



EASEBOURNE PARISH COUNCIL

Minutes of Parish Council Meeting held at 7.30pm on Wednesday 14th July 2021 held in The Refectory

Councillors Present:

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:

West Sussex County Councillor T Richardson (TR) Chichester District Councillor F Hobbs (FH) and
Parish Clerk S Hurr (SH)

Also present:

Prospective Parish Councillor Elaine Roberts Grimsey

1 Visitors' questions: None.

2 Apologies and Reasons for Absence: Apologies received from Cllr C Cantlon due to personal reasons and Cllr T Baker due to family commitments.

3 Chairman's Report: MN introduced Elaine Roberts Grimsey who was observing the meeting with a view to becoming a Parish Councillor.

MN confirmed that the submission date for a New Homes Bonus application was just a few weeks away. MN
had called the officers at Chichester District Council, and they been encouraging regarding the proposed
inclusions within the application. IM and TB will support MN in completing the application.

MN provided an update regarding progress in relation to repair work on the War Memorial in St Mary's Church
yard. This project had been led by Phil Stringer who had obtained three quotations and submitted them to the
appropriate Trust. It would now take two months for evaluation of the application. Costs were estimated to be
£6,000 and both the Parish Council and St Mary's Church would be required to make a joint contribution of
approximately £1,500.

The Picnic in the Park event will take place on Monday 30th August 2021, which is a Bank Holiday. MN requested
that all Parish Councillors attend to support the running of the event.

The Metis Homes applications for the three Easebourne sites would be submitted to South Downs National Park
(SDNP) soon, and the Parish Council would be informed before the submission. Naomi Langford, the Planning
Major Projects officer at SDNP had also met with the Residents Action Group.

4 Report from County Councillor: TR explained that he had been contacted by residents regarding verge-cutting and confirmed that work on this had begun earlier than originally planned.

With regards to North Mill Bridge, DP commented whether such work would be undertaken to cause least
convenience as the diversion would be long. MN commented he was aware that the resident who was aiming to
initiate this project as a Community Highway Scheme to remove part of the pavement to widen and straighten
the road, had met with County Councillor Kate O'Kelly, and Cllr O'Kelly and TR may need to agree this project for
it to be progressed.

TR also confirmed that he had been asked to undertake an advisory role to support the County Council Cabinet
Member for Highways.

- 5 Report from District Councillor:** FH explained that a free tree scheme was available, but MN commented that these were ‘whips’ and had been previously unsuccessfully when planted in Easebourne Park.

FH explained that plans for the latest King Edward VII Development had not yet been completed and although the number of dwellings could not be controlled, the influence regarding design could be exerted.

FH had met with the Easebourne Residents Action Group and would do so again. FH added that Tim Slaney Director of Planning at SDNP wanted residents to be satisfied with the approval of planning applications coming forward, although he could not change the number of dwellings included within the Local Plan; FH gave the example of the recent Article 4 Direction (under the Town and Country {General Permitted Development} {England} Order 2015 made in Lodsworth to protect use of land. The SDNP Planning Officers would consider local views, and with the support of TR speed limit restrictions may be considered, and MN added that there was the potential for the Parish Council to influence expenditure of Section 106 funds from the developments. FH further commented that with the support of the Parish Council and TR, an appropriate design for the community could be ensured.

FH and TR left the meeting.

- 6 Declarations of interests in any matters on agenda:** None

- 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 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.

Further action: DP to gather information regarding the Refectory stair-lift particularly the timeline, of any warranty provided by the manufacturers.

All other actions had been completed.

Minutes of the meeting held on 12th May 2021 were proposed as a true record by JG, seconded by CS and agreed by all present and signed by the Chairman.

Minutes of the meeting held on 27th May 2021 were proposed as a true record by IM, seconded by DP and agreed by all present and signed by the Chairman.

Minutes of the meeting held on 2nd June 2021 were proposed as a true record by IMJ, seconded by JG and agreed by all present and signed by the Chairman.

- 8 Correspondence and invitations received:**

Date	Details	Actions
July 2021	Clerks & Councils Direct publication	Passed to AK

- 9 Reports from the Committees and Working Parties:**

- a) Communications (Volunteering and Staffing): No report on this occasion.

- 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: No report on this occasion.
- 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 reported that most of the actions required following the annual ROSPA playground inspection had been completed and further actions were awaited to be completed by Playsafe Playgrounds. IM added that four tons of play bark would be delivered within the next few days to top-up play areas.
- h) Parish Design Statement (PDS) update: Report circulated prior to meeting. CS reported that the PDS was almost finalised with SDNP. There had been difficulties in agreeing the format, but the document was now with SDNP officers who would review it in September 2021. CS further explained that there had been backlog in work due to the fairly recent introduction of the 'design led' approach.

