



EASEBOURNE PARISH COUNCIL

Minutes of Annual Parish Council Meeting held at 7.12pm on Wednesday 12th May 2021 held in the Refectory, Easebourne (Face-to-Face Policy observed)

Councillors Present:

T Baker (TB), J Galego (JG), I Milne (IM), Chairman M Noble (MN), D Pack (DP)

In attendance:

District Councillor F Hobbs (FH) and Parish Clerk S Hurr (SH)

1 Election of Chairman: MN standing – proposed by IM, seconded by TB was elected unanimously by all present. TB thanked MN for his hard work and commitment to the Parish Council which was supported by all present. MN signed a Declaration of Office which was witnessed and signed by the Clerk as the Proper Officer of the Parish Council.

2 Appointment of Vice-Chairman: CS standing – proposed by IM, seconded by TB was elected unanimously by all present.

DP arrived in the meeting.

3 Apologies and Reasons for Absence: Apologies received from Cllr C Cantlon and Cllr C Sanderson due to personal reasons, and Cllr A Keeling and Cllr A Thomas due to work commitments. County Councillor Tom Richardson also gave apologies.

4 Visitors questions: None present.

5 Chairman's Report: MN reported that the Metis Homes consultation for the three development sites (old school site in Easebourne Street, Cowdray works yard and Egmont Road) has now closed and the Parish Council is currently preparing comments. The Residents Association Group are also preparing comments to be submitted to the developer.

MN explained the New Homes Bonus application is currently being in progress with the allocation up to £13,446.

MN confirmed the main items for London Bridge have now been purchased and the photograph of the Queen will now be formally framed. Rev Derek Welsman had kindly agreed the Church would be made available for the signing of a book of condolence.

Action: MN to take photograph to local picture framers.

MN explained that the funds had been received for the planter project, but due to the current limited availability of plants, this project would be, put on hold until the end of the summer '21.

MN reported that the refurbishment of bus shelter No. 1 (Kings Drive Corner) would be undertaken by Darren Rolfe from West Sussex County Council and his volunteer team shortly. JG added that the current metal structure would remain in place and be clad in a similar style to other shelters within the parish.

MN explained that Friends of Easebourne Parish (FREP) were becoming well established and had received funds from The Grange Trust and had purchased a shed (located securely within Easebourne CE Primary School grounds) tools, and litter picking kits. IM added that now had 16 volunteers, had completed their first litter-pick and routes/areas had been allocated to FREP volunteers with a plan to undertake a monthly litter-pick. Each bus shelter now had a bus shelter warden who would keep the shelters swept and clean. Bus Shelter No. 4 was currently leaking and would be repaired shortly IM also explained that David MacDonald-Lawson had become the Chairman of FREP and all volunteers were very enthusiastic. FREP were also intending to fund-raise for other projects.

MN reported that the Midhurst Green Volunteers were doing very well, but commented that it was disappointing not to have more volunteers from Easebourne coming forward when tasks were undertaken in the parish. IM suggested that FREP could liaise with this group.

Action: IM to liaise with the Midhurst Green Volunteers regarding supporting the group with FREP volunteers.

MN confirmed that an 'Annual Village Meeting', hosted by the Parish Council would have to be held this year and due to the current Covid-19 pandemic, suggested that this could be a 'Talk to Councillors' session in The Roundhouse between 5.00pm to 7.00pm on either 26th or 27th May 2021 (to be confirmed). This will be advertised on the website and on noticeboards.

MN reported that the stair-lift in The Refectory had been originally funded by the Parish Council, and he would have a further discussion with Rev Derek Welsman regarding the repairs required.

Action: MN to discuss stair-lift repairs with Rev Derek Welsman.

- 6 To appoint Members to serve on the following committees/working parties:** JG had stood down from Finance Committee and all other Councillors to remain as allocated to their current Committee/working parties. MN confirmed he will speak to all Councillors individually regarding their allocations and future work.

- a) Communications (Volunteering and Staffing)
- b) Emergencies and Winter Planning
- c) Finance Committee
- d) Footpaths
- e) Highways
- f) Planning Committee (King Edward VII Liaison)
- g) Easebourne Park

- 7 Report from District Councillor:** FH commented on the return to face-to-face meetings how some future council meetings were likely to be virtual, and how the Covid-19 pandemic had led to a greater sense of community within the parish. FH reported that Cowdray Estate were due to move their office function to Capron House in Midhurst and commented upon the positive contribution the Cowdray Estate Chief Executive was making to the Midhurst Vision

group.

