



EASEBOURNE PARISH COUNCIL
Minutes of Parish Council Meeting
held at 7.32pm on Wednesday 11th November 2020
held virtually via Zoom due to Covid-19

Councillors Present:

T Baker (TB), E Chapman (EC), J Galego (JG), 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:** Apologies received from County Councillor D Bradford, due to a prior engagement, and Cllr A Keeling and Cllr C Cantlon due to personal reasons.
- 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 and there were no questions regarding the contents of the report.
- 6 Chairman's Report:**

MN explained that Cllr C Cantlon would be taking a break from meetings.

MN confirmed the new noticeboard in Henley had now been erected and MN thanked IM, JG and co-optee F Davies for organising and installing the noticeboard.

Action: MN to review general notices prepared by SH for the noticeboards and display.

MN thanked AT for his extensive work in relation to organising the replacement of the culvert to the rear of the churchyard through to the Cowdray works yard. The whole Council also thanked and congratulated AT on the successful completion of this complex project.

MN confirmed the second Community Star award had been given to Sue Absolom for her work and commitment to supporting the community during Covid-19. The next award will take place in February 2021 and a list of nominations was in progress.

MN reported that some productive volunteering sessions had taken place in the parish and thanked volunteers for their contribution.

MN confirmed the New Homes Bonus (NHB) grant from Chichester District Council agreement had been received (see 10c below). MN also confirmed that Friends of Easebourne Parish were still awaiting to hear if they would be awarded a grant by The Grange.

MN thanked Ian for laying the poppy wreath on behalf of the Parish Council. IM explained that Rev. Welsman had organised a Covid-safe, short ceremony at the War Memorial in the churchyard for a gathering of seven, and IM had represented both the Parish Council and the Royal Air Force Association.

7 Confirmation of minutes and review of actions:

Confirmation of minutes of Parish Meeting held on 9th September 2020 were proposed as a true record of the meeting by MN, seconded by JG 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 (not currently taking place due to Covid-19) to assess the newly refurbished bus shelters for potential litter bin installation and maintenance.

Action: To pursue potential parish office in the Refectory, and it was agreed not to undertake any further work at the current time.

Action to be carried over: JG to continue to research potential Christmas Lights (as previous meeting).

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

Action to be carried over: MN and CS to arrange a Zoom meeting with Chris Patterson with regards to the Parish Design Statement (see 9h below).

All other actions had been completed.

8 Correspondence and invitations received:

Date	Details	Actions
23 rd September 2020	New Homes Bonus Letter and Agreement from Chichester District Council	See 10c below
October 2020	Bus Shelter Marketing Information from Littlethorpe of Leicester	To be passed to JG at next opportunity
	New Homes Bonus Letter and Agreement from Chichester District Council	See 10c below
November 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): MN gave a verbal report, explaining in Cllr Cantlon's absence, IM and he would take responsibility for the panel. The next edition of the United Magazine would be published in December for which an article from the Parish Council will be submitted. The previously proposed Parish Council Newsletter would be considered again in the New Year. MN and SH will continue to update the Parish Council website and, MN will also update the Facebook page.
- 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 the meeting: AT gave a short description of the plans for the proposed River Park joint project with Midhurst Town Council (MTC), and Cowdray Estate. Broadly the project would ensure the areas of grass (see map Appendix Two) were cut, possible benches and information boards installed, and a branding be afforded to the area. It was suggested that both MTC and EPC would fund the estimated £4,000 p.a. project on a 50/50 basis (this had been supported by MTC), and seek a peppercorn

rent from the estate. AT put forward two proposals which were debated, including whether the funds for the project could be justified. AT responded that capital funding would be sought for example from Community Infrastructure Levy funds or NHB. It was concluded that wording of the first proposal should be altered to remove to commitment to spend in principle and read; 'An agreement in principle, that Easebourne Parish Council should work in partnership with Midhurst Town Council, and Cowdray Estate in delivering additional public access on land adjoining the River Rother.' The second proposal would remain unchanged; 'An agreement in principle to seek CIL funding in the next round (January 2021) for the creation of new footpaths, seating and other infrastructure to support greater public access along the River Rother.' The revised proposals were seconded by JG and agreed by all present.

