



EASEBOURNE PARISH COUNCIL

**Draft Minutes of Parish Council Meeting
held at 7.00pm on Wednesday 13th May 2020
held virtually via Zoom due to Covid-19**

Councillors Present

(due to technical issues, not all Councillors were present for the full meeting, but the meeting remained quorate throughout):

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:

Parish Clerk S Hurr (SH)

- 1 Visitors questions:** None received.
- 2 Apologies and Reasons for Absence:** None, all Parish Councillors present. County Councillor D Bradford and District Councillor F Hobbs were not present for the virtual meeting as agreed, as it was necessary to have a shortened meeting.
- 3 Declarations of interests in any matters on agenda:** None
- 4 Report from District Councillor:** Provided prior to the meeting and there were no questions regarding the contents of the report.
- 5 Report from County Councillor:** Provided prior to the meeting and there were no questions regarding the contents of the report.
- 6 Chairman's Report:** Provided prior to the meeting. MN explained that the New Homes Bonus process had been initiated for this year and invited Councillors to share any ideas they may have with him in the coming weeks. CC suggested that the footpath along Kings Drive could be considered. AT agreed that this should be included within the wider scope of potential highway works, although it was likely that planning permission would be required for such a project. MN responded that it was possible to state within an application that planning permission had been applied for, even if at that stage it had not yet been granted.

MN confirmed that the Easebourne Park Grass contractor had provided a quotation for verge-cutting at the cost of £75 per cut and proposed that this was accepted, which was seconded by JG and agreed by all present. MN added that the Finance Committee would review the budget for this proposed work and establish a mechanism for decisions regarding when cutting would take place. Further work would also be required to ensure West Sussex County Council would permit the contractor to undertake work on the highway.

Actions: Finance Committee to review budget to support verge cutting work and establish a Mechanism for decisions regarding when cutting would take place.

MN explained that IM has requested consideration was given to purchasing Zoom Pro, to enable some meetings to take place virtually without the forty minute time constraints. AT made that suggestion of considering utilising Microsoft Teams. It was concluded not to considered Zoom Pro further at this time and continue with the free Zoom sessions.

- 7 Confirmation of minutes of Parish Meeting held 11th March 2020 and review of actions:** Confirmation of minutes of Parish Meeting held 11th March 2020 were proposed as a true record of the meeting by MN, seconded by CS and agreed by all present *(to be signed at a*

future meeting of the Parish Council).

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: JG to continue to research potential Christmas Lights.

8 Correspondence and invitations received:

Date	Details	Actions
March 2020	Marketing literature from Zurich Municipal (Insurance)	Noted
May 2020	Clerks & Council Direct Magazine	To be passed to CC at next opportunity
6 th May 2020	London Building Control Final Certificate for the shelter/bandstand	Clerk to file

9 Reports from the Committees, Panels and Working Parties:

- a) Communications (Volunteering and Staffing): Report circulated prior to the meeting. CC proposed making a contribution of £200 towards the leaflet sent to all households in Easebourne and Midhurst, seconded by MN and agreed by all present.

Action: CC to provide the Clerk with the necessary information required to make a contribution for the leaflets.

- b) Emergencies and Winter Planning: No report on this occasion.

- c) Finance Committee: See item 10 and appendix one. Approval of accounts for year ended 31/3/2020 and Annual Governance and Accountability Return (AGAR): all Councillors agreed the governance statement, and that the Chairman and Clerk should sign the annual return, which will be posted to the Chairman for signature. The 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 post AGAR form to the Chairman for signature, display elector rights and forward Annual Return to External Auditor.

- d) Footpaths: Nothing to report, confirmed prior to meeting.

- e) Highways: Report circulated prior to meeting. AT explained that he was seeking approval to begin a formal tendering process for the replacement of the culvert running through Easebourne village which had been detailed in a plan circulated prior to the meeting. Three companies had been selected from WSCC's contractors list and a further three companies had been suggested by Cowdray Estate. AT sought further approval, that once the tenders had been returned and the most appropriate and cost effective tender selected, that work could begin without further recourse to the Parish Council. AT also confirmed that the Parish Council would not be required to fund any part of the work and that WSCC Operation Watershed project would provide all necessary funds from the outset. This action was proposed by AT seconded by MN and resolved by all present.