A discussion took place regarding the poor state of the road across the bridge at the boundary between Midhurst and Easebourne. It was suggested that County Councillor Tom Richardson may be able to take this forward.

FH left the meeting.

8 Report from County Councillor: None on this occasion as Cllr Richardson had only been elected within the last few days.

9 Declarations of interests in any matters on agenda: None.

10 Confirmation of minutes of meeting held 10th March 2021 and review of actions:

Minutes of the meeting held on 13th January 2021 were proposed as a true record by IM, seconded by TB and agreed by all present.

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: IM had revised the Incident Reporting Procedure and this would be shared with TB for further comment.

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.

11 Signing of all sets of minutes agreed as a correct record from March 2020 to February 2021:
Signed by the Chairman.

12 Correspondence and invitations received: Marketing literature passed to JG and Clerks & Councils Direct Magazines to be passed to CC by MN.

Action: MN to pass magazines to CC.

13 Reports from the Committees and Working Parties:

- a) Communications (Volunteering and Staffing): MN confirmed that the group would consider how the Parish could be more decorative for the advent season. MN reported that a 'Picnic in the Park' event would be planned for September 2021 and IM and TB volunteered to be involved in the planning of this event.

Action: MN, IM, and to plan the 'Picnic in the Park' event supported by SH.

IM added that Easebourne CE Primary School would like more information about what was

taking place in the parish, to be included in their newsletter.

- b) Emergencies and Winter Planning: No report on this occasion.
- c) Finance Committee: See item 14 and Appendix one. MN confirmed that Cllr Sanderson had spoken to a resident regarding the reasons for the higher increase in the precept.
- d) Footpaths: Nothing to report on this occasion.
- e) Highways: No report on this occasion.
- f) Planning Committee: See item 15 below (King Edward VII Liaison: no report on this occasion).
- g) Easebourne Park: Report circulated prior to the meeting. IM explained the design of the proposed public convenience and kiosk for the park.
- h) Parish Design Statement: MN reported that South Downs National Park had set a date to consider the Parish Design Statement and if approved, the statement would be put out to consultation for a period of six weeks.

14 Finance:

- a) To note payments made
- b) To note payments received

15 Planning:

Number	Address	Detail	Easebourne PC Consultee Comments
SDNP/21/01182/TCA	Vectis, Easebourne Street, Easebourne	Notification of intention to fell 1 no. Oak Tree (T1)	Felling of this tree unnecessary and that crown thinning/ lifting/reducing would resolve any issues it was causing. It was further considered that the loss of the tree in its entirety, would be detrimental to the public amenity/ neighbouring properties and character of the area.
SDNP/21/01397/TCA	North Mill House, North Street, Midhurst	Notification of intention to fell 1 no. Conifer tree	Felling of tree unnecessary and other methods of reducing the

			overall size of the tree should be considered
SDNP/21/00718/HOUS	1 Weavers Close, Easebourne	Ground floor extension	No objection
SDNP/21/01337/TCA	Pucks Corner, Wheelbarrow Castle, Easebourne	Notification of intention to reduce (all round) by 2-3m on 1 no. Conifer hedge	No objection
SDNP/21/01567/CDN	Challens Yard, Easebourne,	Minor internal and external alterations to include repair work to roof. Widening of existing driveway, entrance and gateways. Repair to existing boundary walls/fencing and the installation of various new gates. Take down/up and rebuilding of shed and paving. Variation of condition 3 to permission SDNP/19/01470/LIS + Appendix 2.	No comments for submission
SDNP/21/01787/FUL	Cowdray Park Golf Club, A272 Easebourne Street to Heath End Lane, Easebourne	New Access Pathway	No objection
SDNP/21/02095/TPO	Nightons, Hollist Lane, Easebourne	Remove 1 no. lowest limb (30cm in diameter) and reduce 3 no. limbs by 3m on the north sector on 1 no. Beech tree (quoted as T1) and remove 1 no. limb on north sector (15cm in diameter) on 1 no. Sycamore tree (quoted as T2) within Area, A1 subject to EB/72/00402/TPO.	No objection
SDNP/21/02212/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 permission SDNP/20/01711/CND - amendments to design and functionality of the garage).	Objection on the grounds of over development of the site.
SDNP/21/02256/TPO	18 Hurst Park, Easebourne	SDNP/21/02256/TPO Crown lift on south-west sector by up to 7m (above ground level) and including the removal of 1 no. limb with a diameter of 100mm at 7m, remove epicormic growth up to 6m (above ground level), reduce branching by approx. 1.5m on the south-east sector and remove any rubbing or	No objection

