



EASEBOURNE PARISH COUNCIL

Minutes of Parish Council Meeting held at 7.30pm on Wednesday 8th September 2021 held in Easebourne CE Primary School

Councillors Present:

T Baker (TB), A Keeling (AK), I Milne (IM), Chairman M Noble (MN), D Pack (DP), Vice-Chairman C Sanderson (CS),

In attendance:

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

- 1 Visitors' questions:** None.
- 2 Apologies and Reasons for Absence:** Apologies received from Cllr C Cantlon and Cllr J Galego due to personal reasons, Cllr E Grimsey Roberts due to work commitments and West Sussex County Council Cllr T Richardson also due to personal reasons. A belated apology was received from Cllr A Thomas due to work commitments.
- 3 Report from District Councillor:** FH provided a verbal report and explained that he had not received further information regarding the Benson Elliot/Elysian developments at KEVII and had not also had further contact with the Residents Action Group regarding the three Metis Homes/Cowdray development sites in Easebourne. FH iterated the desire by Tim Slaney, the Director of Planning at South Downs National Park Authority (SDNPA) to ensure development within the National Park was both considered, and appropriate.

FH left the meeting at 7.40pm and did not return.

- 4 Report from County Councillor:** Cllr T Richardson had forwarded an email report:

The works at Ambersham Hollow on the A272 are now complete. I know EPC raised concerns about the adverse camber – this has now been looked at and decided by the engineers that the adverse camber is minimal, so no action is required. The full reply was also sent to Cllr Thomas.

I am still looking for a volunteer to take on the role of chair for the anti-social driving task force. As EPC's representative on the task force, I have asked Cllr Thomas and am awaiting a reply. I am keen to make sure that it goes to someone who will push things forward and be proactive.

DP also volunteered to become part of this group and provide further support.

- 5 Chairman's Report:** MN explained that the Parish Council was likely to hear shortly as to the outcome of the submission of the New Homes Bonus Application once the relevant Committee had deliberated at Chichester District Council (CDC).

MN confirmed that the response to the grant submission for maintenance work on the War Memorial was still awaited.

MN explained that Cllr Grimsey Roberts would be working on the introduction of the planters with Annie Guilfoyle the designer at Creative Landscapes, costs had increased by a small amount. The project was planned for completion in the Autumn with information regarding the project being included in the next submission for the United Magazine.

The Chairman and fellow Councillors wished Cllr Galego a speedy recovery.

- 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 to assess the newly refurbished bus shelters (outside St Mary's Church and near to Conifers School) for potential litter bin installation and maintenance. There has been an on-going issue with lack of personnel at CDC to carry out site visits and surveys.

Action: IM to encourage CDC to complete the necessary site visits and surveys.

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. This has now been superseded by the decision of St Mary's Parochial Church Council to close the Refectory following a fire prevention inspection which advised significant work to be undertaken in order for the building to be safely used for the general public.

Minutes of the meeting held on 14th July 2021 were proposed as a true record by MN, seconded by TB and agreed by all present and signed by the Chairman.

8 Correspondence and invitations received:

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

9 Reports from the Committees and Working Parties:

- a) Communications (Volunteering and Staffing): MN provided a verbal report, confirming that the Picnic in the Park event on 30th August 2021 had gone well, and thank you letters had been sent to David MacDonald-Lawson for organising the Dog Show, the Scouts for providing hot refreshments and the Birthday House knitting group for their stall and donation to the Parish Council.

The Magician Show held in The Roundhouse on 17th August 2021 as part of the MADhurst festivities was also very well attended. The usual article for the next edition of the United Magazine will be produced and submitted within the next week.

- 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 also reported that an application for the public convenience and pop-up kiosk for Easebourne Park would be acceptable as a submission to the Boltini Trust for their deliberation.

- h) Parish Design Statement (PDS) update: Report circulated prior to meeting. CS reported that a meeting on 23rd September 2021 with SDNP had been arranged but he anticipated that further work on the PDS would be requested. CS added that he was aware there were four or five other Parish Councils awaiting SDNPA to finalise their PDSs.