- f) Planning Committee: See 11 below. (King Edward VII Liaison: no report on this occasion).
- g) Easebourne Park: Report circulated prior to the meeting: EC expressed an interest in joining the Easebourne Park project panel.

Action: IM to meet with EC to provide background information regarding Easebourne Park.

- h) Parish Design Statement (PDS) update: Report circulated prior to meeting: CS explained the frustration of having South Downs National Park Authority (SDNPA) repeatedly rearrange meetings to progress the project. SH suggested that the Parish Council could write to the Chairman of SDNPA to seek support in the work being completed. IM cited the letter the Parish Council had received initially from Tim Slaney, Director of Planning at SDNPA, expressing the worthwhileness of the project and that support would be given by SDNPA officers.

Action: CS and MN to meet to discuss how the PDS could be progressed with SDNPA.

10 Finance:

- a) To note payments made – provided prior to meeting
- b) To note payments received - Provided prior to meeting
- c) New Homes Bonus Process New Homes Bonus (Agreement): SH explained that further to the Parish Council's application for a grant from the New Homes Bonus (Parish Allocations) 2020/2021, an 'Agreement' from Chichester District Council had now been received. SH gave information regarding the agreement relating to the New Homes Bonus and sought a resolution that the Parish Council would 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 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.
- d) To approve the 2021-22 Budget: The draft budget (see Appendix to 4th November 2020 Finance Committee Minutes) circulated prior to the meeting, was debated and CS outlined how the figures had been calculated. It was considered that the proposed precept was potentially insufficient for the planned projects and it was agreed to revise the budget, specifically in regards to matched funding for NHB, and the River Park project. A revised version of the budget would be discussed at the December meeting of the Finance Committee and a the final budget would be discussed at the January 2021 meeting of the Parish Council, or at a prior Extraordinary meeting of the Parish Council if considered appropriate by the Chairman MN.

11 Planning:

Number	Address	Detail	Easebourne PC Consultee Comments
SDNP/20/02432/LIS and SDNP/20/02341/FUL	The Duke Of Cumberland Arms, Henley Old Road, Henley, Easebourne	Extension to public house to provide enlarged restaurant, WC facilities and terrace area.	Confirmation of support for local businesses, and the importance of ensuring they are sustainable, and able to grow, but some concerns:

			<p>Parking of patrons' vehicles on the road and resultant impact on safety and the enjoyment of the amenity of the village for residents. Although the extension to the restaurant was stated as providing greater space for the same number of customers, this appeared unlikely in business terms and more customers would equate to more vehicles and therefore this application should have included development of the car park.</p> <p>With regards to the Dark Skies policy, the timing and level of lighting to be strictly conditioned to reduce the negative impact on the dark skies.</p> <p>In relation to the emission of noise for residents, support for an independent survey and to note off-road car parking would support the reduction of noise for residents.</p> <p>Support for recommendation to undertake bat emergence surveys, and check for bird nests within the building prior to work commencing and if nesting birds found, works in the area to be avoided and nest protected until after the young have fledged, and installation of bird box.</p> <p>No further comments in relation to the listed status of the building.</p>
SDNP/20/03119/FUL	Birch Trees Nursing Home, Hollist Lane, Easebourne	Rebuild boundary wall.	No objection
SDNP/20/03718/TCA	Cowdray Estate Office, 5 Easebourne Street, Easebourne	Notification of intention to crown lift by up to 3.5m (above ground level), crown reduce by 20% and crown thin by 15% on 1 no. Yew tree.	No objection
SDNP/20/03995/TPO	9 Hurst Park, Easebourne	Reduce width on east and south sectors by up to 2m and south-east sector by up to 3m on 1 no. Pedunculate Oak tree (T18), reduce widths on north and west sectors by up to 2m and north-west sector by up to 3m on 1 no. Pedunculate Oak tree (T19) subject to 03/00415/TPO.	No objection
SDNP/20/03861/HOUS	4 Fox Road, Easebourne	Single and storey rear and side extension	No objection, but to draw attention to Dark Skies policy.
SDNP/20/04305/ADV	Land North of Moor	1 no. directional roadside	No objection

	Farm, Cowdray Park, Easebourne	signage	
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- 12 New Procedure – Reported Incident Procedure for adoption:** The policy was debated and it was agreed that further work was required before it was adopted.

