



Loxwood Parish Council

Minutes of the Parish Council of Loxwood held on Tuesday 2nd September 2025 at 8.00pm. North Hall Loxwood.

ATTENDANCE: Parish Councillors: Valerie Woods (Chair); Charles Todhunter; Yvonne Rees; Annette Gardner; Roger Newman; Jamie Lynch. 3 members of the public. WSCC Janet Duncton. CDC Gareth Evans. Jane Bromley, Clerk.

- 142/2025 APOLOGIES FOR ABSENCE:** Parish Councillor Rick Kelsey and WSCC Janet Duncton.
- 143/2025 DECLARATION OF MEMBERS INTERESTS:** None.
- 144/2025 APPOINTMENT OF VICE CHAIR of the PARISH COUNCIL.** Councillor Rees stood for appointment and was voted for unanimously.
- 145/2025 MINUTES OF THE LAST MEETING: RESOLVED** that the Minutes the [Extra Ordinary Parish Council](#) meeting on 5th August 2025, the [Planning meeting](#) on 5th August 2025 and the Planning meeting on [27th August 2025](#) are accurate accounts of the meetings and resolved to authorise the Chair to sign them as accurate records.
- 146/2025 APPENDIX 1 ACTION POINT LIST:** The Parish Council updated the list of Action Points.
- 147/2025 PUBLIC PARTICIPATION:** None.
- 148/2025 REPORT FROM WSCC JANET DUNCTON:** See attached.
- 149/2025 REPORT FROM CDC GARETH EVANS AND CHARLES TODHUNTER:** See attached report. Cllr Evans surgery on 27th September is postponed.
- 150/2025. FINANCE & GOVERNANCE:**
- Recommendation:** to review the documents relating to 8.1 and 8.2. (To be circulated separately).
- BANK RECONCILIATION FOR August 25.
 - EXPENDITURE AGAINST BUDGET UPDATE to 31st August 25.
RESOLVED as reviewed. And points for clarification were addressed by the Clerk.
 - SEPTEMBER 25 ACCOUNTS FOR PAYMENT. To be circulated separately.
3. Recommendation: to Resolve and Ratify to authorise the signing of the payments schedule by the Chair, Planning Chair and the Clerk and that the payments may be made via BACs.
RESOLVED to approve the payments and ratify those made ahead of the meeting.
 - EXTERNAL AUDIT 24-25:
4. **Recommendation** to note the conclusion of the Audit process for 24-25 with a report from the External Auditor with no matters to be addressed.
 - **APPENDIX 2** External Audit Report.**RESOLVED** as noted.
 - INTERNAL AUDITOR FOR 25-26

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Recommendation to approve the Terms of Engagement for Mike Platten of April Skies to carry out the Interim Internal Audit and the Final Internal Audit for 25-26 at a cost of £370 (£350 24-25).

- **APPENDIX 3** April Skies Internal Audit Terms.

RESOLVED as approved and the Clerk is authorised to sign the Terms.

151/2025 TRAFFIC CALMING:

Recommendation: To note the Obtruda Speed Data produced from the Speed Strips located in July and to discuss their submission to WSCC Highways

- **APPENDIX 4** – Obtruda Speed Data
- **APPENDIX 5**- Community Highways Application details required

RESOLVED to obtain quotes for a further simple plan to include a pedestrian crossing to the shop.

Item 158/2025 was heard here.

152/2025 PLAYGROUND MAINTENANCE:

Recommendation: To note the Timber Density Report and the recommendation with regard to the Multi Play Unit timers and consider their replacement (Quotes being obtained).

- **APPENDIX 6** Timber Density Test

RESOLVED to obtain quotes to replace those timbers as labelled as severe or significant defect and in the interests of safety take the Play Unit out of commission by taping and signage until repairs had been carried out.

153/2025 SCHOOL ROOM TO BLOOM OPENING 30TH SEPTEMBER 2025

Councillors are invited to attend the opening of the SEN Building at Loxwood School on Tuesday 30th September at 9am attendees to be notified to the Clerk.

Councillor Roger Newman to attend and others to advise when they could confirm attendance.

154/2025 NURSERY GREEN SHOP OPENING:

Councillor Wood opened the shop 2pm on 22nd August. The shop is well stocked with a range of prices. Opening times Monday to Saturday 7am to 9pm and Sundays 8am to 8pm.

