



EASEBOURNE PARISH COUNCIL

Minutes of Parish Council Meeting held at 7.30pm on Wednesday 13th January 2021 held virtually via Zoom due to Covid-19

Councillors Present:

T Baker (TB), J Galego (JG), 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:** None received.
- 2 **Apologies and Reasons for Absence:** Apologies received from County Councillor D Bradford, due to a prior engagement, and Cllr C Cantlon and Cllr E Chapman due to personal reasons.
- 3 **Declarations of interests in any matters on agenda:** None
- 4 **Report from County Councillor:** Not provided.
- 5 **Report from District Councillor:** Provided prior to the meeting. FH confirmed that the positive decision had been taken by West Sussex County Council not to close the Recycling Facility in Midhurst.

FH left the meeting and did not return.

- 6 **Chairman's Report:** MN welcomed AK back to the Council following her sabbatical.

MN reported that the Riverbank Surgery were hoping to begin vaccinating against Covid-19 next week and vaccinations would also take place at The Grange in Midhurst from 24th January 2021. Midhurst Angels currently have 90 volunteers and were seeking further volunteers with a training session taking place on also on 24th January 2021.

MN explained that Johnny Culley, Head Teacher at Easebourne CE Primary School had contacted him to gain advice regarding where they could obtain funds for well-being support during the current Covid-19 pandemic and beyond for their pupils? Following a short debate, MN proposed a **Resolution** to utilise a proportion of the unspent travel budget allocation and provide a grant of £500 to the school, which was seconded by IM and agreed by all present.

Action: MN to inform Mr Culley of the decision to provide £500 and gain bank details, and SH and CS to process the payment.

MN drew attention to the leaflet circulated within Easebourne village by a residents action group aimed at gathering support to limit the development of the three sites for housing. Following agreement at the recent Planning Committee Meeting, MN had offered a virtual Zoom meeting to the group leaders to discuss this matter, and was awaiting to hear if the group wished to meet with Parish Councillors. MN further reported that the developers were planning to undertake a virtual consultation process at the end of the current month or in early February. AT also reported that he had met with the developer's contractors to discuss the issues of poor drainage within the centre of the village resulting in localised flooding.

MN confirmed that noticeboards were being installed in four further bus shelters by Co-opted Member Frank Davies as a Friends of Easebourne Parish project.

MN added the Midhurst Green Volunteers were not undertaking projects currently due to the latest Lockdown guidelines.

7 Confirmation of minutes and Review of Actions:

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 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, IM and SH to undertake further work on the Incident Reporting Policy.

All other actions had been completed.

Minutes of the meeting held on 11th November 2020 were proposed as a true record by MN, seconded by AT and agreed by all present.

Minutes of the Extraordinary General meeting held on 17th December 2020 were proposed as a true record by MN, seconded by IM and agreed by all present.

The minutes will be signed when the Parish Council is permitted to meet in person.

8 Correspondence and invitations received:

| Date | Details | Actions |
|---------------|--|---------|
| December 2020 | Christmas Card from Easebourne CE Primary School | Noted |
| January 2021 | Clerks & Councils Direct publication | Noted |

9 Reports from the Committees and Working Parties:

- a) Communications (Volunteering and Staffing): MN explained that the plans for a newsletter would be delayed until later in the year.

Post Meeting: Communications group took decision to produce a newsletter to summarise the activity of the Parish Council in 2020 and to be distributed in February 2021 via Midhurst Local..

IM reported that he had been contacted by the Midhurst and Petworth Observer regarding the carvings being undertaken in Easebourne Park and that they had sought permission to use the artist's name (Nathan Blatherwick) and Nathan had agreed to this. The article was likely to appear this week.

- b) Emergencies and Winter Planning: No report on this occasion.
- c) Finance Committee: See item 10 and Appendix one.
- d) Footpaths: Report circulated prior to the meeting.
- e) Highways: Report circulated prior to the meeting. AT confirmed the licence from West Sussex County Council for the planters was in progress and the process was similar to a planning application which required notices to be displayed for 28 days. IM added that further funding from The Grange was also dependent

upon permission for planters being granted and the remainder of the grant if awarded, would be used for a shed and other equipment for Friends of Easebourne Parish.