Actions: SH to forward information regarding use of 'Track Changes', and all Councillors to provide their suggested amendments with specific wording.

- 13 Data Protection Policy (Surrey and Sussex Association for Local Councils Model Policy) for adoption:** The legislative reference within the policy was established as being out of date, and therefore further revision would be necessary.

Action: SH to seek up to date information for the policy, and amend the policy for adoption.

- 14 Dates for next meetings:** Will only taking place via Zoom or email correspondence unless Government guidelines advise Councils meetings can be held in person

Planning Committee - Wednesday 2nd December 2020 (Zoom or email TBC)

Finance Committee - Wednesday 2nd December 2020 (Zoom or email TBC)

Planning Committee - Wednesday 6th January 2021 (Zoom or email TBC)

Finance Committee - Wednesday 6th January 2021 (Zoom or email TBC)

Easebourne Parish Council – Wednesday 13th January 2021 (Zoom)

The meeting closed at 9.04pm

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

Mike Noble

Chairman

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

Finance Committee
7th October 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) September Payments:

Payee	Detail	Amount
Sussex CCTV	CCTV Supply and Installation – Invoice 1102 (Full invoice amount £4428.00)	(50% of Invoice) £2,214.00
Pro-Tec	Easebourne Park Security – Invoice 10546	£102.00
West Sussex County Council	Materials for installation of bench in southbound Bus Shelter adjacent to Wheelbarrow Castle – invoice 8001482827	£150.55
Playsafe Playgrounds Limited	Supply and fit see-saw seats – invoice 6981	£493.20
S Hurr	Vodafone – Invoice B9-229361094	£26.51
JRB Enterprise Ltd	Dog Bags – invoice 21643	£98.70
Richard Follett	Update website – invoice 1570	£40.00
Trevor Baker	Posts and clips from Sign Trade Supplies – order 100025817	£60.23
S Hurr	Stamps (posting forms to Cllr Chapman)	£1.76
Arborlec Services Limited	Fell, Conifer trees, chip and remove – invoice 0080	£6,420.00
Greenscape Ltd	Grass Cutting – Invoice 194	£894.00
St Mary's PCC	Annual Burial Ground Support Grant	£1,000.00
Clerk	Salary (September)	Undisclosed
Clerk	HMRC (September)	Undisclosed
Clerk	Pension (September)	Undisclosed
Clerk	Parish Office (September)	£20.00

2) Receipts and Bank Account Balances:

Receipts –

Date	From	For	Amount
1/9/2020	Resident	CCTV	£10.00
1/9/2020	Midhurst WI	CCTV	£500.00
2/9/2020	The Lion of Midhurst	CCTV	£200.00
2/9/2020	United Magazine	CCTV	£250.00
7/9/2020	Bank Interest	Reserve Account	£0.05
7/9/2020	Bank Interest	Grants Account	£5.81
8/9/2020	Go Fund Me crowdfunding	CCTV	£1,588.38
11/9/2020	Chichester District Council	Parish Council Precept (2 nd tranche)	£23,257.00
17/9/2020	Resident	CCTV	£100.00

24/9/2020	South Downs National Park Authority	Community Infrastructure Levy	£22,087.60
2/10/2020	Resident	Carbon Off-Setting (tree planting)	£250.00
Total			£48,248.84

To note: New Homes Bonus (to be applied for following next full Parish Council Meeting) £11,120.05

Bank Accounts -

	Community =	£ 92,313.50
(original interest earning account)	Reserve =	£ 4,004.11
(new interest earning account)	Grants =	£ 13,245.67
	Total =	£109,563.28

3) Grant Request – The Royal British Legion Poppy Appeal – agreed donation £65.

Signed _____ Date _____
Finance Committee Chairman

Easebourne Parish Council

Finance Committee

Draft Minutes of Meeting held at 7.15pm on Wednesday, 4th November 2020
Held virtually via Zoom

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: A Keeling due to personal reasons.

