



# 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 8th May 2018 at 8.00pm.

**NON CONFIDENTIAL**

Attendance: Parish Councillors: Tony Colling (Chair); Chris Agar; Simon Laker; Simon Bates; Roger Newman; Rick Kelsey. Jane Bromley Parish Council Clerk

18/69 MEETING OPENING. The Chairman welcomed all to the meeting and advised that discussions should be kept brief as there was a lot to get through on the agenda.

18/70 ELECTION FOR A CHAIR for the forthcoming year. Cllr Agar was willing to stand for one more year and was proposed by Cllr Newman and seconded by Cllr Bates, all in favour.

18/71 APOLOGIES FOR ABSENCE – Parish Councillors: Martin Loxton; David O’Brien; Annette Gardner. Chichester District Councillor Peter Wilding.

18/72 ELECTION OF VICE CHAIR for the forthcoming year. Cllr Colling was willing to stand. Proposed by Cllr Newman and seconded by Cllr Bates, all in favour.

18/73 PLANNING COMMITTEE election for Chair and Vice Chair. Cllr Colling was willing to stand as Chair. Proposed by Cllr Newman and seconded by Cllr Bates, all in favour.  
Cllr Agar was willing to stand as Vice Chair. Proposed by Cllr Colling seconded by Cllr Bates and all in favour.

18/74 FINANCE COMMITTEE election for Chair and Vice Chair. Cllr Newman was willing to stand as Chair. Proposed by Cllr Agar and seconded by Cllr Colling and all in favour.  
Cllr Kelsey was willing to stand as Vice Chair. Proposed by Cllr Newman and seconded by Cllr Agar and all in favour.

18/75 FLOOD FORUM Election of Chair and Vice Chair. Cllr Colling was willing to stand as Chair. Proposed by Cllr Agar and seconded by Cllr Newman and all in favour.  
Cllr Bates was willing to stand as Vice Chair. Proposed by Cllr Newman and seconded by Cllr Agar and all in favour.

18/76 RESPONSIBILITIES LIST to be re adopted or updated.  
Finance to be altered to Cllr Roger Newman and Cllr Rick Kelsey.  
Flood matters to be altered to Cllr Tony Colling and Cllr Simon Bates.  
Playground to be Cllr Simon Bates and Cllr Roger Newman.

Surrey Probation Service responsibility was to be removed.

Gatwick was to be Cllr Martin Loxton.

Odd Jobs Cllr Newman and the Clerk.

Neighbourhood Plan Cllr Simon Laker and Rick Kelsey were to be added and the CLP responsibility to be removed.

Please see attached updated responsibility list.

18/77 APPENDIX 1 RE ADOPTION OR AMENDMENT OF TERMS OF REFERENCE for the Finance and Planning Committees. The Terms of reference were reviewed but no amendments were considered necessary. The Parish Council RESOLVED that the Terms of Reference be re-adopted, proposed by Cllr Colling and seconded by Cllr Newman and all in favour.

18/78 DECLARATION OF MEMBER'S INTEREST –There were no reported declarations of interests for the meeting. The updated Registers of Interest for Parish Councillors: Loxton; Agar; Colling; Bates; and Laker remain outstanding and should be made available to the Clerk by the meeting on 4<sup>th</sup> June 2018.

18/79 MINUTES OF THE LAST MEETING – The Parish Council RESOLVED that the minutes of the Parish Council meeting on 3rd April 2018 and the Planning Committee Minutes of the Planning Meeting of 3rd April 2018 and the Finance Committee minutes of the meeting on 9<sup>th</sup> April 2018 could be signed as correct records.

18/80 APPENDIX 2 ACTION POINT LIST: The Parish Council to review the list of Action Points from previous meetings. The actions were updated and summarises of reports given are to be found under 18/98 in these minutes.

18/81 PUBLIC PARTICIPATION – to receive comments or representations made by members of the Public. None

18/82 REPORT FROM WSCC JANET DUNCTON- No report.

