



Loxwood Parish Council

Minutes of the meeting of the Parish Council of Loxwood to be held in the Mursell Room, North Hall, Loxwood on Monday 4th March 2019 at 8pm.

MINUTES

Attendance: Parish Councillors: Chris Agar (Chair); Tony Colling; Rick Kelsey; Simon Bates; Roger Newman; Martin Loxton; and Simon Laker.

CDC Peter Wilding (arrived during 19/039 and left the meeting after 19/042); WSCC Janet Duncton (arrived during 19/040 and left the meeting after 19/042).

Jane Bromley, Parish Council Clerk.

3 members of the public.

19/035 Apologies for absence – Parish Councillors: Annette Gardner; David O'Brien.

19/036 Declaration of Members' Interests: None.

19/037 Minutes of the Last Meetings – The Parish Council RESOLVED that the Minutes of the Parish Council meeting on 4th February 2019 and the Planning Committee Minutes of the 4th February 2019 are accurate records of the meetings.

19/038 APPENDIX 1 ACTION POINT LIST: The Parish Council updated the list of Action Points. WSCC were to be contacted with regard to the comments on culvert widening made by CDC in respect of the Spy Lane ditch issue. **ACTION Clerk**

19/039 Public Participation.

A resident and member of the management committee of the Loxwood Sports Association, queried whether it would be appropriate to request funding towards football pitch drainage works from the Parish Council. Cllr Colling suggested an application for CIL monies and that this should be made via a Project Grant Form which the Clerk would send to the resident and the Council could then consider at their next meeting. **ACTION Clerk**

19/040 Report from Chichester District Councillor – Cllr. Peter Wilding. The CDC Council meeting at which the Council Tax was to be set was to occur on 5th March and a small increase of £5 per annum for a band D property was proposed.

The Construction Infrastructure Planning Committee was to visit Loxwood and surrounding Parishes on 7th March to look at the sites put forward in the CDC Revised Plan proposals as a result of their call for sites. Cllr Wilding was to inform the Parish council via the Clerk at what time the visit to sites in Loxwood would take place to enable the Councillors to be present if they wished.

19/041 Report from West Sussex County Councillor – Cllr. Janet Duncton. WSCC Fire and Rescue were joining forces with Surrey CC with regard to a shared contact centre. This would not affect the usual service.

The new Library Hub in Worthing was progressing were the Library building was used to house various services including Citizens Advice and cafes.

The Slipper exchange programme at WSCC was up and running. The elderly could exchange old slippers for new. This was an initiative to try to prevent accidents caused by worn out slipper soles becoming slippery.

WSCC Care in the Community were investigating means by which the elderly could remain independent or semi-independent at home for longer.

19/042 Clerk's Report. Resident Correspondence.

The Clerk had received two items of correspondence from residents. The first in connection with the recent grant award to the Loxwood School towards outdoor play equipment. The resident drew the attention of the Council to the Enhanced Funding Award to West Sussex schools, and as such Council Funds were not required by the school. The resident also felt insufficient funds were being applied by the Council towards traffic calming. The Councillors discussed the comments and were not aware of a satisfactory funding award to West Sussex schools and would ask the resident for details. The Council considered they had been very proactive with traffic calming measures but had to work within the bounds as to what was acceptable to WSCC Highways.

Resident two had pointed out to the Council the unacceptable level of dog fouling around the Village. The Council were aware of the problem and would include articles in their newsletter article, on the website and in their E Bulletin to try to educate dog owners of the impact their dog has on the Village paths.

19/043 Accounts for Payment -Payments of £3874.42 were approved.

19/044 Risk Assessments. The Parish Council to review and update if necessary, the following risk assessments:

Appendix 2a Data Protection Risk Assessment; The Council were working towards compliance as suggested in this risk assessment. Generic emails were shortly to be adopted. Councillors were to sign a privacy statement in connection with their own dealings with data. The use of portable devices for use in Parish Council business was to be discouraged unless the device was encrypted.

Appendix 2b Asset Management Risk Assessment; The Twitton trees and Onslow Pub area trees were not the responsibility of the Parish Council and were to be removed from the risk assessment.

Appendix 2c Financial Risk Assessment; No changes were necessary.

Appendix 2d Personnel and Operational Risk Assessment. No changes were necessary.

19/045 CDC Housing Strategy Consultation. Appendix 3 The Parish Council discussed responses to this consultation deadline for comments being 15th March 2019.

The task of completion of the questionnaire for this consultation as delegated to Cllr Agar and the Clerk. The Council discussed broadly their responses to the questionnaire. ACTION Clerk/ CA

19/046 Doctors Surgery Grant Application Request Appendix 4a & 4b. The application relates to funding available in 2019-2020.

The Parish Council found the application to be incomplete and the Clerk was instructed to ask the surgery for the outstanding details. ACTION Clerk

North Hall Singers Small Grant Application Request:

The Parish Council were happy to grant the £250 requested by the North Hall Singers which would be paid at the beginning of the next Council year commencing 1st April 2019. ACTION Clerk

19/047 Neighbourhood Plan Steering Group. Terms of Reference Appendix 5. The Parish Council RESOLVED to approve the Terms of Reference for the Steering Group with the following changes.

7.2 Members of the LNPSG or Community who are involved as volunteers with any of the working groups may claim back reasonable expenditure necessarily incurred during the process of production of the revised NP. Any expenditure over £200 will require prior approval by the Parish Council. Expenditure below £200 will not require prior Parish Council approval.

9.Communication

9.1 All Core Members of the LNPSG will be provided with and use SharePoint for email and document review and editing.

19/048 Updates and Items for discussion: -

a) Highway/Roads and Traffic Calming. Speed watch will resume shortly now the weather is better and the evenings lighter.

b) Nursery Site. The agent for the Nursery site had requested written support from the Parish Council with regard to the "Justification for the store and the minimum impact on existing retailers in the village". The Council discussed potential wording but were not in agreement and it was Proposed and agreed that the agent would be directed to the wording in the Loxwood Neighbourhood Plan concerning a retail development on the Nursery Site and that any further comments would be made at the time the Planning Application was submitted to CDC. ACTION Clerk

c) Drainage/Flooding. The flood survey had been completed and results were awaited.

d) North Hall. Nothing further.

e) Farm Close. Nothing further.

f) School. Nothing further.

19/049 E- Bulletin and Newsletter articles.

Dog fouling problem.

Elections

APM

Location of AEDs

19/050 Date of the next meeting Monday 1st April 2019

19/051 Closure of the meeting to the public.

19/052 Review of Clerk's Pay-scale following her appraisal. Appendix 6.

The Parish Council RESOLVED that Clerk's pay scale would increase to the new SCP 29 from 1st April

19/053 Consideration to the Clerk's claim for overtime. Appendix 7.

The Parish Council RESOLVED that the Clerk's over time claim be approved.

The meeting closed at 11pm