



EASEBOURNE PARISH COUNCIL

Minutes of Parish Council Meeting held at 7.30pm on Wednesday, 13th September 2023 held at Easebourne CE Primary School

Councillors Present: C. Sanderson - chairman (CS), E. Roberts-Grimsey (ERG), I. Milne (IM), D. Pack (DP), J. Macdonald-Lawson (JML), T. Baker (TB), J. Galego (JG).

In attendance: Parish Clerk E Tremaine (ET), F. Hobbs (FH), T. Richardson (TR).

- 1 Visitors questions:** no visitors present
- 2 Report from District Councillor:** FH reported that the KEV residents group is restarting and will be meeting in October. ERG sent a PEG update around pre meeting (see item 9), looking at a consensual, encouragement approach rather than enforcing. No other planning issues to report. FH will attend the consultation regarding the Town Meadow. FH also reported that sadly the Director of Novium museum has passed away. No news on the Angel. There is a broader issue concerning the businesses in the town that has been exacerbated by the situation, current council leader Adrian Moss is setting up a group tasked with deciding how the town should be taken forward. FH stated his opinion is that Midhurst should be presented as the home of the national park.
- 3 Report from County Councillor:** TR reported that there are two community highway scheme applications in for the parish (Henley Hill and Wheelbarrow Castle) which are both still under assessment. Should have an answer by the end of the year, to be implemented the following year. Two new flex buses have started running. IM noted that KEV residents are being encouraged to use it and it is very easy to book. Runs until 7pm, £3 per journey, bus passes free. Fully accessible. TB asked about North Mill Bridge repairs – TR answered that it should be September as it was held up by Historic England and then knocked back by other works. IM asked if Mike Noble (chairman of EPC, absent) has approached TR about the exit from Cowdray Golf Course – TR reported that he is forming a plan to submit an application to change the speed limit in several places along the A272 towards Petworth. JML noted that the exit is dangerous and there have already been several accidents so this would likely be welcomed. IM asked if a parish is needed to take the lead, TR is going to speak to Highways about whether to do it as one application for the whole road. Closing date for this year has already gone so there is plenty of time to organise.

Both TR and FH left.

- 4 Apologies for Absence:** M. Noble for personal reasons.
- 5 Declarations of interests in any matters on agenda:** None
- 6 Confirmation of minutes of meeting and review of actions:** Minutes of the meeting held on 12th July 2023 were proposed as a true record and signed by the Vice Chairman.

- **Carryover Action** – new Arnold Baker & Good Councillor Guide – not seen, ET to check.

7 Chairman's Report: MN not available at short notice, no report.

8 Correspondence and invitations received:

- All Parish Meeting – on Zoom on Monday 18th September – DP to attend.
- SDNPA Parish Meeting – online on Wednesday 4th October – IM to attend.

9 Minutes and Reports from the Committees, Working Parties and External Meetings:

- a) Communications & Environment Committee (Communications {Volunteering and Staffing}, Easebourne Park, Highways, Footpaths and Emergencies and Winter Planning): See minutes of 2nd August 2023 (appendix one).
 - i. IM reported that he has been in touch with SDNPA regarding barn owl boxes as they have an ongoing project. All is in hand and IM will arrange to meet them to assess if the park is suitable in a couple of weeks.
 - ii. ERG asked about the pointer signs, waiting for TB to sort out installation queries and waiting for the license to come in.
 - iii. DP reported that Egmont road bus shelter has a piece of wood coming away that is a trip hazard.
ACTION - JG will visit to assess if it can be done as a small job.
 - iv. JML asked for any contributions to Easebourne magazine asap. DP mentioned that he had delivered flowers to a resident in Fox Road for her 100th birthday – photos to go into magazine.
- b) Finance Committee: See minutes of 2nd August 2023 and 6th September 2023 (appendix two). ERG asked about MAC contributions as they have contacted her to say that contributions from EPC have stopped.
ACTION - ET to check.
- c) Planning Committee (King Edward VII Liaison): See agenda item 10.
- d) Parishes Environment Group: ERG reported that PEG have looked at multiple scenarios regarding climate groups but felt that membership of a national group brings you into more of a commercial and political network while many of the actions in Easebourne would be at a community level e.g. raising money for swift boxes etc. Therefore they are proposing forming a small and locally minded climate response initiative combining Easebourne, Heyshott and Lodsworth, called Green HEAL. Already targeted certain individuals and businesses for funding. Presentation to follow with full details.