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/21/02162/HOUS	28 Hurst Park, Easebourne	Single storey oak framed orangery extension to rear	No objection, but draw attention to the Dark Skies policy
SDNP/20/05710/HOUS	Westlands, Hollist Lane, Easebourne	Proposal of a double garage, car port and garden store	Not quorate due to declaration of interest, therefore confirmation submitted of no comments
SDNP/21/02508/TPO	Northgate, Dodsley Grove, Easebourne	Fell 1 no. Ash tree (T1) subject to EB/11/00090/TPONP	No objection if the Tree Officer confirmed presence of Ash Dieback
SDNP/21/01545/HOUS	9 Hurst Park, Easebourne	Single Storey Extension to Rear	No objection
SDNP/21/02669/HOUS	Crescent Lodge, Easebourne Lane, Easebourne	Change of use of existing garage to habitable accommodation and home office, including alteration to fenestration, installation of flu, and 1 no. parking bay	(Defer for site visit) Strong objection as plans regarding ownership believed to be incorrect, parking space in front of garage would inhibit access to property known as Alresford and proposal would not allow a turning space for a vehicle.

12 Committee Proposal (see appendix 2): The proposal was discussed and agreed.

13 Incident Reporting Procedure (see appendix 3): The procedure was discussed and proposed by MN, seconded by IM and agreed by all present for adoption.

14 Prospective new Parish Councillor: Elaine Roberts Grimsey, introduced herself and provided information regarding her previous experience, and interest in becoming a Parish Councillor. MN proposed that Mrs Grimsey should become a Parish Councillors, this was seconded by AK and agreed by all present. Mrs Grimsey signed the acceptance of office form and the agreement to receive summons by email in the presence of SH. The Register of Interests will be completed following the meeting.

15 Dates for next meetings: All held in The Refectory with the exception of Picnic in the Park.

Wednesday 4th August 2021
7.00pm Finance Committee
7.30pm Planning Committee

Monday 30th August 2021
12.30pm – 4.30pm Picnic in the Park

Wednesday 1st September 2021
7.00pm Finance Committee
7.30pm Planning Committee

Wednesday 8th September 2021
7.30pm Easebourne Parish Council

The meeting closed at 8.25pm

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



Easebourne Parish Council

Finance Committee

Minutes of Meeting held at 7.15pm on Wednesday 2nd June 2021 in the Refectory

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 A Keeling due to work commitments.
- 3 Declarations of Interest:** None.
- 4 Minutes of 5th May 2021:** All actions completed, and the minutes were agreed as a correct record and signed.

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

All agreed minutes from April 2020 to May 2021 were also signed by the Chairman.

5 Finance Report Review:

- a) Report on previous month spend, cash flow and spend approvals: Authorisation of the payments was agreed and signed as follows:

M Noble, Covid-19 safety supplies Gompels – Invoice 2009842	£60.02	Approved
Nathan Blatherwick, Tree Sculptures – Invoice 91	£250.00	Approved
S Hurr, Parish Phone (May)	£26.94	Approved
Richard Follett, Domain and Hosting for Website – Invoice 1671	£140.00	Approved
R.S.Hall & Co., Internal Audit – Invoice 5662	£360.00	Approved
Clerk, Salary (May)	Undisclosed	Approved
Clerk, HMRC (May)	Undisclosed	Approved
Clerk, Pension (May)	Undisclosed	Approved
Clerk Parish Office (May)	£20.00	Approved

Receipts: None

Bank Accounts @ 31 st May 2021	
Community	£ 29,876.77
Grants	£ 34,004.31
Reserve	£ 23,512.64
Total	£ 87,393.72

- b) Income review and opportunities (NHB, Grants, Events, CIL) MN reported he was continuing to work on the New Homes Bonus application.
- c) Asset Register: Updated for Audit (copy attached at appendix one)

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 7th July 2021 in The Refectory

Meeting closed at 7.30pm

Signed: _____ Date: _____
Chairman

Easebourne Parish Council

Finance Committee

**Draft Minutes of Meeting held at 7.00pm on Wednesday 7th July 2021
in the Refectory**

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: None, all present.

