



# Loxwood Parish Council

Minutes of the meeting of the Annual Meeting of the Parish Council of Loxwood held in the Mursell Room, North Hall, Loxwood on Tuesday 7th May 2019 at 8.00pm.

Attendance: Parish Councillors: Chris Agar (Outgoing Chair); Tony Colling; Rick Kelsey; Simon Laker; Chris Kershaw. Jane Bromley, Clerk.

Three members of the public

19/073 MEETING OPENING. The Outgoing Chair welcomed the newly elected Councillors and especially Chris Kershaw who was new to the Parish Council.

19/074 ELECTION FOR A CHAIR for the forthcoming year. Chris Agar advised he was willing to stand; Chris Agar was proposed as Chair by Councillor Colling seconded by Councillor Kershaw and all in favour.

19/075 APOLOGIES FOR ABSENCE – Parish Councillors Simon Bates and Annette Gardner. WSCC Janet Duncton.

19/076 ELECTION OF VICE CHAIR for the forthcoming year. Chris Kershaw advised he was willing to stand; Chris Kershaw was proposed as Vice Chair by Councillor Agar seconded by Councillor Kelsey and all in favour.

19/077 PLANNING COMMITTEE election for Chair and Vice Chair. Councillor Colling was proposed as Chair by Councillor Agar seconded by Councillor Kelsey and all in favour. Councillor Kelsey was proposed as Vice Chair by Councillor Colling, seconded by Councillor Laker and all in favour.

19/078 FINANCE COMMITTEE election for Chair and Vice Chair. This item to be carried forward to the June meeting.

19/079 FLOOD FORUM Election of Chair and Vice Chair. Councillor Colling was proposed by Councillor Agar, seconded by Councillor Kelsey and all in favour.

19/080 APPENDIX 1 RESPONSIBILITIES LIST to be updated.  
This item was to be carried forward to the June meeting.

19/081 APPENDIX 2 RE ADOPTION OR AMENDMENT OF TERMS OF REFERENCE for the Finance and Planning Committees.

The Terms of Reference for the Finance and Planning Committees were reviewed and proposed for re-adoption by Councillor Agar, seconded by Councillor Colling and all in favour.

19/082 DECLARATION OF MEMBER'S INTEREST – None declared.

It was to be noted that Gareth Evans and Natalie Hume had been elected as the new Chichester District Councillors for Loxwood Ward. Loxwood Ward included the parishes of Northchapel; Plaistow; Ebernoe; Kirdford; Wisborough Green as well as Loxwood.

19/083 MINUTES OF THE LAST MEETING – The Parish Council Resolved that the Minutes of the Parish Council meetings on 1st April 2019, the Planning Committee Minutes of the Planning Meeting of 1st April 2019 and the Finance Committee Minutes of the finance meeting on 8<sup>th</sup> April 2019 can be signed as a correct record.

19/084 APPENDIX 3 ACTION POINT LIST: The Parish Council updated the Action Points List.

19/085 PUBLIC PARTICIPATION – Comments made during this item were allocated to North Hall and School sections later in the minutes.

19/086 REPORT FROM WSCC JANET DUNCTON- No report.

19/087 REPORT FROM CDC – No report.

19/088 APPENDIX 4. CONSIDERATION OF THE GRANT APPLICATION from CIL monies, from the Loxwood Sports Association- Junior Pitch improvements. The Parish Council RESOLVED proposed by Councillor Colling and seconded by Councillor Laker, all in favour, to Grant CIL monies of £4200 towards the junior pitch renovations at the Loxwood Sports Association.

19/089 APPENDIX 5 ANNUAL GOVERNANCE STATEMENT FOR THE YEAR TO 31<sup>ST</sup> MARCH 2019- The Parish Council RESOLVED to accept the recommendation by the Finance Committee to answer the Governance Statement declaration as a positive to all questions.