		diseased limbs around the crown where applicable on 1 no. Pedunculate Oak tree (quoted as G1). Remove epicormic growth up to crown formation at 4m (above ground level) and remove any rubbing or diseased limbs around the trees' crowns where applicable on 2 no. Pedunculate Oak trees (quoted as T2 & T3). All 3 no. trees are within Group, G1 subject to EB/03/00415/TPO. 18 Hurst Park Easebourne GU29 0BP	
SDNP/21/02254/CND	Cranbourne, Pine Walk, Easebourne	Erection of extensions and alterations. (Variation of conditions 2 and 3 of permission SDNP/21/00084/HOUS - increase in footprint of rear extension, reduction in height of extension, change to roof pitch of porch, proposed materials to incorporate oak and fenestration detail).	No objection

- 16 Dates of Parish Council Meetings:** The dates for full Parish Council meetings for 2021/22 were noted:

Wednesday, 14 th July 2021	Wednesday, 9 th March 2022
Wednesday, 8 th September 2021	Wednesday, 11 th May 2022 Annual Parish Meeting
Wednesday, 10 th November 2021	Wednesday, 25 th May 2022 Annual Village Meeting
Wednesday, 12 th January 2022	

- 17 Dates for next meetings: All in The Refectory behind St Mary's Church**

Annual Parish Meeting (hosted by the Parish Council)
Details to be confirmed

Wednesday, 2nd June 2021
7.00pm Finance Committee Meeting
7.30pm Planning Committee Meeting

Wednesday, 7th July 2021
7.00pm Finance Committee Meeting
7.30pm Planning Committee Meeting

7.30pm Wednesday, 14th July 2021
Easebourne Parish Council Meeting

The meeting closed at 8.05pm

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

Mike Noble
Chairman



Easebourne Parish Council
Finance Committee
Minutes of Meeting held at 7.00pm on Wednesday, 7th April 2021
Held virtually via Zoom

Present: T Baker (TB), 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: Apologies received from J Galego due a prior engagement, and A Keeling due to work commitments.

3 Declarations of Interest: None.

4 Minutes of 3rd March 2021: Agreed as a correct record (to be signed by the Chairman when in person meetings resume).

To note: that further Verti-Drain treatment quotations were not required as expenditure approved as part of Community Infrastructure (CIL) funds allocation and draw-down.

5 Finance Report Review:

- a) Report on previous month spend, cash flow and spend approvals: SH confirmed that the organisational review of West Sussex Association of Local Councils had been completed for the current time, and re-established following the closure of Surrey and Sussex Association of Local Councils, and the annual subscription payment had been reduced.

It was agreed that further funds would be vired to the tree sculptures from unused funds within the budget.

Following discussion, it was agreed to move £30,000 from the Community Account to the Reserve Account.

Authorisation of the payments was agreed (to be signed by the Chairman when in person meetings resume) as follows:

Chairman's Honorarium, second tranche (2020/2021)	£50.00	Paid
Pro- Tec Security Inspections for Easebourne Park – Invoice 10915	£72.00	Approved
I Milne, Ryegrass Seed, order 0323ZD783B	£89.00	Paid
I Milne, Wildflower Seed, dated 8/3/2021	£69.50	Paid
JRB Enterprise Ltd, Dog Bags, Invoice 22246	£128.30	Approved
Nathan Blatherwick, Tree Sculptures, Invoice 80	£350.00	Paid
I Milne, Extra Ryegrass and Wildflower Seed, Order 033S79B28	£158.50	Paid
S Hurr, Parish Phone (April)	£26.51	Approved
Chichester District Council, Bin Clearing, Invoice 60245000X	£535.00	Approved
Nathan Blatherwick, Tree Sculptures, Invoice 82	£250.00	Approved
Clerk, Salary (March)	Undisclosed	Approved
Clerk, HMRC (March)	Undisclosed	Approved
Clerk, Pension (March)	Undisclosed	Approved
Clerk Parish Office (March)	£20.00	Approved

West Sussex Association of Local Councils and National Association of Local Councils Subscription 2021/22 – Invoice 1156	£645.75	Approved
Green Security Systems and Maintenance, Invoice date 3/4/2021	£580.00	Approved
I Milne, Defibrillator Pads x 2, Order Number 29437	£93.60	Approved

Bank Accounts @ 31 st March 2021	
Community	£33,466.32
Grants	£19,630.14
Reserve	£ 4,004.31
Total	£57,096.71

- b) Income review and opportunities (NHB, Grants, Events, CIL) Receipts:
Interest on Reserve Account = £0.10 and Grants Account = £0.34
CIL

£1,525.00 and £8,761.25 had been transferred from the Grants Account to the Community Account, following expenditure of the Community Infrastructure Levy funds (initial payments made from Community Account)

SH reported the indicative allocation for New Homes Bonus (NHB) 2021/22 had been received.

