



Loxwood Parish Council

Minutes of the VIRTUAL Annual meeting of the Parish Council of Loxwood held on Monday 10th May postponed from Tuesday 4th May 2021 at 8.00pm.

57/2021 ELECTION FOR A CHAIR for the forthcoming year. Cllr Kelsey was proposed by Cllr Agar, he was happy to stand for Chair seconded by Cllr Newman and all in favour.

58/2021 Attendance Parish Councillors: Rick Kelsey (Chair); Chris Agar; Tony Colling; Roger Newman; and Simon Bates (left the meeting after 74/2021). CDC Gareth Evans (left the meeting after 74 /2021). Jane Bromley, Clerk. One member of the public.

Apologies for absence: None.

Cllr Annette Gardner was not present.

59/2021 DECLARATION OF MEMBERS INTERESTS: None.

60/2021 ELECTION OF VICE CHAIR for the forthcoming year. Cllr Agar was nominated by Cllr Kelsey seconded by Cllr Colling and all in favour.

61/2021 PLANNING COMMITTEE election for Chair and Vice Chair. Cllr Colling was proposed for Chair and Cllr Agar proposed for Vice Chair by Cllr Kelsey, seconded by Cllr Newman and all in favour.

62/2021 FINANCE COMMITTEE election for Chair and Vice Chair. Cllr Newman was proposed for Chair and Cllr Kelsey proposed for Vice Chair by Cllr Agar, seconded by Cllr Colling and all in favour.

63/2021 APPENDIX 1 RESPONSIBILITIES LIST were updated.

64/2021 APPENDIX 2 ADOPTION OF REDRAFTED STANDING ORDERS. Cllr Kelsey proposed adoption of the redrafted Standing Orders seconded by Cllr Bates and all in favour.

65/2021 APPENDIX 3 ADOPTION OF REDRAFTED FINANCIAL REGULATIONS. Cllr Newman proposed adoption of the redrafted Financial Regulations seconded by Cllr Bates and all in favour.

66/2021 APPENDIX 4 ADOPTION OF REDRAFTED CODE OF CONDUCT. Cllr Kelsey proposed adoption of the redrafted Code of Conduct seconded by Cllr Newman and all in favour.

67/2021 APPENDIX 5 RE ADOPTION OR AMENDMENT OF TERMS OF REFERENCE for the Finance and Planning Committees and the Neighbourhood Plan Steering Group. Cllr Kelsey proposed to keep the Terms of Reference as previously drafted seconded by Cllr Newman and all in favour.

68/2021 MINUTES OF THE LAST MEETING – The Parish Council Resolved the Minutes of the Parish Council meetings on 1st April 2021, and the Planning Committee Minutes of the 1st April 2021 are accurate accounts of those meetings.

69/2021 APPENDIX 6 ACTION POINT LIST: The Parish Council updated the list of Action Points from previous meetings.

70/2021 PUBLIC PARTICIPATION – No speakers.

71/2021 REPORT FROM WSCC JANET DUNCTON- No report.

72/2021 REPORT FROM CDC GARETH EVANS-

Covid update

We are moving well towards lifting of further restrictions on May 17th. As part of this step, the Government will look to continue easing limits on seeing friends and family wherever possible, allowing people to decide on the appropriate level of risk for their circumstances. This means that most legal restrictions on meeting people outdoors will be lifted. Indoors the rule of 6 or two households will apply.

Most businesses in all but the highest risk sectors will be able to open. Indoor hospitality will also reopen, but customers will still have to order, eat and drink while seated. Other indoor locations will also open include indoor entertainment venues such as cinemas and children's play areas; the rest of the accommodation sector, including hotel, hostels and B&Bs; and indoor adult group sports and exercise classes

The Government also announced plans for residents to have access to Lateral Flow Test. In my teaching capacity I have been doing Lateral Flow tests twice weekly since January and can vouch for how quick and easy the process is.

There are multiple ways to get a lateral flow test, including:

- a home ordering service, which allows people to order lateral flow tests online to be delivered to their home.
- collection at participating pharmacies.
- collection at a local PCR test site during specific test collection time windows.
- assisted lateral flow test sites. For a full list of options, including how to order the tests,

please visit: <https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/>

Local Elections

As you are aware, the elections are taking place on Thursday 6 May. This year's elections have been especially complex due to the range of safety measures that had to be introduced and considered. However, CDC staff have gone above and beyond to make sure that everything is in place.

Southern Water

Following the very useful meeting with Southern Water and OFWAT at last month's Overview and Scrutiny meeting (chaired by the Leader of the Opposition Adrian Moss) things are starting to move in the right direction with the many concerns that have been raised in the Loxwood Ward and across the district. Approximately 90 different questions were raised at this meeting.