10 Planning:

- i. **Parish Priorities Statement** – CS reported that he met with Neil Sore & Chris Paterson (SDNPA) last year re a PPS and agreed it was not required as the Parish Design Statement has been done. CS then took it up with them again after some more information was recently emailed out to discover that Paterson had left and Claire Tester has taken over and she recommends doing it. A discussion followed to determine whether EPC believes this is worthwhile. It was **resolved** that after the Council faced some criticism for not completing a Local Plan in the past it is important that every opportunity to make residents wishes known is taken. CS suggested doing a leaflet drop for return (the last one received a 7.4% response) to get opinions from Parishioners of all demographics as this seems to be what SDNPA are asking for. The deadline has been extended until Christmas. It was then discussed whether a small team should take the task on or should the Planning Committee be responsible and it was **resolved** that the Planning Committee will take

the lead. CS also proposed including Neil Sore in the exercise and will invite him to the next meeting. Decisions made were proposed by JML and seconded by ERG. A vote was then taken with all present in favour.

ii. **Planning Applications -**

Number	Address	Detail	Easebourne PC Consultee Comments
SDNP/23/03211/TPO	Aminta 12 Hurst Park Easebourne West Sussex GU29 0BP	Reduce lower crown (all sectors) by up to 3m to a height of 5m (above ground level) on 1 no. Oak tree (quoted as T001, TPO'd as T15). Reduce 2 no. lower limbs on east sector by 2-3m on 1 no. Oak tree (quoted as T002, TPO'd as T17). Both trees subject to EB/03/00415/TPO.	On a proposal by the chairman of the Committee it was resolved to make no objection provided that the Tree Officer considers the reduction in height to be acceptable.
SDNP/23/03042/HOUS	Martlet House Upperfield Easebourne West Sussex GU29 9AE	Demolition of existing single storey extension, erection of proposed single storey rear and side extensions, use of existing garage as habitable accommodation, new detached double garage/store and new front porch, with various alterations including changes to fenestration.	On a proposal by the chairman of the Committee it was resolved to make no objection but to request that further planning permission is sought should the garage be changed to habitable accommodation in the future.
SDNP/23/01681/HOUS	2 Vanzell Villas, Easebourne Lane, Easebourne	Single storey extension following demolition of existing extension.	On a proposal by the Chairman of the Committee it was resolved to make no objection
SDNP/23/02511/HOUS	2 St Richards Cottages, Easebourne Street, Easebourne	Double storey rear extension.	On a proposal by the Chairman of the Committee it was resolved to make no objection
SDNP/23/02128/HOUS	Rhinegold, Dodsley Lane, Easebourne	Erection of a single storey rear extension. New paved and terraced areas. Fenestration changes to the ground floor right side elevation.	On a proposal by the Chairman of the Committee it was resolved to make no objection

- iii. CS also raised a recent email regarding a tree that has been removed at the Metis site on Egmont Road. Metis Homes wanted to communicate that the tree removal was not their decision and that the school had done this as their arboriculturist had reported that the tree was diseased.

11 Review of Documents: Memorial Policy: After a short discussion it was resolved that the policy wording is up to date. Proposed by IM ad seconded by ERG.

There followed a discussion about raising awareness that memorials benches are available.

ACTION – JML (communications) to put some information forward for the magazine, website, Church, Undertakers etc.

12 Dates for next meetings:

04/10/2023	6.00pm	Community & Environment
04/10/2023	7.00pm	Finance
04/10/2023	7.30pm	Planning
01/11/2023	7.00pm	Finance
01/11/2023	7.30pm	Planning
08/11/2023	7.00pm	Easebourne Parish Council NOTE TIME MOVED FORWARD

The meeting closed at 8.44pm

Signed..... Date.....
Colin Sanderson Vice-Chairman

Appendix One

Easebourne Parish Council Community & Environment Committee Draft Minutes of Meeting held at 6.00pm on Wednesday 2nd August 2023 at Easebourne CE Primary School, Wheelbarrow Castle, Easebourne

Present: M Noble (MN), I Milne (IM), D Pack (DP), J Macdonald-Lawson (JML)

In attendance: Parish Clerk E Tremaine (ET)

