



## EASEBOURNE PARISH COUNCIL

### Minutes of Annual Parish Council Meeting held at 7.00pm on Wednesday, 10<sup>th</sup> May 2023 held at Easebourne CE Primary School

#### Councillors Present:

T Baker (TB), J Galego (JG), J Macdonald-Lawson (JML), I Milne (IM), Chairman M Noble (MN), D Pack (DP), E Roberts Grimsey (ERG) and C Sanderson (CS)

**In attendance:** Parish Clerk S Hurr (SH) and District Councillor F Hobbs

- 1 Signing of Declaration of Office of Acceptance and associated forms for all Councillors:** this follows the recent elections and all Councillors present completed and signed all forms which were witnessed as appropriate by the Clerk as the Proper Officer or the Parish Council.
- 2 Election of Chairman:** MN standing – proposed by JML, seconded by ERG and was elected unanimously 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.
- 3 Appointment of Vice-Chairman:** CS standing – proposed by MN, seconded by IM and 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.
- 4 Appointment to Committees:**
  - a) **Finance Committee:** All current Committee members will remain and will be joined by JML.
  - b) **Planning Committee:** All current Committee members will remain.
  - c) **Community and Environment Committee:** All current Committee members will remain.
  - d) **Communications and Staffing Panel:** All current Committee members will remain.
  - e) **Easebourne Park Lead:** IM will remain as Lead for Easebourne Park.
  - f) **Highways Lead:** DP will take up the role of Highways Lead. *Post-Meeting: DP will be supported in this role by JG.*
  - g) **Footpaths Lead:** This role will be deleted.
  - h) **Winter Maintenance Lead:** JG will take up the role of Winter Maintenance Lead.
- 5 Apologies and Reasons for Absence:** Apologies received from County Councillor T Richardson.
- 6 Visitors questions:** None present.
- 7 Report from County Councillor:** Cllr T Richardson had provided an emailed short report, prior to the meeting.
- 8 Report from District Councillor:** Cllr F Hobbs provided a verbal report regarding the fire in North Street, Midhurst and the current progress with the plan to secure the damaged buildings and open the road.

Cllr Hobbs left the meeting and did not return.

**9 Declarations of Interest: None**

**10 Confirmation of minutes of meeting held on 8<sup>th</sup> March 2023 and review of actions:** Minutes of the meeting held on 8<sup>th</sup> March 2023 were proposed as a true record by CS, seconded by ERG and agreed by all present.

**11 Chairman's Report:** MN presented IM with a small gift in recognition of his extensive work to realise the successful installation of the eco-toilets in Easebourne Park.

MN explained that he had met with Trevor Leggo of West Sussex Association of Local Councils to prepare the advert, job description and person specification for a replacement Clerk and Responsible Financial Officer. The advert would be listed on the WSALC website on Friday 12<sup>th</sup> May 2023 with a closing date of 2<sup>nd</sup> June 2023. Mr Leggo had also confirmed he would research whether another clerk currently engaged by a smaller parish would consider taking on a second role.

MN explained that IM would be running a Parish Council stall at the St Mary's Church Fete on Saturday from 2pm to 5pm and requested that other Councillors provide support to the stall.

MN reminded Councillors that the Annual Parish Meeting hosted by the Parish Council would be held at 7.00pm on 24<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.

**11 Correspondence and invitations received:**

Date	Details	Actions
January, and May 2023	Clerks & Councils Direct publication	Passed to JML
Undated	Glasdon Marketing Literature	Passed to IM
Undated	Elan City Marketing Literature	Passed to MN
Undated	NBB Recycled Furniture Marketing Literature	Passed to IM

**13 Reports from the Committees, Working Parties and External Meetings**

- Communications & Environment Committee (Communications {Volunteering and Staffing}, Easebourne Park, Highways, Footpaths and Emergencies and Winter Planning): See minutes of 26<sup>th</sup> April 2023 (appendix one).
- Finance Committee: See minutes of 5<sup>th</sup> April 2023, and 3<sup>rd</sup> May 2023 (appendix two).