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/21/03259/HOUS	The Warren, Dodsley Grove, Easebourne	Single storey rear extension, first floor window and lowered cill to ground floor east elevation, partial infill of door to form window on west elevation	No objection but to draw attention to the Dark Skies Policy.
SDNP/21/03489/HOUS	Ridgemoor, Kings Drive, Easebourne	First floor rear extension and new orangery	No objection but to draw attention to the Dark Skies Policy and ensure bats are not disturbed.
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/20/017711/CND – amendments to design and functionality of the garage).	No objection and note that the revised application is now more suitable for the size of the plot.
SDNP/21/03706/OHL	Land West of Cowdray House, Cowdray Park, Easebourne	Electricity Act 1989: Overhead Lines (Exemption) (England and Wales) Regulations 2009 – Erection of new 10m pole.	No Objection.

12 Dates for next meetings all at Easebourne CE Primary School

Wednesday 6th October 2021

7.00pm Finance Committee Meeting

7.30pm Planning Committee Meeting

Wednesday, 3rd November 2021

7.00pm Finance Committee Meeting

7.30pm Planning Committee Meeting

Wednesday 10th November 2021

7.30, Easebourne Parish Council Meeting

The meeting closed at 8.10pm

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

Mike Noble
Chairman



Easebourne Parish Council

Finance Committee

Minutes of Meeting held at 7.00pm on Wednesday 4th August 2021

in the Refectory

Present: A Keeling (AK), M Noble (MN), C Sanderson (CS), David Pack (DP)

Minutes taken by: A Keeling

1 Public Question Time: No members of the public were present, or questions received.

2 Apologies and Reasons for Absence: T Baker (TB) due to personal commitments and Parish Clerk S Hurr (SH) due to annual leave.

3. Declarations of Interest: None.

4 Minutes of 7th July 2021: The minutes were agreed as a correct record and signed.

5 Finance Report Review:

Pro Tec Security Inspections, Invoice PSM 11027	£72.00	Approved
Playsafety Limited, ROSPA Play Equipment Inspection Invoice 56011	£132.60	Approved
St Mary's Church PCC, Hall Hire Invoice 009/21	£37.50	Approved
S Hurr, Parish Phone (July) Invoice 259331506	£26.94	Approved
Public Works Loan Board, PWLB Loan Repayments	£1,266.18	Approved
Southern Loo Hire, for Picnic in the Park, Invoice	£180.00	Approved
M Noble, Vistaprint Picnic in the Park Leaflet Printing Invoice 9433066592	£37.37	Approved
I Milne Alternation of Picnic in the Park Banner	£36.00	Approved
Gravelmaster Ltd, Playbark (4 bags) Invoice 171819	£404.00	Approved
Playsafe Playgrounds Ltd, Runway repair Invoice 7291	£120.00	Approved
Clerk, Salary (July)	Undisclosed	Approved
Clerk, HMRC (July)	Undisclosed	Approved
Clerk, Pension (July)	Undisclosed	Approved
Clerk Parish Office (July)	£20.00	Approved

Receipts: 13/7/2021 – CDC £924.00 (return of refund for a returned application {21/00250/FUL PP-09412454})

Bank Account Balances (31st July 2021):

Community =	£ 20,048.22
Reserve =	£ 36,004.69
Grants =	<u>£ 23,513.16</u>

Total £ 79,566.07

- a) Income review and opportunities (NHB, Grants, Events, CIL) MN reported he had applied for the New Homes Bonus application £13,446
- b) Asset Register: Up to date.
- c). Grant for Midhurst Green Volunteers was approved. CS proposed, MN seconded, all present in favour.

Action: MN to inform Green Volunteers that they will receive a grant.

