



## LOXWOOD PARISH COUNCIL

### **Minutes of the Loxwood Parish Council Full Council Meeting held on Tuesday 3<sup>rd</sup> February at 8pm in North Hall, Loxwood.**

**Attendance:** Parish Councillors: Valerie Woods (Chair); Yvonne Rees; Annette Gardner; Jamie Lynch; Rick Kelsey. CDC Gareth Evans (arrived during item 24/2026 and left after a pause during this item to go back to item 23/2026) No members of the public Jane Bromley, Clerk.

**18/2026 Apologies for Absence:** District & Parish Councillor Charles Todhunter and WSCC Janet Duncton. District Councillor Gareth Evans apologies he would be late.

**19/2026 Declaration of Members' Interests:** None.

**20/2026 Minutes of Previous Meetings: RESOLVED** that the minutes of the Full Council and Planning Meeting held on 6<sup>th</sup> January 2026 re accurate records and to authorise the Chair to sign them.

**21/2026 Action Point Review:** APPENDIX A The Action Point List was reviewed and updated.

**22/2026 Public Participation:** None.

#### **23/2026 Reports from External Representatives**

- WSCC Councillor Janet Duncton- No report
- CDC Councillors Gareth Evans and Charles Todhunter – See attached report

#### **24/2026 Finance and Governance:**

1. **FINANCE:** Documents to be circulated separately.

- Bank Reconciliation for January 2026
- Expenditure Against Budget to 31<sup>st</sup> January 2026
- February 2026 Accounts for Payment

**Recommend** to review and resolve and ratify the authorisation of signature of the payments schedule.

**RESOLVED** that the documents had been noted and approved and the payments schedule and ratification payments **RESOLVED** as approved.

#### **2.GOVERNANCE:**

##### **See Clerks Report:**

##### Interim Internal Audit

**Recommend** to note the Interim Internal Audit and actions arising there from.

- APPENDIX B Interim Internal Audit Report.



## LOXWOOD PARISH COUNCIL

**RESOLVED** as noted the Interim Audit Report.

Final Internal Audit

**Recommend** to note the date for the final Internal Audit as 14<sup>th</sup> April 2026.

**RESOLVED** as noted

Risk Assessing:

**Recommend** to review and updated as required the following document:

- APPENDIX C 2026-2027 Risk Management Scheme.

**RESOLVED** to readopt after removing the Covid-19 risk section.

Internal Controls:

**Recommend** to discuss arrangements for the recommendations from the following document:

- APPENDIX D Effectiveness of Internal Controls Checklist Report.

**RESOLVED** to approve the recommendations namely:

**1. Use the JPAG Governance Assertions as a Checklist**

See example form Hadham PC (attached) which uses the JPAG Practitioners' Guide to test each Annual Governance Statement assertion this approach to be adopted for the 25-26 review of the AGAR Governance Statement.

This is a robust method because it aligns directly with what the council must legally sign each year.

The Clerk will recommend this approach ahead of the 25-26 AGAR Governance form signing.

**2. Councillors Review of Controls**

A councillor (not the RFO) should periodically:

- **Confirm compliance with Financial Regulations and Delegated responsibilities Policy.**

The Clerk to recommend meeting with the Chair of the Finance Committee ahead of Finance meeting for a thorough review of the cash book and budget. Checks could be instigated for this informal meeting and **RESOLVED** as carried out at the Finance meeting.

- **IT Back Up Test** to be carried out quarterly ahead of Finance Meetings and confirmed as carried out at these meetings.

Policies:

**Recommend** to review and update as required the following Policies (the Clerk has made tracked changes where thought appropriate for approval):

- APPENDIX E The Table of Policy Review Dates
- APPENDIX F CIL Policy
- APPENDIX G CIL Application Form
- APPENDIX H Grant Awarding Policy
- APPENDIX I Grant Application Form
- APPENDIX J Freedom of Information and Document Retention Scheme
- APPENDIX K Health & Safety Policy



## LOXWOOD PARISH COUNCIL

- APPENDIX L Investment Policy
- APPENDIX M Scheme of Delegation

**RESOLVED** to readopt the Policies as updated by the Clerk.

### Investment Review:

**Recommend** to note as reviewed and actions where required the investment strategy for the forthcoming council year.

**RESOLVED** to accept the recommendation and no changes to be made to the Investment strategy for the council year ahead.

