appendix).

Action: MN to contact insurance brokers regarding an appropriate cover for Easebourne Park, to clarify whether an itemised list of items was required, whether there was a maximum claim for items, and if significant trees/hedging could be insured.

7 Forecast Spend:

- a) Sub-committee/Working Parties forecasts (including Request for Funding): None received, TB awaiting information from Chichester District Council regarding two further public bins.
- b) Review requests for grants/funding and actions: A request for funding equipment was received from the Midhurst Green Volunteers who have extended their area to cover the Parish of Easebourne. MN proposed that £250 was provided as a grant, which was seconded by TB and agreed by all present.

Action: SH to inform Midhurst Green Volunteers they have been awarded £250 and arrange payment.

8 Proposals to Parish Council: None.

9 Next Meeting Date: 7.00pm, 4th March 2020, in the Refectory.

Meeting closed at 8.03pm

Signed: _____ Date: _____
Chairman



Easebourne Parish Council

Finance Committee

**Draft Minutes of Meeting held at 7.00pm on Wednesday, 4th March 2020
in the Refectory (behind St Mary's Church, Easebourne)**

Present: T Baker (TB), J Galego (JG), A Keeling (AK), 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: No apologies, all present.

3 Declarations of Interest: TB declared an interest as his company Wharf Solid Surfaces had submitted an invoice for signage.

4 Minutes: The minutes of 5th February 2020 were agreed and signed.

5 Review of Actions (from last meeting):

Action completed: SH to submit a VAT claim up until the end of the third quarter 2019-2020 (£9,869.12)

Action completed: SH to transfer full balance from Business Account to Community Account, and Lottery Funding (£10,000) and Big Homes Bonus 2019 (£19,076) to Business Account.

Action carried over: JG unable to alter names of bank accounts. SH make this request at the Chichester branch (Business Premium Account to become Reserve Account, and the other Business Account to become the Project Account).

6 Finance Report Review:

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

Wharf Solid Surface, Signage for Easebourne Park - Invoice 15841	£120.00	Approved
JRB Enterprise Ltd, Dog Waste Bags - invoice 20838	£98.70	Approved
St Mary's Church PCC, Room Hire - invoice 01/20	£50.00	Approved
S Hurr, Travel for CDC Councillors Visit to Easebourne Park	£14.40	Approved
S Hurr, Parish Phone (February)	£26.13	Approved
Arundel Arboretum Ltd, trees for Easebourne Park - Invoice 1805	£3,380.72	To await information from Cllr I Milne
A Thomas, Hire of Pumping Equipment from Beaver Tool Hire	£134.82	Approved
M Noble, Vistaprint, Flooding Survey Leaflet Printing, Invoice 9389204100	£37.58	Approved
S Hurr, Travel for Flood Resolution Meeting	£14.40	Approved
S Hurr, Archive Boxes from Viking - Invoice 7337510	£25.68	Approved
Clerk, Salary (February)	Undisclosed	Approved
Clerk, HMRC (February)	Undisclosed	Approved
Clerk, Pension (February)	Undisclosed	Approved
Clerk, Parish Office (February)	£20.00	Approved

SH reported that Chichester District Council had confirmed the precept.

MN explained that he and CS had approved the expenditure for the hire of the pumping equipment as an emergency action. SH also confirmed the Parish Council had the powers to take this action (*Power to deal with ponds and ditches - Public Health Act 1936, s.260 and power to repair and maintain public footpaths and Bridleways - Highways Act 1980, ss. 43,50*) and protect the newly refurbished bus shelters.

- e) Receipts: VAT reclaim of £9,869.12 and interest on bank account of £6.05

Action: SH to move full balance from Business Account to Community Account, and Lottery Funding (£10,000) and Big Homes Bonus 2019 (£19,076) to Business Account.

- f) Asset Register: MN has contacted the insurance brokers who have advised that the Parish Council is underinsured, and have quoted a further £165.73 per annum to be added to the premium.

Action: CS to further examine the insurance advice.

8 Forecast Spend:

- c) Sub-committee/Working Parties forecasts (including Request for Funding): SH submitted an RFF for London Bridge, which was discussed and further research to obtain an appropriate photograph and other items will be undertaken.

Action: MN, SH and Cllr C Cantlon to source appropriate items for London Bridge.

- d) Review requests for grants/funding and actions: None received, although SH reported that three requests for grants may be submitted for consideration at the next Finance Committee meeting.

MN had applied for the first draw-down from the Community Infrastructure Levy allocation.

8 Proposals to Parish Council: Increase in insurance premium.

9 Next Meeting Date: 7.00pm, 1st April 2020, in the Refectory.

Meeting closed at 7.37pm

Signed: _____ Date: _____
Chairman