Actions: AT to begin the tendering process to engage a contractor to undertake the work to replace the culvert and once a contractor has been selected, work will be commissioned without further recourse to the Parish Council

AT explained that it was necessary to proceed with a tree survey for Easebourne Park to detect any trees which were in danger of falling or losing significant branches in accordance with the lease, which states that this is responsibility of the Parish Council. AT suggested that it may be appropriate to consider that the survey, and the work required following the survey were undertaken by two separate contractors to ensure a transparent and robust process. AT had gained three quotations for the survey work and made a recommendation regarding one of the potential contractors, but will gain further information from a forth contractor before making a final selection.

Actions: AT undertake further research prior to selecting a contractor. MN, CS and the Clerk to review the budget to support this work.

f) Planning Committee: See 11 below. (King Edward VII Liaison: no report on this occasion).

g) Easebourne Park: Report circulated prior to the meeting: IM proposed the new shelter/bandstand should be called 'The Roundhouse', seconded by AK and agreed by all present.

IM proposed that the 'Friends of Easebourne Park' group be renamed as the 'Friends of Easebourne Parish' provide the group with scope to undertake activities across the whole parish, seconded by MN and agreed by all present.

Action: IM to update the constitution to the reflect the change of name of 'Friends of Easebourne Park' to the ' Friends of Easebourne Parish', the scope of potential activities the group may undertake, and circulate to the Parish Council.

h) PDS update: Report circulated prior to meeting (*missed in error from the agenda*).

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/20/00267/HOUS	Ramshill, Easebourne Street, Easebourne	Demolition of green house and construction of detached garage.	No objection.
SDNP/20/00554/HOUS	York House, Easebourne Street, Easebourne	Change of use of existing outbuilding to the rear of the property to garden room and utility space, including alterations to roof height, internal and external alterations.	Comment expressing concerns regarding the pitch of the roof and negative impact this may have on neighbouring properties, and attention drawn to the Dark Skies policy in relation to the two skylights.

SDNP/20/01008/TCA	Chestnut Cottage, Easebourne Street, Easebourne	Notification of intention to re-pollard back to previous points on 2 no. Lime trees.	Comments that it would have been helpful to have the inclusion of photographs of the trees and their surrounding setting within the application and that work should not be carried out until after the nesting season, but no objection.
SDNP/20/00823/HOUS	1 Canada Grove, Easebourne	Single storey side extension.	No objection.
SDNP/20/01172/LDE	The Studio, Verdley Hill House, Old Henley Road, Henley	Existing lawful development certificate for use of studio as ancillary habitable accommodation.	Comment that there appeared to be the lack of a sink in the bathroom, but no objection.
SDNP/20/00268/HOUS	Ramshill, Easebourne Street, Easebourne	Single storey extension to the south and roof conversion incorporating two dormer windows to southern pitch.	Comments with regards to the proportions of the proposed extension and if it will appear over-sized in relation to the original building and to ensure there is a minimum impact on bat habitats. Support for dormer windows rather than Velux windows due to the reduced impact in connection with the Dark Skies policy.

12 Dates for next meetings and Events: Meetings may only taking place via Zoom or email Correspondence.

Wednesday, 27th May 2020
7.30pm Easebourne Annual Village Meeting (cancelled due to Covid-19)

Wednesday, 3rd June 2020
7.00pm Finance Committee Meeting
7.30pm Planning Committee Meeting

Wednesday, 1st July 2020
7.00pm Finance Committee Meeting
7.30pm Planning Committee Meeting

Wednesday, 8th July 2020
7.30pm Easebourne Parish Council Meeting

The meeting closed at 7.52pm

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

Mike Noble
Chairman

(To be signed on the next occasion the Parish Council meet in person.)



