



EASEBOURNE PARISH COUNCIL
Minutes of Parish Council Meeting
held at 7.32pm on Wednesday 13th July 2022
at Easebourne CE Primary School

Councillors Present:

T Baker (TB), J Galego (JG), J Macdonald-Lawson (JML), Chairman M Noble (MN), D Pack (DP) and C Sanderson (CS)

In attendance:

Parish Clerk S Hurr (SH)

- 1 Visitors questions:** None.
- 2 Apologies and Reasons for Absence:** Apologies received from Cllrs, E Roberts Grimsey, I Milne, and J Charlesworth, due to personal reasons, and District Councillor F Hobbs and County Councillor T Richardson due to illness. *Cllr A Thomas gave a post meeting apology.*
- 3 Report from District Councillor:** Circulated prior to the meeting.
- 4 Report from County Councillor:** Cllr Richardson had requested that any questions were forwarded to him via email.
- 5 Chairman's Report:** MN reminded Councillors that the Easebourne CE Primary School fete would take place on Saturday 16th July 2022 (at which the Parish Council would be running a Children's tombola), and that a decision had been taken to cancel the St Mary's Church fete with a plan to hold a larger fete in 2023, therefore, MN suggested that the church was invited to hold a stall at the Council's Picnic in the Park event, which was agreed, and which could support their fund-raising efforts for the replacement of a proportion of the church roof.

Action: MN to speak to Rev Welsman, regarding a stall at Picnic in the Park.

MN reported that refurbishment work on the War Memorial had almost been completed. TB commented that the use of 'Smart Water', as a security measure for the brass plaques had left some unsightly residue.

Actions: MN to speak to Mr Stringer who has taken responsibility for the work, regarding the markings and enquire as to potential action to reduce/remove the visibility of the Smart Water, and also obtain bank details for the Parish Council's contribution to the War Memorial refurbishment.

MN also reported that District Cllr F Hobbs was shortly due to meet with South Downs National Park officers regarding the potential development on the Cowdray Works Yard site and further development at Kings Edwards VII Estate, and Cllr Hobbs would report back to the Council following this meeting.

MN confirmed that eleven fruit trees would be purchased for Easebourne Park in celebration of the Queen's Platinum Jubilee, these would include, two trees sponsored by the United Magazine, two by the school, two by the church, three by the Girl Guides and a further two by the Parish Council.

MN explained that the Parish Council's Picnic in the Park event would take place on Saturday 3rd September 2022 at 12noon until 4pm. As usual the plan was to have an ice van, music in The Roundhouse, and for the Parish Council to give away cold drinks. Further stalls will also be sought, and the Girl Guides have been asked if they are able to provide face painting, for which we are awaiting a response.

MN confirmed that the planters are being watered by Window Flowers, and Friends of Easebourne Parish (FREP) had taken responsibility for weeding and dead-heading flowers.

MN also confirmed that Bill Burkinshaw had undertaken some work on the verges, and that FREP volunteer Frank Davies and he had also carried out some work at the end of Hollist Lane. MN added that West Sussex County Council would only carry out four verge cuts per annum. Following further discussion, it was agreed that JG would seek three quotations for verge cutting.

Action: JG to seek three quotations for verge cutting.

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

7 Confirmation of minutes of meetings:

Minutes of the meeting held on **11th May 2022** were proposed as a true record by CS, seconded by JML and agreed by all present.

Minutes/Notes of the Annual Parish Meeting hosted by the Parish Council held on **25th May 2022** were proposed as a true record by MN, seconded by CS and agreed by all present.

8 Correspondence and invitations received:

Date	Details	Actions
Received 2 nd July 2022	Marketing information from Glasdon Ltd.	Passed to TB

9 Reports from the Committees and Working Parties:

- a) Community & Environment Committee (Communications {Volunteering and Staffing}, Easebourne Park, Highways, Footpaths and Emergencies and Winter Planning): It had not been possible to hold a further meeting of this committee, and therefore a report regarding Easebourne Park and progress to date on the installation a toilet had been provided by IM and circulated prior to the meeting.

Due to the need to reconsider how a toilet could be provided following receipt of the very costly quotation from the West Sussex County Council (WSSC) contractor to establish connections for utilities from the school buildings, the decision had been taken by the Community & Environment Committee to install a temporary toilet (as usually provided by the Picnic in the Park event) for the summer period. The toilet will be open from 7am to 7pm, and locked and cleaned by the Wettons, who are the contractors for Chichester District Council. TB also confirmed that a third CCTV camera had been installed to provide security for the temporary toilet.

