



LOXWOOD PARISH COUNCIL

Minutes of the Loxwood Parish Council Full Council Meeting held on Tuesday 6th January at 8pm in North Hall, Loxwood.

Attendance: Parish Councillors: Valerie Woods; Annette Gardner; Yvonne Rees; Charles Todhunter; Jamie Lynch. WSCC Janet Duncton (left the meeting after item 08/2026). No members of the public.

01/2026 Apologies for Absence: Parish Councillor Rick Kelsey. CDC Gareth Evans

02/2026 Declaration of Members' Interests: None.

03/2026 Minutes of Previous Meetings:

RESOLVED the minutes of the Full Council and Planning Meeting held on [2nd December 2025](#) are accurate records and to authorise the Chair to sign them.

04/2026 Councillor Resignation

Notification of the resignation of Parish Councillor Roger Newman.

RESOLVED as noted and the democratic services at CDC had advertised the position with no electors coming forward requesting an election. The Parish Council is now free to Coopt for this position.

05/2026 Election of a Chair of Finance.

Cllr Woods nominated herself, seconded by Cllr Todhunter and all in favour.

RESOLVED as elected as Chair of Finance Cllr Woods

06/2026 Action Point Review

APPENDIX 1 The Action Point List was updated.

07/2026 Public Participation. None.

08/2026 Reports from External Representatives

- WSCC Councillor Janet Duncton- There were no questions for WSCC Duncton from the Parish Council.
- CDC Councillors Gareth Evans and Charles Todhunter. Cllr Todhunter explained the new arrangement for dealing with planning applications be divided North and South rather than majors and minors. and felt this was a much better arrangement for officer development as well as familiarity of officers with specific areas benefitting communities.

See attached reports.



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09/2026 Finance and Governance

Documents to be circulated separately.

- Bank Reconciliation for December 2025
- Expenditure Against Budget to 31st December 2025

RESOLVED As noted.

- January 2026 Accounts for Payment
 - To resolve and ratify authorisation of signature of the payments schedule.

RESOLVED as approved for payment and to be signed by the Chairs of the Council and Planning Committee.

10/2026 Precept 2026-2027

See Clerks report

- To Resolve approval or otherwise amend the budget for 2026/ 2027 recommended by the Finance Committee and a precept of £70,500.

RESOLVED to approve the recommendations of the Finance Committee meeting held on 27th November 2025 and a precept of £70,500 for 2026/2027 would be submitted to Chichester District Council ahead of the 12th January 2026 deadline.

11/2026 Local Government Reorganisation

See Clerks report

- To Resolve a response to the Government Consultation on the Unitary arrangement for West Sussex.

RESOLVED to strongly support the District and Boroughs two unitaires north/south proposal.

12/2026 Loxwood Sports Association Land – Security Responsibilities of the Parish Council as Landlord

See Clerks report

- To Resolve any action with regard to these concerns.

RESOLVED that Cllr Lynch would check the specifics of the LSA Lease from the Parish Council to discern responsibilities and report back to Full Council.



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13/2026 Litter Bin For Loxwood Shop Nursery Green

See Clerks report.

- To Resolve and actions regarding the issue of a build of litter and dogs' bags in the vicinity of Loxwood Shop.

RESOLVED Cllr Todhunter would speak to the relevant Officer at CDC to ascertain possibilities for a bin at The Shop at Nursery Green.

14/2026 Updates and General Discussion (Time Permitting)

- Councillor Recruitment.

Ideas for recruitment- a pop-up event at the Shop, the Fete, North Hall.

A Newsletter in conjunction with other News to be posted to all in the Parish.

Facebook.

- A Working Group Chaired by Cllr Lynch would discuss this further.

- Annual Parish Meeting 15th or 22nd May ?– Ideas for speakers/presentations.

Cllr chose Friday 22nd May 2026 at 7.30pm for this event and speakers would be chosen at a later date. Ideas for speakers were Food Waste Team from CDC and a speaker regarding biodiversity for the Parish.

- North Hall- Trees update.

RESOLVED to go ahead with a quote for tree works as specified by North Hall Trustees £150 net.

A quote for £800 net had been received with regard to all tree surveys for the oaks near the North Hall Play Area and a second quote would be found for this work for comparison.

- Resilience Plan

No update

- Highways and Roads- Buffer TRO 40mph refusal. Traffic Calming B2133.

Resident comments were invited for this proposal.

- School matters.