19/090 APPENDIX 5 ANNUAL ACCOUNTING RETURN FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2019- The Parish Council RESOLVED to accept the recommendation by the Finance Committee to approve the accounts for the year 2018-2019.

19/091 APPENDIX 6 INTERNAL AUDITORS REPORT ACCOUNTS TO 31<sup>ST</sup> MARCH 2019 AND REAPPOINTMENT OF INTERNAL AUDITOR (PJ Consultants) FOR THE YEAR TO 31<sup>ST</sup> MARCH 2020- The Parish Council noted the internal auditors report, and RESOLVED that the Annual Return

may proceed to External Audit and to RESOLVED to reappoint the internal auditor for the forthcoming year.

19/092 APPENDIX 7A AND 7B STANDING ORDERS AND FINANCIAL REGULATIONS: The Parish Council RESOLVED to re-adopt the Standing Orders and Financial Regulations.

19/093 REVIEW OF COUNCIL'S MEMBERSHIP TO EXTERNAL BODIES. SALC. NALC. The Parish Council RESOLVED to continue their membership of SALC and NALC.

19/094 APPENDIX 8 POWER OF GENERAL COMPETENCE: The Parish Council RESOLVED to re-adopt the Power of General Competence.

19/095 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.

19/096 COUNCILLOR GENERIC EMAILS. The Clerk advised the Council that new arrangements had been put in place by Microsoft with regard to purchasing this product in the UK and this has been the cause of the delay in setting up the generic emails. These were now ready and usernames and passwords would now be circulated to Councillors. ACTION Clerk

19/097 CHANGE TO EAR MARKED RESERVES: The Parish Council RESOLVED that the Ear Marked Reserves for election expenses of £2000 be removed as an Ear Marked Reserve for 2019-2020 and returned to General Reserves. ACTION Clerk

19/098 APPENDIX 9 LOXWOOD SPORTS ASSOCIATION LEASE- CLAUSE 4.1 LICENCE TO ASSIGN- The Parish Council are recommended to waive clause 4.1 for reason stated in the attached appendix.

It was Proposed by Councillor Agar and seconded by Councillor Laker, all in favour, to refuse the request to waive Clause 4.1 in the Licence to Assign. ACTION Clerk

19/099 ACCOUNTS FOR PAYMENT -Payments totalling £11054.41 were approved for payment

19/100 UPDATES AND ITEMS FOR DISCUSSION: -

- (a) Highway/Roads. Nothing further.
- (b) Drainage/Flooding- Awaiting the report following the stream surveying from Water Environment after which a flood forum meeting would be called.
- (c) North Hall- The insurance for the North Hall was discussed and found to be satisfactory.

- (d) Nursery Site – The residential site was now completed. A Planning application for the commercial site was imminent.
- (e) Farm Close- Nothing further.
- (f) School- Applications for grant funding and CIL were raised by a school governor during the public participation. There was a desire by the school to build an outdoor education area for their lower years with an estimated cost of £35,000. Funds had been obtained from other sources but the major funding was to be requested from the Parish Council. Applications for this funding would be prepared by the school with the help of the governor Roger Newman and presented at a later meeting of the Parish Council for their consideration, in the meantime the Clerk would check that contributions to extra-curricular projects to a school would be suitable for the Infrastructure Business Plan. **ACTION Clerk**
- (g) Neighbourhood Plan- The first meeting of the Steering Group had been held and a project plan was to be drawn up after receiving timings from CDC. The next meeting was to be 28<sup>th</sup> May at North Hall from 7.30pm when Sharepoint training would also be provided to the Steering Group. **ACTION Clerk**

19/101 E- Bulletin and Newsletter articles. Newly elected councillors; Newly elected CD Councillors. Meeting dates. Audit accounts and vacancy for Councillors x 2.

19/102 Parish Matters. APM had been successful with around 20 residents attending. Litter picking was to take place this Saturday 12<sup>th</sup> May at 9.30am.

19/103 Date of the Next Meeting Monday 3rd June 2018.

The meeting closed at 10.20pm.