



## EASEBOURNE PARISH COUNCIL

### **Minutes of Annual Parish Council Meeting held at 7.15pm on Wednesday 11<sup>th</sup> May 2022 held at Easebourne CE Primary School**

#### **Councillors Present:**

T Baker (TB), J Galego (JG), A Keeling (AK), I Milne (IM), Chairman M Noble (MN), D Pack (DP) A Thomas (AT), E Roberts Grimsey (ERG) and C Sanderson (CS)

#### **In attendance:**

Parish Clerk S Hurr (SH), Jess Brown-Fuller, Events Officer from Midhurst Town Council, and prospective Councillors Janet Charlesworth and Judith MacDonald-Lawson (County Councillor Tom Richardson, attended at the close of the meeting)

*Prior to the formal opening of the meeting, Jess Brown-Fuller provided information regarding the joint Midhurst Town Council/Easebourne Parish Council Jubilee Events to celebrate the Queen's Diamond Jubilee. The 'Beacon Lighting' will take place on Thursday 2<sup>nd</sup> June 2022 at 9.30pm on St Ann's Hill in Midhurst. The Jubilee celebration will take place from 12noon until 4pm on Saturday 4<sup>th</sup> June 2022. Councillors are requested to attend the events to act as Marshals, and staff the Councillor Information Point on 4<sup>th</sup> June 2022.*

- 1 Election of Chairman:** MN standing – proposed by TB, seconded by IM 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 or the Parish Council.
- 2 Appointment of Vice-Chairman:** CS standing – proposed by MN, seconded by DP was elected unanimously by all present. CS signed a Declaration of Office which was witnessed and signed by the Clerk as the Proper Officer or the Parish Council.
- 3 Apologies and Reasons for Absence:** Apologies received from District Councillor Francis Hobbs.
- 4 Visitors questions:** None.
- 5 Chairman's Report:** MN reported that work refurbishing the War Memorial in St Mary's churchyard would begin in June. SH confirmed that the relevant bank details were required in order for the Parish Council to make the agreed contribution to this work.

**Action:** MN to obtain bank details for the contribution to the War Memorial refurbishment.

MN reported that a vehicle had collided with the west side of the bridge over the river Rother at the end of North Street and CS confirmed that he understood that police were aware of who was responsible.

MN confirmed that that two of the Metis Homes planning applications (Egmont Road, and the old Primary School sites) had been resubmitted and that the Parish Council had printed leaflets informing residents of this fact, which Councillors would post through all doors around the areas of the sites.

MN reminded Councillors that the Annual Parish Meeting hosted by the Parish Council would be held at 7.30pm on 25<sup>th</sup> May 2022 at Easebourne CE Primary School. The meeting would involve a slide show which IM was currently in the process of assembling and requested that if anyone had any appropriate images, to please forward to IM.

MN confirmed that Easebourne CE Primary School would be holding its fete on 16<sup>th</sup> July 2022 and the Parish Councillor would provide Children's Tombola as it had done at past events. MN further noted that the St Mary's Church fete would be held on 14<sup>th</sup> August 2022.

MN reported that the Parish Council would be offering the opportunity for local groups to fund trees in celebration of the Queen's Platinum Jubilee in Easebourne Park.

- 6 To appoint Members to serve on the following committees/working parties:** MN reported that Councillors would remain on their current allocated committees unless they wished to request a change, and MN asked that any Councillor wishing to do so should contact him following the meeting.
- 7 Report from District Councillor:** FH had provided a report which had been circulated prior to the meeting.
- 8 Report from County Councillor:** None on this occasion.
- 9 Declarations of interests in any matters on agenda:** None.
- 10 Confirmation of minutes of meeting held 16<sup>th</sup> March 2021 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 to be carried over:** MN and AT to meet to discuss future-plans for managing highways related work and projects. This would now be considered as part of the work of the Community and Environment Committee. CS commented that residents were interested in Community SpeedWatch, but at non-licensed locations which was an issue. JG also added that he was aware that residents were nervous with regards to taking the 'test' necessary before they could perform a SpeedWatch duty, but this was a learning exercise which could be repeated until prospective volunteers had fully absorbed the information, and therefore should not discourage volunteers.

**Minutes of the meeting held on 16<sup>th</sup> March 2022** were proposed as a true record by IM, seconded by TB and agreed by all present.

