



EASEBOURNE PARISH COUNCIL

Minutes of Parish Council Meeting
held at 7.30pm on Wednesday 9th September 2020
held virtually via Zoom due to Covid-19

Councillors Present:

T Baker (TB), C Cantlon (CC), 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)

Also present:

Prospective Parish Councillor E Chapman

- 1 Visitors questions:** None received.
- 2 Apologies and Reasons for Absence:** Apologies received from County Councillor D Bradford, due to a prior engagement, and Cllr J Galego (JG) due to family commitments, and Cllr A Keeling due to work commitments.
- 3 Declarations of interests in any matters on agenda:** None
- 4 Report from County Councillor:** Provided prior to the meeting and there were no questions regarding the contents of the report.
- 5 Report from District Councillor:** Provided prior to the meeting. FH explained that he was working on the process necessary, to provide King Edward VII estate with a village name and status, and had sought advice from officers at Chichester District Council (CDC), who advised contacting South Down National Park Authority, who in turn had advised contacting West Sussex County Council (WSCC) or CDC, so thus had so far been a frustrating endeavour, but he confirmed he would continue to work on this matter. IM commented that village status may help with obtaining a traffic regulation order for speed control, as this would support the creation of a community.

FH also confirmed that the Post Office had reopened in the Easebourne Village shop and both IM and he had been present for the opening. FH commented that the Post Office was a very welcome re-introduction for the residents.

FH also explained that he had received a report from a resident regarding a number of discarded beer cans on the Easebourne Park side of the road on Wheelbarrow Castle. CC confirmed that a Litter Pick had been arranged on 19th September 2020 (see 9a below).

FH left the meeting and did not return.

- 6 Chairman's Report:** MN confirmed that the fund-raising exercise to support the installation of CCTV in Easebourne Park had been very successful, and the installation had now taken place. IM explained that the recordings would only be viewed should an incident have occurred, and footage passed to the Police Service as appropriate.

The first Easebourne Community Star Award had been presented and following a press release CC had forwarded to the Observer series, it had been covered in the printed paper. Following this, CC and the recipient of the award were interviewed live on BBC Radio Sussex (see 9c below).

The Green Volunteers would be undertaking further work on High Path on Saturday 12th September 2020.

The New Homes Bonus had been submitted to CDC. A meeting of the Grants and Concessions Panel would take place on 23rd September 2020 to consider the applications, and as yet no further information regarding the application had been requested.

AT had successfully gained £32,116.05 Operation Watershed funds from WSCC to undertake work on the Easebourne village culvert (see 9e below).

MN Confirmed that a further Community Infrastructure Levy (CIL) application had been submitted to SDNPA for the funding of a scooter track in Easebourne Park.

MN also confirmed the planned felling of the Conifer trees within Easebourne Park on the North-East corner would take place on 21st September 2020.

MN thanked Friends of Easebourne Parish (FReP) for their work to improve the Wheelbarrow Castle bus shelter. IM confirmed that further work was now planned for the bus shelter near the village shop. MN also confirmed that FReP would shortly be submitting a request to The Grange trustees for a further grant of £5,000.

AT and MN had met with Midhurst Town Council with regards to the proposed 'River Park' project, which had received an enthusiastic response from MTC (who will allocate a Town Councillor to this project) and from Cowdray Estate.

MN reported that there had been a recent influx of volunteers with an interest in undertaking Speedwatch sessions, which would be arranged when JG was available.

Work regarding the repair and cleaning of the War Memorial (project group led by St Mary's Church) was progressing.

Cllr A Keeling would be taking an agreed leave of absence from her Parish Councillor duties, and may be able to return in the New Year.

TB and MN had also met with the Rotherfield Football Club following their recent submission of planning applications.

7 Confirmation of minutes of Parish Meeting held 8th July 2020 and review of actions:

TB requested that a spelling was corrected on Planning Application SDNP/20/01473/FUL, Egmont House, Egmont Road, in which 'life' had been recorded, and which should be replaced with 'lift'.

With the spelling error noted and corrected, confirmation of minutes of Parish Meeting held on 8th July 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: IM awaiting CDC to complete a site visit and survey to assess the newly refurbished bus shelters for potential litter bin installation and maintenance.

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 (as previous meeting).