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 ERG, seconded by JG, agreed all Councillors and duly signed. The Notice of Public Rights form as per the regulations will be displayed on all notice boards and the Clerk 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.

WindowFlowers had provided a quotation for the full maintenance of the seven parish planters including refresh of plants and compost. Following a discussion, it was agreed that watering contract only (currently in place) would be retained for the current year.

**Action:** MN to inform WindowFlowers that the watering only contract, would continue.

c) Planning Committee (King Edward VII Liaison): See agenda item 14.

d) Parishes Environment Group (also see agenda item 13a)

**14 Planning:**

Number	Address	Detail	Easebourne PC Consultee Comments
SDNP/23/00272/LDP	Holly Cottage, Easebourne Lane, Easebourne	The infilling of the existing porch in brickwork with new entrance doors and windows to match existing.	No objection
SDNP/23/00456/HOUS	Orchard Cottage, Dodsley Grove, Easebourne	Two storey rear extension to provide an ensuite bathroom to the master bedroom and a single storey rear extension to provide a kitchen.	Draw attention to the Dark Skies policy in relation to the skylight request a night-time blind is installed, instruction for use included within the conditions, and support the recommendation of Environmental Officer.

**15 Review of Documents: Risk Management Scheme:** SH had made a number of changes to update the document and included suggestions made by Councillors at the last meeting of the Parish Council. The revised document was proposed by IM, seconded by JG, agreed by all present and adopted.

**16 Dates for next meetings:**

(full printed list of meetings for the year passed to Councillors {appendix three})

*Saturday, 13<sup>th</sup> May 2023, 2.00pm to 5pm*  
*St Mary's Church Fete*

Wednesday, 24<sup>th</sup> May 2023  
7.00pm Annual Parish Meeting (hosted by the Parish Council)

Wednesday, 7<sup>th</sup> June 2023  
6.00pm Community & Environment Committee  
7.00pm Finance Committee Meeting  
7.30pm Planning Committee Meeting

Wednesday, 5<sup>th</sup> July 2023  
7.00pm Finance Committee Meeting  
7.30pm Planning Committee Meeting

Wednesday, 12<sup>th</sup> July 2023  
7.30pm Easebourne Parish Council

The meeting closed at 8.34pm

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

Mike Noble  
Chairman

**Easebourne Parish Council**

**Community & Environment Committee**

**Draft Minutes of Meeting held at 6.30pm on Wednesday 26<sup>th</sup> April 2023  
in Easebourne CE Primary School, Wheelbarrow Castle, Easebourne**

**Present:** I Milne (IM), M Noble (MN), E Roberts Grimsey (ERG), J Macdonald-Lawson (JML)

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

**1 Public Question Time:** No members of the public were present.

**2 Apologies and Reasons for Absence:** Cllr A Thomas.

**3 Declarations of Interest:** None

**4 Minutes and actions of meeting:**

The minutes of the meeting on 25<sup>th</sup> March 2023 were agreed as a correct record of the meeting by all present and signed.

**Carry-over Action in progress:** MN awaiting further information from County Councillor Tom Richardson regarding his views on speed reduction initiatives.

**Carry-over Action in progress:** SH to again request an update from Cowdray Estate as to any planned actions in relation to the Easebourne Lane culvert.

**Carry-over Action in progress:** Flooding issue related to the lack of surface drainage on Upperfield which collects on Hollist Lane and flows into Dodsley Grove, was discussed at full Council (8<sup>th</sup> March 2023). JML has now spoken to the affected resident and advised that they inform their property insurance provider.

All other actions complete.

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

**a) Communications (Volunteers and Staffing):** With regards to the website, the repair of broken minutes links has yet to be completed.

**Carry-over Action:** MN to request Hooli to repair broken minutes links.

JML confirmed that going-forward she will undertake responsibility for producing/gathering copy for the United Magazine.

