



EASEBOURNE PARISH COUNCIL

Minutes of Parish Council Meeting held at 7.30pm on Wednesday 28th September 2022 at Easebourne CE Primary School

*(Postponed from 14th September 2022 due to the mourning period for the passing of
Her Majesty the late Queen Elizabeth II)*

Councillors Present:

T Baker (TB), J Galego (JG), I Milne (IM), D Pack (DP) and Vice-Chairman, C Sanderson (CS), A Thomas (AT)

In attendance:

Parish Clerk S Hurr (SH) and member of the public; Mr Tom Sharman

- 1 Visitors' questions:** Mr Sharman requested that the Parish Council seek to gain a planting licence from West Sussex County Council for hedging along a portion of Hollist Lane. CS requested that Mr Sharman supply a map to illustrate the exact location of the proposed hedging and any other relevant information for discussion by the Community and Environment Committee.
- 2 Midhurst Vision Partnership Project Update:** SH reported that Cllr M Noble had forwarded the designs to Councillors and that a meeting to introduce the project would take place on Tuesday 4th October 2022 at 5.30pm at The Spread Eagle Hotel in Midhurst.
- 3 Apologies and Reasons for Absence:** Apologies received from Cllrs, E Roberts Grimsey, J Macdonald Lawson, M Noble, and J Charlesworth, due to work and personal reasons, and District Councillor F Hobbs and County Councillor T Richardson due to prior commitments.
- 4 Report from District Councillor:** Circulated prior to the meeting.
- 5 Report from County Councillor:** *Forwarded to Councillors Post Meeting by SH - Cllr Richardson had requested that any questions were sent to him via email.*
- 6 Declarations of interests in any matters on agenda:** None.
- 7 Confirmation of minutes of meetings:**

Minutes of the meeting held on **13th July 2022** were proposed as a true record by IM, seconded by JG and agreed by all present.

Carryover Action: JG to seek three quotations for verge cutting.

All other actions completed.

- 8 Chairman's Report:** CS reported that Phil Stringer was able to offer the Parish Council ten large plastic Poppies (£3 each) as part of The Royal British Legion Poppy Appeal and AT suggested that these could be attached to the village gateways. SH suggested that the Silent Soldier stored at St Mary's Church should be put on display.

Action: DP to organise display of display of Silent Soldier at an appropriate date.

CS confirmed that a meeting of the new Speedwatch group had been held, new equipment was available and volunteers were required.

CS reported that a meeting had been held with Adam O'Brien of Metis Homes at which District Councillor Francis Hobbs had also been present. During the meeting the current design for the Egmont Road properties were discussed and Mr O'Brien explained that this had been directed by South Downs National Park (SDNP). A further meeting followed with SDNP at which it was explained by officers that the linear layout was similar to adjacent roads, that the roof lines had been drawn from a selection of buildings within the village and that it was considered that the dwellings were an appropriate interpretation of information contained in the near to adoption Parish Design Statement. SDNP did confirm that the Parish Council would be involved in the discharge of conditions for the planning applications and the use of Community Infrastructure Levy Fund provided by the developments.

CS thanked IM on behalf of the Council for the success in achieving the installation of bus shelters bins.

CS reported that the Midhurst Green Volunteers would be planting bulbs within the village.

CS confirmed that Hooli based in Midhurst would be providing support with the Parish Council website.

CS thanked SH on behalf of the Council for ensuring London Bridge had been actioned appropriately.

9 Correspondence and invitations received:

Date	Details	Actions
July 2022 Issue 142	Clerks & Councils Direct publication	Passed to CS
9 th September 2022	Paper copy of External Audit Report, covering letter and invoice from Moore.	SH to include invoice on the list of payments for the next Finance Committee meeting (Also see item 9b below).

10 Minutes and Reports from the Committees and Working Parties:

- a) Community & Environment Committee (Communications {Volunteering and Staffing}, Easebourne Park, Highways, Footpaths and Emergencies and Winter Planning): The planned meeting on 21st September 2022 had not been held also due to the mourning period for the passing of Her Majesty the late Queen Elizabeth II and therefore IM provided a verbal report a report regarding Easebourne Park.

IM confirmed that all actions listed with the ROSPA Play Safety, Safety Inspection Report, Annual Inspection of the play equipment had been fully actioned.

IM reported that as it was now concluded that the sedum roof on The Roundhouse had died and could not be revived, a number of alternative roof coverings were being considered included shingle tiles, and slatted timber.

IM confirmed that the temporary toilet sited in the park during the summer months had been very successful, well used and without incident. A permanent solution which did not require connection to the main utilities was being researched and currently a company called NatSol was being considered. This company construct custom designed prefabricated buildings off site of wooden construction with metal linings, which were fully vented and use a cesspit.

