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EASEBOURNE PARISH COUNCIL

Minutes of Parish Council Meeting

held at 7.00pm on Wednesday 10th January 2024

at Easebourne CE Primary School

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

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

1. **Visitors questions:** no visitors.
2. **Report from District Councillor:** FH asked for opinions on the new booking system at the recycling centre in Midhurst as other Parishes have expressed concerns. There was a short discussion and it was agreed that the Parish Council has no concerns. Nothing to report on planning, all quiet at KEV. ERG raised that there are issues around the volume of traffic on Kings Drive especially with increased number of houses and no public transport to the estate. FH also suggested looking at the Heritage Trust Network for any problems with Heritage buildings. MN asked FH whether there is any news on the Angel Hotel, but there has not been any new information. JG raised that people often walk in the road past the boards and that it is very dangerous. FH reported that he is pleased with the direction Midhurst is going with new initiatives etc. The condition of Hollist Lane was also discussed, there are no plans to resurface until 2025. The recent flooding in Easebourne was also raised, JML stated that the footpath onto Winters Lane was damaged and will be reported to WSCC. MN has spoken to Adam at Metis to make sure he is aware of the issues regarding flood planning at the new developments.
3. **Report from County Councillor:** not present and no report received. This is likely because he was not sent the agenda and papers prior to the meeting, ET to ensure this happens for future meetings and also apologised to FH for the same error.
4. **Apologies for Absence:** none.
5. **Declarations of interests in any matters on agenda:** None.
6. **Confirmation of minutes of meeting and review of actions:** Minutes of the meetingheld on 8th November 2023were proposed as a true record and signed by the Chairman. Proposed by IM, seconded ERG.
   1. **MN to contact Metis re allotments – carry over.**
   2. IM to look into memorial garden at Riverbank Surgery – no option to intervene there as permission from the owners not granted.
   3. ET to confirm no of households there are within Easebourne to calculate PEG contribution – 950.
   4. ET to check up on New Arnold Baker & Good Councillor Guide – hold for now and order in the future if required.
   5. **JML to get invoice for license fee for pointers – carry over.**
   6. Just Giving account for the park –as discussed at the CEC meeting (see appendix one) this was not appropriate for the Parish Council so an alternative will be sought.
7. **Chairman’s Report –** everything has been very quiet. We are due to do the annual newsletter. There was a discussion and it was agreed that it is worthwhile to produce. JML will put it together with contributions from other Councillors. MN will confirm deadlines asap. MN has uploaded the new plan for the recycling centre to the website and an advert for new Councillors as there are still 3 spots to fill. DP suggested a vote of thanks to Alex Penny for his assistance in keeping the drain on the corner of Easebourne Street clear during the recent flooding. It was suggested to offer him the Community Star in recognition – **ACTION - IM to follow up.**
8. **Correspondence and invitations received:** 
   1. All Parishes Meeting – Mon 19th Feb 5pm – Zoom – JG usually attends but considers a Zoom meeting inappropriate. **ACTION - ET to find out if they intend to return to in person meetings**. There followed a heated discussion regarding some Councillor’s adherence to the Councillor Participation Policy. JG was aggrieved by these comments and requested that it was recorded in the minutes.

FH left the meeting.

* 1. WSALC Chairs Forum – Tues 23rd Jan 7pm – Zoom. MN to check if he is able to attend.

1. **Community Infrastructure Levy Application**

Applications are open now, the application for the ramp has been turned down twice so MN has asked for some feedback as to why it has not been successful and whether to apply again. Councillors were asked for suggestions and gave them as follows:

1. ERG would like to see better connectivity at the KEV Estate. There is currently no access there without a car. ERG and IM confirmed that there are plenty of people there who would be interested in seeing better footpaths etc and it would be appropriate from an environmental point of view. MN thinks that the responsibility for footpaths etc lies with the developer under Section 106. A feasibility study would be required. It is generally considered that there would not be time to put the application together before the April deadline, but it was agreed to take it further. **ACTION – MN to speak with FH regarding section 106 with the developers.**
2. MN suggested re-submitting the plans for the ramp. It was discussed that the project would likely have gone up in cost. It was agreed to re-submit with some tweaks once the feedback is received.
3. JML suggested that as we are putting a Village Hall on the PPS perhaps we should look at a form of a Community Hub. DP suggested approaching the football club as they are looking at a new pavilion. MN suggested that this would be a better project to look at later on as it is more of a long-term project and more money will be available once the new developments have been built. Lodsworth was raised as an example as they have done something similar.
4. **Minutes and Reports from the Committees, Working Parties and External Meetings:**
   1. Communications & Environment Committee (Communications {Volunteering and Staffing}, Easebourne Park, Highways, Footpaths and Emergencies and Winter Planning): See minutes of 6th December 2023 (appendix one).
      1. IM has spoken to Daniel White at Affiity Surveying for help with the connections. His charges are £100/hour and he estimates that it would total a maximum of £500. Current financial estimates are as follows: converted container - £30k, groundworks £5k, connections £unknown Affinity £500, contingency - £5k. The budget was £44k. IT was resolved to instruct Affinity up to £500, proposed by IM, seconded by CS.
      2. 10 fruit trees have been delivered which will be planted on the 13th, plus a larger memorial tree. Fruit trees are going between the path and the allotment. Funding for these trees has been secured from CDC.
      3. Highways – meeting on Monday with Tom Richardson.
   2. Finance Committee: See minutes of 6th December 2023 & 3rd January 2024 (appendix two).
   3. Planning Committee (King Edward VII Liaison): See agenda item 11.
   4. Parishes Environment Group
      1. ERG reported that the presentations have been given to all parishes and well received. GreenHEAL will be set up as a CIO. All parishes agreed that they would like to pursue the swift box and fruit trees initiatives, ERG has meetings scheduled with Paul Stephens to discuss swift boxes. Next GreenHEAL meeting will be next week.
      2. JML asked about an older proposal for fruit trees at Fox Road but the issue was water access. ERG said that the PEG approach is more practical as it is aimed at householders. ERG will send out notes on what Petersfield has done for more information on the vision.
5. **Planning**
   1. **Parish Priorities Statement –** the PPS has been completed and is ready to submit. It was resolved that the document will be submitted by CS asap, proposed by IM, seconded by JML, all in favour. **ACTION – CS to submit PPS to SDNPA.** Thanks were given to CS for all his work and to Neil Sore for his sizeable contribution.
   2. **Planning Applications** –

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Address** | **Description** | **Comments** |
| SDNP/23/04732/NMA | Recreation Ground and Allotment Gardens Egmont Road Easebourne West Sussex | Change the approved mono-pitch slate roof of the refuse and cycle store for plots 11-18 to a green flat roof and use facing brickwork in place of cladding. | The Parish Council is resolved to make no objection. |
| SDNP/23/04817/HOUS | 4 High Path Easebourne West Sussex GU29 9BD | Single storey side and rear extension. | The Parish Council is resolved to make no objection but wish to draw attention to the dark skies policy regarding the roof windows. |
| SDNP/23/04310/HOUS | 74 Henley Old Road Henley Easebourne West Sussex GU27 3HQ | Single storey side extension. Repair and conservation works, external and internal alterations. Removal of existing drainage system, rebuilding of existing shed and associated landscape works. | The Parish Council is resolved to make no objection. |
| SDNP/23/04889/TCA | The Duke Of Cumberland Arms Henley Old Road Henley Easebourne West Sussex GU27 3HQ | Notification of intention to crown reduce 2 no. Sycamore trees (T1 & T2) by 30%. | The Parish Council would like to request further clarity as to why the trees require the crown reduction. An informed decision cannot be reached as the information supplied was not sufficient. |
| SDNP/23/04934/LIS | Haymakers Barn Hollist Lane Easebourne West Sussex GU29 9RS | Repairs to existing roof including adding new membrane and re-roof using approx 80% of existing tile. | The Parish Council is resolved to make no objection. |
| SDNP/23/04969/HOUS  SDNP/23/04970/LIS | The Round Tower Cowdray Ruins North Street Midhurst West Sussex GU29 9AL | Proposed works comprising of the fitting of cast iron square section downpipes beneath the four rainwater spouts and adapting the spouts to form an outlet within each so rainwater discharges through them and into the downpipes then into gullies and a below ground drainage system. | The Parish Council is resolved to make no objection. |