- 1. Public Question Time** – None present .
- 2. Apologies and Reasons for Absence** – E. Roberts Grimsey due to personal reasons.
- 3. Code of Conduct** –
 - No declarations of interest.
 - No dispensation requests.
- 4. Minutes of Previous Meeting – 7th June 2023** – the minutes of the meeting on Wednesday 7th June 2023 were agreed as a correct record and signed.
 - CCTV Policy - done, Trevor Baker to be given access.
 - Refreshments – Laura Pinder is still doing ad hoc refreshments at the park. IM mentioned that her trailer has been left in the car park, it was discussed and concluded that this is not a problem as she will continue to come and go throughout the summer. She has been booked for the Picnic in the Park.
 - **CARRYOVER ACTION** – MN has not yet received a reply from Tom Richardson with regard to speed reduction initiatives, he will follow up.
 - **CARRYOVER ACTION** – no update received from Cowdray regarding the Easebourne Lane culvert. ET to follow up.
 - Hooli have now repaired the broken links.
 - JML has investigated the potential partnership with MIND and representatives have been invited to meet with Friends of Easebourne Parish to discuss. IM said that it would be best to check insurance policies if anything is agreed. It was suggested that an allotment could be provided for MIND to use, FREP are to approach Cowdray to ask if an allotment can be allocated and could assist to clear and prepare it.
 - **CARRYOVER ACTION** - IM has investigated owl boxes and presented some options. These options were discussed and it was concluded that none were suitable as the standalone option is too vulnerable to vandalism and the cheaper options were not aesthetically pleasing. IM to do some more research for the next meeting.
 - **CARRYOVER ACTION** – MN will speak to Tom Richardson about speed reduction outside the golf club following the accident on 6th June. IM suggested that more signage could be used to slow drivers accelerating out of Easebourne. It was also raised that Cowdray should be involved in discussions.
 - All other actions have been completed.
- 5. Verbal/Written Panel/Project Group Reports** –
 - Communications (Volunteers and Staffing) –

- i. MN continues to add content to website and ET will begin adding now that a login has been sorted out.
- ii. JML is still working on newsletters etc. She suggested that it would be good to have an up to date photo of each Councillor on the website and in the next magazine.
- iii. IM suggested that the Parish Council could give the school an article for their monthly newsletter, JML has already spoken to them and they are willing for this to happen.
- iv. IM also put forward that the Parish Council could submit articles for the local free magazines Sussex Local and Vantage.

ACTION – JML to follow up.

- v. JML said that she feels that she is often not kept informed of activities and asked how the Council can communicate better to ensure that she has the relevant information. There was a discussion and it was concluded that going forward JML will ask all Committee Heads for information to put into publications, including FREP for non parish magazines and ET will forward any information to JML that is relevant.

- Easebourne Park -

- i. CCTV – IM reported that the new toilets have so far had 3 vandalism incidents – a broken door following some teenagers pushing and pulling them, a pushed in window (teenagers spotted going around the back of the building but no proof as no CCTV there) and theft of the hand sanitizer. A solution has been reached with additional cameras at £145 plus VAT.
- ii. Picnic in the Park – IM reported that ice cream, music and refreshments are all booked. FREP will be on hand. The school could not get involved as they are out for summer holidays. IM has printed leaflets which will be delivered to households and put up on noticeboards. IM and MN are taking care of the music and will put the two suppliers in contact with each other to work out sets etc. Helpers for the day will be firmed up closer to the time.
- iii. ROSPA report received. IM noted that the only red flag was metal edges on the scooter track, Playsafe have been instructed to investigate and he is waiting for their advice on a solution. IM said that the only other points were some bolts which have already been tightened, other than this the play equipment is all in good working order.
- iv. Heavy rain has eroded the bottom of the steps, IM is going to meet with Keith Dummer to look at a solution and will also look into removing weeds from the steps as they are a slip hazard.

- Emergencies & Winter Planning –

- i. This year's salt audit has been completed.

- Footpaths –

- i. JML raised that the crossing at the footpath at the end of Winters Lane is dangerous and suggested that steps could be added to make a safer way to cross from the bank.

ACTION – JML will follow up with Frank from FREP on suggestion from IM as Frank is a ranger.

- ii. JML also raised that the nettles and weeds along the footpath of the A286 require attention.

- Highways Panel –

- i. DP expressed that the traffic around the Gold Cup was particularly bad this year and proposes that the Council should discuss with Cowdray to avoid such long traffic queues next year.

ACTION – IM will approach Cowdray Park Polo Club as he is a member.

- ii. DP reported that there are issues around the White Horse Pub when the car park is full, with people parking in the road which would restrict access to emergency vehicles.

ACTION – MN to approach the pub to see if a solution can be reached.

- iii. JML mentioned that the signs from the shop are blocking the pavement and looking untidy. Perhaps when the finger post signs are complete they will no longer be required. MN suggested that this is re-assessed after installation of the finger posts.
 - iv. IM has received a quote from Keith Dummer to replace the broken fence post at the entrance to the village since it was hit by a car. The quote is £480 plus VAT.

ACTION – IM will contact Glasdons for a second quote.

ACTION – MN will check the excess on the insurance to see if it is worth claiming.