MN confirmed that the St Mary's Church Fete would take place on Saturday 13<sup>th</sup> May 2023 at which a stall will be used to promote Friends of Easebourne Parish and encourage people to consider becoming parish councillor. An arrangement had been made to borrow a gazebo, and IM would be available for the stall. Other Councillors will be asked if they able to be available to join IM.

**Actions:** JLM will produce a leaflet about becoming a Councillor. SH will email Councillors to ask if they are available to join IM at the fete.

The forthcoming Annual Parish Meeting (APM) (hosted by the Parish Council) will be held at 7pm on Wednesday 24<sup>th</sup> May 2023. It was agreed that IM will produce a PowerPoint similar that produced for the previous meeting, and refreshments other than water will not be provided.

**Actions:** IM to produce a PowerPoint regarding the Parish Council's achievements over the last year. MN will advertise the APM on the Parish Council website.

- b) Easebourne Park:** Following a discussion regarding whether the CCTV policy continued to be fit for purpose with regards to whom may legally request footage, it was agreed that this would be reviewed to ensure this information was correct and clear.

**Action:** IM to review CCTV policy.

IM also expressed concern that only he had knowledge regarding CCTV footage retrieval and that this detail should be shared with another Councillor and the procedure to be recorded.

**Action:** A second Councillor to be identified to gain knowledge of CCTV footage retrieval and IM to detail the procedure within a process document.

MN reported that MADhurst Festivities have provided a grant of £250 specifically for Easebourne Park. SH confirmed there was no issue with the Council's insurance provider for a ticketed event operated by MADhurst to be held in the park and MADhurst would have their insurance in place for the performance.

ERG also confirmed a donation of £250 from a local family for the purchase of trees for Easebourne Park, later in the year.

**Action:** SH to ensure that a carry-over action is added to the agenda until the trees are purchased and planted.

IM reported that the grass had been cut for the first time this year with specific areas left wild for insects. The bench located where the new toilets had now been installed, had been moved to a new location and secured to a concrete pad. Artisans of Wood had completed the new shingle roof on The Roundhouse and had yet to complete some repairs to the structure. Further thought would need to be given to direct rain dripping from the roof and creating a channel in the surrounding path, which may require a French drain or guttering and a soak away to resolve.

IM reported that Building Control had confirmed dispensation for the toilets and the path leading to the doors would be constructed to meet the requirements of Disability Discrimination Act legislation a of three degrees incline. The toilets should be completed on Friday 28<sup>th</sup> April 2023. IM further noted that battery lights may be required to provide some extra light. Signage would be installed on 30<sup>th</sup> April 2023, and it was planned that one toilet only would be in operation from 1<sup>st</sup> May 2023. This will be monitored with the second one being available for events or if usage of the single toilet suggested that it was necessary to permanently operate the second toilet. Wetton, cleaning contractor had also confirmed

they would accept the contract, opening the toilet in the morning, closing it in the evening and servicing it daily. The temporary toilet would be removed on 2<sup>nd</sup> May 2023.

MN reported that 'The Goat Box' a facility selling drinks and cakes in the park had been trialed over the school Easter holidays, and the operator had been happy with the demand, although the wetter weather had negatively impacted on sales. It was considered that there was scope to provide such service in the future and the operator had confirmed he would be prepared to return to the park. MN added that the Council could also other providers when The Goat Box was unavailable.

**Action:** MN to discuss return of the refreshment facility for half-term/school summer holidays with the operator and for the Picnic in the Park event (3<sup>rd</sup> September 2023 considered as a possible date).

JML left the meeting and did not return.

- c) **Emergencies & Winter Planning:** IM confirmed he had looked for a more useful/practical location on Kings Drive for a salt bin but reported that there was no other suitable location.
- d) **Footpaths:** Nothing to report at this time.
- e) **Highways Panel:** IM reported that he and Cllr D Pack had been working on identifying a further location for a defibrillator that Cllr Pack wished to sponsor in memory of his mother. Unfortunately, the church and churchyard were unable to accommodate this equipment, therefore he and Cllr Pack were considering a location near to the village shop in Easebourne Street. IM will provide an update at a future meeting on this matter.

