



EASEBOURNE PARISH COUNCIL

Draft Minutes of Parish Council Meeting held at 7.30pm on Wednesday 10th March 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)

Also present:

Prospective West Sussex County Council candidate Mr Tom Richardson, and member of the public Mr Roger Sked, Churchwarden at St Mary's Church.

- 1 Visitors questions:** Mr Sked explained that the stair-lift in The Refectory, funded or part funded (to be confirmed by Mr Sked) by the Parish Council in 2017 with a grant of £4,440 had been constantly problematic and recently suffered an electrical short. The stair-lift company have an engineer callout charge of £200 which does not include any remedial work or parts. Other independent engineers were unwilling to work on this manufacturers products as the company will not provide any advice or support. Mr Sked confirmed that as the lower room in The Refectory had been decorated and improved, this could be utilised for any visitor who found the stairs difficult to negotiate and therefore consideration was being given by the Parochial Church Council to removing the stair-lift and selling for it scrap value. Mr Sked added that during the pandemic, the usual collection funds had reduced and the funds were not available to repair the stair-lift, which was rarely used. MN responded that the Parish Council would give further consideration to this matter.

Action: MN, CS and SH to discuss a potential way forward regarding the non-working stair-lift.

Mr Tom Richardson introduced himself as the prospective West Sussex County Councillor for the Rother Valley election, to be held in May. Mr Richardson who was previously a Police Traffic Officer, is the landlord at The Three Moles Public House in Selham, a Selham Parish Councillor and is the Chair or the South Downs Safer Road Task Force. Mr Richard explained the Task Force will shortly be issuing a questionnaire to Parish Councils which will seek focussed information regarding specific issues caused by traffic.

- 2 Apologies and Reasons for Absence:** Apology received from Cllr C Cantlon due to personal reasons. Cllr E Chapman did not provide an apology.
- 3 Declarations of interests in any matters on agenda:** None
- 4 Report from County Councillor:** No report on this occasion.
- 5 Report from District Councillor:** Provided prior to the meeting. FH explained he was continuing to research how the King Edward VII estate may achieve village status. AT further explained that West Sussex County Council (WSCC) had an adopted a policy which allowed every village the right to a 30mph speed limit and there were various examples of villages taking advantage of this policy. The developers at the King Edward VII site had provided a Section 106 payment of £10,000 to be utilised to obtain a Traffic Regulation Order to reduce the speed limit, but WSCC had since concluded that Kings Drive was not 'character appropriate' for a 30mph limit and should remain at 60mph, and therefore acquiring village status could secure the reduced speed limit. FH confirmed he would continue to work on this matter.

- 6 Chairman's Report:** MN confirmed that the necessary licence had been issued for the new Corten planters. AT added that the position of one of the two planters proposed near the surgery, was not highway land and therefore permission would be sought from the surgery or NHS.

MN reported that Midhurst Vision were undertaking two or three key projects to provide Midhurst with a 'sense of place', for example with use of signage/way-markers, and greening the area by the planting of significant trees and installing raised beds in North Street. There was also a focus to encourage the establishment of new businesses, and to encourage landlords to improve properties. Jonathan Russell, Chief Executive of Cowdray Estate had also become involved in this work.

MN confirmed that the Green Volunteers had returned to operation and were in the process of 'catching-up' for the months they were not able to undertake projects. MN commented that it was important to continue to promote the work of the group.

MN reported that Nathan Blatherwick, the chainsaw sculptor had submitted all of his agreed invoices but had offered to refine and perfect the work at no further cost. MN proposed as the original quotation had been significantly less than others obtained, and for more extensive works, and that a further small payment would be appropriate on completion of the sculptures which could be funded by part of the extra Community Infrastructure Levy funds allocated, which was seconded by IM and agreed by all present.

MN explained that SH had received a significant amount of email correspondence in connection with Surrey and Sussex Association of Local Councils (SSALC) ceasing operation. Further information was expected as plans for the delivery of the service previously provided by SSALC, are established.

MN reminded Councillors that at the May meeting, roles would normally be reviewed but due to the current restrictions on the usual operation of the Council, this may be impacted. SH advised that the legislation which enabled Councils to meet virtually, would end in May and further directives in connection with this may be forthcoming within the next few days.