Action: SH to pass NHB 2021/22 information to MN.

- c) Asset Register: Currently up to date.

6 Forecast Spend:

- a) Sub-committee/Working Parties forecasts (including Request for Funding forms): The London Bridge RFF originally presented in March 2020 and not approved at that time, was reviewed and agreed.

Action: MN and SH to purchase the items required.

- b) Review requests for grants/funding and actions: None.

7 Clerk Salary: This had been discussed by the Chairman and Vice-Chairman, and other members of the Finance Committee, following annual staffing review meeting with SH, the Clerk.

Post meeting: It was agreed to award a 3% increase to the Clerk.

8 Proposals to Parish Council: None

9 Next Meeting Date: 7.00pm 5th May 2021 (to be held virtually)

Meeting closed at 7.30pm

Signed: _____ Date: _____
Chairman
(To be signed when the Committee next meets in person)



**Easebourne Parish Council
Finance Committee
Draft Minutes of Meeting held at 7.09pm on Wednesday, 5th May 2021
Held virtually via Zoom**

Present: Astrid 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:** Apologies received from T Baker due to work commitments and J Galego has stepped down from the committee.
- 3 Declarations of Interest:** None.
- 4 Minutes of 7th April 2021:** All actions completed, and the minutes were 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: It was agreed that £2,000 from the Community Bank Account would be transferred to the Reserves Bank Account in line with the 2021/22 budget and a second tranche of the same amount would be transferred between the two accounts once the September 2021 second tranche of precept was received.

Action: SH to transfer £2,000.00 from Community Account to Reserves Account.

Authorisation of the payments was agreed (to be signed by the Chairman when in person meetings resume) as follows:

Pro- Tec Security Inspections for Easebourne Park – Invoice 10961	£72.00	Approved
ACS Ltd Verti-drain Treatment for Easebourne Park – Invoice 7335	£720.00	Approved
S Hurr, Shed for Friends of Easebourne Parish – Skinners Sheds Order AY11282	£699.00	Approved
S Hurr Photograph of The Queen – Invoice 35019	£92.40	Approved
S Hurr Folder & Dividers	£5.00	Approved
S Hurr Parish Phone (April)	£27.29	Approved
M Noble, USB Flash Drive – Order 205-2314446-7597964	£9.54	Approved
Friends of Easebourne Parish, Tools and Equipment for Friends of Easebourne Parish – Screwfix order A7632488811	Paid £251.35	Approved
S Hurr, Parish Phone (April)	£26.51	Approved
Clerk, Salary (April)	Undisclosed	Approved

Clerk, HMRC (April)	Undisclosed	Approved
Clerk, Pension (April)	Undisclosed	Approved
Clerk Parish Office (April)	£20.00	Approved

Bank Accounts @ 30 th April 2021	
Community	£66,082.79
Grants	£19,630.14
Reserve	£ 4,004.31
Total	<u>£ 89,717.24</u>

Receipts:

Community Account:

Chichester District Council, Precept, first tranche £33,310.00

Friends of Easebourne Parish, Planter Project £ 3,882.50

The Chairman requested confirmation of the balances on the Bank Accounts currently:

Bank Accounts @ 5 th May 2021	
Community	£32,203.29
Grants	£23,509.64
Reserve	£34,004.31
Total	<u>£ 89,717.24</u>

To Note: £30,000 transferred from Community Account to Reserve Account

£3885.50 for planter project incorrectly transferred from Grants Account to Community Account and returned as a correction of £3882.50, therefore and £3882.50 from Community Account to Grants Account completed as the requested transfer. *£3.00 also transferred as a further correction (8/5/2021).*

- b) Income review and opportunities (NHB, Grants, Events, CIL) Receipts: MN reported he was working on the New Homes Bonus application, which would focus on public convenience and Refreshments Stand. The allocation was £13,446.
- c) Asset Register: Updated to include replacement Henley Noticeboard. The old noticeboard had been written down to £1.00, SH will consult the Internal Auditor regarding the process for removing this amount from the Asset Register for the Annual Audit.

9 Forecast Spend:

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

10 Proposals to Parish Council: None

11 Next Meeting Date: 7.00pm 2nd June 2021 (return to face-to-face meetings in The Refectory)

Meeting closed at 7.29pm

Signed: _____ Date: _____
Chairman