



EASEBOURNE PARISH COUNCIL

Minutes of Parish Council Meeting held at 7.00pm on Wednesday, 12th July 2023 held at Easebourne CE Primary School

Councillors Present:

T Baker (TB), J Galego (JG), I Milne (IM), Chairman M Noble (MN), D Pack (DP), (ERG) and C Sanderson (CS)

In attendance: Parish Clerk S Hurr (SH) and new Parish Clerk E Tremaine (ET) observing.

- 1 Visitors questions:** None present.
- 2 Report from District Councillor:** Circulated prior to the meeting, and there were no further questions on this occasion.
- 3 Report from County Councillor:** Cllr Richardson had forwarded an email update to the Chairman, prior to the meeting. MN préciséd the details, confirming that there would be further information regarding 20mph speed limit within the village of Easebourne focussing on Wheelbarrow Castle location, following a review in September. The 30-50mph buffer around the entrance to the golf club was not part of the proposed speed policy. The proposed Henley Traffic Regulation Order (TRO) did not meet the necessary requirements and therefore a 'Community Highway Scheme' would be considered in place of this. A report providing an audit of road condition was currently awaited. The repair work for North Bridge had been scheduled for September: MN also noted that further damage had been caused to the opposite side of the bridge wall.

MN also reported that the Parish Council had received an email from a parent at Easebourne CE Primary School requesting a zebra crossing at Wheelbarrow Castle and that he had responded with the reasons for which this request had previously receiving a negative response, which were the design of Wheelbarrow Castle, with pavements being too narrow, poor streetlighting, and the likely crossing location being too close to other junctions, and also on the brow of a slight hill.

- 4 Apologies for Absence:** Apologies received from Cllr E Roberts Grimsey, Cllr J Macdonald-Lawson, County Councillor T Richardson, and District Councillor F Hobbs.
- 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 **10th May 2023** were proposed as a true record by IM, seconded by JG and agreed by all present.

To note: The Annual Parish Meeting hosted by the Parish Council took place on **24th May 2023** and notes for this meeting will be prepared by the Clerk and Chairman for review and approval at the September meeting of the Parish Council.

- 7 Chairman's Report:** MN proposed a vote of thanks to SH for her work as Clerk since 2016 which

was seconded by IM and agreed by all present, and welcomed the new Clerk ET to the Parish Council. MN reported that West Sussex Association of Local Councils had found a mentor for ET from Bramber Parish Council and New Clerk Training dates were currently awaited. ET, CS and MN would also undertake Rialtas Business Solutions finance software training.

MN also reported that the Cowdray Estate, Estate Land Manager had requested a meeting to discuss potential plans for a Town Meadow Project. MN invited other Councillors to attend if they wished, and JG confirmed his availability.

MN confirmed that work on the bus shelter north of Kings Drive was progressing. JG added that the work should be completed by the end of July and also confirmed the insurance payment had been received.

8 Correspondence and invitations received:

| Date | Details | Actions |
|-----------|--------------------------------------|--------------|
| July 2023 | Clerks & Councils Direct publication | Passed to ET |

9 Minutes and 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 7th June 2023 (appendix one).
- Finance Committee: See minutes of 7th June 2023 and 5th July 2023 (appendix two).
- Planning Committee (King Edward VII Liaison): See agenda item 10.
- Parishes Environment Group: No update prior to the meeting in addition to ad hoc updates provided by ERG.

10 Planning:

| Number | Address | Detail | Easebourne PC Consultee Comments |
|--------------------|---|--|--|
| SDNP/23/00306/TCA | Soutars Farm, Easebourne Street, Easebourne | Notification of intention to fell 4 no. Conifer tree (T1, T2, T4 & T 7), reduce height by up to 11m and reduce widths by up to 2m on 1 no. Bay tree (T2), reduce height by approx. 7.5m and reduce widths by up to 1m on 1no. Holly tree (T5) and reduce height by approx. 15m on 1no. Eucalyptus tree (T6). | No objection, but request that encouragement be given to the planting of replacement indigenous trees where felling takes place. |
| SDNP/23/00007/FUL | Penrhos, Flat 2, Hollist Lane, Easebourne | Second floor extension and conversion to partial roof area. | No objection |
| SDNP/22/03671/HOUS | Laurel Cottage, 34 Lutener | Proposed rear roof dormer and conversion | No objection, but draw attention to |

| | | | |
|--------------------|--------------------------------------|---|--|
| | Road, Easebourne | of roof into habitable space. | the Dark Skies Policy and request installation of a night blind for Velux window |
| SDNP/23/01459/HOUS | Howarth, Pine Walk, Easebourne | Single storey side extension to provide enclosed porch and associated alterations. | No objection |

- 11 Review of Documents:** Training Policy: CS proposed a minor change to the wording of one bullet point from and it was agreed to review the policy bi-annually going-forward. It was further agreed that SH will also order a new copy of Arnold-Baker on Local Government Administration which is now in its thirteenth edition, with a tenth edition currently held by the Parish Council, and two copies of the Good Councillor Guide.