Since that meeting I can report that the CEO, the Leader, the Cabinet Holder for Planning and the Director of Planning met with the Chief Executive of Southern Water for a follow up meeting to discuss various issues that we have raised regarding water quality. The CEO will provide you with an update on this shortly which will be circulated when it arrives. One of the outcomes of this is that Southern Water are organising a water summit, which will take place at the end of May. The event will bring together a range of organisations, including Southern Water, the Environment Agency, Natural England, the World Wildlife Fund, the Harbour Conservancy and other environmental groups, to identify long term solutions for the water quality in both Chichester and Pagham Harbours. It is hoped that this will result in a set of agreed actions that all organisations can work towards. The CEO is organising further meeting with the Chief Executive of Southern Water to help shape the Summit.

Enabling Grant 2021

The enabling grant has now been launched. We have already been receiving a good number of applications from a diverse range of businesses. You can access the guidance notes and application form at <https://www.chichester.gov.uk/enablinggrantscheme>

New Homes Bonus (Parish Allocations) Scheme 2021

The Grants and Concessions Panel have recently approved the 'Indicative Allocation' for the above scheme, which has now been confirmed to all Parishes. The total fund for this year's scheme is £251,500, and 25 Parishes are eligible to apply (up from 23 last year). As with previous years, applications will need to be submitted by the end of July 2021 for consideration at a special meeting of the Grants and Concessions Panel in September 2021. Between now and then, officers will be in contact with eligible parishes to discuss potential projects, and offer advice and guidance before they apply.

Advice from Natural England – Update from Tony Whitty

In recent months there has been a difficulty in officers successfully engaging with Natural England (NE) and an inconsistency in advice provided by NE in response to planning applications.

Following a meeting between the Planning Portfolio Holder and the CEO of Natural England, Development Management officers were contacted by Rebecca Pearson from NE and have since had a productive meeting about moving forward with their advice and the working relationship between our two organisations. Rebecca has been tasked with leading on the nitrate issues and her contact and meeting was very welcome.

In summary:

- NE accepted that there are clearly issues with regard to consultation and that they were looking to form a better working relationship with CDC.
- The 'no comment' letter received for some applications is what NE call a 'No capacity' letter. NE explained that they send them as last resort, where resourcing issues mean that they are not able to respond to all consultations. CDC officers have suggested that in such cases it would be preferable to ask for an extension of time to the original consultation, if necessary (much as the Environment Agency do). It was also requested that should such letters be sent in future, that they make it clearer as to whether the issue lies with NE resourcing or a lack of information submitted with the application itself.

- Officers agreed to work together to investigate interim solutions to manage nitrates, until CDC has a strategic mitigation scheme/new local plan in place.
- NE receive multiple queries on the same issues from CDC officers and would like to provide a Frequently Asked Questions document to help officers and our customers. It was agreed this would be a good idea and we will provide key issues to include in the list.
- CDC Officers suggested a checklist be included in the local validation list to make it clearer exactly what information needs to be included within a Nitrates Statement (details of preferred mitigation, management etc).

Local Matters

Northchapel - On Saturday I volunteered at the Northchapel Village fundraiser Breakfast helping to serve tea, coffees and breakfast food. This event was in aid of raising money for a wheelchair inclusive roundabout for the playpark. They were blessed with good weather and raised in the region of £700

Loxwood – I maintain my regular meetings with the Stoptheclaypit group. The application has not yet gone into WSCC so there are no further updates regarding this.

Wisborough Green – You will be aware of an application having gone in for 25 houses. This has received a high number of objections and has now been red carded so will likely go to committee if officers are minded to approve. I requested that the assigned officer do a site visit which Jane Thatcher has agree to. If you would like to view this application you can here <https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=QPASOZERMPLOO>

Wisborough Green Market - I would like to invite you to visit the Wisborough Green Market making its post-lockdown return on Saturday May 8th (this time around the Pond). I will be volunteering on that day as well so would be lovely to see you

Kirdford – An application for a 75 home development has gone in. At last check there were in excess of 160 objections and as this has also been red carded it will go to planning committee if the assigned officer is likely to approve. Details for this application can be found here <https://publicaccess.chichester.gov.uk/online-applications/applicationDetails.do?keyVal=QOMPYKERM5S00&activeTab=summary>

Get in touch! gbevans@chichester.gov.uk / 07958 918 056

73/2021 CONSIDERATION OF THE GRANT APPLICATIONS from:

APPENDIX 7 BEAT Billingshurst areas Community First Responders. BEAT were responsible for monitoring the defibrillator in the telephone box near the post office and Councillors felt it was a very worthy cause. Cllr Kelsey proposed a donation of £500, seconded by Cllr Colling and all in favour. **ACTION Clerk** The Clerk was to ask the North Hall Trustees who monitored the North Hall defibrillator. **ACTION Clerk**. Cllr Newman would check who monitored the school defibrillator.

