



**EASEBOURNE PARISH COUNCIL**  
**Minutes of Parish Council Meeting**  
**held at 7.00pm on Wednesday 9<sup>th</sup> July 2025**  
**at Easebourne CE Primary School**

**Councillors Present:** M Noble (MN) – chairman, C Sanderson (CS), D Pack (DP), D Kilty (DK), I Milne (IM), J Macdonald-Lawson (JML), G Nicholls (GN), E Roberts-Grimsey (ERG), A Dodwell (AD) & T Baker (TB).

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

1. **Visitors questions:** no questions.
2. **Report from District Councillor:**
  - a) Devolution/reorganisation conversations still ongoing.
  - b) FH suggested putting forward a strategy to improve the environment to district in order to generate funding and using the government re-organisation to improve community. A point to start would be a biodiversity survey.
3. **Report from County Councillor:** Apologies received.
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 meeting held on Wednesday 14<sup>th</sup> May 2025 were proposed as a true record and signed by the Chairman. Proposed by DK, seconded by DP.
  - a) **Section 106 (MN waiting to hear from FH) – carry over**
  - b) **DK to send Risk Management Policy to ET for publication – in progress, carry over**
  - c) **MN to organise a date with MTC for a get together – carry over.**
  - d) Highways – see below
  - e) **Defib training – ongoing, carry over**
7. **Chairman's Report:**
  - a) Thank you for help at the Fete on Sunday, profit figure of £4422 for the PTA (not a huge increase, to be discussed with PTA). Special thanks to IM for doing announcements etc.
  - b) Annual drinks 20<sup>th</sup> August, details to follow.
8. **Correspondence and invitations received:**
  - a) SDNPA Planning Committee Meeting – 10/07/25 – 10am - Memorial Hall
  - b) CDC All Parishes Meeting – 13/10/2025 – 5pm – East Pallant House – TB attending
9. **Devolution Update**
  - a) Mostly covered by Francis. Timeline confirmed. Waiting to hear on decision of where to split Unitary Authorities.
10. **SDNPA Partnership Management Plan Review**
  - a) It was agreed that DK, MN and CS will head this up. Everyone to send any points to include by the end of the weekend.
11. **Community Hub Project**
  - a) The Solicitor replied with a general approval for the heads of terms.
  - b) Need to appoint a project manager to take forward, waiting on 2 more quotes.
  - c) Surveys needed for services etc.

- d) Neil Sore is writing the business case document.
- e) Following a discussion it was decided to pull all together into a vision document for the whole Council to view.

**12. 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 4<sup>th</sup> June 2025 (appendix one).
  - i. Highways – applications are progressing. Letters of support have been received and data being analysed. Almost ready to submit.
  - ii. Park – Rospa inspection conducted, areas of attention identified. Quote received from Playsafe for recommended repairs @ £2785 plus VAT, CS proposed and IM seconded. Artizans repaired the roundhouse. Watering of trees ongoing. Cowdray have said no to the sign for the shop and moving the footpath at Winters Lane. JML and MN to revisit the shop.
- b) Finance Committee: See minutes of 4<sup>th</sup> June & 2<sup>nd</sup> July 2025 (appendix two).
- c) GreenHEAL
  - i. Swifts walk was successful.
  - ii. Order for boxes has gone in.
  - iii. Energy project being picked up at next meeting.

**13. Planning**

**a) Planning Applications –**

SDNP/25/01722 /LIS	111 Vanzell Cottage Dodsley Lane Easebourne West Sussex GU29 9AN	Removal of existing chimney and partial tiling, installation of cavity drain tanking system alongside associated internal alterations.	The Parish Council is resolved to make no objection.
SDNP/25/02023 /HOUS SDNP/25/02024 /LIS	Orchard House Easebourne Street Easebourne West Sussex GU29 0BQ	New enclosed link between main dwelling and garage infilling sides of existing pitched roofed covered walkway.	The Parish Council is resolved to make no objection.
SDNP/25/02028 /CND	32 Egmont Road Easebourne West Sussex GU29 9BG	1 no. porch to front elevation - (variation of Condition 2 & 3 of Planning Permission SDNP/24/01880/HOUS to reposition porch by 0.3m, with change of materials to a fully enclosed oak timber frame.	The Parish Council is resolved to make no objection.
SDNP/25/01910 /TPO	9 Crossways Easebourne West Sussex GU29 9AA	Crown reduce by up to 4m (back to old pruning points) on 1 no. Box Elder tree (T1) within Area, A1 subject to EB/64/00401/TPO	Application was withdrawn.
SDNP/25/02184 /HOUS	Holly End Upperfield Easebourne West Sussex GU29 9AE	Erection of 1 no. detached double garage.	The Parish Council is resolved to make no objection however would like to raise the issue of surface drainage on Upperfield (which