18/83 REPORT FROM CDC PETER WILDING- No report.

18/84 APPENDIX 3. CONSIDERATION OF THE GRANT APPLICATION from CIL monies, from North Hall Trustees. The Parish Council considered its duty as Custodian Trustee of North Hall for the Parish, it had responsibility for the asset and as such felt that it should enter into the agreement with the contractor for the extension. It was proposed by Cllr Agar and seconded by Cllr Colling, all in favour, that the Clerk contact the trustees to advise them that the Parish Council would enter into the arrangement and deal directly with the contractor for payments. The Trustees to oversee the build and advise the Parish Council accordingly. The Trustees to inform the contractor who was to ensure that the contract was with the Parish Council and a payment

schedule be sent to the Parish Council. In addition the Parish Council needed evidence of the contractor's public liability insurance. ACTION Clerk

18/85 APPENDIX 4 ANNUAL ACCOUNTING RETURN FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2018- The Parish Council RESOLVED to approve the accounts for the year following review by the Finance Committee and Internal Auditor, proposed by Cllr Colling seconded by Cllr Agar and all in favour.

18/86 APPENDIX 5 INTERNAL AUDITORS REPORT ACCOUNTS TO 31<sup>ST</sup> MARCH 2018- The Parish Council RESOLVED that the accounts may proceed to External Audit, proposed by Cllr Kelsey, seconded by Cllr Agar and all in favour.

18/87 APPENDIX 6A AND 6B STANDING ORDERS AND FINANCIAL REGULATIONS: The Parish Council considered the Standing Orders and Finance Regulations and RESOLVED to Re Adopt these Policies, proposed by Cllr Agar and Seconded by Cllr Newman and all in favour.

18/88 APPENDIX 7 REVIEW OF THE COUNCIL'S INSURANCE ARRANGEMENTS Comments to be noted and action to be taken as necessary. The Parish Council RESOLVED that the brokers Came and Co be used to obtain three quotes for insurance for the forthcoming year, proposed by Cllr Newman, seconded by Cllr Colling , all in favour. ACTION Clerk

18/89 REVIEW OF COUNCIL'S MEMBERSHIP TO EXTERNAL BODIES. SALC. NALC. The Parish Council noted the memberships and no alterations were felt necessary.

18/90 APPENDIX 8 COMPLAINTS PROCEDURE: The Parish Council RESOLVED to re-adopt the Complaints policy. Proposed by Cllr Colling, seconded Cllr Newman and all in favour.

18/91 APPENDIX 9 FREEDOM OF INFORMATION (FOI) PROCEDURE UNDER ACT 2000 AND DATA PROTECTION ACT 1998: It was RESOLVED to carry forward this item for inclusion on the June meeting agenda, to coincide with the data protection policy review. Proposed by Cllr Colling seconded by Cllr Bates and all in favour.

18/92 APPENDIX 10 POLICY TO DEAL WITH PRESS/MEDIA: The Parish Council RESOLVED to re-adopt the procedure Proposed by Cllr Kelsey seconded by Cllr Colling and all in favour.

18/93 APPENDIX 11 POWER OF GENERAL COMPETENCE: The Parish Council RESOLVED to re-adopt the Power of General Competence. Proposed by Cllr Colling and seconded by Cllr Newman all in favour.

18/94 SET THE DATES AND TIMES AND LOCATIONS OF THE YEAR'S PARISH COUNCIL MEETINGS. The Parish Council 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.

18/95 APPENDIX 12 CLERK COMPUTER ARRANGEMENTS. The Parish Council to discuss the provision of a Laptop to the Clerk to be used for Loxwood Parish Council work only to comply with GDPR and to ensure compatibility with the North Hall projection facilities. See attached quote under appendix. The Parish Council RESOLVED to approve the quote and the Clerk was asked to proceed. **ACTION Clerk**

18/96 APPENDIX 13 CIL INFRASTRUCTURE PRO-FORMA- The Parish Council are to discuss and amend if necessary the CIL Infrastructure pro forma to be submitted by 16<sup>th</sup> May 2018. The CIL infrastructure was to be updated for dates by the Clerk and additionally the provision of £2000 for an update for the website was to be included.