[The household support grant](#) from CDC would be highlighted to the school by Cllr Woods.

15/2026 Newsletter Articles



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Items for inclusion in the next Parish Newsletter.

Cllr Vacancies and Cllr Newman's retirement. Household Support Grant. PC Grants awarded.

16/2026 Items for Next Month's Agenda

Suggestions for agenda items for the February 2026 meeting.

The Play area grant application result would be known by that meeting it was anticipated.

17/2026 Date of Next Meetings

- Planning and Full Council: 3rd February 2026 commencing at 7:00 PM with Planning.

The meeting closed at 9.05pm

Clerk's Report to Full Council Meeting Date: Tuesday, 6th January 2026

10. Precept 2026 2027

The [Finance Committee met on 27th November 2025](#) and discussed the budget for the forthcoming Council year. It was recognised that the precept had increased substantially in 2025/2026 to cover increase in staff costs and that despite this the Parish Council anticipated to overspend the budget in the current year.

The General Reserves were required to be maintained at approximately £50K to cover essential expenses for a year and as such the General Reserves for 2026/2027 could not be relied upon to support any necessary budget overspend. The precept for the forthcoming year was recommended to increase from £62000 to £70500 an increase of 13.71%

On the plus side the Tax Base will increase for 26/27 from 875.60 to 900.70 and the resulting increase would be mitigated to a certain extent in the Council tax charge per household. See the calculations table below. The Band D tax charge would increase by £4.69 a year.



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Loxwood Parish Council Annual Budget - By Centre

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	2024 2025		2025 2026						2026 2027		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
101 Administration											
2000 Precept	53,295	53,295	0	0	62,000	0	62,000	62,000	70,500	0	0
2001 CIL	0	75,000	0	0	0	0	0	131,553	0	0	0
2002 LSA Pavillion Grounds	400	400	0	0	400	0	400	400	400	0	0
2003 Bank Interest	0	726	0	0	0	0	0	2,182	1,000	0	0
2007 NP Grant Funding	0	5,251	0	0	0	0	0	0	0	0	0
Total Income	53,695	134,672	0	0	62,400	0	62,400	196,135	71,900	0	0
1101 Clerk's Salary	25,040	27,991	0	0	35,296	0	35,296	21,096	36,300	0	0
1102 WSCC Payroll Fee	95	92	0	0	95	0	95	48	100	0	0
1103 Travel expenses	200	227	0	0	250	0	250	199	360	0	0
1104 Staff Costs	760	60	0	0	822	0	822	0	0	0	0
1107 Stationery & Office	200	1,302	0	0	400	0	400	1,471	2,000	0	0
1108 Postage	25	31	0	0	40	0	40	1	20	0	0
1110 Refreshments	110	115	0	0	115	0	115	113	125	0	0
1111 Chairman's Allowance	110	59	0	0	100	0	100	0	100	0	0
1112 Training	250	150	0	0	200	0	200	0	200	0	0
1113 Data Protection Fee	35	47	0	0	47	0	47	0	50	0	0
1114 Insurance	1,750	2,114	0	0	2,160	0	2,160	1,828	2,220	0	0
1115 Internal Audit	200	275	0	0	350	0	350	175	370	0	0
1116 External Audit	450	420	0	0	450	0	450	420	450	0	0
1117 Subscriptions	570	675	0	0	600	0	600	621	650	0	0
1119 Bank Charges	0	4	0	0	0	0	0	30	55	0	0
1120 Election Exp/Fiscal Conting.	0	0	0	0	0	0	0	0	500	0	0
1121 Professional Advice	0	0	0	0	0	0	0	0	2,000	0	0