			causes flooding of Hollist Lane) which will only be compounded by further development. It is noted however that this application includes the use of water butts to collect rainwater from the roof which the Parish Council would very much support and encourage the Officer to add as a condition.
SDNP/25/02125 /TCA	469 Easebourne Street Easebourne West Sussex GU29 0BQ	Notification of intention to height reduce by 30% on 1 no. Lawson Cypresses tree and 2 no. Western Cedar trees.	The Parish Council is resolved to make no objection.
SDNP/25/02534 /NMA	Easebourne Primary School Easebourne Street Easebourne West Sussex GU29 0BD	Non-material amendment (SDNP/21/04041/FUL) to increase size of garden at plot 8 from 10m to 14.86m.	The Parish Council is resolved to make no objection.
SDNP/25/02164 /HOUS	Mulberry Corner 6A Crossways Easebourne West Sussex GU29 9AA	Single storey rear and side extension.	The Parish Council is resolved to make no objection.
SDNP/25/02115 /HOUS	20 Fox Road Easebourne West Sussex GU29 9BH	Two storey side extension and front porch to replace existing single storey extension.	The Parish Council is resolved to make no objection.
SDNP/25/02597 /TCA	Highridge Easebourne Street Easebourne West Sussex GU29 0BD	Notification of intention to fell 1 no. Leyland Cypress tree (T1).	The Parish Council is resolved to object to the application as they are opposed to the felling of healthy trees and there is no indication within the documents to indicate the issue with this tree.

#### 14. Review of Documents – Training Policy

- Need to update Clerk's details.
- Training records to be displayed at Annual meeting
- Proposed IM, seconded DK.

#### 15. Dates for Next Meetings:

06/08/2025	6.00pm	Community & Environment Committee
06/08/2025	7.00pm	Planning Committee
06/08/2025	To follow	Finance Committee
03/09/2025	7.00pm	Planning Committee

03/09/2025	To follow	Finance Committee
10/09/2025	7.00pm	Easebourne Parish Council Meeting

The meeting closed at .

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

**Easebourne Parish Council  
Community & Environment Committee  
Minutes of a Meeting Held at  
6.00pm on Wednesday 4<sup>th</sup> June 2025  
At Easebourne CE Primary School**

**Present** – M Noble (MN) – chairman, D Pack (DP), I Milne (IM), E Roberts-Grimsey (ERG), G Nicholls (GN), F Davies (FD)

**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 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 2<sup>nd</sup> April were agreed as a correct record and signed. Proposed by IM, seconded by DP.
  - a. **JML/ET to speak to Cowdray about shop sign – ongoing, carry over**
  - b. **MN to research VAS costs – ongoing, carry over**
  - c. DP to lay wreath at VE Day event – complete
  - d. MN to create AVM leaflet – complete
- 5. Verbal/Written Panel & Project Group Reports –**
  - a. **Communications (Volunteers and Staffing)**
    - i. Fete on 6<sup>th</sup> July, generally all in progress.
    - ii. SGN works in Midhurst have been postponed, **ET to post on FB and website – ACTION.**
    - iii. ET reviewing slips from Annual Village meeting with feedback on Highways and Hub, **to report via email – ACTION.**
  - b. **Community Hub Project**
    - i. Not a lot of progress, waiting for solicitor, ET has chased.
    - ii. Need to set up a meeting to bring the project together and agree actions and responsibilities. MN suggested that a project manager is instructed soon to take control of the project. **IM and MN to design brief and gather quotes – ACTION.**
  - c. **Easebourne Park**
    - i. Loos emptied.
    - ii. Small amount of tree damage but no big issues, freshly planted trees still alive.
    - iii. Artizans to come and look at roundhouse repairs.
    - iv. Playsafe have replaced matting under swings.
    - v. Wildwood have been contacted about the wooden structures as they are decaying.
    - vi. Grass cutting etc going on as usual.
    - vii. The tree branch that fell down in the hedge line has been removed, **ET to email Cowdray Forestry to thank them – ACTION.**
  - d. **Emergencies and Winter Planning** – nothing to report.
  - e. **Footpaths**