AT sought agreement for three proposals:

- i. To submit a CIL application, seeking grant aid towards a new cycle and disability friendly ramp into Easebourne Park from Wheelbarrow Castle: AT explained that he had cleared some brambles in preparation for a topographical survey taking place the following week. AT advised that he understood there to be a large volume of CIL applications likely to be submitted by other Parishes. However repeated applications for CIL funding were encouraged, and therefore if unsuccessful the application could be submitted again in 2022.
- ii. To progress with a pre-app for the wheelbarrow ramp: AT explained that the associated costs were as yet unknown and other surveys may be required for example a tree survey or wildlife survey.
- iii. To progress with a pre-application for the River Rother public access land (only if Cowdray do not want to lead this aspect themselves): AT reported that in response to the 'Do I Need Planning Permission' form submission, confirmation had been received that a planning application would be required.

Action: AT and MN to request a virtual meeting with the Jonathan Russell, Chief Executive at Cowdray Estate, to discuss and share potential future ideas and initiatives for use of open estate land.

It was **Resolved** to agree all three proposals.

- f) Planning Committee: See 11 below. (King Edward VII Liaison: no report on this occasion). IM commented that with regards to planning application SDNP/20/04766/CND, residents at King Edward VII estate had been pleased with the statutory consultee comments submitted by the Parish Council's Planning Committee.
- g) Easebourne Park: Report circulated prior to the meeting. TB noted that ground around 'Toddler Towers' had eroded and IM responded that when the weather improved, this area would be reseeded. With regards to wildflower seed, AT advised that this was most effectively sown in the Autumn although sowing in the Spring may be successful. IM added that Friends of Easebourne Parish were considering the possibility of planting daffodil bulbs in the park later in the year.
- h) Parish Design Statement (PDS) update: Report circulated prior to meeting. CS also added that an early volunteer, Jim Green, had re-joined the group who was able to offer useful support and insight as a Chartered Surveyor by profession.

A further report had been circulated providing an update regarding the activities and achievements of the Friends of Easebourne Parish volunteer group.

10 Finance:

- a) To note payments made – provided prior to meeting
- b) To note payments received - Provided prior to meeting
- c) To finally approve the 2021-22 Budget. CS proposed the budget of £66,619 (see appendix 2) as discussed at the November meeting of the Parish Council, which was seconded by MN. A recorded vote was requested by AK and the results were 7 in favour of the proposed budget and 1 against, therefore it was **Resolved** that a request would be made for a precept for this amount from Chichester District Council.

Action: SH to request a precept of £66,619 for 2021/22.

11 Planning:

| Number | Address | Detail | Easebourne PC Consultee Comments |
|-------------------|---|---|--|
| SDNP/20/04766/CND | King Edward VII Hospital, Kings Drive, Easebourne | Variation of Condition 1 (which requires development to be in accordance with the submitted plans) on planning consent SDNP/12/01392/FUL to enable amendments to the design and layouts association with the conversion for residential use of the Nurses Block, Engine House and Motor House, Engine House Cottages, West Apartments and north-west Wing of the main Sanatorium building | <p>The plans to consider comparisons between the details of the approval in 2012 and the current proposals have been challenging. This is not a minor but a major amendment.</p> <p>Strong objection due to design which appears to create a single (at lower levels) overly dominant building which destroys the charm of the original heritage buildings, and concerns regarding the height of the proposed development which appears to be six storeys tall adding to the obtrusive design of the building, but it seems this number of floors were given permission in 2012.</p> <p>Further concerns that the design does not connect with or enhance the chapel.</p> <p>Therefore, considered the design overall results in significant harm to the heritage buildings and the rural setting.</p> <p>Other significant issues of concern relate to the lack of a solution regarding the provision of water and reliance on portable water access, turning facilities for refuse trucks and emergency vehicles which do not seem to have been addressed, and the revised plans also do not appear to make the same or adequate level of provision for bats.</p> <p>Conclusion that this is a disappointing and wholly unacceptable planning application.</p> |
| SDNP/20/05309/TCA | Land West of St Marys Church, Cowdray Estate, Easebourne Lane, Easebourne | Notification of intention to fell 1 no. Sycamore tree (quoted as T1) | Request for crown thinning/lifting/reducing |
| SDNP/20/03650/CND | Land at High Field Copse and Lodge Wood, Cowdray Estate. | Variation of Condition 2 (Plans), 8 (Construction Management Plan), 9 (Archaeological Written Scheme of Investigation), 10 (Sustainable Drainage), 11 (Fire Hydrant), 12 (Materials), 13 (Hard and Soft Landscaping), 14 (Sustainable Construction), 15 (Refuse | No objection |