3 Declarations of Interest: None.

4 Minutes of 2nd June 2021: The minutes were agreed as a correct record and signed.

5 Finance Report Review:

- a) Report on previous month spend, cash flow and spend approvals: Increase in Street Lighting invoice queried (*post meeting amount accepted*). Authorisation of the payments was agreed and signed as follows:

West Sussex County Council, Street Lighting Invoice 8001535380	£1,480.52	Approved
Pro Tec Security Inspections, Invoice PSM 11082	£72.00	Approved
Information Commissioner's Office, Data Protection – Annual Payment	£35.00	Approved
S Hurr, Parish Phone (June)	£26.94	Approved
Greenscape, Grass Cutting, Invoice 267	£2,718.00	Approved
Clerk, Salary (June)	Undisclosed	Approved
Clerk, HMRC (June)	Undisclosed	Approved
Clerk, Pension (June)	Undisclosed	Approved
Clerk Parish Office (June)	£20.00	Approved

Nathan Blatherwick, Repairing Dens and Trails – Invoice 95	£150.00	Approved
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Receipts: VAT Reclaim £292.43 – 3/6/2021

Interest on Reserves Account £0.38 – 7/6/2021

Bank Accounts @ 30 th June 2021	
Community	£ 26,282.55
Grants	£ 36,004.69
Reserve	£ 23,513.16
Total	£ 85,800.40

- b) Income review and opportunities (NHB, Grants, Events, CIL) MN reported he was continuing to work on the New Homes Bonus application.
- c) Asset Register: Up to date.

6 Forecast Spend:

- a) Sub-committee/Working Parties forecasts (including Request for Funding forms): RFF received from Cllr I Milne for four replacement defibrillator batteries, and proposed provider and purchase agreed.
- b) Review requests for grants/funding and actions: Request for £125 received from Arun & Chichester Citizens Advice and agreed.

Action: SH to organize £125 grant payment to Arun & Chichester Citizens Advice.

7 Proposals to Parish Council: None

8 Next Meeting Date: 7.00pm 4th August 2021 in The Refectory (SH on leave, draft notes to be taken by a Councillor, from which SH create minutes).

Meeting closed at 7.22pm

Signed: _____ Date: _____
Chairman

Committee/Committee Structure Proposal

- **Full Council (public meeting)**

To remain unchanged and continue to meet bi-monthly January, March, May, July, September, November).

To note: any matter can be moved by a motion by any Councillor (email request to Clerk) for inclusion in the agenda.

- **Finance Committee (public meeting)**

To remain unchanged and continue to meet monthly. Membership: Colin Sanderson, (Chairman) Mike Noble, Trevor Baker, Astrid Keeling, and David Pack.

- **Planning Committee (public meeting)**

To become Planning & Licensing Committee (& King Edward VII) and continue to meet monthly. Membership: Astrid Keeling (Chairman) Colin Sanderson, Mike Noble, Trevor Baker, David Pack and Carol Cantlon.

- **New Community & Environment Committee (public meeting)**

Membership: Mike Noble (Chairman), Andy Thomas, Carol Cantlon, Ian Milne Astrid Keeling, Jose Galego and Trevor Baker.

This Committee would draw together all remaining Panels, which would report to it and minutes would be submitted to Full Council. The Committee would meet quarterly or bi-monthly, to be decided, with the Panels meeting as required.

To amalgamate Highways, Footpaths and Emergencies & Winter Planning to be led by Andy Thomas.

Communications (Volunteers and Staffing) to become Communities & Projects to take responsible for communications, events, volunteers, and new projects (not park related), with the lead to be decided.

Park Panel to continue to meet as required and to continue to be led by Ian Milne.

If the Committee has not met and there is a Panel item for urgent discussion at full Council, this can be added to the agenda by way of a motion.

This Committee would also negate the need for Panel reports to full Council, as minutes would be presented.

Easebourne Parish Council

Reported Incident Procedure

Introduction

There are a range of incidents which may be reported to Parish Council (PC): this procedure sets out the actions which are to be undertaken following the reporting of an incident covered by this procedure.

The nature and location of an incident will identify where responsibility rests and will dictate how the incident is to be dealt with: by the Blue Light emergency services; West Sussex County Council (WSCC, as the highway's authority or for issues with other services operated by WSCC); or the PC.

When immediate or prompt physical/in-person responses are necessary by the PC, the Clerk will seek an available Councillor. This Councillor will be required to ensure that any action is undertaken in accordance with the following procedure. Accordingly, in response to a reported incident, the Clerk will contact the most appropriate Councillor, and if they are not available, the second, then the third etc until a Councillor can be identified who is available to respond. There may be incidents for which it is appropriate that the Clerk responds in-person.