### 11 Correspondence and invitations received:

Date	Details	Actions
12 <sup>th</sup> April 2022	Air Ambulance Kent Surrey Sussex thank you letter for grant received	Noted
May 2022	Clerks & Councils Direct publication	Passed to IM

### 12 Reports from the Committees and Working Parties

- a) Community & Environment Committee (Communications {Volunteering and Staffing}, Easebourne Park, Highways, Footpaths and Emergencies and Winter Planning): See minutes of 13<sup>th</sup> April 2022, see appendix one. ERG requested that Climate Change meeting reports could be added to these minutes going forward.
- b) Finance Committee: See minutes of 6<sup>th</sup> April and 4<sup>th</sup> May 2022, appendix two and item 13 below.
- c) Planning Committee (King Edward VII Liaison): See item 14
- d) Parish Design Statement (PDS): CS reported that deadline for comments regarding the PDS had been extended to 29<sup>th</sup> May 2022 due to an error of date given by the South Downs National Park Authority.

### 13 Finance:

- a) To note payments made
- b) To note payments received
- c) Annual Governance and Accountability Return – Internal Audit: SH read aloud the Governance Statement, and the signing of the annual return by the Chairman and Clerk/RFO was proposed by AK, seconded by JG, agreed all Councillors. The Notice of Public Rights form as per the regulations will be displayed on all notice boards and the Clerk and will forward the annual return to the external auditor.

**Actions:** SH to submit AGAR to the external auditor and display the Notice of Public Rights form on the appropriate date.

- d) Appointment of Internal Auditor 2022-23: It was proposed by MN, seconded by IM and agreed by all Councillors that RS Hall & Co were appointed as internal auditors.

### 14 Planning:

Number	Address	Detail	Easebourne PC Consultee Comments
SDNP/22/00018/HOUS	Maplewood, Easebourne Street, Easebourne	Proposed garden/hobby room following the removal of the existing summer house.	No objection
SDNP/22/00097/HOUS	Sarsgrove, Kings Drive, Easebourne	Erection of a detached wooden summerhouse to the eastern side elevation.	No objection
SDNP/21/05532/HOUS	21 Lutener Road, Easebourne	Installation of rooflight to rear elevation, ground floor side extension with alterations and additions to fenestration.	No objection, but to draw attention to Dark Skies Policy, and support, supports the installation of an

			ecological sensitive lighting scheme and a bat and bird box.
SDNP/22/00921/LDP	Vine House, Elderly Peoples Residence, Easebourne Lane, Easebourne	Removal of two windows on the southern elevation and the insertion of a glazed door with side window to one opening plus infilling second opening. Addition of window to west elevation for existing bedroom.	No objection
SDNP/22/00787/APNR	Buddington Farm, Buddington Lane, Easebourne	Track to access agricultural land.	Application has been incorrectly listed and addressed and is for Wiston Parish Council.
SDNP/21/05962/CND	King Edward VII Hospital, Kings Drive, Easebourne	SDNP/21/05962/CND   Variation of condition 1 (Plans) relating to planning approval SDNP/20/04766/CND for minor amendments, including to the layout and location of residential units	Comments submitted for planning application SDNP/20/04766/CND also apply to this application and to note that it is difficult to locate and identify the 'minor amendments' within the plans and documents.
SDNP/22/00456/HOUS	2 High Path, Easebourne	Replace existing covered porch with a single storey mono-pitched roof rear/side extension and glazed triple sliding doors to the ground floor rear elevation.	No objection
SDNP/21/05571/HOUS	Buddington Hall, Hollist Lane, Easebourne	Demolition of existing garage and construction of new replacement garage and workshop with office accommodation.	No objection
SDNP/22/01419/HOUS	Wisteria, 11 High Path, Easebourne	Demolition of existing conservatory and erection of replacement single storey extension.	No objection

**15 Dates of Parish Council Meetings for 2022-23:**

Wednesday, 13 <sup>th</sup> July 2022	Wednesday, 8 <sup>th</sup> March 2023
Wednesday, 14 <sup>th</sup> September 2022	Wednesday, 10 <sup>th</sup> May 2023 Annual Parish Meeting
Wednesday, 9 <sup>th</sup> November 2022	Wednesday, 24 <sup>th</sup> May 2023 Annual Parish Meeting (hosted by the Parish Council)
Wednesday, 11 <sup>th</sup> January 2023	

**16 Review of EPC Financial Regulations:** The updated regulations were proposed for adoption by CS, seconded by ERG and agreed by all Councillors.

**17 Parish Councillor Recruitment:** Judith MacDonald-Lawson and Janet Charlesworth provided a

short presentation regarding their career experience and the reasons for wishing to become a Parish Councillor. It was agreed by Councillors that both candidates should be recruited to the Parish Council.