155/2025 RESIDENT CORRESPONDENCE:

1. NICHOLSFIELD GRASS VERGES:

Recommendation: to consider the resident proposal for the grass verge in Nicholsfield to be converted to parking bays and discuss any actions.

- **APPENDIX 7** Resident Email

RESOLVED to forward the email to WSCC Janet Duncton for further consideration with WSCC Highways and inform the resident.

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2. NURSERY GREEN CROSSING TO SHOP

Recommendation: to consider the resident correspondence requesting a crossing along the B2133 in the location of the Nursery Green Shop and discuss any action.

- [APPENDIX 8](#) Resident email

RESOLVED to include plans for a pedestrian crossing in the next Community Highways Scheme application.

3. FARM CLOSE BENCH and BUS STOP SHELTER ROOF

- [APPENDIX 9](#) Resident email

RESOLVED to obtain quotes for this work.

156/2025 BLACKHALL SITE FOUL WATER CONNECTION UPDATE

Recommendation: to note the update regarding the Blackhall site foul water connection from the resident drainage consultant in conjunction with other residents and discuss any action.

- [APPENDIX 10](#)

RESOLVED as noted. No further update from Southern Water.

157/2025 HERITAGE BOARDS

Recommendation: to discuss the repairs and renovations costs for the Heritage Trail Notice Boards and confirm funding for this.

- [APPENDIX 11](#) Update

RESOLVED to note the request and that the Clerk had requested quotes for the proposals.

158/2025 LOXWOOD SPORTS ASSOCIATION (LSA) PROJECT UPDATE.

Recommendation: to receive a report from Councillor Neman regarding projects identified for CIL funding from the LSA.

- [APPENDIX 12](#)

The meeting was adjourned to allow questioning of the Chair and Treasurer of the LSA who were present.

When questioned the LSA directors advised that the list was in order of priority. The first 3 entries requiring attention over the next 12 months

- Need to resurface and improve resilience of car park to rear of pavilion
- Renew internal ceiling to improve insulation and remove mild “artex” asbestos
- Install fencing to deter vehicle incursion onto fields and improve appearance

The solar and heat pump installation would require planning permission and a lot more funds and the water Capture was being investigated with third party involvement investment for the water credits it would supply.

The meeting was reconvened.

RESOLVED to await a grant application(s).

159/2025 GIANT HOGWEED - WESTERN SUSSEX RIVERS TRUST (WSRT)

Recommendation: to note that the WSRT have identified areas of concern along the Wey and Arun Canal for the prevalence of Giant Hogweed and to note that the Clerk is arranging a meeting of the Parish Council with the following contact, who has alerted of the prevalence.

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Louise Barnetson
Water Champion – Parishes and Communities
Western Sussex Rivers Trust / Downs to the Sea

- **APPENDIX 13** Map of location of Giant Hogweed

RESOLVED to appoint Cllr Woods and the Clerk to meet with the Water Champion.

160/2025 **UPDATES AND ITEMS FOR DISCUSSION AS TIME ALLOWS:-**

- (a) Projects and items for 25-26 precept- Bench replacement and Traffic Calming.
- (b) North Hall Playground renovation – next meeting.
- (c) Highway/Roads- A Speed van had been requested and this was being considered.
- (d) Medicine Dispenser Lease. Awaiting the signed landlord's lease and deposit payment would be made once received.
- (e) North Hall. The relocation of the air source heat pump had taken place.
- (f) School. Nothing to report.
- (g) LSA Lease. Not yet copied.

161/2025 **NEWSLETTER ARTICLES.** Shop opening. PROW Establishment success. Playground renovations.

162/2025 **ITEMS FOR THE NEXT MONTH'S AGENDA and DATE OF THE NEXT MEETING:**
Finance Committee 18th September 2025 7pm, 7th October Planning and Full Council Meetings.

163/2025 **EXCLUSION OF PUBLIC AND PRESS**

164/2025 **RESIDENT COMPLAINT** The Council was brought up to date on a resident complaint that was being dealt with by CDC.

165/2025 **CLOSURE OF MEETING.**

The meeting closed at 9.35pm