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	2024 2025		2025 2026						2026 2027		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1122 Newsletter distribution	0	1,147	0	0	0	0	0	0	0	0	0
1123 Software/IT	650	1,006	0	0	800	0	800	547	1,000	0	0
1124 Website	250	316	0	0	200	0	200	0	2,500	0	0
Overhead Expenditure	30,695	36,031	0	0	41,925	0	41,925	26,549	49,000	0	0
Movement to/(from) Gen Reserve	23,000	98,641			20,475		20,475	169,586	22,900		
201 Grants											
2008 Grants	0	0	0	0	0	0	0	167	0	0	0
2009 Refund of Grant	0	0	0	0	0	0	0	3,500	0	0	0
Total Income	0	0	0	0	0	0	0	3,667	0	0	0
1201 BEAT	0	0	0	0	0	0	0	0	500	0	0
1202 Grant Caterpillars Group	1,200	660	0	0	1,000	0	1,000	228	500	0	0
1203 Small Grant Fund	10,000	1,360	0	0	1,325	0	1,325	3,500	5,000	0	0
1204 Grant Loxwood PCC Churchyard	500	500	0	0	500	0	500	500	550	0	0
1205 Grant Lox/Alf Magazine	300	300	0	0	300	0	300	300	400	0	0
1206 Grant LGCI	300	300	0	0	300	0	300	400	400	0	0
1207 4 Slight	0	0	0	0	0	0	0	0	350	0	0
1208 CIL GRANT WACT	0	0	0	0	0	0	0	19,300	0	0	0
1209 CIL Grant Doctors Surgery	0	0	0	0	0	0	0	14,838	0	0	0
1211 CILGrant School	0	0	0	0	0	0	0	24,183	0	0	0
1212 CIL Grant North Hall	0	0	0	0	0	0	0	6,087	0	0	0
1213 CIL Traffic Calming	0	0	0	0	0	0	0	1,275	0	0	0
Overhead Expenditure	12,300	3,120	0	0	3,425	0	3,425	70,611	7,700	0	0
Movement to/(from) Gen Reserve	(12,300)	(3,120)			(3,425)		(3,425)	(66,944)	(7,700)		

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	2024 2025		2025 2026						2026 2027		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
301 LPC Property											
1301 Street Furniture	1,000	1,040	0	0	2,500	0	2,500	1,267	3,000	0	0
1304 Playground Maintenance/Inspect	2,000	1,255	0	0	2,000	0	2,000	2,075	2,500	0	0
1306 Flood Mitigation	0	135	0	0	0	0	0	0	0	0	0
1307 Parish Maint. and Improvements	500	998	0	0	750	0	750	87	0	0	0
1505 Traffic Calming	0	2,306	0	0	2,000	0	2,000	0	0	0	0
1506 Community Events	0	28	0	0	0	0	0	227	500	0	0
1601 PWLB	4,900	4,906	0	0	4,800	0	4,800	4,737	4,700	0	0
Overhead Expenditure	8,400	10,668	0	0	12,050	0	12,050	8,392	10,700	0	0
Movement to/(from) Gen Reserve	(8,400)	(10,668)			(12,050)		(12,050)	(8,392)	(10,700)		
401 Neighbourhood Plan											
1401 Neighbourhood Plan	800	7,378	0	0	3,000	0	3,000	0	2,000	0	0
Overhead Expenditure	800	7,378	0	0	3,000	0	3,000	0	2,000	0	0
Movement to/(from) Gen Reserve	(800)	(7,378)			(3,000)		(3,000)	0	(2,000)		
501 Services to Public											
1501 Emptying Dog/Litter Bins	1,000	844	0	0	1,000	0	1,000	901	1,000	0	0
1503 Hedge/Tree Surgery	500	2,335	0	0	1,000	0	1,000	250	1,500	0	0
Overhead Expenditure	1,500	3,179	0	0	2,000	0	2,000	1,151	2,500	0	0
Movement to/(from) Gen Reserve	(1,500)	(3,179)			(2,000)		(2,000)	(1,151)	(2,500)		
999 VAT Data											
115 VAT Repayments	0	8,119	0	0	0	0	0	6,098	0	0	0
Total Income	0	8,119	0	0	0	0	0	6,098	0	0	0

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	2024 2025		2025 2026						2026 2027		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
515 VAT on Payments	0	3,230	0	0	0	0	0	4,666	0	0	0
Overhead Expenditure	0	3,230	0	0	0	0	0	4,666	0	0	0
Movement to/(from) Gen Reserve	0	4,889			0		0	1,432	0		
Total Budget Income	53,695	142,790	0	0	62,400	0	62,400	205,900	71,900	0	0
Expenditure	53,695	63,606	0	0	62,400	0	62,400	111,368	71,900	0	0
Movement to/(from) Gen Reserve	0	79,185			0		0	94,532	0		



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Tax Year- ANNUAL PC council tax payment

