



## LOXWOOD PARISH COUNCIL

**Minutes of the Loxwood Parish Council Full Council Meeting to be held on Tuesday 3<sup>rd</sup> March 2026 at 8pm in North Hall, Loxwood.**

**Attendance:** Parish Councillors: Valerie Woods (Chair); Yvonne Rees; Annette Gardner; Rick Kelsey; Charles Todhunter. WSCC Janet Duncton members of the public Jane Bromley, Clerk.

**33/2026 Apologies for Absence:** Parish Councillor Jamie Lynch and CDC Gareth Evans.

**34/2026 Declaration of Members' Interests:** None.

**35/2026 Minutes of Previous Meetings: RESOLVED** that the minutes of the Full Council and Planning Meeting held on 3<sup>rd</sup> February 2026 are accurate records and Resolved to authorise the Chair to sign them.

**36/2026 Public Participation:** Sarah a representative from Chichester Food Bank spoke regarding the organisation which was not all about supplying food vouchers and emergency food. The organisation was increasingly involving other agencies to get to the root of an individual's problems with much success. Few people were now reliant on the Bank long term. 81 individuals in Loxwood Parish were supported in the year to April 2026.

### **37/2026 Reports from External Representatives**

- WSCC Councillor Janet Duncton- See attached report. Cllr Duncton pointed out that no services were to be cut for the forthcoming financial year despite the hard times.
- CDC Councillors Gareth Evans and Charles Todhunter- See attached report.

### **38/2026 Finance and Governance**

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

- Bank Reconciliation for February 2026
- Expenditure Against Budget to 28<sup>th</sup> February 2026
- March 2026 Accounts for Payment

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

**RESOLVED** to approve the bank reconciliation and budget and to authorise the Chair and Finance Chair to sign the Payments schedule as approved.



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### 2. GOVERNANCE:

#### Asset Register:

**Recommend** to review and update where required the asset register and insurance values at year end. **APPENDIX A**

**RESOLVED** to approve the asset register for the forthcoming AGAR Return for 2025/2026 and values for insurance.

#### Policies:

**Recommend** to review, update and readopt as required:

- **APPENDIX B** The Playground Maintenance and Inspection Policy
- **APPENDIX C** Press/Media Communications Policy
- **APPENDIX D** Procedure for dealing with correspondence Policy
- **APPENDIX E** Recruitment & Equal Opportunities Policy
- **APPENDIX F** Staff Sickness Policy
- **APPENDIX G** Grievance & Disciplinary Policy

**RESOLVED** to readopt with the changes made by the Clerk.

#### Investment Review:

**Recommend** to note remove as signatory Cllr Newman from the Lloyds, Barclays and CCLA banking mandate and replace the Barclays signatory with Cllr Woods. The Lloyds and CCLA mandates already have three signatories without Cllr Newman.

**RESOLVED** to approve to remove retired Cllr Neman from the Lloyds, Barclays and CCLA mandates and to add Cllr Valerie Woods to the Barclays mandate as a signatory.

### 39/2026 North Hall Play Area Project Update

**Recommend** to resolve and approve any actions arising with regard to the Play area renovation.

**RESOLVED** to note that a deposit of £36436.54 gross £30363.78 had been approved and that CDC had awarded a grant of £15,000 towards the project which had a total cost of £68524.28 gross £63321.17 net. The chair was to meet with the site manager regarding the project on 9<sup>th</sup> or 10<sup>th</sup> March and A North Hall Trustee would be asked to attend the meeting.

**Recommend** to note the tree survey is due to be carried out on 4<sup>th</sup> March 2026.

**RESOLVED** as noted.



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### **40/2026 Bus Stop Rubbish Accumulation: See Clerk's Report**

**Recommend** to discuss the resident correspondence received regarding the rubbish that is now accumulating at the Station Rd Bus Stop since the bin there was relocated to the shop.

**RESOLVED** that Cllr Todhunter would approach the relevant Councillor at Chichester District Council to request, in view of the increase in population, a further bin for Loxwood with the associated collection. In addition, in due course in the Neighbourhood Plan there would be a requirement for any new development in Loxwood to provide a bin plus the covering of collection costs.