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: 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 and IM would take the lead in reviewing the draft policy.

Action to be carried over: MN and AT 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.

All other actions had been completed.

Minutes of the meeting held on 13th January 2021 were proposed as a true record by JG, seconded by TB 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
March 2021	Clerks & Councils Direct publication	Noted

9 Reports from the Committees and Working Parties:

- a) Communications (Volunteering and Staffing): MN confirmed that a Newsletter had been successfully produced and delivered, and he had received some positive comments from residents regarding the Newsletter.
- b) Emergencies and Winter Planning: No report on this occasion.
- c) Finance Committee: See item 10 and Appendix one. SH reported that precept request had been agreed and confirmed by Chichester District Council. CS had produced an explanation and justification for the precept increase and would email this to all Councillors.

Action: CS to email Councillors with explanation for the increase in the precept.

MN also explained that each of the bank accounts (Community, Reserve and Grants) had been reviewed and funds transferred between the accounts, to leave correct balances in each account which would allow for an appropriate reserve to be retained in accordance with guidance and good practice.

- d) Footpaths: Report circulated prior to the meeting.
- e) Highways: Report circulated prior to the meeting. AT reported that he had been contacted by Fernhurst Parish Council which was seeking support specifically with combating the speed of traffic down Henley Hill into Fernhurst. The current position was that Section 106 funds had been allocated according to WSCC, but a TRO was considered too expensive to pursue and therefore the only option may be a Community Highway Scheme.

DP also reported that very necessary resurfacing work may be shortly be carried on North Mill Bridge.

- f) Planning Committee: See 11 below. (King Edward VII Liaison: no report on this occasion). AK confirmed that she had taken notes during the meeting virtual meeting with Metis Homes which she would circulate.

Action: AK to circulate notes from the meeting with Metis Homes to all Councillors.

MN reported that the consultation exercise by Metis Homes was likely to take place next month, in April, and with regards to development on King Edward VII estate and a proposed Zoom meeting, he had sent a reminder email today (10th March 2021) and was awaiting a response.

- g) Easebourne Park: Report circulated prior to the meeting. IM reported that at the recent playground inspection, two holes had formed near to the toddler climbing equipment and one near the slide had been identified. He and Co-opted Member Mr F Davies had filled them in with soil, but matting was potentially required such as Grasscrete or similar produce, but further research was required.

IM explained that ground in the park had also become compacted which had resulted in surface water not draining sufficiently, and a verti drain treatment (inserting long prongs into the ground) twice a year may resolve this issue. IM confirmed the cost would be approximately £600 (part of the CIL fund allocation) and he would continue work on obtaining quotations.

Action: IM to continue researching verti drain treatment contractors and gain the necessary quotations.

- h) Parish Design Statement (PDS) update: Report circulated prior to meeting. CS reported that officers at South Downs National Park had confirmed that their response agreement had been prepared and should be forwarded to the group shortly.

10 Finance:

- a) To note payments made – provided prior to meeting (see appendix one).
- b) To note payments received - Provided prior to meeting (see appendix one).

11 Planning:

Number	Address	Detail	Easebourne PC Consultee Comments
SDNP/20/02431/FUL and SDNP/20/02432/LIS	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: Although some consideration given to increasing the parking facilities, the issue has not been fully addressed. Parish Council wished area available for parking significantly increased and impact of on-street parking and associated noise does not continue to cause issues for other residents within the village. The Parish Council had not wished to submit further comments in relation to the listed status of the building.
SDNP/20/05710/HOUS	Westlands, Hollist Lane, Easebourne	Proposal of a double garage, car port and garden store.	Objection on the grounds of that the proposed development was considered disproportionately large in relation to the main dwelling and an over-development of the site.
SDNP/21/00084/HOUS	Cranbourne, Pine Walk, Easebourne	Erections of extensions and alterations	No objection but to draw attention to the dark skies policy in relation to the roof lantern.
SDNP/21/00132/HOUS	6 Crossways, Easebourne	Single storey extension	No objection.
SDNP/21/00662/TCA	Henley Hill House, Henley Old Road, Henley, Easebourne	Notification of intention to crown thin by 10% on 1 no. Japanese Horse Chestnut tree (T2)	No objection.
SDNP/21/00664/TCA	Field East of Plum Cottage, Henley Old Road, Henley, Easebourne	Notification of intention to crown reduce by up 1m on 1 no. Oak tree (T1)	No objection.
SDNP/21/00767/CND	Land adjacent to Dodsley Gate, Dodsley Grove, Easebourne	Erection of a detached dwelling with associated surface parking and garage. Variation of condition 2 of planning permission SDNP/19/041919/FUL to substitute new for the approved drawings – (variation of condition 2 of planning permission	No objection but to draw attention to the dark skies policy in relation to the lantern and request a dusk to dawn screen blind is fitted and closed during these periods.