- v. It was also raised that the gate posts are looking very tired and grimy. They have been cleaned in the past but nothing has brought them up clean. All of Glasdon's suggestions have been tried but have not worked. DP suggested that they could be repainted.

- Parishes Environment Group –

- i. JML has received 2 quotes for the finger posts, for 4 posts and 9 finger pointers. Wests = £1580 inc VAT. Acorn £1450 inc VAT. JML expressed a preference for Wests as they also supply SDNPA so they would be in keeping with the National Park and they are local. They have a 2 week lead time. The posts are to be located at the bottom of Easebourne Street, at each end of Wheelbarrow Castle and at the entrance to the school for the park. MN said that licensing and permissions from Highways need to be checked and a plan made for installation.

ACTION – JML to follow up.

6. Proposals to Full Council – None.

7. Matters of Report (information only, not for decision) – MN reported that he has met with Nick Macdonald (Land & Environment Manager for Cowdray) to look at a proposed project in conjunction with Southern Water at the water meadows in front of the ruins. The project aims to help water flow by allowing the area to flood more often, creating ponds and habitats for wildlife and by clearing away invasive species. Low level board walks will also be added to improve public access. The project is going to public consultation in September.

8. Date of Next Meeting – 4th October 2023

Meeting Closed 7.08pm

Signed: _____ Date: _____
Chairman

Appendix Two

Easebourne Parish Council

Finance Committee

Minutes of Meeting held at 7.15pm on Wednesday 2nd August 2023 in Easebourne CE Primary School

Present: D Pack (DP), J Macdonald-Lawson (JML), M Noble (Chairman), T Baker (TB),

In attendance: Parish Clerk, E Tremaine (ET).

1. **Public Question Time** – no members of the public were present.
2. **Apologies and Reasons for absence** – E Roberts Grimsey & C Sanderson due to personal reasons.
3. **Code of Conduct** –
 - No declarations of interest
 - No dispensation requests
4. **Minutes of Last Meeting** – The minutes of the last meeting held on 5th July 2023 were agreed as a correct record and signed.
 - **Carryover action** - MN still to respond to request for NHB expenditure details from CDC.
 - **Carryover action** – TB still in the process of researching the provision of PAT and safety testing of electrical installation in the Roundhouse.
 - All other actions complete.
5. **Finance Report Review**
 - Report on previous month spend, cash flow and spend approvals:
 - i. It was noted that there was a large one-off bill from Playsafe for various long term maintenance actions to play equipment which does not fit well into any of the budget lines. TB suggested that funds need to be ringfenced for this type of activity, potentially from unused monies accumulated in previous years in the Long-Term Replacement line. A discussion followed regarding making changes to the budget. The Council agreed that that another discussion will be held at a later meeting following training on the Rialtas package being completed by ET, MN and CS.
 - ii. The Council also agreed that the cost of servicing the toilets by Wetton is relatively high. MN suggested that this is reviewed once more data has been collected as the contract is still bedding in.
 - iii. Authorisation of payments was agreed and signed as follows:

Wetton	Servicing of Toilets - Invoice 151966	£10.50	Approved
Wetton	Servicing of Toilets - Invoice 151967	£614.54	Approved
Hooli	IT support – Invoice SI-16223	£54.00	Approved

Rialtas	Transfer of software to new laptop – Invoice 30919	£30.00	Approved
Playsafe Playgrounds	Playground Maintenance – Invoice 8088	£4681.20	Approved
Wetton	Servicing of Toilets - Invoice 152358	£10.50	Approved
Wetton	Servicing of Toilets - Invoice 152359	£614.54	Approved
S Hurr	Parish Phone – July	£18.75	Approved
IONOS	Website – Invoice	DD £15.62	Approved
KLG Services Ltd	Emptying of Public Conveniences – Invoice 12261	£230.00	Approved
A J Gallagher	Annual Insurance Premium	£1,962.26	Approved
I Milne	Banner Update	£30.60	Approved
E Tremaine	Microsoft 365 for new laptop	£59.90	Approved
S Hurr	Scrapbook for archiving	£5.30	Approved
Andrew Baker	Bus Shelter replacement – final payment, invoice 058	£3,555.00	Approved
IONOS	Website – Invoice	DD £19.98	Approved
Greenscape	Grass cutting and spur post - Invoice 283	£816.00	Approved
Pro Tec Security Management Ltd	Invoice 1386	£164.40	Approved
Clerk	Salary (July)	Undisclosed	Approved
HMRC	Tax (July)	Undisclosed	Approved
WSCC	Pension (July)	Undisclosed	Approved
Clerk	Parish Office (July)	Undisclosed	Approved
New Clerk	Salary (July)	Undisclosed	Approved

- Receipts - £40 received for filming in Easebourne Park.
- Bank Account Balances
 - i. Community = £54452.61
 - ii. Reserve = £57648.00
 - iii. Grants = £44175.15

6. Forecast Spend

- Sub-committee/Working Parties forecasts (including requests for funding) – none.
- Review requests for grants/funding and actions – none received.