ERG suggested that further work now be undertaken on the Easebourne 'pointer' project, to establish what each sign should state, identify a contractor for the production of the signs and confirm appropriate locations.

**Action:** ERG, MN and JML to meet to discuss the pointer project.

MN reported that a village gateway had been damaged potentially by a passing large vehicle.

**Action:** MN to photograph the damage and SH will contact the insurance provider to establish if a claim may be appropriate/cost effective.

- f) **Parishes Environment Group:** Notes of the recent meeting of the group had been circulated prior to the meeting by ERG.

ERG explained that the group were currently seeking digital support and she had written to Chichester University who were associated with sustainability, to ask if this was a project which could be taken on by a student or group of students.

ERG reported that she would be meeting with Peter Moss from the Petersfield environment group PeCAN in the following week. This group own thermal imaging equipment which can be used in residential buildings to access the thermal efficiency of a home.

ERG further reported that Cowdray Estate were looking at improving the path which runs from the Ruins alongside the river to the roundabout.

ERG explained the term 'Green Healing' and added that the 'heal' acronym could be used for the group as it involved 'Heyshott, Easebourne and Lodsworth'.

ERG also reported that Tim Young who was standing as a Green Party candidate in the upcoming district elections had also visited the group.

ERG added that group were currently seeking new members.

**6 Proposals to full Council:** None.

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

**8 Date of Next Meetings:**

6.00pm, Wednesday 7<sup>th</sup> June 2023

Meeting closed at 7.39pm

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

## Easebourne Parish Council

## Finance Committee

**Minutes of Meeting held at  
7.00pm on Wednesday 5<sup>th</sup> April 2023  
in Easebourne CE Primary School**

**Present:** T Baker (TB), 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 ER Grimsey due to personal reasons.
- 3 Declarations of Interest:** None.
- 4 Minutes of the last meeting:** The minutes of the last meeting held on 1<sup>st</sup> March 2023 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.

All other actions complete.

**5 Finance Report Review:**

- a) Report on previous month spend, cash flow, and spend approvals (Rialtas reports for both February 2023 and March 2023 signed.)

Authorisation of the payments was agreed and signed as follows:

KerryType, Parishes Environment Group Booklets - Invoice 45063	Paid £503.79	Approved
Pro-Tec, Invoice 116738	£88.80	Approved
Pro-Tec, Invoice 1070	£88.80	Approved
Ionos, Website – Invoice	DD £7.19	Approved
S Hurr, Parish Phone – March	£16.39	Approved
I Milne, Toilet Door Locks	£56.04	Approved
Chichester District Council, Bins Emptied: Annual Payment – Invoice 602892670	£584.05	Approved
Clerk, Salary (March)	Undisclosed	Approved
HMRC, Tax (March)	Undisclosed	Approved
WSSC, Pension (March)	Undisclosed	Approved
Clerk, Parish Office (March)	Undisclosed	Approved
West Sussex Association of Local Councils, Annual Subscription	£734.26	Approved
Pro-Tec, Invoice 1118	£105.30	Approved
Hooli Advice, Invoice SI-16168	£24.00	Approved



**Receipts:** £250.00 Grant from MADhurst (for Easebourne Park)  
£49.08 interest – Reserve Account  
£73.66 interest – Grants Account

**Bank Account Balances (31<sup>st</sup> March 2023):**

Bank Accounts -	Community =	£ 44,276.30
	Reserve =	£ 39,592.60
	Grants =	£ 59,425.29
	Total	<u>£143,294.19</u>

- b) Income review and opportunities (Grants, Events, CIL): MN explained that he had resubmitted the previous Community Infrastructure Levy (CIL) funding application regarding the proposed ramp into Easebourne Park from Wheelbarrow Castle. The request had been increased to £80,000 towards the estimated project cost of £100,000.
- c) 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: None received.