Should any Councillor be the initial incident point of contact, and is not available to follow this procedure, the Councillor is to call the Clerk who will seek an available Councillor.

If the person reporting the incident to the PC has already reported the matter to the police, the incident information will be recorded and archived by the Clerk. The Chairman will communicate appropriate details to the PC as he sees fit.

Personal details of persons involved (names/contact details etc) in an incident must remain confidential. Personal details will only be made known to those requiring these details in order to follow due process.

Any press enquiries will be dealt with only by the Chairman or Vice-Chairman, in conjunction with the Communications Lead. Should any other Councillor receive a press enquiry regarding the incident, they must refer the enquirer to the Chairman or Vice-Chairman.

PROCEDURE TO BE FOLLOWED FOR REPORTED INCIDENTS:

- **Emergencies**

It can be anticipated that any emergency involving a life-threatening incident would be immediately reported by those directly involved to the appropriate Blue Light emergency service (Police or Fire or Ambulance Service). However, should such an incident be reported firstly to the PC (prior to the emergency services being made aware), the PC will immediately report the incident via a 999 call, having noted appropriate details (location, type of injury or apparent symptoms, name and contact number of persons reporting incident). It may be necessary for a Parish Councillor to attend the location of the incident and, in this situation, the Clerk will seek an available Councillor.

- **Government Guidance or Instruction**

Should the Government issue guidance for equipment or installations to be withdrawn from use (e.g., C-19 prohibition of use of play equipment in Easebourne Park), the Clerk is to contact the Chairman or Vice-Chairman and a plan of action established, to be implemented by the Clerk or an appropriate Councillor.

- **Matters for Neighbouring Parish Councils**

Easebourne PC is occasionally confused with a neighbouring PC or Town Council in terms of responsibility (usually Midhurst Town Council (TC)) and therefore, should an incident be reported to the PC which is within the boundaries/responsibility of another PC/TC, and is not an emergency (which should be dealt with as cited above), this should be reported as soon as possible

to the relevant Clerk or Chairman. An exception may be a highways matter which could be initially reported via the West Sussex County Council website. In all cases, the same confidentiality rules apply.

- **Parish Council Defibrillators**

The PC owns three Defibrillators which undergo regular inspection by responsible Councillors. They are located as follows:

- Opposite the Cumberland Arms in Henley (within a telephone box).
- King Edward VII Estate at the junction of Brackenwood and Sir Geoffrey Todd Walk (on a free-standing post).
- On Dodsley Lane (A286), on the southbound side, near to the junction with Egmont Road (within a telephone box).

Any other defibrillators within the parish are not the responsibility of the PC.

- ◇ **Defibrillator Used**

Should a defibrillator be used, this should be reported to the PC. Once a report of use has been received, the defibrillator will require an inspection, ideally within 24 hours of the report of use, by one of the responsible Parish Councillors, and speedy action to fully re-commission the defibrillator be undertaken.

- ◇ **Damage to Defibrillator**

Should a defibrillator be reported as damaged, one of the responsible Parish Councillors will visit the site, ideally within 24 hours, to ascertain the details of the damage. Any necessary parts for re-commissioning to be ordered and fitted as soon as possible. Should the defibrillator require replacement, this should be reported to the Chairman or Vice-Chairman for purchase approval. The replacement to be ordered by the Clerk and installed by an available Councillor as soon as possible.

- **Easebourne Park**

- ◇ **Injury whilst using any park equipment/installation**

A full record of the actions taken will be kept on the 'Incident Log' form (Appendix one), and kept on file indefinitely. The title of the specific Log incident will be by location and date of the incident.

The Clerk will communicate with those persons involved in the incident, keeping them informed about the PC's intentions and when any actions determined necessary, have been completed.

Once a report of an incident is received the following procedure will be followed (the Incident Log, will be completed after each stage of the procedure):

- 1) The 'Confidential Incident Report' form (Appendix two) will be completed by the Clerk, or the initiating Councillor. The Clerk will inform all other Councillors of the incident, if necessary, and appropriate.
- 2) As soon as an available Councillor is identified by the Clerk, that Councillor will visit the Park, attempt to render the equipment "out of action" (e.g., by securing moving parts/removing moving parts, as possible and appropriate – perhaps in conjunction with the manufacturer's representative), taping off the equipment, and placing a notice on the equipment stating that it is "temporarily out of use".
- 3) The Chairman or Vice-Chairman, Park Lead Councillor and Parish Clerk should meet as soon as possible and determine any further actions required.
- 4) The Parish Council's Insurance Brokers will be informed of the incident by the Parish Clerk at the earliest opportunity.
- 5) Once any necessary remedial works have been completed an inspection by RoSPA may need to be undertaken before the equipment or installation is reopened.