18/97 ACCOUNTS FOR PAYMENT –Payments totalling £2490.66 were approved.

18/98 UPDATES AND ITEMS FOR DISCUSSION:-

(a) Highway/Roads:

Velo South

Cllr Agar described the All Parishes presentation given by the organisers CSM Events of this activity. There was much disquiet at the approach by WSCC to agree to the event without consultation and a letter of strong objection was to be sent to Leader of the WSCC Cabinet and copied to the North Parishes Clerks. **ACTION Clerk**

VASs

Posts for SIDs were being investigated by Mike Dare WSCC who suggested that some existing signage posts could be amended for dual usage by the existing sign and the new SID. If this can be achieved there would therefore be no cost to Loxwood Parish Council.

Speed Watch

Dates for the road side training had been requested from the PCSO in charge of West Sussex Community Speedwatch and a response awaited.

Pedestrian Crossing

The pedestrian crossing was discussed and further efforts to achieve this were proposed and agreed. CA to progress with his WSCC Highways contacts.

(b) Drainage/Flooding-

Water Environment Specification and Quote for Consultancy. The quote produced by WE was accepted by the Parish Council and Operation Watershed funding was to be applied for. Water Environment were to be advised to go ahead with the work. **ACTION Clerk**

(c) North Hall- This had been dealt with under the grant application at item 18/84.

(d) Nursery Site –

Co Op- The new owner of the commercial site had advised Cllr Colling that the planning application and agreement with the Co Op were imminent and he expected the facility to be opened by the second quarter 2019.

Post Office- It was understood that the Village Shop owner had requested termination of her contract with the Post Office.

Nursery Site Foul drainage connection- It had been established with CDC that the foul drainage had been directly connected with the sewerage pipes in Loxwood without adhering to the Southern Water condition for an attenuation pipe under Condition 10 of the approved planning application. Antler Homes therefore appeared to be in breach of planning and the case had been referred to CDC Enforcement, Shona Archer. CDC Enforcement Officer was to be written to by the Parish Council to add weight to the state of affairs and this letter was to be copied to Andrew Frost Head of CDC Planning. **ACTION Clerk**

(e) Farm Close- The CDC Planning Officer was awaiting the results of an independent viability study for the site.

(f) School- Nothing further.

18/99 E- Bulletin and Newsletter articles. Velo South; Responsibilities on the Parish Council; Update for flood forum; Reminder to residents about their riparian responsibilities for ditches and water ways and the need to ensure that pavements adjacent to their properties were kept clear of overgrown hedges.

18/100 Parish Matters The Parish Council agreed that maintenance should be carried out on the telephone kiosk door by the village shop and the Clerk was to ask that the Parish Council receive invoices for materials and labour for this task which was to be organised by an LCGI Volunteer. **ACTION Clerk**

18/101 Cllr Agar requested that the Clerk write to the Chairman of the Loxwood Community Gardens Initiative to ask for help for an elderly resident who would find it difficult to clear his roadside overgrown hedges. It was believed that three LCGI would be sympathetic to this request. **ACTION Clerk**

18/101 Date of the Next Meeting Monday 4<sup>th</sup> June 2018.

**CONFIDENTIAL AGENDA - EXCLUSION OF THE PUBLIC AND PRESS.**

*In view of the confidential nature of the business to be discussed members of the public or press present may be asked to withdraw from the meeting at this point in the public interest.*

34. **18/102** Pursuant to Procedure Rule 20 and in accordance with Section 100 A (4) of the Local Government Act 1972, the Parish Council RESOLVED to exclude the press and public for the duration of the meeting.

18/103 STAFF MATTERS: The Parish Council RESOLVED to increase the Clerks salary in line with the published pay increases for Local Council employees.

The meeting closed at 10.17pm.