Action: SH to order a new copy of Arnold-Baker on Local Government and two copies of the Good Councillor Guide.

12 Dates for next meetings:

Wednesday 2nd August 2023
6.00pm Community & Environment Committee

Wednesday 2nd August 2023
7.00pm Finance Committee Meeting
7.30pm Planning Committee Meeting

Wednesday, 6th September 2023
7.00pm Finance Committee Meeting
7.30pm Planning Committee Meeting

Wednesday, 13th September 2023
7.30pm Easebourne Parish Council Meeting

The meeting closed at 8.07pm

Signed..... Date.....
Mike Noble
Chairman

Easebourne Parish Council

Community & Environment Committee

**Draft Minutes of Meeting held at 6.00pm on Wednesday 7th June 2023
in Easebourne CE Primary School, Wheelbarrow Castle, Easebourne**

Present: I Milne (IM), D Pack (DP), E Roberts Grimsey (ERG), J Macdonald-Lawson (JML)

In attendance: Parish Clerk S Hurr (SH)

1 Election of Chairman for Meeting: IM was proposed by DP, seconded by ERG.

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

3 Apologies and Reasons for Absence: Cllr M Noble and Cllr J Galego.

4 Declarations of Interest: None

JML arrived.

5 Minutes and actions of meeting: The minutes of the meeting on 26th April 2023 were agreed as a correct record of the meeting by all present and signed.

Action: IM to review CCTV policy. IM reported he had reviewed the CCTV policy and confirmed that it was current and up to date and therefore proposed that it was reviewed in twelve months, which was seconded by DP and agreed by all present.

Action: A second Councillor to be identified to gain knowledge of CCTV footage retrieval and IM to detail the procedure within a process document. IM confirmed that Cllr T Baker had refreshed his knowledge.

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 (3rd September 2023 considered as a possible date). MN had confirmed with IM that The Goat Box would be returning on Thursdays, Fridays and Saturdays to Easebourne Park.

Carry-over Action: ERG, MN and JML to meet to discuss the pointer project. ERG confirmed that she had written a report regarding number and locations for 'Pointers', and was currently waiting for MN to agree the details. JML added that she would meet with David West to discuss a quotation for the production of the signage, and a further two quotations will be required. JML also suggested including the village shop within the project.

Carry-over: £250 donation for trees in Easebourne Park by MADhurst to be carried over until the trees were purchase and planted later in the year.

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: MN to request Hooli to repair broken minutes links.

All other actions had been completed.

5 Verbal/Written Panel/Project Group Reports

a) Communications (Volunteers and Staffing): JML confirmed that Mike was in the process of creating an advert to recruit new Councillors and had also advertised the Clerk's role. JML also reported that 200 words had been allocated going-forward to the Parish Council for articles in the revised United Magazine but considered this was too few and therefore would request that this was increased.

b) Easebourne Park: IM confirmed that the wheelchair accessible path to the recently installed toilets had now been completed. The cleaning contractor Wettons will service one toilet during the week, with the other remaining locked, at the weekend and during the school summer holidays, both toilets will be unlocked and serviced.

IM reported that Friends of Easebourne Park (FREP) are currently watering the fruit trees, and the next additions to the park will be to install bat and bird boxes on the oak trees, and an isolated oak had been identified as suitable for an owl box.

Action: IM to investigate box manufacturers and associated costs.

JML suggested that following a conversation with a resident, the Council could consider a connection with the MIND Mental Health charity and an appropriate provision within the park. ERG suggested this was potentially a specialist addition and would require different facilities to those currently provided.

Action: JML to discuss a separate provision regarding well-being with the resident further and report back to the Committee.

c) Emergencies & Winter Planning: Nothing to report at the current time.

d) Footpaths: JML confirmed an awareness that a particular resident allowed their fence to fall and block a public right of way (PROW), which would be reported to the West Sussex County Council PROW) team via the local volunteer path inspector.

e) Highways Panel: DP reported that he witnessed the vehicle which had broken part of the one of village gateway post collision (as discussed at the previous committee meeting) but had been unable to obtain the registration number.

Action: DP to inspect the condition of the damaged village gateway.

A Road Traffic Incident had taken place the previous day on Tuesday 6th June at the entrance to the golf club on the A272, and it was believed significant injuries had resulted from this collision.

Action: SH to contact Mike Dare, Highway Officer, to request if the speed of the road at the entrance to golf club could be considered for reduction.