		SDNP/20/01711CND – to substitute new plans for the approved drawings).	
SDNP/20/04637/LIS	Park House, Easebourne Street, Easebourne	Replacement roof covering with new slate to match existing	Application withdrawn.
SDNP/21/00720/NMA	1 The Engine House, Kings Drive, Easebourne	Non-Material Amendment to SDNP/18/03485/CND	Object to the proposed dwellings with a 'play/home office' on the third floor as the skylights effectively creates a fourth bedroom with the further potential for another vehicle and associated increase in traffic and parking difficulties within the estate. Should the design of these properties be permitted, it is considered necessary to draw attention to the Dark Skies policy in relation to the skylights and request that dusk to dawn screen blinds are fitted and closed during these periods.
SDNP/21/00388/LIS	The Engine House, Kings Drive, Easebourne	Works to Listed Building	No objection.
SDNP/21/00946/HOUS	1 Dodsley Lane, Easebourne	Single storey extension and loft conversion with 2 no. dormers	No objection.

12 Revised Code of Conduct: This had been issued by the National Association of Local Councils and was proposed for adoption by MN, seconded by JG and **resolved** all by all present for adoption.

13 Christmas Lights: JG explained that he was seeking agreement in principle to continue with research on this suggestion. JG reported that he had identified a potential contractor who would install, remove and store the lights, and obtain necessary permissions. Ten posts of lights would cost approximately £11,500 over three years, this would then reduce to £115 per post per annum. After three years, the lights could be changed or retained for further years. The following debate included discussion of the percentage of the budget this would require and if it was an appropriate expenditure, whether the opinions of residents should be sought, the associated benefits, the rural nature of the parish, and whether the timing was appropriate with regards to the current pandemic. Other ideas were suggested such installing some Christmas trees, and whether could residents be encouraged to for example decorate their gardens. Mr Richardson explained that Lodsworth Parish Council had also discussed this idea and were looking to have three trees, and crowd-fund and involve local businesses to fund tree decorations which could be retained and reused.

MN thanked JG for his work on this project, and commented that the information provided had significantly aided the debate regarding this suggestion. MN confirmed that this idea would be discussed further, by the Communications Panel.

Action: Communications Panel to consider decorating/lighting the Parish for the advent period and TB to join the Panel to support further work/discussion.

14 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 7th April 2021
Planning Committee – 7.30pm, Wednesday 7th April 2021

Finance Committee – 7.00pm, Wednesday 5th May 2021

Planning Committee – 7.30pm, Wednesday 5th May 2021

Easebourne Parish Council – Wednesday 12th May 2021 (time to be confirmed)

The meeting closed at 9.00pm

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 7.00pm on Wednesday, 3rd February 2021
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, or questions received.
- 2 Apologies and Reasons for Absence:** J Galego gave apologies due to a prior engagement.
- 3 Declarations of Interest:** None.
- 4 Minutes of 6th January 2021:** 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 agreed (to be signed by the Chairman when in person meetings resume) as follows:

Easebourne CE Primary School Grant for Well-being Support*	£500.00	Paid
M Noble, Cork Board (Bus Shelter Notice Boards)	£43.96	Approved
S Hurr, Parish Phone (January)	£26.51	Approved
Nathan Blatherwick, Tree Sculptures, Invoice 73**	£500.00	Paid
M Noble, Newsletter Printing, Invoice	£87.63	Approved
Clerk, Salary (January)	Undisclosed	Approved
Clerk, HMRC (January)	Undisclosed	Approved
Clerk, Pension (January)	Undisclosed	Approved
Clerk Parish Office (January)	£20.00	Approved
Midhurst Local, Newsletter Delivery, Invoice	£26.00	Approved