### IT Back Up

**Recommend** to note the IT back up has been tested by the Clerk on 29<sup>th</sup> January 2026.

**RESOLVED** as noted.

### **25/2026 Precept 2026-2027**

See Clerks report

- To Resolve to note that a precept request of £70,500 was submitted to Chichester District Council who acknowledged the request.

**RESOLVED** as noted.

### **26/2026 Loxwood Sports Association Land – Security Responsibilities of the Parish Council as Landlord**

- Update following a review of the lease.

**RESOLVED** to take no further action other than the Clerk having previously supplied details of CDC and WSCC contacts for LSA to discuss with them measures they could take with regard to preventing trespassing. The Parish Council had no exposure to risk regarding the trespass threat having legal cover of the risk of up to £100K with their current insurance cover and given that clear up of any damage of the site would be the LSA's responsibility.

### **27/2026 Litter Bin For Loxwood Shop Nursery Green**

- Update following discussions with Chichester DC waste team

**RESOLVED** to move the Station Rd Junction bus stop bin to Nursery Green.

### **28/2026 North Hall Play Area Project Update**

**Recommend** to resolve and approve any actions arising.

**RESOLVED** to authorise the Clerk to pay the deposit required to purchase the Playground installation of a total cost of £68524.28 gross once the results from the grant funding application were known, whether or not grant funding was obtained. The deposit request will be approximately 50% some equipment (gates) coming from other suppliers needs to be paid in full. The anticipated deposit is therefore £36436.54 gross (£30363.78 net)



## LOXWOOD PARISH COUNCIL

### **29/2026 Updates and General Discussion (Time Permitting)**

- Newsletter. Update. No progress with this.
- Annual Parish Meeting 22<sup>nd</sup> May– Ideas for speakers/presentations.

White Wood Butterfly talk

Neighbourhood Plan Update

Chairs Update

Talk on the Heritage Website and Heritage Trail if possible

The Clerk to purchase 2 x banners.

CIL Grant Données this year to be ask to produce material for a stand at the APM and a representative to attend the meeting.

- North Hall- Trees update. Tree survey of the red oaks to take place on 4<sup>th</sup> March from 9.30am
- Resilience Plan. No progress.
- Highways and Roads. New proposals to be submitted to WSCC for their informal view.
- School matters. Nothing to report.

### **30/2026 Newsletter Articles**

Items for inclusion in the next Parish Newsletter. Request for photos of Loxwood for website and Neighbourhood Plan. Play area update. LCGI thank you for bulbs appearing around the village.

### **31/2026 Items for Next Month's Agenda**

Suggestions for agenda items for the February 2026 meeting. Asset register and insurance value approval. Former Cllr Newman to be removed from bank mandate and Cllr Woods to replace him

### **32/2026 Date of Next Meetings**

- Planning and Full Council: 3<sup>rd</sup> March 2026 commencing at 7:00 PM with Planning.

**The meeting closed at 9.15pm**



## LOXWOOD PARISH COUNCIL

### **Clerk's Report to Full Council Meeting Date: Tuesday, 3<sup>rd</sup> February 2026 24/2026 FINANCE**

#### Governance

#### **Investment Strategy for 26-27:**

The Council's funds are spread across three financial institutions:

#### **Lloyd's bank:**

A current account- All transactions of the Council to third parties are carried out through this account (apart from credit interest which is credited direct to all accounts). No interest (Current balance £3052.22)

A deposit account- Part of the current account credits such as excess precept required for the next two months may be transferred here to attract interest at 0.5% (Current Balance £15067)

#### **Barclays Bank**

This is a medium-term deposit which may be called upon at short notice for Ear Marked Reserves held and CIL Funds received. This account attracts interest at 1.1% (Current balance £80856)

#### **CCLA**

This is a long-term cash-based deposit for General Reserves. Whilst access is readily obtained for funds it requires hard copy form completion and is likely to take longer than with an online facility. Yield for the year 25-26 to date is £2476.27 approx. 3% (Current value £82863.39)

#### **GENERAL**

All accounts are dual authority for transactions, respected institutions and with ready access to funds as specified by the Investment Policy. Interest rates are compromised to some extent for easy access and stability and lower risk plus the requirement for dual authority for transactions. However, rates are within the average interest rate band currently and are not overly punitive.