3 Declarations of Interest: None

4 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 Inspections for Easebourne Park – Invoice 10605	£72.00	Approved
Playsafe Playgrounds, Installation of posts for aerial runway – Invoice 7015	£408.00	Approved
Landbuild, Culvert Replacement – Invoice 12168 413120	£38,539.26	Approved
S Hurr, Parish Phone (October)	£26.51	Approved

Playsafe Playgrounds, Installation of Scooter Track – Invoice 7017	£21, 475.20	Approved
S Hurr, Printer Ink	£19.62	Approved
Greenbarnes Ltd, Henley Noticeboard - Invoice 15622	£930.39	Approved
M Noble, Cuprinol Paint for Bus Shelter – Order 0012742461 - 4072813018	£14.00	Approved
I Milne, Posts for Henley Noticeboard – Invoice 212090	£82.93	Approved
F Davies, Clout Nails for Bus Shelter	£3.39	Approved
F Davies, Roof Felt for Bus Shelter	£104.97	Approved
J Galego, Postcrete for Henley Noticeboard	£16.13	Approved
Clerk, Salary (October)	Undisclosed	Approved
Clerk, HMRC (October)	Undisclosed	Approved
Clerk, Pension (October)	Undisclosed	Approved
Clerk, Parish Office (October)	£20.00	Approved

SH reported that the April – September 2020 VAT reclaim had been received = £9,204.95

- b) Receipts: VAT reclaim (April to September 2020) of £9,204.95. A further claim will be made in early December 2020

Action: SH to make VAT reclaim for October and November 2020 in December 2020.

- c) Asset Register: Has been updated to include CCTV and scooter track. The Insurance Brokers have been advised with regards to the CCTV and have increased the premium by £15.52.

Action: SH to inform the Insurance Brokers with regards to the scooter track.

5 Forecast Spend:

- a) Sub-committee/Working Parties forecasts (including Request for Funding): None
- b) Review requests for grants/funding and actions: Grant request received from Friends of Easebourne Parish (FrEP) for £250 for tools and equipment. **Resolved** to provide a grant of £250 to FrEP.

Action: SH to organize grant payment to FrEP.

- 6 **2021-22 Budget:** The budget (see appendix) was discussed in detail which would require an increase in precept and it was Resolved to present the budget and proposed increased precept agree to the full Parish Council for approval.

- 7 **Proposals to Parish Council:** To approve the budget for 2021-22 and agree an increase in the precept.

- 8 **Next Meeting Date:** 2nd December 2020 (to be held virtually via Zoom or via email approval TBC)