**Action:** MN to inform both candidates that they had been successful in their applications to become Parish Councillors.

**18 Dates for next meetings/events: Easebourne CE Primary School (not Jubilee Events)**

Wednesday 25<sup>th</sup> May 2022

7.30pm Annual Parish Meeting (hosted by the Parish Council)

Wednesday, 1<sup>st</sup> June 2022

7.00pm Finance Committee Meeting

7.30pm Planning Committee Meeting

Thursday, 2<sup>nd</sup> June 2022

9.30pm Diamond Jubilee Beacon Lighting, St Ann's Hill, Midhurst

Saturday, 4<sup>th</sup> June 2022

12.00 Noon – 4pm Diamond Jubilee Celebrations, Cowdray Ruins

Wednesday, 8<sup>th</sup> June 2022

7.00pm Communications and Environment Committee

Wednesday, 6<sup>th</sup> July 2022

7.00pm Finance Committee Meeting

7.30pm Planning Committee Meeting

Wednesday, 13<sup>th</sup> July 2022

7.30pm Easebourne Parish Council Meeting

The meeting closed at 8.19pm

*County Councillor Tom Richardson attended at the end of the meeting due to his meeting commitments earlier in the evening, and informal discussions with Councillors took place.*

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

Mike Noble

Chairman

**Easebourne Parish Council**

**Community & Environment Committee**

**Draft Minutes of Meeting held at 7.00pm on Wednesday 13<sup>th</sup> April 2022  
in Easebourne Park, Wheelbarrow Castle, Easebourne**

**Present:** A Keeling (AK), I Milne (IM), M Noble (MN), E Roberts Grimsby (ERG), A Thomas (AT)

**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

**3 Declarations of Interest:** None

**4 Minutes and actions of meeting (9<sup>th</sup> February 2022):**

AK is currently storing two salt bins for the parish for which appropriate locations are to be identified. This was discussed and it was agreed that they should be positioned on Kings Drive.

**Action:** IM to identify locations and seek permission from Cowdray Estate to install the salt bins. AT will then inform West Sussex County Council of the location for filling as part of their winter maintenance regime.

**Carry-over Action:** MN to email County Councillor Tom Richardson to gain his views on speed reduction initiatives (employing Speed Indicator Devices to link with pedestrian crossing lights which turn red if a vehicle has exceeded the speed limit).

It was agreed to include a 'Climate Change' item on future agendas to allow ERG to report on the initiative established with other neighbouring parish councils (Lodsworth, Heyshott) by District Councillor Francis Hobbs.

**Action:** SH to add 'Climate Change' as an item on future agendas of the Committee.

The minutes of the meeting on 9<sup>th</sup> February 2022 were agreed and signed as a correct record of the meeting.

**6 Verbal/Written Panel/Project Group Reports**

**a) Communications (Volunteers and Staffing):**

MN reported that planning for the Queen's Jubilee event on Saturday 4<sup>th</sup> June 2022 which is being led by the Midhurst Town Council (MTC) Events Officer was progressing well. SH explained that MTC Councillors had suggested a joint information point to be staffed by both MTC and Parish EPC Councillors should be set-up at the event. MN further reported and expressed disappointment that the application for funding from Chichester District Council (CDC) for half the cost of the gas-lit beacon (the other half to be funded by MTC) had been turned down as MTC had received funding, and CDC wanted to ensure the maximum number of events had a funding allocation.

IM suggested that Friends of Easebourne Parish may be able to support the Jubilee event as marshals.

**Action:** IM to seek support from FREP for Jubilee event.

MN confirmed that the Annual Parish Meeting hosted by the Parish Council will be held on 25<sup>th</sup> May 2022. It was agreed that a power point presentation on a loop would be shown, illustrating the work that had been completed by the Parish Council over the last year. Information points for Easebourne Park (including Carbon Corner and 'The Cabin'), the Parish Design Statement, and the 'Planters and Pointers' project, would also be staffed by Councillors and questions and responses recorded for the minutes of the meeting.

**Actions:** IM to produce a slide show presentation for the Annual Parish Meeting and SH to organise light refreshments.

MN reported that the consultation process for the Parish Design Statement was currently taking place and it was agreed that a page in Midhurst Local publication would be purchased by the Parish Council which would provide the South Downs National Park poster regarding the consultation, and methods by which residents could respond to the process.