A further report regarding the signage project had been circulated prior to the meeting. JML explained that good progress was being made regarding the introduction of less intrusive and more aesthetically pleasing directional signage, appropriate to the rural location of the parish. The project would look to provide direction to the public house, post office, park and school. MN confirmed that funding for the project had been secured from New Homes Bonus, two years previously. JML reported that licences were being sought from WSSC as the highway authority, and a sample sign would be sourced shortly.

JML confirmed that the Parishes Climate Emergency Group (PEG) which also included representatives from Lodsworth, and Heyshott Parish Councils, chaired by FH, had the aim to take COP 26 as a starting point and consider what could be implemented locally to support its aims. PEG was in the process of creating a booklet with suggestions as to the actions individuals and households could take with a removal sheet which listed potential pledges, with the request for a commitment to five of those of those pledges. PEG members would also be meeting with Jonathan Russell, Chief Executive at Cowdray Estate in early August, to further discuss possible actions and seek his support.

- b) Finance Committee: (See appendix - minutes of 1st June and 6th July 2022)
- c) Planning Committee (King Edward VII Liaison): See item 11.
- d) Parish Design Statement (PDS): CS reported that the first part of the consultation had been returned with a representation from Cowdray Estate, and the group were working on a response. The support from South

Downs National Park was now very limited due to officers responsible for design statements having left the authority and this work having not been specifically allocated to other officers.

10 Planning:

Number	Address	Detail	Easebourne PC Consultee Comments
SDNP/22/01457/HOUS and SDNP/22/01618/LIS	North Mill, North Street, Midhurst	Conversion of attic space to habitable accommodation and external and internal alterations of the building.	No objection
SDNP/22/01361/HOUS	The Old Pump House, Henley Old Road, Henley	New garage.	No objection
SDNP/22/01734/HOUS	11 Hurst Park, Easebourne	Single Storey rear extension	No objection
SDNP/22/00269/HOUS	Fernhill, Hollist Lane, Easebourne	New front dormers, chimney removal, new solar panels to front, new rooflight, new front porch, window blocked up and new French door with window lights to substitute existing window.	Support Environmental Officer's representation, for a night-time blind to be fitted to rooflight and to ask if anything could be undertaken to soften the appearance of the solar panels.
SDNP/21/0402/LIS	Easebourne Primary School, Easebourne Street, Easebourne	Works to change the use of core of former school building to three dwellings, demolition of mid to late 20 th century rear extensions and outbuildings, and associated development.	Support application
SDNP/21/04041/FUL	Easebourne Primary School, Easebourne Street, Easebourne	Erection of 20 dwellings, including conversion of former school building, with associated access, parking and landscaping following demolition and site preparation.	Strong objection on the grounds of increased traffic issues, lack of pedestrian connectivity, potential increased in flooding issues, and dwellings design not in keeping.
SDNP/22/01856/HOUS	12 Brackenwood, Easebourne	New lean-to side extension.	No objection
SDNP/22/01858/FUL	Recreation Ground and Allotment Gardens, Egmont Road, Easebourne	Erection of 18 dwellings with association access, parking and landscaping following demolition and site preparation (resubmission of withdrawn application SDNP/04043/FUL).	Strong objection on the grounds of too greater number of proposed dwellings, inappropriate mix of dwellings, insufficient parking within the site, and dwellings design not in keeping.
SDNP/22/02290/CND	Gilhams Service Station, Easebourne Lane, Easebourne	Redevelopment of service station including the demolition of existing forecourt and shop and construct new sales building, forecourt, car wash and jet wash facilities. (Variation of condition 5 of permission 07/05193/FUL – to allow the site to open 0600 hours daily).	No objection

11 Review of Policies

- a) Adoption of Current Standing Orders (NALC Model Standing Orders): following a short discussion, MN proposed adoption of the Standing Orders, which was seconded by CS and agreed by all present.
- b) Councillor Recruitment Policy: following a short discussion it was agreed to alter the process to allow observation of at least one full Easebourne Parish Council as a member of the public and be permitted to apply at that meeting for the role of Councillor, followed by a vote.

12 Dates for next meetings/events: Easebourne CE Primary School (except for Picnic in the Park)

Wednesday, 3rd August 2022

7.00pm Finance Committee Meeting

7.30pm Planning Committee Meeting

Saturday 3rd September 2022

1.00pm to 4.00pm Picnic in the Park

Easebourne Park, Wheelbarrow Castle

Wednesday, 7th September 2022

7.00pm Finance Committee Meeting

7.30pm Planning Committee Meeting

Wednesday, 14th September 2022

7.30pm Easebourne Parish Council Meeting

Wednesday, 21st September 2022

7.00pm Community and Environment Committee

Post meeting: Community and Environment Committee will also meet on Wednesday 27th July 2022 at 7.00pm

The meeting closed at 8.40pm

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

Mike Noble

Chairman



Easebourne Parish Council

Finance Committee

Minutes of Meeting held at 7.00pm on Wednesday 1st June 2022 in Easebourne CE Primary School

Present: T Baker (TB), M Noble (MN), E Grimsey Roberts (EGR), 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: Cllr Grimsey Roberts due to attending an environmental meeting with neighbouring Parish Councils.