| | | | |
|-------------------|---|---|---|
| | | Storage), 16 (Landscape and Ecological Management Plan), 18 (Tree Protection (Car Park), 19 (External Lighting), 21 (Car Parking), and 22 (Cycle Parking) of SDNP/20/01693/FUL for the Construction of 12 treehouses to provide tourism accommodation across 2 woodland sites within the estate (5 x 1 bedroom units at Lodge Wood and 1 x 1 bedroom units at High Field Copse), access and parking, cycle storage, drainage and biodiversity enhancements and woodland management, including minor amendments to the Services Plan. Approved Elevations and Floorplans, and to allow a phased approach to development. | |
| SDNP/20/05216/CND | Dodsley Gate, Dodsley Grove, Easebourne | Internal alterations, garage and basement extension with demolition of an existing extension. Variation of condition 2 from planning permission SDNP/19/01886/HOUS. | Objection, as proposed changes would not provide an enhancement to the appearance of the building, which would sit less well within the street scene, due to the over-development of the site |
| SDNP/20/05305/FUL | Vine House Elderly Peoples Residence, Easebourne Lane, Easebourne | Single storey rear extension. | No objection, increase in parking spaces, viewed as positive |

12 Data Protection Policy: The draft policy was circulated prior to the meeting, and with the alterations as requested by CS made, was **agreed for adoption**.

13 Dates for next meetings: Will only taking place virtually via Zoom unless Government guidelines advise Council meetings can be held in person

Finance Committee – 7.00pm, Wednesday 3rd February 2021
Planning Committee – 7.30pm, Wednesday 3rd February 2021

Finance Committee - 7.00pm, Wednesday 3rd March 2021
Planning Committee – 7.30pm, Wednesday 3rd March 2021

Easebourne Parish Council – Wednesday 10th March 2021

The meeting closed at 8.22pm

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

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



**Easebourne Parish Council
Finance Committee
Minutes of Meeting held at 7.30pm on Wednesday, 2nd December 2020
Held virtually via Zoom**

Present: T Baker (TB), 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: J Galego due to a prior engagement.

3 Declarations of Interest: None.

4 Minutes of 4th November 2020: Agreed as a correct record (to be signed by the Chairman when in person meetings resume).

5 Finance Report Review:

- a) Report on previous month spend, cash flow and spend approvals: Payments were discussed, and authorisation (to be signed by the Chairman when in person meetings resume) as follows:

| | | |
|---|-------------|----------|
| Pro-Tec, Security Inspections for Easebourne Park – Invoice 10682 | £96.00 | Approved |
| Greenscape Ltd, Grass Cutting – Invoice 203 | £216.00 | Approved |
| Green Security, CCTV Maintenance – Invoice Date 11/11/2020 | 95.00 | Approved |
| S Hurr, Parish Phone (November) | £26.51 | Approved |
| Moore, External Audit – Invoice 303492 | £480.00 | Approved |
| F Davies, Paint for Bus Shelter (Brewers – order 331910) | £37.79 | Approved |
| Clerk, Salary (November) | Undisclosed | Approved |
| Clerk, HMRC (November) | Undisclosed | Approved |
| Clerk, Pension (November) | Undisclosed | Approved |
| Clerk Parish Office (November) | £20.00 | Approved |

SH reported that a donation of £50 from a resident had been received.

- b) Receipts: SH reported that a donation of £50 from a resident had been received. SH confirmed a reclaim for October and November VAT would now be submitted.

Action: SH to submit VAT reclaim for October and November 2020.

SH also reported that she had completed a Community Infrastructure Levy (CIL) form with regards to the two allocations of £740.85 and £1,710.00 (which totals £2,450.85) with a nil return and was awaiting approval prior to submission from MN. The allocation can be retained for up to five years and must be used for 'improvement, replacement or maintenance of infrastructure to support growth'. MN responded that the allocation would be considered in the coming months.

Action: MN to approve CIL form to be submitted by SH.

- c) Asset Register: Has been updated to include CCTV and scooter track. The Insurance Brokers will now be advised with regards to the scooter track.

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

6 Forecast Spend:

- a) Sub-committee/Working Parties forecasts (including Request for Funding forms): None

- b) Review requests for grants/funding and actions: Grant request received from Home-Start Chichester & District. Proposed by CS, seconded by AK and **Resolved** to provide a grant of £250 to Home-Start.