Meeting closed at 8. 25pm

Signed: _____ Date: _____
Chairman

Draft Budget 2021-22

2020-2021	Rialtas Code	Budget Details	2020-21	2020-21 Totals	2021-2022	2021-22 Totals
Clerk Expenditure	4000	Clerk Salary (including Pension)	£15,000.00		£14,500.00	
Clerk Expenditure	4050	Travel (Clerk)	£400.00		£200.00	
General Expenditure	4070	Parish Office (Clerk's home)	£240.00		£240.00	
Clerk Expenditure	4080	Training Staff (Clerk)	£250.00		£250.00	
General Expenditure	4090	Administration - Stationery	£300.00		£200.00	
General Expenditure	4095	Postage	£50.00		£50.00	
General Expenditure	4100	Meeting Expenses (Annual Parish Meeting)	£80.00		£80.00	
General Expenditure	4105	Room Hire	£550.00		£400.00	
General Expenditure	4110	Annual Governance and Accountability Return (internal & external audit)	£900.00		£900.00	
General Expenditure	4120	Chairman's Honorarium	£100.00		£100.00	
General Expenditure	4130	Training (Councillors)	£500.00		£250.00	
General Expenditure	4140	Travel Councillors	£200.00		£200.00	
General Expenditure	4150	Data Protection	£35.00		£35.00	
General Expenditure	4160	Insurance	£1,030.00		£1,300.00	
General Expenditure	4170	Mobile Phone Contract	£324.00		£324.00	
General Expenditure	4180	Subscriptions (SSALC/NALC)	£640.00		£680.00	
General Expenditure	4210	Grants	£1,000.00		£1,000.00	
General Expenditure	4220	Church Burial Ground Grant	£1,000.00		£1,000.00	
General Expenditure	4230	Street Lighting Contribution	£1,250.00		£1,275.00	
General Expenditure	4240	SSE VAS Maintenance & Power	£900.00		£900.00	
General Expenditure	4250	Defibrillator Maintenance Plan	£300.00		£300.00	
Communications Panel	4400	Leaflets (printing & delivery)	£300.00		£300.00	
Communications Panel	4410	Parish Events	£750.00		£1,000.00	
Communications Panel	4420	Website	£200.00		£250.00	
Communications Panel	4430	IT Software and Hardware	£500.00		£200.00	
Communications Panel	4440	Volunteer Expenses, including FrEP	£100.00		£400.00	
General Expenditure	4450	Rialtas annual fee/support	£200.00		£180.00	
Easebourne Park (Maintenance)	4500	Field Grass-Cutting/Hedge-Cutting/Weed-Killing	£4,500.00		£5,000.00	
Easebourne Park (Maintenance)	4510	Playground Equipment Maintenance	£1,000.00		£1,500.00	
Easebourne Park (Maintenance)	4520	Security (Pro-Tec)	£1,250.00		£1,000.00	
Easebourne Park (Maintenance)	4530	Waste Management (Bin Emptying)	£600.00		£800.00	
Easebourne Park (Maintenance)	4540	School Maintenance Fee (shared access to park)	£500.00		£500.00	
Easebourne Park	4550	PWLB Loan Repayments	£2,555.00		£2,555.00	
Easebourne Park NEW LINE	No. required	Watering, tree maintenance			£1,000.00	
Easebourne Park NEW LINE	No. required	Long Term Equipment Replacement/Depreciation Fund			£5,000.00	
Easebourne Park (Maintenance)	4580	Equipment Safety Inspections	£500.00		£500.00	
Easebourne Park (Maintenance)	4590	General Maintenance (including Tree Survey and Associated Works)	£1,570.00		£2,000.00	

General Expenditure	4600	NEW TITLE - Asset Maintenance, inc Bus shelters, phone boxes	£0.00		£500.00	
Emergency Parish Expenditure	4610	Highways Emergencies and Salt Bins	£300.00		£350.00	
General Expenditure	4620	Verge Cutting	£450.00		£250.00	
Parish Noticeboards	4630	Relocation, Replacement and Installation	£1,000.00		£0.00	
General Expenditure NEW LINE	No. required	Planter Maintenance			£500.00	
Planning	9030	Parish Design Statement	£500.00		£500.00	
Parish Office	9060	Drawings & Planning Application	£1,000.00		£0.00	
Bus Shelter NEW LINE	No. required	KEVII Northbound			£1,500.00	
Total				£42,824.00	£49,969.00	£49,969.00
Savings		Reserve Fund	£4,000.00		£4,250.00	
Total				£4,000.00		£4,250.00
Projects						
Committed CIL projects 2020	9065	See-Saw, Installation and Safety Matting	£4,784.00		£0.00	
Committed CIL projects 2020	9040	Picnic benches	£1,456.00		£0.00	
Committed CIL projects 2020	9070	Noticeboard	£3,366.00		£0.00	
Committed CIL projects 2020	9075	BBQ	£1,409.00		£0.00	
Committed CIL projects 2020	9080	Groundworks	£4,912.50		£0.00	
Committed CIL projects 2020	9085	Tree removal	£4,600.00		£0.00	
Total				£20,527.50		£0.00
Additional Projects 2021/22 Maintenance						
NHB, Lottery and The Grange Funding	9055	The Roundhouse (on-going maintenance including electrical supply)	£35,000.00		£0.00	
Crowdfunding, individual donations from groups/residents	9090	CCTV (on-going maintenance)	£3,690.00		£0.00	
				£38,690.00		£0.00
Totals				£106,041.50		£54,219.00

River Park Project Map