### **41/2026 Telephone Booth Renovations – See Clerk's Report**

**Recommend** to discuss and Resolve whether to approve the quote.

**RESOLVED** to approve the quote for £655 plus the purchase of defibrillator signs for approx. £80.

### **42/2026 Updates and General Discussion (Time Permitting). See Clerk's Report**

- Annual Parish Meeting 22<sup>nd</sup> May– Speaker confirmations and display confirmations update. BEAT And the Air Ambulance would be asked if they wanted to produce a display for the event. North Hall Singers would be asked to participate.
- North Hall. Nothing to report
- Resilience Plan. Nothing to report
- Highways and Roads. A meeting had been organised with WSCC Highways M Dare for 24<sup>th</sup> March concerning the proposals for a new Community Highways Application.
- School matters. Nothing to report.

Updates noted.

### **43/2026 Newsletter Articles**

Chichester Food bank availability. Play Area commencing soon. Annual Parish Meeting

### **44/2026 Items for Next Month's Agenda**

Suggestions for agenda items for the April 2026 meeting.

**45/2026 Date of Next Meetings:** Planning and Full Council: 7<sup>th</sup> April 2026 commencing at 7:00 PM with Planning. 23<sup>rd</sup> April 2026 Finance Committee 7pm

**The meeting closed at 9pm**



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

40/2026 BUS STOP RUBBISH ACCUMULATION:

Resident e-mails dated 26<sup>th</sup> February 2026

It has been brought to our notice via Chichester Council that the rubbish bin which has always been by the bus stop in Loxwood has been repositioned (presumably by the new shop which is a great idea) by the Parish Council.

We live in Loxwood Farm Place and have had to pick up rubbish from the bus stop area repeatedly after this bin was removed!!

People sit in this bus stop eating, drinking and smoking and leave all their rubbish behind, it was never like this when the bin was there.

PLEASE can we have the bin reinstated.

Kind regards

Jane Holden

1. Thank you very much for taking this problem up with the Parish Council.  
The residents of Loxwood do a lot to keep the village free from litter and that bin was always full.  
Kind regards  
Jane Holden

41/2026 TELEPHONE BOOTH RENOVATION QUOTE

GEH MAINTENANCE

Horsham, RH13 6AW

Tel: 07794130010 Email: [ghutchby@aol.com](mailto:ghutchby@aol.com)

Quote for New Works

Date: 9/2/26

Client: Loxwood Parish Council, PO Box 1094, Horsham RH12 9YS.  
(Contact: Jane Bromley)

Description of Works:

Renovate the Phone Booth at the T junction of Station Rd. & B2133 near Bus shelter.

- A. Rub down and paint the entire PB inside and out w/matching colours where appropriate.
- B. Apply putty to any glass panes that require it (Note: New putty can't be painted for at least 6 weeks due to the oil content).
- C. Clean all glass panels.
- D. **Fit new 'Defibrillator' signs** to highlight PB's new use.

Total Quote

£ 655.00

\*\*\*\*\*

5 STAR JOB

Thank You,  
Skip Hutchby

(GEH Maintenance)



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-Defibrillator signs to be purchased by Clerk approx. Cost for four £90.

### 42/2026 ANNUAL PARISH MEETING

#### Speakers:

- David Bridges White Wood Butterfly Survey and Biodiversity.
- Cllr Valerie Woods
- Cllr Charles Todhunter
- Loxwood Heritage Speaker – To be confirmed.

Those requested to display and reply.

- Doctors Surgery- No one available
- School – No one available
- WACT – No one available
- Caterpillars Pre school – Noone available
- 4 Sight- yes
- Chichester Food Bank – TBC
- LSA – No reply.
- Church- Cllr Kelsey to ask.

Advertising: -

Two x Banners purchased for Station Rd/ B2133 Junction and for North Hall.

Website advertising.

Poster for North Hall/ Doctors surgery/ LSA.

Organisations to be written to: North Hall Singers BEAT AIR AMBULANCE



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