IM reported that Friends of Easebourne Parish would be planning daffodil and crocus bulbs and 15 trees in November.

TB thanked IM on behalf of the Council for his extensive preparation for Picnic in the Park, which ensured the day ran very smoothly.

- b) Finance Committee: See minutes of 3rd August and 7th September 2022, appendix one and item 11 below.

As referenced above, in item 9, SH reported that the annual audit report had been received from the external auditors which was read to Councillors: *'On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirement have not been met.'* The 'Other matters not affecting our opinion which we draw to the attention of the authority' also recorded a 'none' comment.

JG commented that he was concerned with regards to the allocation of £1,000 to the Parishes Environmental Group as he considered this matter rested with the Government for action, and further requested information regarding the proposed booklet. IM responded that it was important that action at a local level was taken, and TB further commented that agreement for this funding allocation had been discussed and agreed by all members of the Finance Committee. SH added that the cost of the booklet would be borne by all three Parish Councils involved in the group. The booklet would advise on the possible actions which individuals could take. The £1,000 allocation would be drawn down as required.

- c) Planning Committee (King Edward VII Liaison): See item 12.
- d) Parish Design Statement (PDS): CS reported that the group had received some further suggested alterations from South Downs National Park and that the final draft had now been submitted.
- e) Parish Environment Group: No report on this occasion.

11 Finance:

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

This item to be removed from future agendas and taken under Minutes and Reports from the Committees and Working Parties.

12 Planning:

Number	Address	Detail	Easebourne PC Consultee Comments
SDNP/22/02210/FUL	Cowdray Ruins, North Street, Midhurst	Temporary accessible ramp to access Cowdray Ruins.	No objection
SDNP/22/02617/TCA	The Refectory, The Priory, Easebourne Lane, Easebourne	Notification of intention to fell 1 no. Magnolia tree.	Object, but would support crown thinning /lifting/reducing
SDNP/22/02249/HOUS	Middleton Lodge, Easebourne Lane, Easebourne	Demolition and replacement rear extensions, erection of bay window to side elevation and replacement outbuilding.	No objection, providing Dark Skies policy is observed by fitment of blinds and recommendations regarding bats are fulfilled

13 Review of Policies

- a) **Document Retention Policy, and Health & Safety Policy:** following a short discussion, it was agreed that the policy did not require any amendments and should be reviewed bi-annually unless a change in legislation occurred as proposed by IM, seconded by JG and agreed by all present.
- b) **Health & Safety Policy:** following a short discussion, it was agreed that the policy did not require any amendments and should be reviewed bi-annually unless a change in legislation occurred as proposed by JG, seconded by DP and agreed by all present.

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

Wednesday, 5th October 2022

7.00pm Finance Committee Meeting

7.30pm Planning Committee Meeting

Wednesday, 2nd November 2022

7.00pm Finance Committee Meeting

7.30pm Planning Committee Meeting

Wednesday, 9th November 2022

7.30pm Easebourne Parish Council Meeting

Community and Environment Committee to be arranged

The meeting closed at 8.45pm

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

Colin Sanderson

Vice-Chairman

Easebourne Parish Council

Finance Committee

**Minutes of Meeting held at 7.00pm on Wednesday 2nd November 2022
in Easebourne CE Primary School**

Present: M Noble (MN), D Pack (DP), Chairman 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 E Grimsey Roberts and Cllr T Baker due to personal commitments.
- 3 Declarations of Interest:** None.
- 4 Minutes of 5th October 2022:** The minutes were agreed as a correct record and signed.

Carryover Action: TB to research the provision of PAT testing and safety testing of electrical installation in The Roundhouse.

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:

Pro-Tec, Park security – Invoice 1116515	£88.80	Approved
Pro-Tec, Park security – Invoice 1116578	£88.80	Approved
Easebourne CE Primary School - Room Hire – 4/5/22 – 3/8/22	£112.00	Approved
The Royal British Legion Poppy Appeal - Ten large poppies (£30), Wreath (£20) and Donation (£80)	£130.00	Approved
S Hurr - Parish Phone – October	£16.39	Approved
Friends of Easebourne Parish - Bulb Planting (daffodil and crocus)	£100.00	Approved
Ionos Website – Invoice 203033348339 – October	£7.19	Approved
Wildwood UK Ltd – Trail and Den Repairs – Invoice 1063	£516.00	Approved
IONOS – Webmail Account – October	£7.19	Approved
Clerk – Salary (October)	Undisclosed	Approved
WSCC – Clerk Pension (October)	Undisclosed	Approved
Clerk – Parish Office (October)	Undisclosed	Approved