Action: SH to organize grant payment to Home-Start.

- 7 2021-22 Budget:** Version 6 of the budget (see appendix) was discussed in detail, with no further changes made. The draft budget was proposed by CS, seconded by TB and it was **Resolved** to request a precept of £66,619, to be agreed at the 13th January 2021 meeting of the Parish Council.
- 8 Proposals to Parish Council:** To approve the budget for 2021-22 and agree an increase in the precept.
- 9 Next Meeting Date:** 6th January 2021 (to be held virtually via Zoom or via email approval TBC)

Meeting closed at 8. 07pm

Signed: _____ Date: _____
Chairman

Easebourne Parish Council

Finance Committee

Draft Minutes of Meeting held at 7.00pm on Wednesday, 6th January 2021

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:** None, all present.
- 3 Declarations of Interest:** None.
- 4 Minutes of 2nd December 2020:** Agreed as a correct record (to be signed by the Chairman when in person meetings resume). All actions from the minutes had been completed.
- 5 Finance Report Review:**

- a) Report on previous month spend, cash flow and spend approvals: Payments were discussed. AK queried the two payments in a single month for Nathan Blatherwick, and MN responded that the contractor had been recommended by South Downs National Park, the work would be funded by Community Infrastructure Levy and the terms and conditions for invoices to be paid within a week of receipt, had been agreed. Authorisation was agreed (to be signed by the Chairman when in person meetings resume) as follows:

| | | |
|---|-------------|--------------|
| Home-Start Grant* | £250.00 | Paid |
| Pro-Tec, Security Inspections for Easebourne Park – Invoice 10734 | £72.00 | Approved |
| I Milne, Defibrillator – Order 24596 | £276.00 | Paid |
| Nathan Blatherwick, Tree Sculptures Invoice 63 | £500.00 | Paid |
| F Davies, Fibreboard for Bus Stops 3, 5 and 6 | £17.15 | Approved |
| S Hurr, Parish Phone (December 2020) | £26.51 | Approved |
| Public Works Loan Board loan repayment | £1,266.18 | Direct Debit |
| Nathan Blatherwick, Tree Sculptures Invoice 68 | £500.00 | Approved |
| Clerk, Salary (December) | Undisclosed | Approved |
| Clerk, HMRC (December) | Undisclosed | Approved |
| Clerk, Pension (December) | Undisclosed | Approved |
| Clerk Parish Office (December) | £20.00 | Approved |

*Home-Start Grant approved for payment at December meeting.

| Bank Accounts @ 31 st December 2020 | |
|--|-------------|
| Community | £ 33,597.63 |
| Reserve | £ 4,004.11 |
| Grants | £ 13,246.00 |

| | |
|-------|-------------|
| Total | £ 50,847.84 |
|-------|-------------|

- b) Receipts: None received.
- c) Asset Register: A revised asset register had been provided which included the scooter track as the Parish Council's latest acquisition.

6 Forecast Spend:

- a) Sub-committee/Working Parties forecasts (including Request for Funding forms): None
- b) Review requests for grants/funding and actions: None

7 Proposals to Parish Council: As recorded on the previous December minutes of the Finance Committee, Version 6 of the 2021/22 budget with a request for a precept of £66,619 will be presented for final agreement at full Parish Council on 13th January 2021 as a separate agenda item.

8 Next Meeting Date: 3rd February 2021 (to be held virtually)

Meeting closed at 7.15pm

Signed: _____ Date: _____
Chairman

Budget 2021-22

| | 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 | | £5,500.00 | |
| 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 | | £3,000.00 | |
| General Expenditure | 4600 | NEW TITLE - Asset Maintenance, Bus shelters, phone boxes | £0.00 | | £2,500.00 | |
| General Expenditure NEW LINE | | NHB 2020 Project - balance of required funds after NHB and FREP grant | £0.00 | | £6,400.00 | |
| General Expenditure NEW LINE | | Parish beautification projects ie. Verge maintenance, planting, River Park | £0.00 | | £4,000.00 | |
| 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 | |
| Total | | | | £42,824.00 | | £62,369.00 |
| | | | | | | |
| 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 |

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|---|------|---|------------|--------------------|-------------------|-------------------|
| 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 |
| Total | | | | £106,041.50 | £66,619.00 | £66,619.00 |