3 Declarations of Interest: None.

4 Minutes of 4th May 2022: 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.

Authorisation of the payments was agreed and signed as follows:

JRB Enterprise Ltd, Dog Gloves - Invoice 24032	£165.00	Approved
Greenbank Design, Drawings for Park Public Conveniences – Invoice AoW01	£700.00	Approved
Rotherhill Nurseries & Garden Centre, Jubilee Fruit Trees	£550.00	Approved
Information Commissioner's Office, Annual Fee	£35.00	Approved
West Sussex County Council - Street Lighting Contribution – Invoice 8001617154	£1,534.33	Approved
Window Flowers - Watering Planters - June to September 2022 – Invoice 47499	£595.00	Approved
Greenscape - Park Inspection and Grass Cutting – invoice 275	£864.00	Approved
IONOS - Webmail Account – Webmail Account – Invoice 2031668648	£7.19	Approved
Parish Phone (June)	£16.39	Approved
Clerk, Salary (June)	Undisclosed	Approved
WSCC, Clerk Pension June	Undisclosed	Approved
Clerk, Parish Office (June)	Undisclosed	Approved
To You Loos, Portaloo for Park – Invoice 22/0536	£192.00	Approved

Receipts:

6/6/2022 Grants Account – Interest = £3.66

6/6/2022 Reserves Account – Interest = £2.71

28/6/2022 Community Account - St Mary's Church payment for Jubilee Tree = £100.00

Bank Account Balances (30th June 2022):

Bank Accounts -	Community =	£ 56,879.63
	Reserve =	£ 36,010.10
	Grants =	£ 53,624.79
	Total	<u>£146,514.52</u>

TB sought clarification regarding the allocation in the budget for the street lighting contribution, which was confirmed by the Chairman as £1,330, therefore the relevant invoice amount was less than the allocation.

The cost of watering the flowers was discussed and when watering began (*confirmed post meeting as 16th June 2022*).

The £110 cost of funding the Nick Clark magic show to take place in The Roundhouse as part of the MADhurst festival was agreed.

- a) Income review and opportunities (NHB, Grants, Events, CIL): None
- b) Asset Register: Currently up to date.

6 Forecast Spend:

- a) Sub-committee/Working Parties forecasts (including Request for Funding forms): Three RFFs had been submitted by Cllr Milne.

The first was in relation to the hire of portloos for the park for the Summer, and the recommended quotation from To You Loos was proposed by MN, seconded by TB and agreed by all.

The second was for the addition of a CCTV camera in the park, and the recommended quotation from Scanstation Computers Ltd was proposed by TB, seconded by DP and agreed by all.

The third was for the purchase of Defibrillation batteries, and the recommended quotation from Defibwarehouse was proposed by TB, seconded by DP and agreed by all.

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

7 Proposals to Parish Council: None.

8 Next Meeting Date: 7.00pm, 3rd August 2022 in Easebourne CE Primary School, Wheelbarrow Castle, Easebourne.

Meeting closed at 7.37pm

Signed: _____ Date: _____
Chairman

Easebourne Parish Council

Finance Committee

Minutes of Meeting held at 7.00pm on Wednesday 6th July 2022 in

Easebourne CE Primary School

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: Cllr Grimsey Roberts due to attending an environmental meeting with neighbouring Parish Councils.

3 Declarations of Interest: None.

4 Minutes of 1st June 2022: 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.

Authorisation of the payments was agreed and signed as follows:

JRB Enterprise Ltd, Dog Gloves - Invoice 24032	£165.00	Approved
Greenbank Design, Drawings for Park Public Conveniences – Invoice AoW01	£700.00	Approved
Rotherhill Nurseries & Garden Centre, Jubilee Fruit Trees	£550.00	Approved
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Clerk, Salary (June)	Undisclosed	Approved
WSCC, Clerk Pension June	Undisclosed	Approved
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To You Loos, Portaloo for Park – Invoice 22/0536	£192.00	Approved

Receipts:

6/6/2022 Grants Account – Interest = £3.66

6/6/2022 Reserves Account – Interest = £2.71

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

7 Proposals to Parish Council: None.

8 Next Meeting Date: 7.00pm, 3rd August 2022 in Easebourne CE Primary School, Wheelbarrow Castle, Easebourne.

Meeting closed at 7.37pm

Signed: _____ Date: _____ Chairman