#### **RECOMMENDATION**

To continue this strategy of Investment for the forthcoming Council year.

#### **IT Back-Up:**



## LOXWOOD PARISH COUNCIL

The Loxwood Parish Council files as updated are available via a second laptop on One drive and the email account can also be accessed from a separate device if required as on 29<sup>th</sup> January 2026. One drive back up occurs as files are updated similarly with Office 365 emails.

### 26/2026 LSA Land Security

The lease to be scrutinised for responsibilities in this regard by Cllr Lynch  
Re the LSA lease, it is my view that all liability sits with the tenant, in relation to the following:

- repair / clean up following an incursion by a trespasser,
- security of the premises;
- insuring the premises in respect of malicious damage; and
- indemnifying Loxwood Parish Council in respect of any claims arising from malicious damage to the premises.

I have set out below commentary on the relevant provisions in the lease for reference:

#### 1. Repair, Maintenance and Security

The tenant (the Trustees of Loxwood Sports Association) are obligated to manage and maintain the playing surfaces and the premises (which means the Loxwood Recreation Ground and pavilion and any other buildings erected on it, this area is shown edged red on the plan attached to the lease) in good condition and safe repair at all times. In addition, the tenant is obligated to the keep the premises in a good state of repair and adequately secure and safe at all times when not in use. Consequently, if there was an incursion on the premises by a third party then it would be tenant who is liable for the costs to clean up and make good.

Please refer to the following relevant provisions of the lease: · Paragraph 4  
Second Schedule  
· Paragraph 14 Second Schedule

#### 2. Insurance & Indemnity

The tenant is obligated to keep the premises and building on it fully secured against fire, theft and **malicious damage**. In addition, the tenant indemnifies Loxwood Parish Council (as landlord) against any and all claims arising from fire, theft or **malicious damage** (including any damage to any adjoining property that belongs to Loxwood Parish Council.

Please refer to the following relevant provisions of the lease:

· Paragraph 12 Second Schedule

There is no obligation on the landlord to reinstate the property.

I have identified the following potential defects in the lease drafting as follows:



## LOXWOOD PARISH COUNCIL

- there is no clause in it which would require the tenant to notify the landlord of any third-party trespasser on the property (though in practice we would learn about it quite quickly); and
- there is no clause in it which would require the tenant to join in any application or proceedings with the landlord to remove any third-party trespasser on the property (at the tenant's cost) – it is also not clear who is obligated to take the lead on any such proceedings and if the Tenant does so, do they need Landlord's approval.

We might be able to argue that the indemnity in respect of claims arising from malicious damage stretches to cover costs incurred in seeking an injunction to remove trespassers but this is not clear. It should ideally have stated that the indemnity also covers claims arising from dealing with trespassers on the premises.

With that in mind, we may wish to consider whether our insurance covers dealing with steps to remove trespassers as this is the potential weakness in the lease draft and a point of potential exposure for the Parish Council.

The Clerk has written to our insurance provider for clarification regarding the cover in this regard.

“Re Trespass of LSA Contact with our Insurer as to cover.

I have as suggested by our insurer phoned DAS now part of ARAG. They provide legal assistance and advice. Trespass and removal has to go through a legal route and there is no automatic cover supplied. Legal fees up to £100,000 are possible but rely on specifics of the situation.”

### **27/2026 Loxwood Shop Bin**

#### Location on Nursery Green

Cllr Todhunter has received approval from CDC Waste services to relocate a bin to the style area at the entrance to Nursery Green to service the shop in particular.

The Clerk is to ask the odd job man to relocate the Station Rd junction bin from there to the style area. Cllrs to decide if the bin needs fixing in the ground as currently it is placed at Station Rd and not fixed. This will require new fixings and possibly a new bin.



**LOXWOOD PARISH COUNCIL**