7. Proposals to Parish Council – none

8. Date of next meeting – Wednesday 6th September 2023

Meeting closed at 7.34pm

Signed: _____ Date: _____

Chairman

Easebourne Parish Council

Finance Committee

**Minutes of Meeting held at
7.00pm on Wednesday 6th September 2023
in Easebourne CE Primary School**

Present: D Pack (DP), C Sanderson (CS) – chairman, M Noble (MN).

In attendance: Parish Clerk, E Tremaine (ET).

9. **Public Question Time** – no members of the public were present.
10. **Apologies and Reasons for absence** – E Roberts Grimsey, J Macdonald-Lawson & T Baker due to personal reasons.
11. **Code of Conduct** –
- No declarations of interest
 - No dispensation requests
12. **Minutes of Last Meeting** – The minutes of the last meeting held on 2nd August 2023 were agreed as a correct record and signed.
- **Carryover action** - MN still to respond to request for NHB expenditure details from CDC.
 - **Carryover action** – TB still in the process of researching the provision of PAT and safety testing of electrical installation in the Roundhouse.
 - All other actions complete.
13. **Finance Report Review**
- Report on previous month spend, cash flow and spend approvals:
 - i. CS questioned whether payment had been made to Sharon Hurr following a transpose error previously. ET located an email from the payroll provider which confirmed that it had been taken care of earlier in the year.
 - ii. Authorisation of payments was agreed and signed as follows:

Ian Milne	Purell Hand Sanitizers	PAID £77.71	Approved
Playsafe Ltd	ROSPA Play Park Inspection – Invoice 73042	PAID £144.60	Approved
Playsafe Ltd	Scooter Track – Invoice 8133	£326.40	Approved
Wettons Ltd	Servicing of Toilets – Invoice 152731	£614.54	Approved
Pro-Tec Ltd	Park Security – Invoice 1386	£164.40	Approved
Hooli	IT Support – Invoice SI-16256	£54.00	Approved
Mike Noble – reimbursement of cash payment to	Performance at Park Picnic	£200.00	Approved

Chloe & Tom Acoustic Duo			
Mike Noble – reimbursement of cash payment to B3s	Performance at Park Picnic	£180.00	Approved
IONOS	Website – invoice 203037872910	DD £15.62	Approved
Midhurst Town Council	Shredding – invoice EPC/01/2023	£16.00	Approved
Mike Noble	Drinks and sweets for picnic	£102.05	Approved
Easebourne Primary School	Room hire – invoice EPS0009	£112.00	Approved
Greenscape	Grass cutting August – invoice 284	£936.00	Approved
Built by Artizans	Repairs to Roundhouse Ceiling – invoice 0259	£194.40	Approved
Scanstation Computers Ltd	CCTV – invoice 0039871	£174.00	Approved
Sharon Hurr	Parish Phone – August	£18.75	Approved
Clerk	Salary (August)	Undisclosed	Approved
Clerk	Parish Office (August)	Undisclosed	Approved
Sharon Hurr – Outgoing clerk	Salary (August)	Undisclosed	Approved
WSCC	Pension (August) - Sharon	Undisclosed	Approved

- Income Review and Opportunities (Grants, Events and Community Interest Levy)
 - i. Receipts - £80 received from Ice Cream Van takings at Picnic in the Park.
 - ii. CS asked if there was money due from CIL, MN said that the forms had gone in but had not heard from them, need to see if it appears in the bank account.
- Asset Register – No changes
- Bank Account Balances
 - i. Community = tbc on receipt of statement
 - ii. Reserve = tbc on receipt of statement
 - iii. Grants = tbc on receipt of statement

14. Forecast Spend

- Sub-committee/Working Parties forecasts (including requests for funding) - none
- Review requests for grants/funding and actions –
 - i. Friends of Easebourne Parish request for £250 grant to aid with insurance cover – proposed by MN, seconded by CS. APPROVED.
 - ii. Midhurst Green Volunteers request for £232.18 to purchase equipment. Following a discussion it was agreed to round the amount up to £250 – proposed by DP, seconded by MN. APPROVED.

15. Proposals to Parish Council – none

16. Date of next meeting – Wednesday 4th October 2023

Meeting closed at 7.15 pm

Signed: _____ Date: _____
Chairman