All other actions had been completed.

Confirmation of minutes of Extraordinary General Meeting held on 27th July 2020 and review of actions:

Confirmation of minutes of Extraordinary General Meeting held on 27th July 2020 were proposed as a True record of the meeting by MN, seconded by TB and agreed by all present (*to be signed at a future meeting of the Parish Council*).

All Actions had been completed.

8 Correspondence and invitations received:

Date	Details	Actions
August 2020	Letter and list of Sussex Associations of Local Councils training courses for Councillors and Clerks organised via Breakthrough Communications.	Noted
September 2020	Clerks & Councils Direct publication	To be passed to CC at next opportunity

9 Reports from the Committees, Panels and Working Parties:

- a) Communications (Volunteering and Staffing): Report circulated prior to the meeting. CC explained both local radio and newspapers were currently seeking 'good news' stories and she had planned her next piece to include the work of FReP. Following her radio interview with the recipient of the first Easebourne Community Star Award on BBC Sussex Radio, CC confirmed she would further investigate providing nominations for the BBC Sussex Radio Heroes Awards, the WSCC Awards, and State awards. TB congratulated CC on her very successful radio interview. CC would further deliberate regarding who may be suitable for nominations for the various available awards. Consideration would now also be required as to whom may receive the next quarterly Easebourne Star Award and CC explained that she was keen to have nominations received via the schools and church.

CC confirmed that the Litter Pick had been organised for Saturday 19th September 2020 and CC asked that if anyone was interested in taking part or required further information, they were directed to her or SH.

IM confirmed he had a schematic diagram of the proposed scooter track which he would forward to CC for use in a press release. MN responded that he would also upload, information on the Parish Council website, and the village facebook regarding the scooter track.

- b) Emergencies and Winter Planning: No report on this occasion.
- c) Finance Committee: See item 10 and appendix one.
- d) Footpaths: No report on this occasion.
- e) Highways: Report circulated prior to meeting. AT confirmed that with regards to the culvert work, Cowdray Estate and the contractors Landbuild had been in communication and the residents who would have the work undertaken within their gardens to resolve flooding

issues, were very pleased. AT also confirmed that the work would run for three weeks and he would take 'before and after' photographs for Parish Council records and archive.

MN explained that 'Highways' matters and proposed work had expanded considerably and may needed to be divided to ensure it was manageable.

Action: MN and AT to meet to discuss future plans for managing highways related work and projects.

- 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 explained that arrangements had been made to ensure the tree surgeons felling the Conifer trees did not interfere with the operation of Easebourne CE Primary School. TB asked if a vehicle had been driven within the park, which was confirmed by IM as the vehicle belonging to the tree surgeons. IM confirmed the need to strim the wild flowers, and MN explained that he had been advised by The Roundhouse sedum roof contractor that it would be important to shake the seed heads prior to strimming to ensure regrowth in the next season.

Action: IM to discuss strimming the wild flowers with the grass-cutting contractor.

TB commented that the communal barbeque had not been well-used (although it was accepted that Covid-19 would have impacted on its use) and that it may need to be promoted, and possibly relocated. CC confirmed that updates via Easebourne CE Primary School newsletter should now resume, and may be a method of promoting the use of the barbeque.

- h) Parish Design Statement (PDS) update: Report circulated prior to meeting: CS explained that work had stalled due to limited input from SDNPA and a zoom meeting would be organised with Chris Patterson with the aim of making further progress. The PDS was close to being finished although there was some frustration with changing requests from SDNPA regarding the information they required. IM commented that Tim Slaney had written at the start of the process to confirm the value of undertaking the work.

Action: MN and CS to arrange a Zoom meeting with Chris Patterson.

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/20/02560/TCA	Easebourne Community Space, Wheelbarrow Castle, Easebourne	Notification of intention to crown raise by up to 3m (above ground level) and prune away from roof to clear by up to 1m on 1 no Hawthorn tree (T16)	Planning application submitted by the Parish Council, all Councillors declare an interest, therefore the Parish Council will not submit comments.