- i. No progress on the footpath suggestion that crosses the A286, **ET to chase Cowdray for a response – ACTION.**
- f. **Highways**
  - i. MN attended Highways briefing with WSCC which has given tips on applications for TRO's and CHS' which are ongoing – Wheelbarrow Castle, A286 & buffer zone on A272.
- g. **Greenheal**
  - i. Grant approved from CDC, to part fund swifts project.
  - ii. Going to order some swift boxes to get them delivered before the Swift Walk on 12<sup>th</sup> June.
  - iii. Publicity for the Swift Walk ongoing, ET and IM have copies of posters to put up on noticeboards.
  - iv. Trying to get support from Andrew Griffith MP.
  - v. Alastair working on energy projects.
- 6. **Proposals to Full Council** – none.
- 7. **Matters of Report** – none.
- 8. **Date of Next Meeting** – 6.00pm Wednesday 6<sup>th</sup> August 2025.

**Meeting Closed at 18.38.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairman

**Easebourne Parish Council  
Finance Committee  
Minutes of Meeting held at  
Easebourne CE Primary School  
On Wednesday 4<sup>th</sup> June 2025  
Following on from Planning Meeting**

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

**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 & T Baker 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 7<sup>th</sup> May 2025 were agreed as a correct record and signed. Proposed by DK, seconded by DP.
  - a) **ET to investigate grants from CDC – ongoing, carry over**
  - b) DK to send over details of a grant – complete
5. **Finance Report Review**
  - a) Report on Previous Month Spend, Cash Flow and Spend Approvals.
    - i. Payments for the month were approved as shown in the appendix.
    - ii. It was also noted that the HRBS account has been opened, **ET to transfer £45k – ACTION.**
  - b) Income Review and Opportunities (Grants, Events and Community Interest Levy)
  - c) Bank Balances as at 31/05/25
    - i. Community Account – £99,154.07
    - ii. Reserves Account – £51,824.52
    - iii. Grants Account - £91,133.24
    - iv. Hampshire Trust Account - £85,000
6. **Forecast Spend**
  - a) Sub Committee/Working Parties forecasts (including Requests for Funding) - none
7. **Proposals to Parish Council** – none.
8. **Date of Next Meeting** – Wednesday 2<sup>nd</sup> July 2025 – to follow 7pm Planning Meeting.

**Meeting Closed at 19.22.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairman

## Appendix

PAYMENTS - FC MEETING 04/06/2025			
Payee	Detail	Power	Amount
Clerk	Salary - May	LGA 1972 s.112	UNDISCLOSED
WSSC	Clerk Pension - May	LGA 1972 s.112	UNDISCLOSED
HMRC	Tax - May	LGA 1972 s.112	UNDISCLOSED

Clerk	Parish Office - May	LGA 1972 s.111	UNDISCLOSED
Clerk	Parish Phone - May	LGA 1972 s.111	£ 6.00
Clerk	Reimbursement for stationery	LGA 1972 s.111	£ 45.17
Clerk	Reimbursement for ink	LGA 1972 s.111	£ 32.94
Greenscape	Invoice	Open Spaces Act 1906 s.9&10 & Public Health Act 1875 s.164	£ 804.00
Wettons	Invoice 162541 - toilet maintenance	Public Health Act 1936 s.87	£ 708.60
Pro-Tec	Invoice 2714 - park security	Local Govt & Rating Act 1997 s.31	£ 272.64
KLG Services	Invoice 31741 - toilet emptying	Public Health Act 1936 s.87	£ 240.00
Parish Online	Invoice 45UD017-0011 - software	LGA 1972 s.111	£ 60.00
Smithe & Co	Invoice 3564 - internal audit	LGA 1972 s.111	£ 312.00
Frank Davies	Reimbursement for compost	Open Spaces Act 1906 s.9&10 & Public Health Act 1875 s.164	£ 22.77
Arundel Fire, Security & Electrical	Invoice 24455 - CCTV service	Local Govt & Rating Act 1997 s.31	£ 120.00
WL West & Sons	Invoice 194066 - park fence repairs	Open Spaces Act 1906 s.9&10 & Public Health Act 1875 s.164	£ 1,560.00
Alastair Dodwell	Reimbursement for hose parts	Open Spaces Act 1906 s.9&10 & Public Health Act 1875 s.164	£ 19.18
NatSol	Invoice SI-498 - pedestal tool	Public Health Act 1936 s.87	£ 5.24
Frep	Annual contribution	LGA 1972 s.137	£ 250.00
Midhurst Green Volunteers	Annual contribution	LGA 1972 s.137	£ 250.00
Mike Noble	Chairmans honourarium	LGA 1972 ss 15&34	£ 60.00
ICO	Data protection fee - DD <b>PAID</b>	LGA 1972 s.111	£ 52.00
Mike Noble	Reimbursement for refreshments- AVM - <b>PAID</b>	LGA 1972 s.145	£ 107.28
Mike Noble	Reimbursement for deck chairs - <b>PAID</b>	LGA 1972 s.145	£ 449.85
IONOS	Invoice 203048538067 - DD <b>PAID</b>	LGA 1972 s.111	£ 29.03
<b>TOTAL PAYMENTS</b>			<b>£ 6,866.37</b>