Receipts/Transfers:

Community Account: Community Infrastructure Levy = £5,678.65 (transferred to Grants Account)

Reserves Account: £1,000 transferred to Community Account for Parish Environment Group

Bank Account Balances (31st October 2022):

Bank Accounts -	Community =	£ 61,162.71
	Reserve =	£ 39,521.31
	Grants =	£ 59,319.97
	Total	<u>£160,003.99</u>

- b) Income review and opportunities (Grants, Events, CIL): SH reported that a VAT reclaim for £2,355.57 had been submitted to HMRC.
- c) Asset Register: Currently up to date

6 Forecast Spend:

- a) Sub-committee/Working Parties forecasts (including Request for Funding forms): None received
- b) Review requests for grants/funding and actions: None received

7 Draft Budget for 2023-24: The Chairman presented for the proposed budget, which was debated, and a small number of changes made.

The meeting was halted at 7.28 for the Planning Committee meeting to take place and was reopened again at 7.45 for further debate.

Further debate took place, and it was agreed that the revised draft will be presented to full Council on 9th November 2022.

8 Next Meeting Date: 7.00pm, 7th December 2022 in Easebourne CE Primary School, Wheelbarrow Castle, Easebourne.

Meeting closed at 7.56pm

Signed: _____ Date: _____
Chairman

Easebourne Parish Council

Finance Committee

Minutes of Meeting held at 7.00pm on Wednesday 5th October 2022 in Easebourne CE Primary School

Present: M Noble (MN), D Pack (DP), Chairman 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 a personal commitment and Cllr Baker due to a work commitment.

3 Declarations of Interest: None.

4 Minutes of 7th September 2022: The minutes were agreed as a correct record and signed.

Carryover Action: TB to research the provision of PAT testing and safety testing of electrical installation in The Roundhouse.

Carryover Action: SH to transfer £1,000 from the Reserves Bank Account to the Community Account for PEG projects and update financial software accordingly.

5 Finance Report Review:

- d) Report on previous month spend, cash flow, and spend approvals.

Authorisation of the payments was agreed and signed as follows:

M Noble – Bags for Tombolas	£28.93	Approved
M Noble – Refreshments for Picnic in the Park	£122.95	Approved
M Noble – Yukon Base Music for Picnic in the Park	£150.00	Approved
Wetton Cleaning Services – Cleaning of Temporary Toilet	£569.52	Approved

S Hurr - Flowers for the late Queen Elizabeth II	£12.50	Approved
Moore – External Audit	£480.00	Approved
S Hurr - Parish Phone – September	£16.39	Approved
IONOS – Webmail Account – September	£7.19	Approved
M Noble – The Notebook, clipboards for SpeedWatch	£12.00	Approved
Midhurst Town Council – Contribution to Platinum Jubilee Event	£1,000	Approved
Midhurst Green Volunteers – Purchase of Bulbs	£20.00	Approved
St Mary's Church PCC – Burial Ground Grant	£1,500	Approved
M Noble – Chairman's Honorarium (first tranche)	£60.00	Approved
Clerk – Salary (September)	Undisclosed	Approved
WSCC – Clerk Pension (September)	Undisclosed	Approved
Clerk – Parish Office (September)	Undisclosed	Approved

Greenscape - Grass cutting – Invoice 278	£720.00	Approved
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Receipts: Community Account:

Chichester District Council Precept, second tranche £33,334.00
Sharon Hurr, (received as cash) Tombola Proceeds = £171.70
Sharon Hurr, (received as cash) Du Luca Ice Cream Donation = £60.00
Girl Guides, Jubilee Tree = £160.00

Grants Account: Interest = £16.53

Reserves Account: Interest = £11.21

Bank Account Balances (30th September 2022):

Bank Accounts -	Community =	£ 67,494.36
	Reserve =	£ 40,521.31
	Grants =	£ 53,641.32
	Total	<u>£161,656.99</u>

MN sought clarification regarding the approval of agreement to pay Midhurst Town Council £1,000 towards to the joint Jubilee Event held on 4th June 2022. It was proposed by MN and seconded by DP, agreed by all present and **resolved** that formal approval for this contribution was given at this meeting.

- e) Income review and opportunities (Grants, Events, CIL): None
- f) Asset Register: Currently up to date

7 Forecast Spend:

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

9 Proposals to Parish Council: Draft budget for 2023-24 to be presented.

10 Next Meeting Date: 7.00pm, 2nd November 2022 in Easebourne CE Primary School, Wheelbarrow Castle, Easebourne.

Meeting closed at 7.24pm

Signed: _____ Date: _____
Chairman