1. **Review of Documents – Equality Statement –** IM proposed adding in the amendments 2023 to the Equality Act 2010. Seconded by MN. **ACTION - ET to check all of the policies to work out which are most in need of review.**
2. **Co-option of New Councillor –** the new Councillor wasnot in attendance so could not be co-opted.
3. **Dates for Next Meetings:**

|  |  |  |
| --- | --- | --- |
| 07/02/2024 | 6.00pm | Community & Environment |
| 07/02/2024 | 7.00pm | Finance |
| 07/02/2024 | 7.30pm | Planning |
| 06/03/2024 | 7.00pm | Finance |
| 06/03/2024 | 7.30pm | Planning |
| 13/03/2024 | 7.00pm | Easebourne Parish Council |

The meeting closed at 20.10.

Signed……………………………………………………………… Date…………………………………..

Mike Noble – Chairman

Appendix One

**Easebourne Parish Council**

**Community & Environment Committee**

**Minutes of a Meeting Held at**

**6.00pm on Wednesday 6th December 2023**

**At Easebourne CE Primary School**

**Present –** Mike Noble (MN) – chairman, D Pack (DP), I Milne (IM), E Roberts-Grimsey (ERG)

**In attendance –** E Tremaine (ET) – Parish Clerk, E Sharman (potential new Councillor)

1. **Public Question Time –** No members of the public were present.
2. **Apologies and Reasons for Absence –** J Macdonald-Lawson for personal reasons
3. **Code of Conduct**
   1. No declarations of interest
   2. No dispensation requests
4. **Minutes of Last Meeting** – the minutes of the meeting held on Wednesday 4th October were agreed as a correct record and signed. Proposed by IM, seconded by ERG. All actions have been resolved.
5. **Co-option of New Councillor to Highways Panel –** MN introduced Ella Sharman (ES). She is observing the meeting and will be co-opted on to the Highways Panel as agreed at the last Full Council meeting with a view to joining the Council at the next full meeting in January 2024. Proposed by MN, seconded by ERG and agreed by all.
6. **Verbal/Written Panel & Project Group Reports –** 
   1. **Communications (Volunteers and Staffing) –** JML was not present but had sent her comments, she has submitted the latest article to the parish magazine. MN has a meeting with Jan Harvey & Derek the vicar in January to discuss direction for the magazine.
   2. **Easebourne Park –** 
      1. Possible use of a local handyman – IM commented that while that could be useful usually a more specialist contractor is required (e.g Artizans to fix the toilet door). There was a short discussion and it was decided that there was no need for a handy man at this stage
      2. Kiosk project – the application for the services is proving lengthy and difficult. IM has had the application returned multiple times and suggested that we look at engaging a professional for advice. Both IM and MN have tried to contact Daniel White from Affinity who project managed the park but have been unable to contact him. DP recommended Clive Fish who he has used in the past, he will pass details to IM to contact. MN will also keep trying Daniel and Andy Thomas. Proposal to engage a professional regarding connection of services made by IM, seconded MN.

**ACTION – IM to engage a professional to assist with the connection of services for the kiosk.**

* + 1. MN asked about the Just Giving account for the park, ET explained the challenge with the platform that a personal bank account is required. There are concerns about transparency etc. ERG suggested an event to raise money for the park. There was a discussion about getting a card terminal to take more donations. ET suggested using Stripe. MN also suggested asking Hooli for advice to try and put a payment page onto the website.

**ACTION – MN to speak to Hooli**

**ACTION – ET to look at Stripe**

* 1. **Emergencies and Winter Planning –** nothing to report.
  2. **Footpaths -** ERG reported that there is a meeting on 10th Jan at 12.15pm with WSCC about plans to improve the Jubilee footpath near the Grange which could feed down to the river bank leading down to Easebourne. IM will attend. ERG will send details to IM.
  3. **Highways –** DP contacted Tom Richardson (TR) about speed on the A286 as raised at the previous meeting, TR suggested that this could be proposed through the usual application process. There was a conversation about speed limits throughout the main A roads in the Parish with a view to bringing all these suggestions to Tom to discuss. ERG also suggested looking at King’s Drive as there have been several incidents. MN suggested that he, ES and DP arrange to meet with TR to talk through the whole proposal. DP also reported that there has been another incident at the Golf Club entrance since the last meeting. MN also suggested looking to put up some more VAS signs.

**ACTION – MN will set up a meeting with TR.**

DP raised the bend sign by the Church steps which has been obscured by the hedge, he will look into who owns the hedge to get it trimmed back.

* 1. **Parishes Environment Group –** ERG sent minutes of the latest meeting around and gave an update on recent progress. (see appendix). While discussing the tree section IM was reminded that the park was invited to apply for funding for trees by Chichester District Council.

**ACTION – IM to follow up with CDC about tree funding.**

1. **Proposals to Full Council -** none
2. **Matters of Report –** DP asked about the new defibrillator, **ACTION - IM to chase as no invoice has been received.**
3. **Date of Next Meeting –** 6.00pm Wednesday 7th February 2024.

**Meeting Closed at 18.59**

Appendix Two

**Easebourne Parish Council**

**Finance Committee**

**Minutes of Meeting held at**

**7.00pm on Wednesday 6th December 2023**

**At Easebourne CE Primary School**

**Present –**M Noble (MN) - chairman, D Pack (DP), J Macdonald-Lawson (JML) and E Roberts Grimsey (ERG)

**In attendance –** E Tremaine (ET) – Parish Clerk

1. **Public Question Time –** no members of the public in attendance.
2. **Apologies and Reasons for Absence –** C. Sanderson & T. Baker for personal reasons.
3. **Code of Conduct**
   1. Declarations of interest – DP declared that he has a family member involved with the organisation that has made a grant application.
   2. No dispensation requests.
4. **Minutes of Last Meeting –** the minutes of the meeting held on Wednesday 1st November 2023 were agreed as a correct record and signed. Proposed by MN, seconded by DP.
5. **Finance Report Review** 
   1. Report on Previous Month Spend, Cash Flow and Spend Approvals
      1. Authorisation of payments was agreed as follows:

|  |  |  |
| --- | --- | --- |
| **Payee** | **Detail** | **Amount** |
| Clerk | Salary - November | UNDISCLOSED |
| WSCC | Clerk Pension - November | UNDISCLOSED |
| HMRC | Tax - November | UNDISCLOSED |
| Clerk | Parish Office - November | UNDISCLOSED |
| Clerk | Phone case & screen protector | £ 17.45 |
| Clerk | Parish Phone - November | £ 6.00 |
| Sharon Hurr | Pay award back pay | UNDISCLOSED |
| IONOS | Invoice 203039317465 - Direct Debit | £ 18.72 |
| Wettons | Invoice 153961 - toilet roll correction | £ 5.42 |
| Wettons | Invoice 153705 - toilet maintenance | £ 653.76 |
| Wettons | Invoice 154015 - toilet maintenance | £ 642.86 |
| Chichester DC | Invoice 100298254 - election | £ 387.00 |
| Greenscape | Invoice 286 - grass cutting | £ 636.00 |
| Ian Milne | Reimbursement for ink cartridges | £ 36.16 |
| Protec | Invoice 1575 - security | £ 247.20 |
| John Britten Ltd | Invoice 3801 - Installation of drain & soakaway | £ 744.00 |
| John Britten Ltd | Invoice 3781 - Remove damaged bus shelter | £ 432.00 |
| John Britten Ltd | Invoice 3795 - Repair gateway post | £ 576.00 |
|  |  |  |
| **TOTAL PAYMENTS** | | **£ 6,230.33** |