* Easebourne CE Primary School Grant approved for payment at 13th January 2021 full Parish Council

** Payment within seven days for Tree Sculpture invoices previously agreed (also see 5b)

Bank Accounts @ 31 st January 2020	
Community	£ 41,514.21
Reserve	£ 4,004.21
Grants	£ 13,246.00
Total	£58,764.42

- b) Income review and opportunities (NHB, Grants, Events, CIL) Receipts: VAT Reclaim: £12,000.16 received.

MN reported that a Community Infrastructure Levy (CIL) application had been submitted for £75,000 by Cllr A Thomas to fund a fully accessible slope into Easebourne Park from Wheelbarrow Castle and provide improved cycling links within the village of Easebourne. MN commented on the high quality of the application, but also reported that Cllr Thomas did not think it was likely to be successful on this occasion due to recent success in gaining funds, but could be resubmitted at the next funding round.

MN will request that Cllr Milne makes application to draw down the allocated CIL funds of £2,500 for the tree sculptures.

Action: MN to request Cllr Milne to apply for draw down from the allocated CIL funds for the tree sculptures.

SH reported that the precept request of £66,619 had been submitted to Chichester District Council and an acknowledgement of the request received.

- c) Asset Register: Currently up to date.

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: None

8 Next Meeting Date: 7.00pm 3rd March 2021 (to be held virtually)

Meeting closed at 7.13pm

Signed: _____ Date: _____

Chairman

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

Easebourne Parish Council

Finance Committee

Draft Minutes of Meeting held at 7.00pm on Wednesday, 3rd March 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, or questions received.
- 2 Apologies and Reasons for Absence:** No apologies received and all present.
- 3 Declarations of Interest:** None.
- 4 Minutes of 3rd February 2021:** Agreed as a correct record (to be signed by the Chairman when in person meetings resume).

Action completed: Cllr Milne has applied for draw down from the allocated Community Infrastructure (CIL) funds for the tree sculptures, confirmation from South Downs National Park has been received by SH, and funds should be received shortly.

5 Finance Report Review:

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

Pro- Tec Security Inspections for Easebourne Park – Invoice 10791	£93.00	Approved
Pro- Tec Security Inspections for Easebourne Park – Invoice 10863	£90.00	Approved
S Hurr, Parish Phone (January)	£26.51	Approved
Nathan Blatherwick, Tree Sculptures, Invoice 78	£350.00	Paid
Clerk, Salary (February)	Undisclosed	Approved
Clerk, HMRC (February)	Undisclosed	Approved
Clerk, Pension (February)	Undisclosed	Approved
Clerk Parish Office (February)	£20.00	Approved
Nathan Blatherwick, Tree Sculptures, Invoice 80	£300.00	Approved

Bank Accounts @ 26 th February 2021	
Community	£39,778.37
Reserve	£ 4,004.21
Grants	£13,246.00
Total	£57,028.58

- b) Income review and opportunities (NHB, Grants, Events, CIL) Receipts:

£11,120.05 (NHB 2020/21) and £1,525.00 (to balance account due to an over calculation) transferred from Community Account to Grants Account.

£8,761.25 (CIL funding for Park Noticeboard and Tree Removal exc. VAT) transferred from Grants Account to Community Account.

SH reported that the precept request allocation had been confirmed by Chichester District Council.

c) Asset Register: Currently up to date.

6 Forecast Spend:

- a) Sub-committee/Working Parties forecasts (including Request for Funding forms): Cllr Milne is working on an RRF for resolving the surface compaction issue in Easebourne Park by hiring a contractor to use a 'Verti-Drain' machine, and the completed form will be submitted at the next full Council meeting on 10th March 2021.
- b) Review requests for grants/funding and actions: None.

7 Proposals to Parish Council: None

8 Next Meeting Date: 7.00pm, 7th April 2021 (to be held virtually)

Meeting closed at 7.16pm

Signed: _____ Date: _____

Chairman

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