



**EASEBOURNE PARISH COUNCIL**  
**Minutes of Parish Council Meeting**  
**held at 7.00pm on Wednesday 8<sup>th</sup> May 2024**  
**at Easebourne CE Primary School**

**Councillors Present:** C. Sanderson (CS) - Chairman, I. Milne (IM), D.Pack (DP), J.Macdonald-Lawson (JML), T. Baker (TB) & D Kilty (DK).

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

1. **Election of Chairman** – MN standing, proposed by IM, seconded by DK. Elected unanimously by all present. As MN was not present he will sign his Declaration of Office at the next meeting.
2. **Appointment of Vice Chairman** – CS standing, proposed by IM, seconded by DK. Elected unanimously by all present. CS signed his Declaration of Office which was witnessed and signed by the Clerk as Proper Officer of the Parish Council.
3. **Appointment to Committees**
  - a) Finance Committee – no changes
  - b) Planning Committee – no changes
  - c) Community & Environment Committee – no changes
  - d) Communications & Staffing Panel – no changes
  - e) Easebourne Park Lead – no changes
  - f) Highways Lead – no changes
  - g) Footpaths Lead – no longer a role
  - h) Winter Maintenance Lead – DP volunteered. Proposed by CS, seconded by TB.
4. **Visitors questions:** no questions.
5. **Report from District Councillor:** FH reported that the District Councillors have visited the park on a visit organised by CDC Planning and were very impressed by it. Commented that it fits well with the environmental movement. FH thinks there would be support from John Saunders (CDC Planning Officer) to put in the ramp at the bottom end. On KEVII, nothing more to add, historic issues are still ongoing. IM raised that there is a problem with the water supply which the Developers do not seem to be considering. Metis making progress on developments. TB commented that he has tried to contact them to ask them about affordable housing for locals which was promised in the plans. There is some confusion about whether Cowdray or Metis are to be responsible for this, more information required. The accident on the A286 was raised in terms of the ongoing TRO however the police report would suggest that speed was not the issue. FH will keep pressure on to get the TRO finalised. JML asked about the Angel, FH commented that there has been some progress but nothing significant as yet. DP asked about the new booking system at the tip, seems to be working well, no information about it closing. JML commented that the checks for the booking system have taken a person away from helping people to unload. FH asked DK for a Greenheal update – moving forward without Heyshott, next steps are to set up CIO. Meeting on 30<sup>th</sup> May re swift boxes and fruit tree project to start in the Autumn.  
FH left the meeting.
6. **Report from County Councillor:** Apologies sent.
7. **Apologies for Absence:** M. Noble, G. Nicholls & E Roberts-Grimsey for personal reasons.

8. **Declarations of interests in any matters on agenda:** None.
9. **Confirmation of minutes of meeting and review of actions:** Minutes of the meeting held on Wednesday 13<sup>th</sup> March 2024 were proposed as a true record and signed by the Chairman. Proposed by IM, seconded by TB.
- MN to contact Metis re allotments – carry over as MN not present to give report.
  - MN to speak with FH regarding section 106 with the developers – carry over as MN not over to give report.
  - TB to speak to Metis about affordable housing for Easebourne Residents – has emailed and awaits response.
  - IM to action ACS on stadium seating project – work began this week.
  - ET to send replies re Street Naming – complete.
10. **Chairman’s Report** – MN sent a report which CS read out. Village meeting on 29<sup>th</sup> May – Frep confirmed, fliers have gone out. CIL payment received circa £58k, to be ringfenced for the multi-use community building. War Graves presentation on Friday 17<sup>th</sup> May at 11am, CS has said he would attend. Summer Fete – Sunday 7<sup>th</sup> July, save the date to help volunteer.
11. **Correspondence and invitations received:**
- Midhurst Community Forum – Weds 15<sup>th</sup> May, 11am @ SDNPA Memorial Hall – JML to attend.
  - WSALC – Social Media Training – Thurs 16<sup>th</sup> May 10am-12pm Zoom
12. **Approval of Annual Governance Statement** – ET read the statement out and the signing of the Statement by the Chairman & Clerk was proposed by TB and seconded by DK.
13. **Approval of Accounting Statement** – the Accounting Statement (having been inspected and signed off by the Internal Auditor) was presented and signed by the Chairman. Proposed by IM, seconded by DP. **ACTION – ET will forward the AGAR to the External Auditor and display the Notice of Public Rights on the noticeboards and website on the appropriate date.**
14. **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 3<sup>rd</sup> April 2024 (appendix one).
    - National Trust Woolbeding Reimagined Project – following a discussion it was resolved that the Council will not take any action.
    - Parking Issue on Easebourne Lane – car parking regularly on the path by the entrance to Cowdray Works Yard causing an obstruction for anyone walking on that side of the road. Unsafe and sets a precedent for others parking on the pavement. ET looked into it and would be a matter for Sussex Police. It was agreed that it would be better to make contact and have a quiet word before contacting Police. **ACTION - TB to find out who the car belongs to.**
  - Finance Committee: See minutes of 3<sup>rd</sup> April & 1<sup>st</sup> May 2024 (appendix two).
  - Planning Committee (King Edward VII Liaison): See agenda item 15.
  - Parishes Environment Group (Greenheal).

15. **Planning**

a) **Planning Applications –**

Number	Address	Description	Comments
SDNP/24/00877 /HOUS	Old Stables Hollist Lane Easebourne West Sussex GU29 0QN	Demolition of conservatory and shower room. Two storey side and rear extension, single storey front extension.	The Parish Council is resolved to make no objection but would like to support

			recommendations made regarding wildlife.
SDNP/24/01027 /HOUS SDNP/24/01028 /LIS	74 Henley Old Road Henley Easebourne West Sussex GU27 3HQ	Repair and rebuilding of stone boundary wall.	The Parish Council is resolved to make no objection.
SDNP/24/01513 /TCA	18 Easebourne Street Easebourne West Sussex GU29 0AL	Notification of intention to crown reduce by 40% on 1 no. Yew tree.	The Parish Council is resolved to make no objection.

**16. Review of Documents** – Data Protection Policy – a number of changes were discussed and agreed to implement. ET will update.

**17. Dates for Next Meetings:**

29/05/2024	7.00pm	Easebourne Annual Parish Meeting
05/06/2024	6.00pm	Community & Environment
05/06/2024	7.00pm	Planning
05/06/2024	7.30pm	Finance
03/07/2024	7.00pm	Planning
03/07/2024	7.30pm	Finance
10/07/2024	7.00pm	Easebourne Parish Council

The meeting closed at 8.10pm.

Signed..... Date.....  
Colin Sanderson – Chairman

**Easebourne Parish Council  
Community & Environment Committee  
Minutes of a Meeting Held at  
6.00pm on Wednesday 3<sup>rd</sup> April 2024  
At Easebourne CE Primary School**

**Present** – M Noble (MN) – chairman, J Macdonald-Lawson (JML), D Pack (DP), I Milne (IM), E Roberts-Grimsey (ERG), G Nicholls (GN).

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

- 1. Public Question Time** – No members of the public were present.
- 2. Apologies and Reasons for Absence** – none.
- 3. Code of Conduct**
  - a. No declarations of interest
  - b. No dispensation requests
- 4. Minutes of Last Meeting** – the minutes of the meeting held on Wednesday 7<sup>th</sup> February 2024 were agreed as a correct record and signed. Proposed by IM, seconded by ERG.
  - a. **Carry over action** – MN still trying to get a date in the diary for meeting with Tom Richardson.
  - b. All other actions complete.
- 5. Verbal/Written Panel & Project Group Reports** –
  - a. Communications (Volunteers and Staffing)
    - i. MN reported that Comms team have refreshed individual responsibilities with no big changes.
    - ii. Annual Parish Meeting – speaker from Cowdray (BT), flyer made and ready to distribute in Midhurst Local and on noticeboards, also to go on to social media. **ACTION** – MN to get leaflets printed & lead on distribution.
  - b. Easebourne Park
    - i. New defib was used on a 999 call, spare pads and kit ordered.
    - ii. Community space project – estimate for water connection £6.6k, estimate for electricity £58k, waste water tbc. IM spoke to Daniel at Affinity who says that the best option may be a septic tank. IM to meet with electrician from Cowdray to see if it is feasible to run electric from the house next to the site with a sub meter. The end goal will be to be off grid with solar and/or wind power. More to be discussed once the utilities are sorted.
    - iii. The Roundhouse has been entered into an architectural competition.
  - c. Emergencies and Winter Planning – nothing to discuss.
  - d. Footpaths – nothing to discuss.
  - e. Highways –
    - i. not a lot to report until meeting with Tom goes ahead.
    - ii. It was noted that there are still various speed related issues in the parish which need to be addressed with Tom. **ACTION** – MN to compile a list.
    - iii. Bus shelter insurance progress
    - iv. DP mentioned that the posts at the village exits look much better – likely to have been Frank from FrEP.
    - v. Finger posts – JML has suggested an alternative plan for locations and a proposal to the shop. **ACTION** – JML, ERG & MN to have a walk around to assess.

- f. Parishes Environment Group (Greenheal) – ERG reported that Heyshott have now decided to withdraw from the group. Swift box project going ahead, meeting on Weds 22<sup>nd</sup> May, venue tbc. Next Greenheal meeting 15<sup>th</sup> April. SDNPA have created a Climate Change Officer role with a person moving from CDC. ERG is liaising with CDC re Climate Champions.

**6. Proposals to Full Council** – none

**7. Matters of Report** - none

**8. Date of Next Meeting** – 6.00pm Wednesday 5<sup>th</sup> June 2024.

**Meeting Closed at 18.56**

## Appendix 2

**Easebourne Parish Council  
Finance Committee  
Minutes of Meeting held at  
7.30pm on Wednesday 3<sup>rd</sup> April 2024  
At Easebourne CE Primary School**

**Present** – C.Sanderson (CS) – chairman, M Noble (MN), D Pack (DP), J Macdonald-Lawson (JML), D Kilty (DK) and T Baker (TB)

**In attendance** – E Tremaine (ET) – Parish Clerk, G Nicholls (GN).

1. **Public Question Time** – no questions.
2. **Apologies and Reasons for Absence** – none.
3. **Code of Conduct**
  - a) No declarations of interest
  - b) No dispensation requests
4. **Minutes of Last Meeting** – the minutes of the meeting held on Wednesday 6<sup>th</sup> March 2024 & Wednesday 13<sup>th</sup> March 2024 were agreed as a correct record and signed. Proposed by JML, seconded by DP.
5. **Finance Report Review**
  - a) Report on Previous Month Spend, Cash Flow and Spend Approvals.
    - i. Payments for the month were approved as follows:

Payee	Detail	Amount
Clerk	Salary - March	UNDISCLOSED
WSCC	Clerk Pension - March	UNDISCLOSED
HMRC	Tax - March	UNDISCLOSED
Clerk	Parish Office - March	UNDISCLOSED
Clerk	Parish Phone - March	£ 6.00
IONOS	Invoice 203041292245 - Direct Debit	£ 38.04
Pro-Tec	Invoice 1808 - security	£ 187.20
Pro-Tec	Invoice 1891 - security	£ 234.00
CDC	Invoice 603122674 - annual bin emptying	£ 666.42
Wettons	Invoice 155619 - WC maintenance	£ 642.86
WSALC	Invoice 1670 - Subscription	£ 733.98
Hooli	Invoice 16361 - IT assistance	£ 180.00
Hooli	Invoice 16378 - IT assistance	£ 24.00
Ian Milne	Reimbursement for hand sanitizer	£ 77.71

Ian Milne	Reimbursement for Community Star certificates	£ 13.99
Rialtas	Invoice SM29217 - Annual Invoice	£ 230.40
<b>TOTAL PAYMENTS</b>		<b>£ 4,404.26</b>

- b) Income Review and Opportunities (Grants, Events and Community Interest Levy)
  - i. Total of £383.22 received in interest in March.
  - ii. £19.30 received in donations from the new donation page on the website.
  - iii. There was a discussion about interest rates for the Reserves and Grants accounts. **It was resolved that the clerk will look into moving a portion of reserves into a higher interest account – proposed by TB, seconded by DK - ACTION.**
- c) Asset Register – no changes
- d) Bank Balances as at 31/03/2024
  - i. Community Account – £57,770.01
  - ii. Reserves Account – £44,406.90
  - iii. Grants Account - £58,246.60
- 6. **Forecast Spend**
  - a) Sub Committee/Working Parties forecasts (including Requests for Funding)
  - b) Review Requests for Grants/Funding and Actions
    - i. KSS Air Ambulance – it was resolved to award the full amount requested - proposed by DP, seconded by JML.
- 7. **Card Payment System** – it has been suggested that it would be a good idea to have a card reader to take payments for donations at events etc. **It was resolved that the Clerk will look into pricing, proposed by TB, seconded by DK – ACTION.**
- 8. **Proposals to Parish Council** - none
- 9. **Date of Next Meeting** – 7.30pm Wednesday 1<sup>st</sup> May 2024

**Meeting Closed at 20.02**

**Easebourne Parish Council  
Finance Committee  
Minutes of Meeting held at  
7.30pm on Wednesday 1<sup>st</sup> May 2024  
At Easebourne CE Primary School**

**Present** – M Noble (MN) - Chairman, D Pack (DP), J Macdonald-Lawson (JML) and T Baker (TB).

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

- 10. **Public Question Time** – no members of the public in attendance.
- 11. **Apologies and Reasons for Absence** – C Sanderson & D Kilty for personal reasons.
- 12. **Code of Conduct**
  - a) No declarations of interest.
  - b) No dispensation requests
- 13. **Minutes of Last Meeting** – the minutes of the meeting held on Wednesday 3<sup>rd</sup> April 2024 were agreed as a correct record and signed. Proposed by TB, seconded by JML.
- 14. **Finance Report Review**
  - e) Report on Previous Month Spend, Cash Flow and Spend Approvals.
    - i. Payments for the month were approved as follows:

Payee	Detail	Amount
Clerk	Salary - April	UNDISCLOSED
WSCC	Clerk Pension -April	UNDISCLOSED
HMRC	Tax - April	UNDISCLOSED
Clerk	Parish Office - April	UNDISCLOSED
Clerk	Parish Phone - April	£ 6.00
Hooli	Invoice 16372 - IT assistance	£ 24.00
IONOS	Invoice 203041788836 - Direct Debit	£ 18.72
Mike Noble	Reimbursement for AVM fliers	£ 41.49
Mike Noble	Chair honourarium (should have been paid March)	£ 60.00
Midhurst Local	Invoice 10384 - AVM Flier Delivery	£ 31.00
Easebourne School	Invoice EPS00023 - Room Hire for Spring Term	£ 96.00
Wettons	Invoice 156101 - toilet maintenance	£ 667.55
Wettons	Invoice 156102 - toilet maintenance	£ 351.17
<b>TOTAL PAYMENTS</b>		<b>£ 2,665.59</b>

ii. Plus transfer of £4500 to Reserves account in accordance with 23/24 budget and transfer of £58,091.96 to Grants account (CIL income).

f) Income Review and Opportunities (Grants, Events and Community Interest Levy)

- i. First tranche of Precept paid 19/04/24 - £37,881.50
- ii. VAT Return to March 2024 received 22/04/24 - £407.04
- iii. CIL Money received 25/04/24 - £58,091.96
- iv. Park Donations 29/04/24 - £49.05

g) Asset Register – no changes

h) Bank Balances as at 30/04/2024

- i. Community Account – £149,795.30
- ii. Reserves Account – £44,606.90
- iii. Grants Account - £58,246.60

#### 15. Forecast Spend

c) Sub Committee/Working Parties forecasts (including Requests for Funding)

- i. A new quote has been received for the Finger Posts which will be accepted.

d) Review Requests for Grants/Funding and Actions - none

#### 16. Card Payment System Options Review

a) Following a discussion it was resolved to go with Square, proposed by MN, seconded by TB. **ACTION – ET to order.**

#### 17. Savings Account Options Review

a) Following a discussion it was resolved to come back to the next meeting having worked out EMRs which will leave a balance available for savings. **ACTION – ET to check T&Cs for Redwood Bank 95 day account.**

18. Proposals to Parish Council – none.

19. Date of Next Meeting – 7.30pm Wednesday 5<sup>th</sup> June 2024

**Meeting Closed at 19.55**