6. Forecast Spend:

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

Action: MN to process Midhurst Local invoice as Clerk is on annual leave

7. Proposals to Parish Council: None

- 8. **Next Meeting Date:** 7.00pm 1st September 2021 in the Old Library, Knockhundred Row, Midhurst as the Refectory is no longer available for hire.

Meeting closed at 7.10pm

Signed: _____ Date: _____
Chairman



Easebourne Parish Council

Finance Committee

Draft Minutes of Meeting held at 7.00pm on Wednesday 1st September 2021 in the Old Library, Knockhundred Row, Midhurst

Present: T Baker (TB), M Noble (MN), D Pack (DP), 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:** Councillor A Keeling was unexpectedly held up by traffic on the homeward journey from a work commitment.
- 3 Declarations of Interest:** None.
- 4 Minutes of 4th August 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: SH reported that a tax rebate is due this month in the clerk's salary. Following discussion regarding the monthly parish phone billing, which is shortly due to increase, TB volunteered to seek a lower cost option.

Action: TB to investigate a lower mobile phone tariff.

Authorisation of the payments was agreed and signed as follows:

Came & Company Insurance Brokers, Annual Policy 2021-2022	£1,316.85	Approved
Park Security – Invoice PSM 11138	£72.00	Approved
St Mary's PCC, The Refectory Hire – Invoice 12/21	£50.00	Approved
Greenscape, Grass Cutting, Play Equipment Inspection and Weed Kill – Invoice 268	£822.00	Approved
Midhurst Green Volunteers Grant	£242.50	Approved
Julian Quail, Locum Clerk duties	Undisclosed	Approved
Nicholas Clarke, Magic Show in The Roundhouse	£150.00	Approved
S Hurr, Vodafone (August), Mobile Phone Contract	£26.94	Approved
M Noble Chalk A Board and Liquid Chalk Pens	£45.48	Approved
Rialtas Business Solutions, Finance Software Annual Support and Maintenance – Invoice SM23971	£148.80	Approved
Friends of Easebourne Parish, New Homes Bonus funds to be returned	£78.15	Approved
M Noble, Drinks for Picnic in the Park	£181.36	Approved
M Noble, Payment for Charles Beckerson – Music for Picnic in the Park	£150.00	Approved
M Noble, Payment for Ellie Baker – Music for Picnic in the Park	£75.00	Approved
S Hurr, Children's Tombola items for Picnic in the Park	£47.94	Approved
S Hurr, Travel to Picnic in the Park	£14.40	Approved
Clerk, Salary (August)	Undisclosed	Approved

Clerk, Pension (August)	Undisclosed	Approved
Clerk Parish Office (August)	£20.00	Approved
Greenscape, Grass Cutting and Play Equipment Inspection– Invoice 269	£894.00	Approved

Receipts:

Donation from Birthday House Knitting Group - £172.00
 Donation from DeLuca Ice Cream Van (Picnic in the Park) - £95.00
 Children's Tombola - £120.50 (Cost £47.94 = profit £72.56)

Bank Account Balances (31st August 2021):

Bank Accounts -	Community =	£ 16,111.77
	Reserve =	£ 36,004.69
	Grants =	<u>£ 23,435.01</u>
	Total	<u>£ 75,551.47</u>

- a) Income review and opportunities (NHB, Grants, Events, CIL) MN reported he was continuing to work on the New Homes Bonus application.
- b) Asset Register: The Chalk A Board has been added to the Asset Register.

6 Forecast Spend:

- a) Sub-committee/Working Parties forecasts (including Request for Funding forms): None received.
- b) Review requests for grants/funding and actions: Request for £250 received from Friends of Easebourne Parish, which was proposed by TB, seconded by DP and agreed by all present.

Action: SH to organize £250 payment to Friends of Easebourne Parish.

7 Proposals to Parish Council: None

8 Next Meeting Date: 7.00pm 4th October 2021 in Easebourne CE Primary School, Wheelbarrow Castle, Easebourne.

Meeting closed at 7.34pm

Signed: _____ Date: _____
 Chairman