- f) **Parishes Environment Group:** ERG reported that a meeting of the group had taken place on 31st May. The group had considered joining with Pi-CAN (Petersfield Climate Action Network) and Mi-CAN (Midhurst Climate Action Network) but had concluded their priority were more closely aligned with environmental and greening issues rather than climate emergency and were reviewing Green-Heal (Heyshott, Easebourne and Lodsworth) initiatives in relation to where greatest impact could be achieved. This would include for example promoting habitats for bees and providing swift boxes. ERG added consideration was being given with regards to getting the school involved and Cowdray Estate involved, citing that Buddington Farms were keen to develop projects. ERG confirmed she would be making contact with the chair of School Governors at Easebourne CE Primary School. IM suggested that contact could also be made with Conifers School. ERG also reported that Tim Young, newly elected Councillor at Chichester District Council would be well placed to take initiatives forward at a District level. ERG added that she had written to Alister Linton-Crook, SDNPA Cycling Project Officer and was currently awaiting a response and that Green-Heal once fully established would be looking to gain support from the farming community. IM confirmed that in relation to such projects the bluebells and nettles in the park would not be mowed until the autumn.

6 Proposals to full Council: None.

7 Matters of Report (information only, not for decision): SH reported that plans were underway to repeat last year's Jumble Trail event in July in Midhurst and Easebourne.

8 Date of Next Meetings: 6.00pm, Wednesday 2nd August 2023

Meeting closed at 6.50pm

Signed: _____ Date: _____
Chairman

Easebourne Parish Council

Finance Committee

**Draft Minutes of Meeting held at
7.03pm on Wednesday 5th July 2023
in Easebourne CE Primary School**

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

In attendance: Parish Clerk, S Hurr (SH), and new Parish Clerk, E Tremaine, was observing.

- 1 Public Question Time:** No members of the public were present, or questions received.
- 2 Apologies and Reasons for Absence:** Cllr T Baker, Cllr C Sanderson, and Cllr E Roberts Grimsey due to personal reasons.
- 3 Declarations of Interest:** None
- 4 Minutes of the last meeting:** The minutes of the last meeting held on 7th June 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: Due to the replacement of the laptop finance reports only available for May 2023. Finance reports of June 2023 to be available for the next meeting (2nd August 2023).

MN explained that now all invoices for the installation of the public conveniences in Easebourne Park had been received totalling £30,307.16, MN proposed that this amount was transferred from the Grants Account to the Community Account, which was seconded by TB, agreed by all present and **RESOLVED** to transfer this amount between the two parish council bank accounts. MN also requested that £4,500 allocated within the 2023-24 budget for reserves was transferred from Community Account to the Reserves Account.

Action: SH to transfer £4,500 Community Account to the Reserves Account.

TB sought clarification regarding the budgeted amount for the streetlights contribution against the invoice received from West Sussex County Council (WSCC).

Post Meeting: £1,750 had been allocated within the budget and the invoice received from WSCC totalled £1,507.01 net of VAT.

Authorisation of the payments was agreed and signed as follows:

| | | |
|--|-------------|----------|
| S Hurr, folders, and dividers | £7.50 | Approved |
| M Noble, A board and chalk paints | £30.99 | Approved |
| M Noble, Chalk paints | £6.99 | Approved |
| M Noble, A4 wall frame | £25.50 | Approved |
| M Noble, Flyers and Leaflets - Invoice 0209128437 | £53.98 | Approved |
| Wetton - Servicing of toilets – Invoice 151599 | £614.54 | Approved |
| I Milne - Purcell Hand Sanitiser | £38.86 | Approved |
| M Noble – Thank you gift for I Milne | £50.00 | Approved |
| I Milne – Door Closer | £22.90 | Approved |
| M Noble – Transfer of information to new laptop | £69.98 | Approved |
| S Hurr, Parish Phone – June 2023 | £18.75 | Approved |
| WindowFlowers - Planter watering – Invoice 55275 | £786.00 | Approved |
| ICO - Data Protection Annual Fee | £35.00 | Approved |
| S Hurr – Parish Phone June 2023 | £18.75 | Approved |
| Public Works Loan Board Loan – Loan Repayment | £1,266.18 | Approved |
| JRB Enterprise Ltd - Dog Gloves – Invoice 25613 | £165.70 | Approved |
| SCL Scanstation Computers Ltd - CCTV Maintenance – Invoice 0039414 | £120.00 | Approved |
| S Hurr - Folders, Dividers, Labels | £14.55 | Approved |
| Ionos, Website - Invoice 203036945012 | DD £15.62 | Approved |
| Greenscape - Grass Cutting and Spur Posts – Invoice 282 | £912.00 | Approved |
| Wetton – Servicing of toilets – Invoice 152292 | £10.50 | Approved |
| Clerk, Salary (June) | Undisclosed | Approved |
| HMRC, Tax (June) | Undisclosed | Approved |
| WSCC, Pension (June) | Undisclosed | Approved |
| Clerk, Parish Office (June) | Undisclosed | Approved |
| Midhurst Local - Leaflet Delivery – Invoice 9901 | £31.00 | Approved |
| Pro Tec Security Management Ltd – Invoice 1330 | £105.30 | Approved |