74/2021 APPENDIX 8 INTERNAL AUDITORS REPORT ACCOUNTS TO 31ST MARCH 2021 AND APPOINTMENT OF INTERNAL AUDITOR FOR THE YEAR TO 31ST MARCH 2022- The Parish Council noted the internal auditors report, and Resolved that the Annual Return may proceed to External Audit and Resolved to appoint RS Hall & Co, Chichester as the internal auditor for the forthcoming year.

75/2021 APPENDIX 9 ANNUAL ACCOUNTING RETURN FOR THE YEAR ENDED 31ST MARCH 2021- The Parish Council RESOLVED to approve the accounts for the year 2020-2021.

76/2021 APPENDIX 10 POWER OF GENERAL COMPETENCE: The Parish Council RESOLVED to re-adopt the Power of General Competence.

77/2021 SET THE DATES AND TIMES AND LOCATIONS OF THE YEAR'S PARISH COUNCIL MEETINGS. The Parish Council RESOLVED to set the first Monday of the month at 8pm for Parish Council meetings in the Mursell Room of North Hall, should the first Monday of the month be a bank holiday a nearby date will be agreed at the previous meeting and advertised accordingly. There will be no meeting during August except where an urgent matter arises. Planning Meetings will be held an hour or half hour ahead of the Parish Council meeting as required. Finance Meetings to be held in April and November dates to be decided nearer to the time.

78/2021 RURAL BROADBAND GOVERNMENT CONSULTATION- Document previously circulated. The Parish Council would monitor this and residents are asked to contact the Parish Council if they have a concern over their broadband.

79/2021 ACCOUNTS FOR PAYMENT -The payments of £2608.73 were approved for payment.

80/2021 UPDATES AND ITEMS FOR DISCUSSION **AS TIME ALLOWS:** -

- (a) Highway/Roads. The new SID battery had been received. The new Village Gateway had been delivered and would be positioned shortly.
WSCC Janet Duncton would be asked if WSCC Highways would supply equipment to the Parish to clean the gateways. **ACTION Clerk**
- (b) Drainage/Flooding/ Sewerage Infrastructure-
- i) The Highway drain had been CCTV'ed along Guildford Road and there were a number of blockages but the work was low priority for WSCC. This drain was intended for use by a number of new developments along the Guildford Road.
 - ii) The School drain was now cleared.
 - iii) NS and Cllr Colling had had a site and zoom meetings with CDC and WSCC. CDC recognise the drainage layout in the flood risk assessment is not quite correct in terms of how the ditches flow. Thakeham had submitted plans for surface water drainage and CDC had asked for more information on percolation from the field and Thakeham are to meet with the Parish Council who had a better understanding of the ditch layout. **ACTION Clerk** The Parish Council will also meet with the site proposers for Blackhall and Loxwood House in due course. Cllr Colling to set up a meeting with Antler Homes and Sheldon Homes to discuss surface water flooding. **ACTION Clerk/TC**
In addition to meet with Reside concerning Hawthorn Cottage in early. **ACTION Clerk/TC**
- (c) Pallinghurst Wood- Clay Pit Proposal. Nothing further on this.
- (d) North Hall- The Odd job man will put a section of wood along the side of the playground to stop the overspill of gravel.

(e) School- The preschool is obtaining quotes for a shed for the outdoor play area to apply for a grant.

(f) Neighbourhood Plan- Habitats Regulation Assessment requirement for a Consultant. Cllr Colling had spoken to the project manager from AECOM who would be allocated to the Loxwood NP Appropriate Assessment requirement, James Riley. The grant application has been submitted to Locality for government funding to obtain help from AECOM. James Riley was aware of the issues raised by Natural England and was optimistic that the matter could be dealt with via wording in policies to encourage developers to move towards water neutrality.

81/2021 Newsletter articles. Giga bait scheme. Parish Meeting 8th October.

82/2021 Parish Matters. The Parish Council agreed 8th October for a Parish Meeting organised by the Parish Council for a Parish update.

Gareth Evans to be asked to speak. ACTION Clerk

Parish Council felt Black Forge Close or Black Hall Close for the Black Hall site would be a good name.

83/2021 Date of the Next Meeting -Monday 7th June 2021.

The meeting closed at 10pm