SDNP/20/02784/TCA	Merricks, Easebourne Street, Easebourne,	Notification of intention to fell 1 no. Leyland Cypress hedgerow (x8 no. trees) (1), coppice 1 no. Hazel tree (2) and crown reduce by 25% and crown lift by up to 2m (above ground level on 1 no. Crab Apple tree (3).	No objection but request that consideration is given to planting replacement trees of a suitable species for those to be felled, where possible.
SDNP/20/02660/HOUS	Ramshill, Easebourne Street, Easebourne	Single storey extension to rear and loft conversion including dormer windows to rear and roof light to front.	Request with regards to the Dark Skies policy, a night time blind is fitted to the Velux window, work undertaken on trees and vegetation takes place outside the bird breeding season, and supports the recommendation to install a bird box and to undertake bat emergence surveys, and also in relation to bats, that only minimum external lighting is should be installed.
SDNP/20/02900/TPO	Little Gate, Dodsley Grove, Easebourne	Remove 1 no. limb on the west sector (approx. 2m above ground level), remove 1 no. limb on the north-west sector (approx. 3.5m above ground level) and reduce widths (all around) by approx. 1m on 1no. Beech tree (marked on plan as T1), T4 subject to EB/78/00406/TPO.	No objection.
SDNP/20/01118/CND	The Rotherfield Sports Ground, Dodsley Grove, Easebourne	Demolition of redundant cricket pavilion and existing sports pavilion and its replacement with new multi-use pavilion. Proposals include floodlights to existing football pitch. (Variation of condition 7 from planning permission SDNP/16/00855/CND to allow for longer floodlight times).	Appreciation importance of local sport but awareness aware that some surrounding residents are negatively impacted by the floodlights, and therefore encouragement to take this into account when using lights. Floodlight usage kept to an absolute minimum for matches and maintenance, and not exceed thirty days annually, for any purpose. Further concerns regarding the Dark Skies Policy and necessity to reduce and minimize light pollution within National Park.

12 New Procedure – Reported Incident Procedure for adoption: MN requested that as the procedure was by necessity complex, that Councillors took time to read the procedure and submit their comments. It was noted that IM had prior to the meeting submitted comments in regards to the item detailing information relating to the defibrillators. CC suggested a single page check list might also be helpful.

Actions: All Councillors to read and submit comments regarding the procedure.
MN, CC and SH will work further on the procedure with the plan for it to be adopted at the November Parish Council Meeting.

13 Data Protection Policy (Surrey and Sussex Association for Local Councils Model Policy) for Adoption: CC suggested that what was considered as ‘personal data’ was defined within the policy. MN requested that as with the procedure above, Councillors also took time to read the policy and submit their comments.

Actions: All Councillors to read and submit comments regarding the policy.
MN, CC and SH will work further on the policy with the plan for it to be adopted at the November Parish Council Meeting.

14 Councillor Recruitment: MN invited EC to introduce herself and explain her reasons for wishing to become a Parish Councillor. EC gave the history of her family within Easebourne and detailed her thoughts regarding further potential projects for the Parish Council. MN invited EC to remain in the meeting whilst a discussion and vote took place regarding her recruitment, but EC choose to leave the meeting. Following a discussion, a vote took place, and it was agreed unanimously by all present that EC should be invited to become a parish councillor.

Action: SH will organise the appropriate documentation to be completed and signed by EC and SH.

15 Dates for next meetings and Events: Will only taking place via Zoom or email correspondence unless Government guidelines advise Council meetings can be held in person

Wednesday, 7th October 2020
7.00pm Finance Committee Meeting
7.30pm Planning Committee Meeting

Wednesday, 4th November 2020
7.00pm Finance Committee Meeting
7.30pm Planning Committee Meeting

Wednesday, 11th November 2020
7.30pm Easebourne Parish Council Meeting

The meeting closed at 8.35pm

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

Mike Noble
Chairman

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

Finance Committee
5th August 2020
Formal meeting cancelled due to Corvid-19
Decisions presented via email