	23/4	24/5	25/6	26/7
Band A	40.71203	41.80492	47.20573	50.33122
Band B	47.49737	48.7724	55.07335	58.71976
Band C	54.28271	55.73989	62.94097	67.1083
Band D	61.06804	62.70738	70.80859	75.49684
Band E	74.63872	76.64235	86.54383	92.27391
Band F	88.2094	90.57732	102.2791	109.051
Band G	101.7801	104.5123	118.0143	125.8281
Band H	122.1361	125.4148	141.6172	150.9937
Precept/ tax base	61.06804	62.70738	70.80859	75.49684
% Uplift in precept		7.38%	16.33%	13.71%
Taxbase	812.7	849.9	875.6	900.7
Precept	49630	53295	62000	70500

11. Local Government Reorganisation:

Devolution & Local Government Reorganisation (LGR)

With regard to Devolution there will be a directly elected Mayor for the whole of Sussex including Brighton & Hove; elections are planned to take place in May 2028

The outcome of LGR is less certain at this stage and we're in a period of speculation and conjecture. The Government has announced consultations as follows:

East Sussex



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- ESCC, Eastbourne, Hastings, Lewes, Rother and Wealden submitted a proposal for one unitary council on the current East Sussex footprint.
- Brighton & Hove have pitched for five unitary councils on a pan-Sussex basis, altering the district boundaries as we know them.

West Sussex

- WSCC submitted a proposal for one unitary council.
- The Districts and Boroughs proposed two unitaries - one for Crawley, Horsham and Mid Sussex; the other covering Adur, Worthing, Arun and Chichester.

The consultations can be found [here](#) and are open until 11 January. An announcement is expected in the spring.

Elections to the 'Shadow UAs' will take place in May 2027; those new unitaries come into existence in April 2028 when County, District and Borough Councils will cease to exist.

In theory, towns and parishes can continue as they are at present, but many will be considering asset transfer. Discussions are already taking place across Sussex. When fresh information becomes available, rest assured that ESALC and WSALC will convene meetings locally to update our town and parish councils.

CDC made their choice as it makes sense from:

- Geographical and economic perspective i.e. land geography and transport links business centres and links
- Also 2 unitaries are better than one from a local representation point of view as there would be more Cllrs and more representation to the combined mayoral authority.
- it works financially.

To support CDC we have to answer 8 questions across the four proposals range of answers from Strongly agree to disagree. There is also a text box but any views have to be supported with evidence.

Charles and Gareth may be able to further enlighten but my proposal would be to strongly agree CDCs choice and Disagree across other consultations.

12. LSA Land Security

The majority of the land (aside from the rear car park) at the LSA belongs to the Parish and is under a lease to the LSA.

As owner we do not insure the building specifically but the land is covered by our insurance for legal cover. Should the site be illegally occupied and a clean up operation required thereafter, this is not insured. Insurance is not available for this element via our insurer as the costs can be substantial. Cllr Woods has queried therefore whether we should be securing the site and [proposes a suite meeting with the LSA directors to discuss this. To upgrade security for the site could be covered by CIL given the increased use anticipated due to the Parish size increase.



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13. Loxwood Shop Bin

The shop keeper has reported to Cllr Woods the leaving of dogs' bags and rubbish in front of his shop at Nursery Green. The shop does not currently have a bin. The shop keeper is required to take in at night any equipment he might have and a static bin owned by him is therefore not possible.

CDC collect rubbish from the general and dog bins currently located around the village. They will not however increase the number of these due to funding constraints. The PC has previously relocated bins where they were thought to be not necessary in certain locations. (Move from old village stores to Station Rd/Farm Close junction as there were two bins near the old stores).

Cllr Woods has checked the bins at the bus stop at the B2133 and Station Rd junction and the Farm Close junction and they both appear to be used. A relocation from these areas to the Nursery Green Shop is therefore not desirable.

The roadway through Nursery Green is currently not adopted. In the past CDC have required the bin to be located adjacent to a Highway for collection. The collection is via a different vehicle to that used for residential and does a wider area and speed is important.

Whether CDC would collect from in front of the Nursery Shop is therefore uncertain. A location on the Green adjacent to the highway may be possible. We still have the capacity issue however with CDC not adding to the number of bins per Parish that they collect from.

A private collection is possible at a cost and if the only bin to be collected at 112 litres will be costly for the amount of rubbish to be taken away. We could re route CDC to the Shop and collect less frequently from Farm Close junction whether a monthly collection may be adequate.

The cost of a collection:

Private contractor – Will only do fortnightly and cost each month is approximately £50.(Online quote may vary in real time).£600 per annum.

We pay £900 for all our bins currently.

Location on Nursery Green

We would need approval from Nursery Green residents and then from CDC re collection in that location or any other chosen.