Finance Committee
1st April 2020
Meeting cancelled due to Corvid-19
Decisions presented and agreed via email

Finance Committee: T Baker, J Galego, A Keeling, M Noble, C Sanderson (Chairman),

Parish Clerk: S Hurr

1) **March Payments:** Agreed as follows

Payee	Detail	Amount
Pro-Tec	Security Inspections for Easebourne Park – Invoice 10136	£90.00
Pro-Tec	Security Inspections for Easebourne Park – Invoice 10203	£144.00
Artizans of Wood	Shelter/Bandstand Construction (first 50% of £36,963.60) - Invoice 0148	£18,481.80
M Noble	Midhurst Green Volunteers Refreshments	£15.00
Came & Company	Increased premium for increased assets for remainder of year – Invoice 43541157	£63.84
St Mary's PCC	Hire of Refectory – Invoice 03/20	£40.00
S Hurr	Parish Phone (March)	£26.13
Arundel Arboretum Ltd	Supply and Plan 8 x Mature Trees – Invoice 1821 (Invoice 1805 Cancelled as noted on January Payments)	£3,370.74
GripClad	Anti-slip matting for Shelter/Bandstand construction – Invoice 0941	£84.23
Midhurst Angels	Grant for community group to provide support during Covid-19	£140.00
Chichester District Council	Bin Emptying (per annum) – Invoice 602239883	£492.24
Greenscape (UK) Ltd	Grass Cutting – Invoice 142	£576.00
M Noble	Chairman's Honorarium – Second Tranche	£50.00
Clerk	Salary (March)	Undisclosed
Clerk	HMRC (March)	Undisclosed
Clerk	Pension (March)	Undisclosed
Clerk	Parish Office (March)	£20.00

2) **Receipts and Bank Account Balances:** Noted as Follows

Receipts – Business Account interest 2/3/2020 = £4.06
Premium Business Account 2/3/2020 = £1.99

Bank Accounts - 31st March 2020

	Community =	£ 5,992.23
(original interest earning account)	Business =	£ 4.06
(new interest earning account)	Premium Business =	£ 29,077.99
	Total =	<u>£ 35,074.28</u>

- 3) **Grant Request:** Received from Midhurst Area Cycling. Majority agreement to provide a grant of £50.

Signed _____ Date _____
Finance Committee Chairman

(To be signed on the next occasion the Finance Committee meet in person.)



Finance Committee
6th May 2020
Meeting cancelled due to Corvid-19
Decisions presented and agreed via email

Finance Committee: T Baker, J Galego, A Keeling, M Noble, C Sanderson (Chairman),

Parish Clerk: S Hurr

1) **April Payments:** Agreed as follows

Payee	Detail	Amount
Pro-Tec	Security Inspections for Easebourne Park – Invoice 10261 (including set of signs)	£70.20
WSALC	Annual Subscriptions – Invoice 1020	£658.19
Matt Wheatley	Electrical Works for The Roundhouse – Invoice 2337	£1,416.00
J Galego	Amazon - Warning Tape and Laminating Pouch – Invoice 102866288	£9.46
Playsafe Playgrounds	See-Saw and Safamulch Matting Supply and Installation - (including cost of extra matting between roundabout and see-saw and agreement to install notice board free of charge).	£6,212.40
S Hurr	Parish Phone (April)	£26.79
Richard Follett	Website Domain and Hosting – Invoice 1502	£190.00
S Hurr	Sainsbury's - Stationery	£8.00
Artizans of Wood	Shelter/Bandstand Construction (Second payment of 25% of £36,963.60) - Invoice 0148	£9,240.75
S Hurr	Sainsbury's – Printer Ink	£35.00
GripClad	Anti-slip Strips for The Roundhouse – Invoice 0952	£252.66
GripClad	Anti-slip Strips for The Roundhouse – Invoice 0953	£80.94
Pro-Tec	Security Inspections for Easebourne Park – Invoice 10329	£72.00
Greenscape	Grass-Cutting – Invoice 155	£648.00
Clerk	Salary (April)	Undisclosed
Clerk	HMRC (April)	Undisclosed
Clerk	Pension (April)	Undisclosed
Clerk	Parish Office (April)	£20.00

2) **Receipts and Bank Account Balances:** Noted as Follows

Receipts – 14/4/2020 Friends of Easebourne Park = £5,000.00
 17/4/2020 Precept (first tranche) = £23,258.00
 30/4/2020 Community Infrastructure Levy = £1,710.00

Bank Accounts - 30th April 2020

	Community =	£37,481.98
(original interest earning account)	Reserve Account =	£ 4.06
(new interest earning account)	Grants Account =	£15,569.19
	Total =	<u>£53,055.23</u>

Signed _____ Date _____
Chairman

(To be signed on the next occasion the Finance Committee meet in person.)