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

Parish Clerk: S Hurr

1) **July Payments:**

Payee	Detail	Amount
Landmark	Easebourne Park Noticeboard – Invoice 18797	£4,093.50
I Milne	Easebourne Park – High Voltage Warning Sticker – Invoice 1125415315-2020-2897	£4.30
Pro-Tec	Easebourne Park Security – Invoice PSM 10380	£108.00
I Milne	Easebourne Park Expansion Bolts for Picnic Tables – Order 2020185652411	£11.56
RS Services	Easebourne Park – Repairs to gates and drilling picnic table holes	£54.00
I Milne	Easebourne Park paint – Order 202-6845824-0229101	£17.25
Greenscape	Grass Cutting – Invoice EAS 170	£432.00
Pro-Tec	Easebourne Park Security – Invoice PSM 10429	£183.00
M Noble	Printer Ink – Invoice D47716	£13.78
M Noble	Easebourne Park – Stakes and Ties (notices)	£20.50
RS Services	Easebourne Park – Filling of cracks and drilling further picnic table holes	£74.64
M Noble	Easebourne Park – Brush and Paint	£50.00
I Milne	Easebourne Park – Weed-killer	£26.89
I Milne	Easebourne Park – Weed-killer Sprayer	£37.50
S Hurr	Vodafone – Invoice B9-225762639	£21.51
Public Works Loan Board	Loan Repayment	£1,266.18
J Galego	Hazzard Tape – Invoice 204-8006716-3781968	£12.28
M Noble	Easebourne Park – Wire Brush and Paint	£18.00
M Noble	Easebourne Park – Cork Noticeboard	£13.49
M Noble	Volunteer Refreshments – Park Noticeboard installation and Midhurst Green Volunteer Session (1/3/2020)	£11.19
West Sussex County Council	Street Lighting Contribution – Invoice 8001473457	£1,444.68
S Hurr	Printer Ink – Order No. ST504741873	£35.41
Arun & Chichester Citizens Advice	Grant	£100.00
Clerk	Salary (July)	Undisclosed
Clerk	HMRC (July)	Undisclosed
Clerk	Pension (July)	Undisclosed
Clerk	Parish Office (July)	£20.00
Came & Company	Insurance – Client Reference 1737029	£1,187.399

2) **Receipts and Bank Account Balances:**

Receipts – £50 from Glasdon Ltd (reimbursement as picnic tables did not have holes for parasols)

Bank Accounts - 31st July 2020

	Community =	£28,992.16
(original interest earning account)	Reserve =	£ 4,004.06
(new interest earning account)	Grants =	£13,239.86
	Total =	£46,236.08

3) Two Request for Funding forms:

- a) Easebourne Park CCTV - Agreed
- b) Henley Noticeboard- Agreed

Signed _____ Date _____
Finance Committee Chairman

**Finance Committee
2nd September 2020
Formal meeting cancelled due to Corvid-19
Decisions presented via email**

Finance Committee Members: T Baker, J Galego, A Keeling, M Noble, C Sanderson (Chairman)
Parish Clerk: S Hurr

1) **August Payments:**

Payee	Detail	Amount
Pro-Tec	Easebourne Park Security – Invoice 10489	£207.00
Greenscape Ltd	Grass Cutting and Playground Inspection – Invoice 178	£648.00
Sussex CCTV	CCTV Supply and Installation – Invoice 1102 (Full invoice amount £4428.00)	50% of Invoice £2,214.00 Paid
T Baker	Sign Trade Supplies – (Dog) Signage Fixings – Invoice 207975	£43.53
S Hurr	Vodafone Parish Phone– Invoice B9-229361094	£26.51
S Hurr	Postage Stamps	£7.80
Arborlec Services Ltd	Easebourne Park Tree Surgery – Invoice 0060	£2,538.00
Rialtas Business Solutions	Alpha Annual Soft Support and Licence – Invoice SM22052	£148.00
M Noble	Zoom Professional Annual – Invoice 38865061	£143.88
Clerk	Salary (August)	Undisclosed
Clerk	HMRC (August)	Undisclosed
Clerk	Pension (August)	Undisclosed
Clerk	Parish Office (August)	£20.00
Greenscape Ltd	Grass Cutting and Playground Inspection – Invoice 186	£606.00
I Milne	Defib Warehouse – Invoice DW-21650	82.62

2) **Receipts and Bank Account Balances:**

Receipts – £32,116.05 Operation Watershed funds

Bank Accounts -

	Community =	£49,721.60
(original interest earning account)	Reserves =	£ 4,004.06
(new interest earning account)	Grants =	£13,239.86
	Total =	£66,965.52

Signed _____ Date _____
Finance Committee Chairman