**7 2023 Planter Maintenance Contract:** A contract had been received from Windowflowers for the watering of the seven parish planters for 2023. Following a discussion, it was proposed by TB, seconded by DP and agreed by all present that the contract should be signed and returned.

**Actions:** SH to sign and return the contract to Windowflowers for planter watering, and NM to make enquiries with Windowflowers regarding the potential costs for maintaining planting (replacement flowers for Summer and Winter).

**8 Proposals to Parish Council:** To consider a quotation for maintenance of plants for seven parish planters.

**9 Next Meeting Date:** 7.00pm, 3<sup>rd</sup> May 2023 in Easebourne CE Primary School, Wheelbarrow Castle, Easebourne.

Meeting closed at 7.23pm

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

## Easebourne Parish Council

### Finance Committee

#### Draft Minutes of Meeting held at 7.00pm on Wednesday 3<sup>rd</sup> May 2023 in Easebourne CE Primary School

**Present:** M Noble (MN), D Pack (DP), Chairman C Sanderson (CS), E Roberts Grimsey (ERG),  
**In attendance:** Parish Clerk, S Hurr (SH)

- 7 Public Question Time:** No members of the public were present, or questions received.
- 8 Apologies and Reasons for Absence:** Cllr T Baker due to personal reasons.
- 9 Declarations of Interest:** None.
- 10 Minutes of the last meeting:** The minutes of the last meeting held on 5<sup>th</sup> April 2023 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.

All other actions complete.

**11 Finance Report Review:**

- a) Report on previous month spend, cash flow, and spend approvals (Rialtas reports for March 2023 signed {April bank statements awaited}).

Authorisation of the payments was agreed and signed as follows:

I Milne, Cranked Striker Pin – Invoice GB135010721-2023-48496	£5.49	Approved
To You Loos, Portaloo Hire – Invoice 23/0045	£168.00	Approved
To You Loos, Portaloo Hire – Invoice 23/0132	£144.00	Approved
S Hurr, Parish Phone (April)	£16.39	Approved
Wetton, Temporary Toilet Maintenance – Invoice 151243	£351.17	Approved
I Milne, Temporary Toilet Maintenance – Invoice 151243	£9.98	Approved
I Milne, CCTV Sign – GB133044881-2023-5939	£8.47	Approved
I Milne, Paint Brushes – Invoice GB32H34IAEUI	£17.65	Approved
I Milne, Paint – Invoice GB794869625-2023-21121	£5.12	Approved
I Milne, Bolt Anchors	£9.98	Approved
Rialtas Business Solutions, Annual Fee, Finance Software – Invoice SM28147	£148.81	Approved
Ionos, Website – Invoice	DD £15.62	Approved
Clerk, Salary (April)	Undisclosed	Approved
HMRC, Tax (April)	Undisclosed	Approved
WSCC, Pension (April)	Undisclosed	Approved
Clerk, Parish Office (April)	Undisclosed	Approved
RS Hall, Internal Audit	£360.00	Approved
Pro-Tec Easebourne Park security – invoice 1198	£105.30	Approved

I Milne, Fire Retardant Paint	£109.47	Approved
Artisans of Wood, The Roundhouse roof replacement and construction of public conveniences	£21,254.00	Approved
Natsol, Supply of public conveniences	£14,603.09	Approved

**Receipts:** Community Account

£35,664.50 Chichester District Council precept (first tranche)

£250 Mr D King Tree Donation

**Bank Account Balances (30<sup>th</sup> April 2023):**

Bank Accounts -	Community =	£ 74,845.91
	Reserve =	£ 39,592.60
	Grants =	£ 59,425.29
	Total	<u>£173,863.80</u>

- b) Income review and opportunities (Grants, Events, CIL): SH confirmed that a VAT reclaim had been submitted for the last six months of 2022-23 for £2,169.33.
- c) Asset Register: To be updated with newly constructed and installed Public Conveniences.

