



LOXWOOD PARISH COUNCIL

Minutes of the Full Council Meeting held on Tuesday 7th April 2026 at 8pm in North Hall, Loxwood.

Attendance: Parish Councillors: Valerie Woods (Chair); Yvonne Rees; Annette Gardner; Rick Kelsey; Charles Todhunter. WSCC Janet Duncton (left the meeting after item 50/26). No members of the public. Jane Bromley, Parish Council Clerk.

46/26 Apologies for Absence: Apologies received and accepted from CDC Gareth Evans and Parish Councillor Jamie Lynch.

47/26 Declaration of Members' Interests. None.

48/26 Minutes of Previous Meetings: Resolved the minutes of the [Full Council and Planning Meeting held on 3rd March 2026](#) as accurate records and to authorise the Chair to sign them.

49/26 Public Participation: None.

50/26 Reports from External Representatives

- WSCC Councillor Janet Duncton- See attached report.
- CDC Councillors Gareth Evans and Charles Todhunter- See attached report.

51/26 Action Point List APPENDIX 1. The Parish Council reviewed and updated the list.

52/26 Finance and Governance

1. FINANCE: Documents to be circulated separately.

- Bank Reconciliation for March 2026
- Expenditure Against Budget to 31st March 2026
- April 2026 Accounts for Payment

RESOLVED as approved and to ratify payments made under delegated authority and to authorise signature of the payments schedule by the Chair and Chair of Planning.

2.GOVERNANCE:

CIL Annual Return 25/26

Recommendation: To review and approve if appropriate the CIL Annual Return for 2025-2026 for submission to Chichester District Council. To be circulated separately and once approved to be published.

RESOLVED to submit the return to Chichester District Council and to publish the submission of the Loxwood PC website.



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GDPR Training Sheet:

Recommendation: Cllrs to undergo GDPR training as a requirement for effective internal controls for 25/26. **APPENDIX 2**

RESOLVED as approved and those present returned the schedule as completed.

3. GRANT APPLICATIONS:

Beech Farm Residents – APPENDIX 3.- Does not comply with the small grants Policy due to retrospective nature of the application and those applying are not an organisation but private individuals. No grant awarded.

Chichester Food Bank- APPENDIX 4.- A 50% grant of £800 would be awarded.

Recommend to review, and resolve.

RESOLVED as above.

53/26 North Hall Play Area Project Update

Recommend to resolve actions arising with regard to the Play area renovation.

The installation taking just under two weeks would commence on 27th April. The Clerk would organise with the safety inspector for the safety inspection to occur ahead of the Annual Parish Meeting 22nd May 26 at which event the Play Area could be officially opened.

54/26 Tree works North Hall- See Clerks report.

Recommendation: to receive and resolve any action following the Red Oaks tree survey report. **APPENDIX 5**

RESOLVED to review the position again in the autumn and in the meantime research replacement trees. The Clerk to ask the North Hall trustees if they would consider part funding with the Parish Council a survey of all large trees at North Hall.

55/26 Updates and General Discussion (Time Permitting). See Clerk's Report

- Annual Parish Meeting 22nd May– Update- See Clerks report.
North Hall Singers to be asked to sing for 15minutes at the start of the event.
- Bus Stop Rubbish Accumulation. The Chair continues along with residents to clear rubbish in this area and CDC have not consented to a further bin for the Parish.
- North Hall. No report.
- Resilience Plan. Plaistow and Ifold PC had asked whether Loxwood PC would be interested in combining resilience plans and Loxwood indicated that it would.
- Highways and Roads.
Cllr Todhunter met with WSCC Mike Dare who reviewed the updated Traffic Calming Scheme. He advised the Community Highways Scheme submission deadline was 31st July 2026 and ahead of this consultations would take place at the Annual



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Parish Meeting and the village Fete. WSCC Dare felt the scheme had some merit but was otherwise no committal.

- School matters. Nothing to report.

56/26 Newsletter Articles

Items for inclusion in the next Parish Newsletter. Playground closure. Annual Parish Meeting. Parish Council Table at the Village Fete on 6th June.

57/26 Items for Next Month's Agenda

Suggestions for agenda items for the 5th May 2026 meeting. No suggestions.

58/26 Date of Next Meetings: 23rd April 2026 Finance Committee 7pm. Planning and Full Council: 5th May 2026 commencing at 7:00 PM with Planning.

The meeting closed at 9pm

Clerk's Report to Full Council Meeting Date: Tuesday, 7th April 2026

8. Tree works North Hall-

The report recommends to fell or else inspect within 24 months.

Quotes for felling have been obtained should a decision to fell arise

Quote1. £1800 net

Quote 2. £2680 net

9. Annual Parish Meeting 22nd May 2026 7.30pm

Speakers:

- David Bridges White Wood Butterfly Survey and Biodiversity.
- Cllr Valerie Woods
- Cllr Charles Todhunter
- Loxwood Heritage Speaker – To be confirmed.
- North Hall Singers to perform – Confirmed.



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Those requested to display and reply.

- Doctors Surgery- No one available
- School – No one available
- WACT – No one available
- Caterpillars Pre school – No one available
- 4 Sight- yes
- Chichester Food Bank – Yes
- 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.



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