Receipts: Community Account: AXA Insurance UK (Bus Shelter) £5,525.00

Reserve Account: Interest £82.55

Grants Account: Interest £136.50

| | | |
|---|--------------|---------------------------|
| Bank Account Balances (30th June 2023): | Community = | £ 36,144.85 |
| | Reserve = | £ 39,675.15 |
| | Grants = | £ 87,955.16 |
| | Total | <u>£163,775.16</u> |

- b) Income review and opportunities (Grants, Events, CIL): MN confirmed that CIL application had been submitted, and a short report regarding progress of the New Homes Bonus (NHB) expenditure had been requested by Chichester District Council (CDC).

Action: MN to respond to request for NHB expenditure details from CDC.

- c) Asset Register: SH had forwarded the updated Asset Register to Councillor prior to the meeting, which now included the newly constructed Public Conveniences.

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.

8 Proposals to Parish Council: None.

9 Next Meeting Date: 7.00pm, 2nd August 2023

Meeting closed at 7.24pm

Signed: _____ Date: _____
Chairman

Easebourne Parish Council

Finance Committee

**Minutes of Meeting held at
7.00pm on Wednesday 7th June 2023
in Easebourne CE Primary School**

Present: D Pack (DP), J Macdonald-Lawson (JML), 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 M Noble and Cllr T Baker due to personal reasons.
- 9 Declarations of Interest:** DP declared an interest in agenda item 6a. as he had submitted a quotation for painting the Dodsley Lane telephone box.
- 10 Minutes of the last meeting:** The minutes of the last meeting held on 3rd May 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: Due to the replacement of the laptop and information currently in the process of being transferred, the Rialtas reports for May 2023 had yet to be completed.

Authorisation of the payments was agreed and signed as follows:

| | | |
|---|-------------|----------|
| S Hurr, folders, and dividers | £7.50 | Approved |
| M Noble, A board and chalk paints | £30.99 | Approved |
| M Noble, Chalk paints | £6.99 | Approved |
| M Noble, A4 wall frame | £25.50 | Approved |
| M Noble, Acer Laptop | £799.00 | Approved |
| Geosphere Ltd, Parish Online subscription | £60.00 | Approved |
| I Milne, Baby Changer Unit | £158.64 | Approved |
| I Milne, Ink Cartridges | £36.48 | Approved |
| Easebourne C.E. Primary School, Room Hire, Invoice 1005231 | £90.00 | Approved |
| I Milne, Flame Retardant Paint | £109.47 | Approved |
| Greenscape, Grass cutting, invoice 280 | £240.00 | Approved |
| S Hurr, Parish Phone – May | £18.75 | Approved |
| Hooli, IT Support, Invoice SI-161199 | £24.00 | Approved |
| Ionos, Website, Invoice V53836428-62074342DD | DD £15.62 | Approved |
| Greenscape, Grass cutting, Invoice 281 | £1,296.00 | Approved |
| Clerk, Salary (May) | Undisclosed | Approved |
| HMRC, Tax (May) | Undisclosed | Approved |
| WSCC, Pension (May) | Undisclosed | Approved |
| Clerk, Parish Office (May) | Undisclosed | Approved |
| Playsafe Playgrounds, Routine Playground Inspections – Invoice 8037 | £424.80 | Approved |
| West Sussex County Council, Street Lighting – Invoice 800168831 | £1,808.41 | Approved |
| Pro Tec Security Management Ltd | £93.60 | Approved |

Receipts: Community Account: 3rd May 2023 VAT Reclaim - £2,169.33

18th May 2023 SDNPA CIL Funds - £28,393.37

Bank Account Balances (31st May 2023):

| | | |
|-----------------|--------------|---------------------------|
| Bank Accounts - | Community = | £ 39,762.26 |
| | Reserve = | £ 39,592.60 |
| | Grants = | £ 87,818.66 |
| | Total | <u>£167,173.52</u> |

- b) Income review and opportunities (Grants, Events, CIL): None
- 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): Request for Funding (RFF) form received from Cllr I Milne regarding the painting of the telephone box. DP left the room whilst a discussion took place. It was agreed that clarification was sought in relation to the scope of each of the quotations received and the decision would then be delegated to the Chairman of Committee. DP returned to the meeting.

Post meeting: Ralph Restorations was selected to undertake the repainting of the telephone box.

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

8 Proposals to Parish Council: None

9 Next Meeting Date: 7.00pm, 5th July 2023

Meeting closed at 7.25pm

Signed: _____ Date: _____
Chairman