- ◇ **Damage/Signs of Wear to a piece of Park Equipment**

- 1) The contact details of the person reporting the damage/signs of wear to be recorded.

- 2) As soon as an available Councillor is identified by the Clerk, that Councillor will visit the Park, attempt to render the equipment “out of action” (e.g., by securing moving parts/removing moving parts, as possible and appropriate – perhaps in conjunction with the manufacturer’s representative), taping off the equipment, and placing a notice on the equipment stating that it is “temporarily out of use”. That Councillor should then notify the Park Lead (and the Clerk). The Park Lead is then responsible for identifying what remedial action is required.
- 3) Once any necessary remedial works have been completed an inspection by RoSPA may need to be undertaken before the equipment or installation is reopened.

◇ **Concerns regarding a tree or trees**

Should a tree or trees be reported to the PC as damaged or as potentially dangerous, the details will be recorded.

- 1) An available Councillor/s will visit the park as soon as possible to make an initial assessment and, if appropriate, cordon-off the area with an explanatory notice, if deemed necessary. In conjunction with the Chairman or Vice-Chairman (and the Park Lead Councillor or Highways Lead), consider what further investigation or action is required.
- 2) If the tree/trees are potentially in danger of falling across the highway, this must be reported immediately by the Clerk to WSCC.

◇ **Issue involving another user of the park (person to person)**

Once a report of an issue involving another user of the park is received a decision to involve the police or not will be made. It is preferable that the person reporting the incident does so personally; however, the PC (Chairman or Vice Chairman) may decide to report the incident to the police anyway. In all cases, details are to be recorded.

◇ **Issue involving a dog in the park**

If a stray dog is reported, the details will be recorded and the Dog Warden at Chichester District Council informed. Once a report involving an ‘out of control’ dog in the park is received, the details will be recorded. The person reporting the incident will be encouraged to report the incident to the police. If they are reluctant to do so, the Chairman or Vice-Chairman, and/or the Park Lead Councillor will make a decision as to whether the incident merits reporting to the police. The incident may also be reported to the Dog Warden separately.

◇ **Excessive Rubbish**

Should excessive rubbish be identified in the Park or elsewhere in Easebourne Parish and reported to the PC, the details will be recorded and an available Councillor sought to attend and collect the rubbish or arrange for its collection (e.g., fly tipping).

• **Noticeboards**

◇ **Damage**

Should a noticeboard be reported to the PC as damaged, the Clerk will seek an available Councillor to ascertain the details of the damage, and assess any remedial action required.

◇ **Inappropriate material**

Should a community noticeboard be reported to the PC as having inappropriate material displayed, the Clerk will seek an available Councillor to remove the material. If the identity of the person displaying the material is established, the Clerk may take further appropriate action.

Matters to be reported to West Sussex County (not inexhaustible)

Issues with:

Street Lights
Pavement and Roads
Drains

Incident Log form (Record of Actions Taken with Dates/Times)

Order of Actions

1	The 'Confidential Incident Report' form completed.
2	If appropriate, all Councillors will be informed of incident by the Chairman or the Clerk (without the personal details of those involved).
3	As soon as possible after receiving the report, an available Councillor is to render the equipment "out of action". A notice stating "temporary out of use" is to be placed on the equipment which is to be taped off.
4	If appropriate, a meeting/site visit will be held with the Chairman or Vice-Chairman, Park Lead Councillor and Parish Clerk. Actions to be taken recorded by the Clerk. All remedial actions to be completed as soon as possible.
5	Insurance Brokers will be informed by the Clerk.
6	RoSPA inspection may be required prior to reopening instillation/equipment.
7	The Incident Log and Confidential Incident Report form, placed on file indefinitely.
8	Those involved in the incident may wish to be appraised, by the Clerk, of actions being taken by the PC in response to the incident.

Date	Details	Responsible Councillor/Clerk

Confidential Incident Report form

Date and Time of Incident		
Date and Time of Report of Incident		
If Over 18 Years Old - Name of Person		
Contact Details (if over 18 years old)	Address	
	Telephone	
	Email	
Name of Parent/Guardian (if under 18 years old) and Minor's Name in brackets		
Contact Details Parent/Guardian	Address	
	Telephone	
	Email	
Details of Incident		
Details of Any Known Injuries and Treatment Sought/Received		
Any Further Information		