**Action:** SH and MN to provide the printed information for Midhurst Local.

#### **b) Easebourne Park:**

IM reported that he was currently awaiting an estimate the cost of utility (water, sewage, electricity) connection from Empire Contractors Ltd (WSCC recommended contractor) to the Easebourne CE Primary School for 'The Cabin', and a final revised quotation from building contractor Artisans of Wood. Once IM had full details of the wood requirements, he would submit the details to Cowdray Estate which has indicated it would be able to donate most or all of wood required for the project. IM reported that it was now unlikely that 'The Cabin', would be completed in time for the 'Picnic in the Park' event in early September.

IM reported that the recently planted daffodils had provided a good display and further bulbs would be planted in readiness for next spring.

The failing of the sedum roof on The Roundhouse was discussed and the measures that could be taken to install an irrigation system if it was replaced. Alternatively, a different roof covering could be installed.

**Action:** IM to further investigate the most appropriate course of the action regarding the replacement of the sedum roof.

AT expressed concerns regarding the missing drainage grills in the park's public car, having recently witnessed a child being thrown from a scooter.

**Action:** SH to write to the Easebourne CE Primary School headteacher regarding the replacement of the grills.

**c) Emergencies & Winter Planning:** Nothing to report other than previously discussed at item 4 above.

**d) Footpaths:**

ERG reported that as part of the Climate Change initiative (see item 4 above) she would be taking forward smaller projects that would support and encourage walking and cycling, planting of further trees and installation of composters. This was in line with initiatives being considered by the other parishes. ERG also reported that she would meeting with the Midhurst Area Cycle group to discuss their requirements (cycle racks and cycle way improvements) and that Cowdray Estate were in support, but funds were required. ERG further cited that she would be meeting with the Friends of Rother Valley' group.

**Post meeting:** *an email had been received from the WSCC Access Ranger regarding the planned inspection of the public rights of way, and SH has emailed all Councillors seeking report of any awareness of current maintenance issues.*

**e) Highways Panel:**

AT reported that following his communication with Hyde Housing and their ownership of the banked land each side of the carriageway on the A286 Dodsley Lane, leading up to the junctions with Wheelbarrow Castle and Hollist Lane, extensive tree surgery work had been completed. AT suggested that bramble cutting and the sowing of grass seed on these banks should now be undertaken.

**Action:** MN to speak to the Midhurst Green Volunteers and IM to speak to FREP regarding a potential joint project to complete bramble cutting and grass seed sowing on the Dodsley Lane banks.

AT reported that he had submitted a request to WSCC seeking permission to install a new direction sign of a reduced overall size (in comparison to current sign) and font size which would not include 'Haywards Heath', on an oak post at the end of Wheelbarrow Castle at the junction with A286 Dodsley Lane and, is currently awaiting a response from the Traffic Officer.

SH reported that the MTC Assistant Clerk had further submitted a request to the company which water planters and baskets in Midhurst to include the seven planters in Easebourne. This may meet with a more favourable response, than the previous separate request to water the Easebourne Planters.

**Action:** SH to seek an update from the MTC Assistant Clerk regarding the request to water the Easebourne planters.

**7 Proposals to full Council:** None, but the minutes of the meeting will be provided at the next meeting of the full Council on 4<sup>th</sup> May 2022.

**8 Matters of Report (information only, not for decision):** None

**9 Date of Next Meeting:** 7.00pm, Wednesday 8<sup>th</sup> June 2022

Meeting closed at 8.01pm

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairman



**Easebourne Parish Council  
Finance Committee**

**Minutes of Meeting held at 7.00pm on Wednesday 6<sup>th</sup> April 2022  
in Easebourne CE Primary School**

**Present:** A Keeling (AK), M Noble (MN), T Baker (TB)

**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:** Cllrs D Pack and C Sanderson due to personal reasons.
- 3 Declarations of Interest:** None.
- 4 Minutes of 2<sup>nd</sup> March 2022:** The minutes were agreed as a correct record and signed.