**Easebourne Parish Council**  
**Finance Committee**  
**Minutes of Meeting held at**  
**Easebourne CE Primary School**  
**On Wednesday 2<sup>nd</sup> July 2025**  
**Following on from Planning Meeting**

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

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

9. **Public Question Time** – no members of the public in attendance.

10. **Apologies and Reasons for Absence** – none.



**11. Code of Conduct**

- a) No declarations of interest
- b) No dispensation requests

**12. Minutes of Last Meeting** – the minutes of the meeting held on Wednesday 4<sup>th</sup> June 2025 were agreed as a correct record and signed. Proposed by DP, seconded by JML.

- a) ET investigating grants with CDC – complete, need more information on costs etc to be able to fully apply but there are several more panels over the year, one other grant investigated, PC not eligible.
- b) ET to transfer money to HRBS account – complete, **next transfer of £40k to be made this week - ACTION.**

**13. Finance Report Review**

- d) Report on Previous Month Spend, Cash Flow and Spend Approvals.
  - i. Instruction of Neil Sore to assist with community hub project – NS has been approached and asked to help with the business case for the hub project at an estimate of £350-£400. Approved by MN, CS and ET as per finance regs for this amount.
  - ii. Payments for the month were approved as shown in the appendix.
- e) Income Review and Opportunities (Grants, Events and Community Interest Levy)
  - i. £422.31 received in interest from Barclays in June.
- f) Bank Balances as at 30/06/25
  - i. Current Account – £47,849.83
  - ii. Reserves Account – £51,991.77
  - iii. Capital Projects Account - £91,388.30
  - iv. Hampshire Trust Account - £85,000
  - v. Hinkley & Rugby Account - £45,000

**14. Forecast Spend**

- b) Sub Committee/Working Parties forecasts (including Requests for Funding) - none

**15. Proposals to Parish Council** – none.

**16. Date of Next Meeting** – Wednesday 6<sup>th</sup> August 2025 – to follow 7pm Planning Meeting.

**Meeting Closed at 19.48**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Chairman

Payee	Detail	Power	Amount
Clerk	Salary - June	LGA 1972 s.112	UNDISCLOSED
WSCC	Clerk Pension - June	LGA 1972 s.112	UNDISCLOSED
HMRC	Tax - June	LGA 1972 s.112	UNDISCLOSED
Clerk	Parish Office - June	LGA 1972 s.111	UNDISCLOSED
Clerk	Parish Phone - June	LGA 1972 s.111	£ 6.00
Greenscape	Invoice 299 - inspections and grass cutting	Open Spaces Act 1906 s.9&10 & Public Health Act 1875 s.164	£ 804.00

Wettons	Invoice 163031 - toilet maintenance	Public Health Act 1936 s.87	£ 708.60
Pro-Tec	Invoice 2774 - park security	Local Govt & Rating Act 1997 s.31	£ 208.80
Mike Noble	Reimbursement for leaflets	LGA 1972 s142	£ 190.74
RBL	VJ Day Wreath	LGA 1972 s.137	£ 27.50
Windowflowers	Invoice 69908 - watering contract	Open Spaces Act 1906 s.9&10 & Public Health Act 1875 s.164	£ 866.40
Rospa	Invoice 89292 - annual inspection	Open Spaces Act 1906 s.9&10 & Public Health Act 1875 s.164	£ 158.40
WSCC	Invoice 8001844133 - street lights 24/25	Parish Councils Act 1957, s.3;	£ 1,996.02
Ian Milne	Reimbursement for banner	LGA 1972 s142	£ 60.00
Phil Stringer	Contribution to VE Day Events	LGA 1972 s.145	£ 141.10
PWLB	Loan repayment - DD PAID	LGA 2003 c.26, s.1	£ 1,266.18
IONOS	Invoice 203049100332 - DD PAID	LGA 1972 s.111	£ 29.03
<b>TOTAL PAYMENTS</b>			<b>£ 7,922.44</b>