**12 Forecast Spend:**

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

**7 2023 Planter Maintenance Contract:** A contract had been received from Windowflowers for the watering of the seven parish planters for 2023 which was agreed at the April 2023 meeting of the Committee. Following further discussion, it was agreed to obtain a quotation from Windowflowers for full maintenance of the plants. It was agreed that this quotation would be discussed and a decision made by full Council on 10<sup>th</sup> May 2023.

**8 Proposals to Parish Council:** To consider a quotation from Windowflowers for full maintenance of plants for seven parish planters.

**9 Next Meeting Date:** 7.00pm, 7<sup>th</sup> June 2023 in Easebourne CE Primary School, Wheelbarrow Castle, Easebourne.

Meeting closed at 7.34pm

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

## Easebourne Parish Council Meetings 2023-24

Date	Time	Meeting
3 <sup>rd</sup> May 2023	7.00pm	Finance Committee
3 <sup>rd</sup> May 2023	7.30pm	Planning Committee
10 <sup>th</sup> May 2023	7.00pm	Easebourne Parish Council (Annual)
24 <sup>th</sup> May 2023	7.00pm	Easebourne Annual Parish Meeting (Hosted by EPC)
7 <sup>th</sup> June 2023	6.00pm	Community & Environment Committee
7 <sup>th</sup> June 2023	7.00pm	Finance Committee
7 <sup>th</sup> June 2023	7.30pm	Planning Committee
5 <sup>th</sup> July 2023	7.00pm	Finance Committee
5 <sup>th</sup> July 2023	7.30pm	Planning Committee
12 <sup>th</sup> July 2023	7.30pm	Easebourne Parish Council
2 <sup>nd</sup> August 2023	6.00pm	Community & Environment Committee
2 <sup>nd</sup> August 2023	7.00pm	Finance Committee
2 <sup>nd</sup> August 2023	7.30pm	Planning Committee
6 <sup>th</sup> September 2023	7.00pm	Finance Committee
6 <sup>th</sup> September 2023	7.30pm	Planning Committee
13 <sup>th</sup> September 2023	7.30pm	Easebourne Parish Council
4 <sup>th</sup> October 2023	6.00pm	Community & Environment Committee
4 <sup>th</sup> October 2023	7.00pm	Finance Committee
4 <sup>th</sup> October 2023	7.30pm	Planning Committee
1 <sup>st</sup> November 2023	7.00pm	Finance Committee
1 <sup>st</sup> November 2023	7.30pm	Planning Committee
8 <sup>th</sup> November 2023	7.30pm	Easebourne Parish Council
6 <sup>th</sup> December 2023	6.00pm	Community & Environment Committee
6 <sup>th</sup> December 2023	7.00pm	Finance Committee
6 <sup>th</sup> December 2023	7.30pm	Planning Committee
3 <sup>rd</sup> January 2024	7.00pm	Finance Committee
3 <sup>rd</sup> January 2024	7.30pm	Planning Committee
10 <sup>th</sup> January 2024	7.30pm	Easebourne Parish Council
7 <sup>th</sup> February 2024	6.00pm	Community & Environment Committee
7 <sup>th</sup> February 2024	7.00pm	Finance Committee
7 <sup>th</sup> February 2024	7.30pm	Planning Committee
6 <sup>th</sup> March 2024	7.00pm	Finance Committee
6 <sup>th</sup> March 2024	7.30pm	Planning Committee
13 <sup>th</sup> March 2024	7.30pm	Easebourne Parish Council
3 <sup>rd</sup> April 2024	6.00pm	Community & Environment Committee
3 <sup>rd</sup> April 2024	7.00pm	Finance Committee
3 <sup>rd</sup> April 2024	7.30pm	Planning Committee
1 <sup>st</sup> May 2024	7.00pm	Finance Committee
1 <sup>st</sup> May 2024	7.30pm	Planning Committee
8 <sup>th</sup> May 2023	7.00pm	Easebourne Parish Council (Annual)
TBC	7.00pm	Easebourne Annual Parish Meeting (Hosted by EPC)