**Carry-Forward Action:** MN to check if Cllr A Thomas submitted the Community Infrastructure Levy application.

**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:

Midhurst Local – Newsletter Distribution	£26.00	Approved
Pro Tec, Security Inspections for Easebourne Park – Invoice 11581	£90.00	Approved
Pro Tec, Security Inspections for Easebourne Park – Invoice 116150	£72.00	Approved
Pro Tec, Security Inspections for Easebourne Park – Invoice 116197	£72.00	Approved
Midhurst Cricket Club Grant	£75.00	Approved
S Hurr, Parish Phone, Vodafone (March)	£15.00	Approved
IONOS, Webmail Account	£7.19	Approved
Easebourne CE Primary School, Contribution to Car Park Maintenance	£500.00	Approved
Clerk, Salary (March)	Undisclosed	Approved
WSCC, Clerk Pension (March)	Undisclosed	Approved
Clerk, Parish Office (March)	Undisclosed	Approved
Richard Green Web Design, Website Improvements - Invoice 236	£45.00	Approved

**Receipts:** Grants Account - £0.62 interest

Reserve Account - £0.90 interest

**Bank Account Balances (31<sup>st</sup> March 2022):**

Community = £ 31,850.90  
 Reserve = £ 36,007.39  
 Grants = £ 47,898.35  
 Total= £115,756.64

- a) Income review and opportunities (NHB, Grants, Events, CIL): (See 4 Action, above)
- b) 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: Requests for funding had been received from Air Ambulance Kent Surrey Sussex and Friends of Easebourne Parish. It was agreed to provide a grant of £250.00 to each organisation, this leaves the balance of grant allocations for the current financial year at £500.

**7 Proposals to Parish Council:** None.

**8 Next Meeting Date:** 7.00pm, 4<sup>th</sup> May 2022 in Easebourne CE Primary School, Wheelbarrow Castle, Easebourne.

Meeting closed at 7.20pm

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairman

**Easebourne Parish Council**

**Finance Committee**

**Minutes of Meeting held at 7.00pm on Wednesday 4<sup>th</sup> May 2022  
in Easebourne CE Primary School**

**Present:** M Noble (MN), D Pack (DP), C Sanderson (CS)

**In attendance:** Parish Clerk, S Hurr (SH)

- 1 Closed session agreed. Meeting re-opened.**
- 2 Public Question Time:** No members of the public were present, or questions received.
- 3 Apologies and Reasons for Absence:** Cllrs A Keeling and T Baker due to work commitments.
- 4 Declarations of Interest:** None.
- 5 Minutes of 6<sup>th</sup> April 2022:** The minutes were agreed as a correct record and signed.

**Carry-Forward Action:** MN to check if Cllr A Thomas submitted the Community Infrastructure Levy application.

**6 Finance Report Review:**

- a) Report on previous month spend, cash flow, and spend approvals: Further to the approvals below, it was agreed to pay Midhurst Town Council £250 towards the cost of the beacon for the Queen's Jubilee event on 2<sup>nd</sup> June 2022.

Authorisation of the payments was agreed and signed as follows:

Friends of Easebourne Parish, grant	£250.00	Approved
Kent, Surrey and Sussex Air Ambulance, grant	£250.00	Approved
Chichester District Council, Bin Emptying – Invoice 602667087	£542.88	Approved
Easebourne CE Primary School, Room Hire (Spring Term: 5/1/22 – 6/4/22)	£144.00	Approved
IONOS - Webmail Account Domain – Invoice 203030418602	£26.51	Approved
IONOS - Webmail Account – Invoice 203030834416	£7.19	Approved
Midhurst Local, Mark Harvey - Easebourne Design Statement advert – Invoice 9239	£85.00	Approved
Clerk, Salary (April)	Undisclosed	Approved
WSCC, Clerk Pension (April)	Undisclosed	Approved
Clerk, Parish Office (April)	Undisclosed	Approved
R.S. Hall & Co. - Internal Audit 2021-22 and payroll – Invoice 6133	£360.00	Approved

#### Receipts:

Community Account –

8/4/2022 Chichester District Council, Precept = £33,335.00

28/4/2022 South Downs National Park CIL fund = £5,722.78

#### Bank Account Balances (30<sup>th</sup> April 2022):

Community =	£ 68,880.20
Reserve =	£ 36,007.39
Grants =	£ 47,898.35
Total	<u>£152,785.94</u>

- b) Income review and opportunities (NHB, Grants, Events, CIL): (See 5 Action, above)  
c) Asset Register: Currently up to date.

#### 8 Forecast Spend:

- a) Sub-committee/Working Parties forecasts (including Request for Funding forms):  
None
- b) Review requests for grants/funding and actions: Requests for funding had been received from Midhurst Green Volunteers and Midhurst Community Bus. It was agreed to provide a grant of £250.00 to Midhurst Green Volunteers and £100.00 to Midhurst Community Bus.

#### 9 Proposals to Parish Council: None.

#### 10 Next Meeting Date: 7.00pm, 1<sup>st</sup> June 2022 in Easebourne CE Primary School, Wheelbarrow Castle, Easebourne.

Meeting closed at 7.34pm

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairman