



EASEBOURNE PARISH COUNCIL
Minutes of Parish Council Meeting
held at 7.00pm on Wednesday 11th September 2024
at Easebourne CE Primary School

Councillors Present: C Sanderson (CS) - Chairman, D Pack (DP), D Kilty (DK), & T Baker (TB).

In attendance: Parish Clerk - E Tremaine (ET), A Dodwell & D Meyer (both potential new Councillors, observing).

1. **Visitors questions:** no question.
2. **Report from District Councillor:** Apologies received.
3. **Report from County Councillor:** Apologies received.
4. **Apologies for Absence:** Ian Milne, Mike Noble, Judith Macdonald-Lawson, Garry Nichols, Elaine Robert-Grimsey 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 Wednesday 10th July 2024 were proposed as a true record and signed by the Chairman. Proposed by DK, seconded by DP.
 - a) **MN to contact Metis re allotments – carry over.**
 - b) **MN to speak with FH regarding section 106 with the developers – FH to come back to him – carry over**
 - c) MN to send Highways List to FH – see Chairmans report.
 - d) **TB to find out who the car belongs to that keeps parking on the pavement on Easebourne Lane – carry over.**
 - e) ET to email TR about meeting attendance and reports – reply received, no reports as there has been nothing to report on, he will send updates as and when.
7. **Chairman’s Report:**
 - a) New TRO’s – Wheelbarrow Castle to 20mph and an extension to the 30mph limit on the A272 to just past the Golf Course, then reduce to 40mph until the Hollows. There was a discussion regarding how this would be enforced. Support is being gathered by TR via social media and has made a first draft of the application. The A286 is far more complicated and would form a Community Highways Scheme which is far more detailed. Only one CHS can be submitted once a year, and the deadline has been missed for 2024.
 - b) Midhurst Town Council Social – Thurs 10th October, venue and time tbc.
 - c) Still awaiting final decision on Henley TRO.
 - d) Joint Management Group meeting with the school expected early October regarding the School Drive.
8. **Correspondence and invitations received:**
 - a) CDALC Meeting – Wednesday 10th September – ET attended.
 - b) SDNPA Planning Meeting – Thursday 12th September 10am – South Downs Centre
 - c) Cyber Crime and Online Safety Police Event – Thursday 12th September 7pm – The Old Library, Midhurst
 - d) All Parishes Meeting – 23rd September 5pm – East Pallant House – TB to attend
 - e) SDNPA Parish Meeting - Wednesday 2nd October 6.30pm – online
 - f) Home Start AGM – Thursday 17th October 11.45am – Chichester Assembly Rooms

- g) SOSCA – proposed scheme at Havant Thicket Reservoir by Southern Water – following a discussion it was concluded that this was not something for the PC to become involved in.
9. **Notice of Audit Conclusion** – ET explained that the audit has concluded and read out the comments and actions taken.
10. **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 7th August 2024 (appendix one).
- i. IM sent report on the park as follows:
- Wettons have now taken over filling hand sanitiser in the loos as the company used have gone out of business and cannot source their refills. New dispensers supplied by Wettons.
 - Multi use space – first meeting between Easebourne Primary School, WSCC & EPC to take place on Friday 13th September regarding the unused area of the school. WSCC have advised that the process could be lengthy. EPC to be represented by IM & TB and supported by ET.
 - Repairs to Dens and Trails delayed, IM chasing Wildwood.
 - FrEP are to trim the Northern hedge between the park and allotments as well as filling gaps with bare root plants.
- ii. TB raised complaint on Facebook regarding a piece of Park equipment that damaged a child’s clothing. ET, TB and MN all provided contact details etc for this to be reported formally but nothing was received.
- iii. TB also raised that the damage to the Mill Bridge is on the Easebourne side – **ACTION – ET to send email to Highways.**
- b) Finance Committee: See minutes of 7th August & 4th September 2024 (appendix two).
- c) Planning Committee (King Edward VII Liaison): See agenda item 11.
- i. CS contacted Adam O’Brien at Metis Homes about swift bricks, he has confirmed that swift & bat boxes have been installed. DK suggested a visit to get some photos to publicise. **ACTION – CS & DK to follow up.**
- d) Parishes Environment Group (Greenheal)
- i. DK reported that a slightly longer timetable has been adopted for the fruit tree projects. Blackdown Nursery has been chosen and they have suggested distribution in January.
- ii. Registration as a Charity etc still ongoing, then can open bank account.
- iii. Quotes received for bat boxes, just awaiting bank account to get started.
- iv. AD has joined as a volunteer.
- v. Now starting to look at energy projects. AD has taken this on, looking at thermal cameras to see how much heat is being lost from a house – early days.

11. **Planning**

a) **Planning Applications –**

SDNP/24/02630 /TCA	Magnolia Cottage Easebourne Street Easebourne West Sussex GU29 0BE	Notification of intention to fell 1 no. Magnolia tree (T1).	The Parish Council is resolved to object to the application as they do not believe that this is the only solution to protect the wall and
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			others should be considered.
SDNP/24/02094 /FUL	Access Track/footpath North East of Club House Cowdray Park Golf Club A272 Easebourne St to Heath End Lane Easebourne West Sussex GU29 0BB	Repair and renewing of existing access pathway.	The Parish Council is resolved to make no objection.
SDNP/24/02428 /HOUS	74 Henley Old Road Henley Easebourne West Sussex GU27 3HQ	Single-storey side extension and associated landscape works (alternative to approved application SDNP/23/04310/HOUS).	The Parish Council is resolved to make no objection.
SDNP/24/02282 /TPO	1 The Engine House Kings Drive Easebourne West Sussex GU29 0FA	Crown lift south sector by up to 5m (above ground level) and reduce widths (all round) by up to 1m on 1 no. Yew tree (T072) within Group, G2 subject to EB/04/00013/TPO.	The Parish Council is resolved to object to the application and wishes to concur with the reasons put forward by Henry Whitby. POST MEETING – when comments were submitted, Henry Whitby replied to say that the proposed tree works have now been amended and approved by him. The PC therefore has withdrawn this objection.
SDNP/24/03060 /LDP	15 Canada Grove Easebourne West Sussex GU29 9AF	Proposed lawful development - replacement single storey extension.	The Parish Council is resolved to make no objection.
SDNP/24/03081 /LIS	1 The Engine House Kings Drive Easebourne West Sussex GU29 0FA	New door and windows to replace existing window and external landscaping.	The Parish Council is resolved to make no objection so long as the design for the door matches the Heritage statement rather than the proposed elevation drawing which appeared more modern.
SDNP/24/03457 /LDP	Laurel Cottage 34 Lutener Road Easebourne West Sussex GU29 9AT	Proposed lawful development - single storey extension.	The Parish Council is resolved to make no objection.

12. Review of Documents – Risk Management Policy

- a) DK has volunteered to go through the policy and make edits which will then be confirmed and published by ET. **ACTION.**

- b) ET to create Lone Working Policy as it is referred to in the Risk Management Policy but doesn't currently exist. **ACTION.**

13. Dates for Next Meetings:

02/10/2024	6.00pm	Community & Environment Committee
02/10/2024	7.00pm	Planning Committee
02/10/2024	Following	Finance Committee
06/11/2024	7.00pm	Planning Committee
06/11/2024	Following	Finance Committee
13/11/2024	7.00pm	Easebourne Parish Council

The meeting closed at 20.03.

Signed..... Date.....
Chairman

**Easebourne Parish Council
Community & Environment Committee
Minutes of a Meeting Held at
6.00pm on Wednesday 7th August 2024
At Easebourne CE Primary School**

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

In attendance – E Tremaine (ET) – Parish Clerk

- 1. Public Question Time** – No members of the public were present.
- 2. Apologies and Reasons for Absence** – J Macdonald-Lawson & G Nicholls for personal reasons
- 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 5th June were agreed as a correct record and signed. Proposed by IM, seconded by ERG.
 - MN to set up meeting with Tom Richardson – progress, to be discussed under Highways.
 - Park CCTV – to be addressed in park update.
 - MN to compile a list of areas where speeding is an issue in the Parish – progress, to be discussed under Highways.
 - **JML to email PROW team – carry over as JML absent**
 - ET to email Goodwood – done and response received, they will be sending out some reminders to members before events to remind them to drive responsibly on the way to and from the Circuit.
 - ET to email Sussex Safer Roads – MN completed.
 - **MN & JML to speak to the shop regarding signage – carry over.**
 - DP raised that he did not witness the accident (item 5.e.i on minutes from 5th June), it was in fact JML, corrected.
- 5. Verbal/Written Panel & Project Group Reports** –
 - a. **Communications (Volunteers and Staffing)** –
 - i. MN noted that he hasn't updated the website or social media for a while as there isn't a lot going on. There was a discussion and it was decided that it would be good to come up with posts/articles to keep from going flat. MN suggested a monthly plan. **ACTION - MN, JML & ET to follow up.**
 - b. **Easebourne Park**
 - i. IM noted that a wash up meeting is still needed from the Fete. **ACTION - ET to send another email to try and arrange.**
 - ii. Doors are being addressed tomorrow by NatSol. IM to meet them. New door frame to be fitted.
 - iii. Wildwood are coming on 20th and 21st. Has not managed to get in touch with Cowdray, IM to email Forestry department. IM has also asked them to order bark to top up around the den and trails.
 - iv. IM has contacted WSCC regarding the Community Space. A meeting is to be arranged in September with the school, WSCC and the PC. MN suggested that it would be a good idea to begin working on a business case for the project before the meeting. **ACTION – MN to arrange internal meeting to**

discuss and assign actions. ACTION - IM to try and make contact with Fernhurst PC to discuss how they manage their hall.

- c. **Emergencies and Winter Planning**
 - i. Salt audit complete. **ACTION - DP & ET to go through Winter Plan Document.**
 - d. **Footpaths** - nothing to discuss
 - e. **Highways**
 - i. Tom Richardson has now responded. Teams meeting set up with Mike Dare on the 20th August, who has a copy of the Highways concerns list.
 - ii. Gold Cup – DP raised that all of the traffic was going in through the Farm Shop entrance which caused traffic issues, perhaps they could be sequenced or go in where the Maize Maze currently is. **ACTION - IM to follow up.**
 - iii. DP attended Festival of Speed and spoke to the speed camera operators about turning the camera around when it visits Easebourne, they said they will escalate the issue. Also noted that they have a new van which can monitor both directions.
 - iv. IM raised that the Maize Maze entrance is in a dangerous spot, perhaps needs some better signage. **ACTION – ET to speak to Cowdray.**
 - v. ERG said that she was at a Golf Clinic at the Golf Course and the amateur course is very close to the road and a few balls went directly onto the road. **ACTION – ET to email Cowdray.**
 - f. **Parishes Environment Group (Greenheal) – (see meeting notes in appendix 1)**
 - i. ERG has been chasing other members to get articles drafted for registering as an unincorporated club or society. They are discussing with several banks to get accounts going and ERG is drafting letters to request funding from various sources. Requested to be able to state that the PC endorses the organisation.
 - ii. Swift boxes are now in demand. Swift towers similar to the one at Shelford has also been suggested.
 - iii. Still liaising with nurseries for fruit trees.
 - iv. They have a potential new member lined up who has an interest in wind energy and electric vehicles.
 - v. Project in the pipeline regarding home insulation.
 - vi. ERG asked if Colin Sanderson (finance chair) has received a reply from Metis regarding swift bricks, ACTION - MN to ask CS for an update. Alternatively, could ask them to fund a swift tower.
 - vii. Next Greenheal meeting Monday 19th August.
- 6. Proposals to Full Council – None.**
- 7. Matters of Report –**
- a. DP mentioned the hedge outside Conifers, need to check if it had been trimmed yet, if not then ask Cowdray.
 - b. DP has also purchased a new cover for the vandalised defib.
- 8. Date of Next Meeting – 6.00pm Wednesday 2nd October 2024.**

Meeting Closed at 18.54.

Appendix Two

**Easebourne Parish Council
Finance Committee
Minutes of Meeting held on
Wednesday 7th August 2024
At Easebourne CE Primary School
Following on from Planning Committee Meeting**

Present – C.Sanderson (CS) - chairman, M Noble (MN), D Pack (DP), D Kilty (DK) & T Baker (TB).

In attendance – E Tremaine (ET) – Parish Clerk

1. **Public Question Time** – no members of the public in attendance.
2. **Apologies and Reasons for Absence** – J Macdonald-Lawson for personal reasons.
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 3rd July 2024 were agreed as a correct record and signed. Proposed by TB, seconded by MN.
5. **Finance Report Review**
 - a) Report on Previous Month Spend, Cash Flow and Spend Approvals.
 - i. Payments for the month were approved as follows:

PAYMENTS - FC MEETING 07/08/2024		
Payee	Detail	Amount
Clerk	Salary - July	UNDISCLOSED
WSCC	Clerk Pension - July	UNDISCLOSED
HMRC	Tax - July	UNDISCLOSED
Clerk	Parish Office - July	UNDISCLOSED
Clerk	Parish Phone - July	£ 6.00
Clerk	Reimbursement for Microsoft 365	£ 59.99
Community Heartbeat Trust	Invoice 22130 - defib supplies	£ 146.34
Hooli	Invoice 16476 - fix website issue	£ 36.00
Hooli	Invoice 16451 - flag design	£ 36.00
Wettons	Invoice 157476 - toilet maintenance	£ 16.32
Wettons	Invoice 157569 - toilet maintenance	£ 667.55
Windowflowers	Invoice 63028 - watering contract	£ 825.60
JRB Enterprise	Invoice 27188 - dog gloves	£ 308.86
Ian Milne	Reimbursement for padlocks	£ 28.02
Greenscape	Invoice 291 - grass cutting, repairs, inspections	£ 1,098.00
Pro Tec	Invoice 2130 - security	£ 196.51
David Pack	Reimbursement for defib cover	£ 24.00
Mike Noble	Reimbursement for various fete supplies PAID	£ 165.99
Mike Noble	Correction of Square Error PAID	£ 307.02
Ian Milne	Reimbursement for various fete supplies PAID	£ 64.14
Eleanor Baker	Invoice 553 - Music at fete PAID	£ 250.00
Easebourne School PTFA	Invoice 0013 - Contribution to donkeys PAID	£ 187.50
PWLB	Loan repayment installment DD PAID	£ 1,266.18
IONOS	Invoice 203042783792 - DD PAID	£ 18.72
Gallagher	Invoice 535391247 - annual insurance payment PAID	£ 2,133.62

Kerry Type	Invoice 46441 - fete fliers PAID	£ 37.20
TOTAL PAYMENTS		£ 9,214.29

- b) Income Review and Opportunities (Grants, Events and Community Interest Levy)
 - i. £307.02 received from Square in error and returned.
 - ii. £180 received from Anywhere Deckchairs as refundable deposit.
 - c) Asset Register – no changes.
 - d) Bank Balances as at 31/07/2024
 - i. Community Account – £67,981.88
 - ii. Reserves Account – £49,279.64
 - iii. Grants Account - £96,454.51
- 6. Forecast Spend**
- a) Sub Committee/Working Parties forecasts (including Requests for Funding) - none
 - b) Review Requests for Grants/Funding and Actions - none
- 7. Business Savings Account**
- a) Following a discussion it was **resolved** to transfer £85k from the grants account to a new NatWest 35 day account. Proposed by DK, seconded by TB. **ACTION – ET to open account and transfer funds.**
- 8. Proposals to Parish Council**
- 9. Date of Next Meeting** – Wednesday 4th September 2024 to follow Planning Committee Meeting.

Meeting Closed at 20.07.

Easebourne Parish Council
Finance Committee
Minutes of Meeting held on
Wednesday 4th September 2024
At Easebourne CE Primary School
Following on from Planning Committee Meeting

Present – C.Sanderson (CS) – chairman, D Pack (DP), J Macdonald-Lawson (JML), & D Kilty (DK).

In attendance – E Tremaine (ET) – Parish Clerk, G. Dagg (student, observing)

- 10. **Public Question Time** – no questions.
- 11. **Apologies and Reasons for Absence** – T Baker & M Noble.
- 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 7th August 2024 were agreed as a correct record and signed.
 - a) Natwest Bank Account – ET explained that Natwest does not allow dual authorisation. **ACTION - ET to update saving account options and send around for further discussion next month.**
- 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
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Clerk	Salary - August	UNDISCLOSED
WSSC	Clerk Pension - August	UNDISCLOSED
HMRC	Tax - August	UNDISCLOSED
Clerk	Parish Office - August	UNDISCLOSED
Clerk	Parish Phone - August	£ 6.00
Clerk	Reimbursement for Square Reader	£ 22.80
Wettons	Invoice 158048 - toilet maintenance	£ 667.55
Wettons	Invoice 157986 - toilet maintenance	£ 16.32
Greenscape	Invoice 292 - grass cutting & inspections	£ 804.00
Affinity Chartered Surveyors	Invoice 141-002 - community space project research	£ 1,100.94
Moore	Invoice 325257 - external audit	£ 504.00
Pro-Tec	Invoice 2176 - park security	£ 221.08
FrEP	Annual grant - PAID	£ 250.00
Midhurst Green Volunteers	Annual grant - PAID	£ 250.00
IONOS	Invoice 203043280819 - DD PAID	£ 18.72
TOTAL PAYMENTS		£ 5,220.14

- f) Income Review and Opportunities (Grants, Events and Community Interest Levy)
 - i. £24.22 received in donations.
- g) Asset Register – no changes.
- h) Bank Balances as at 31/08/2024
 - i. Community Account – £64,031.99
 - ii. Reserves Account – £49,279.64
 - iii. Grants Account - £96,454.51

15. Forecast Spend

- c) Sub Committee/Working Parties forecasts (including Requests for Funding) - none
- d) Review Requests for Grants/Funding and Actions – annual grants have been paid to Midhurst Green Volunteers and Friends of Easebourne Parish.

16. Proposals to Parish Council – none.

17. Date of Next Meeting – Wednesday 2nd October 2024 – to follow Planning Committee Meeting

Meeting Closed at 20.00