* 1. Income Review and Opportunities (Grants, Events and Community Interest Levy)
     1. CIL have emailed MN in response to the application for a new DDA compliant ramp from Wheelbarrow Castle into the park but it has been rejected. More details to follow at a later date.
     2. VAT refund received 27/11/2023 - £3107.31.
  2. Asset Register – the new parish phone has been added to the register.
  3. Bank Balances as at 30/11/2023
     1. Community Account – £74,310.06
     2. Reserves Account – £57,828.21
     3. Grants Account - £44,286.49

1. **Forecast Spend**
   1. Sub Committee/Working Parties forecasts (including Requests for Funding) – none.
   2. Review Requests for Grants/Funding and Actions
      1. Home Start Chichester – there was a short discussion and it was resolved to approve the application for £250. Proposed by JML, seconded by ERG.
   3. Notification of increase to Clerk Salary due to National Pay Award 23/24 – it was noted that the Clerk Salary has increased by £1/hour in accordance with national rates.
2. **Proposals to Parish Council -** none
3. **Date of Next Meeting –** 7.00pm Wednesday 3rd January 2024

**Meeting Closed at 19.17**

**Easebourne Parish Council**

**Finance Committee**

**Draft Minutes of Meeting held at**

**7.00pm on Wednesday 3rd January 2024**

**At Easebourne CE Primary School**

**Present –** C Sanderson (CS) – chairman, M Noble (MN), D Pack (DP), J Macdonald-Lawson (JML), T Baker (TB) and E Roberts Grimsey (ERG)

**In attendance –** E Tremaine (ET) – Parish Clerk

1. **Public Question Time –** no members of the public in attendance.
2. **Apologies and Reasons for Absence –** none.
3. **Code of Conduct**
   1. No declarations of interest.
   2. No dispensation requests.
4. **Minutes of Last Meeting –** the minutes of the meeting held on Wednesday 6th December 2023 were agreed as a correct record and signed. Proposed by ERG, seconded by DP.
5. **Finance Report Review** 
   1. Report on Previous Month Spend, Cash Flow and Spend Approvals
      1. Authorisation of payments were agreed as follows:

|  |  |  |
| --- | --- | --- |
| **Payee** | **Detail** | **Amount** |
| Clerk | Salary - December | UNDISCLOSED |
| WSCC | Clerk Pension - December | UNDISCLOSED |
| HMRC | Tax - December | UNDISCLOSED |
| Clerk | Parish Office - December | UNDISCLOSED |
| Clerk | Parish Phone - December | £ 6.00 |
| IONOS | Invoice 203039797132 - Direct Debit | £ 18.72 |
| Wettons | Invoice 154417 - toilet maintenance | £ 642.86 |
| Community Heartbeat Trust | Invoice 19595 - Annual support cost for defibs | £ 162.00 |
| PWLB | Loan repayment - Direct Debit | £ 1,266.18 |
| Blackmoor Nurseries | Order 47001991 - Fruit Trees - PAID | £ 482.90 |
| Pro-Tec | Invoice 1704 - Park security | £ 210.60 |
|  |  |  |
| **TOTAL PAYMENTS** | | **£ 4,158.92** |

* 1. Income Review and Opportunities (Grants, Events and Community Interest Levy)
     1. CIL applications have been re-opened, MN has requested an agenda point at full council meeting next week to debate ideas. ERG gave a brief outline of her suggestion for further consideration next week.
  2. Interest received into both deposit accounts on 01/12/23 of £201.37 and £154.21.
  3. Asset Register – no changes.
  4. Bank Balances as at 31/12/2023
     1. Community Account – £74,310.06
     2. Reserves Account – £58,029.58
     3. Grants Account - £44,440.70

1. **Forecast Spend**
   1. Sub Committee/Working Parties forecasts (including Requests for Funding) – none.
   2. Review Requests for Grants/Funding and Actions – none. ERG reported that Greenheal (PEG) will soon be requesting funding.
2. **Proposals to Parish Council –** none.
3. **Date of Next Meeting –** 7.00pm Wednesday 7th February 2024

**Meeting Closed at 19.11**