



# Loxwood Parish Council

Minutes of the Virtual meeting of the Parish Council of Loxwood held on SKYPE on Monday 23rd March 2020 at 8pm.

20/53 Attendance: Parish Councillors; Chris Agar (Chair); Tony Colling; Rick Kelsey; Simon Bates; Annette Gardner; Chris Kershaw; Roger Newman (joined the meeting during 20/57)

Simon Laker was unable to join the meeting via SKYPE

Jane Bromley, Clerk

One member of the public (joined the meeting during 20/57)

Apologies for absence – Cllr John Lewis. WSCC and CDC Janet Duncton. CDC Gareth Evans.

20/54 Declaration of Members' Interests – None.

20/55 Minutes of the Last Meetings – The Parish Council RESOLVED to approve the Minutes of the Parish Council meeting on 2<sup>nd</sup> March 2020, and the Planning Committee Minutes of the 2<sup>nd</sup> March 2020 as accurate records of those meetings.

20/56 APPENDIX 1 ACTION POINT LIST: The Parish Council updated the list of Action Points.

20/57 Public Participation –A resident who had submitted a site under the NP “Call for Sites” asked if his site could be given an indication of acceptability before July of this year as he was keen to undertake the build sooner rather than later. Cllr Agar advised the resident was free to apply under the normal planning process for his build but that if it went through the NP process it was a long process and would not be given any indication by July of this year. The resident elected to keep the site within the NP process.

20/58 Report from Chichester District Councillor – Cllr. Gareth Evans. No report.

20/59 Report from West Sussex County Councillor – Cllr. Janet Duncton. WSCC putting all its energies in the Coronavirus emergency work.

20/60 Clerk's Report. VE Bench Update. The purchase of the VE Bench for the end of Farm Close was put on hold until the result from the WSCC consultation on its location were complete. The notice gave a false indication of the location of the bench as one resident had been concerned it would be right near his house but actually the location will not cause offence to any particular neighbour. WSCC had been asked to move the notice to a more suitable location but they had not responded yet as they were probably dealing with urgent Virus matters at the moment.

20/61 COVID – 19 Parish Council discussion on preparations for Council business and help within the Community, to include:

The virtual meeting worked well but as yet legislation had not been enacted to make them legal as the public were not included. Advice from NALC suggested that no legal action would be taken under the current circumstances. In the future with more notice the public could be invited to pose questions in advance of the meeting for a later reply but the Parish Council hoped there would be something drafted by the May meeting on 4<sup>th</sup> May 2020.

Delegation of duties involving payment of bills was discussed.

The Parish Council RESOLVED that in the situation when no quorate meeting could be convened, the Clerk in conjunction with the Chair or Chair of the Finance Committee would be able to approve payments for payment for later ratification by the full Council.

The internal audit was to be held remotely but the process could continue and approval of accounts would be at virtual meetings.

The North Hall Playground would be closed as soon as possible following the PMs notice this evening.

The Community Help Scheme and Community Driving Group would be published on the PC website and via E Bulletin although how volunteer work like this tied in with the new restrictions to going outside was not yet known. Cllr Gardner would register Loxwood Parish Council on the Loxwood Village Facebook page and publish the same Community Help Scheme information. Cllr. Kelsey would liaise with the Church and suggest a combined approach to the Community Help Scheme and ask what assistance the Parish Council could provide. **ACTION RK**

20/62 Annual Parish Meeting- Arrangements. The Parish Council RESOLVED to cancel this event.

20/63 Flood Mitigation Matters.

Sewerage Issues were being progressed by a resident who was a retired engineer. He was in touch with Southern Water and had sent three papers of his thoughts on the sewerage problems in Loxwood to Southern water including the Nursery Green leakage issues. A meeting at Nursery Green to involve Alton Pumps, Antler Homes, the residents and Southern Water was to take place to discuss the leakage problem and the Parish Council would also attend this. However, under the current restrictions this may need to be postponed or held by virtual means.

The surface water drains outside Nursery green and North Hall as well as on the left going towards the Onslow Pub before the bridge were blocked and the Clerk was to report these blockages. **ACTION Clerk**

Cllr Kelsey was working on the Flood Database which would be work in progress for some time. The Water Environment outstanding invoice was discussed. The bill had been part paid but the work needed to be completed before it was fully paid and Cllr Kelsey was to discuss this with Water Environment. Cllr Kelsey asked that if further surveying was needed would the Parish Council fund this. The Clerk advised there were reserves set aside for flood mitigation and so it was possible if necessary, to fund further surveying. A copy of the Water Environment invoice was to be sent to Cllr Kelsey. **ACTION Clerk**

20/64 New Homes Bonus Suggestions from the Public. A resident suggested the planting of trees around the village but the Councillors struggled to come up with anywhere appropriate. WSCC will not allow trees to be planted on their land adjacent to roadways and therefore it would need to be on private land. The Parish Council had previously understood from North Hall Trustees that they had planted many trees within the north Hall Grounds and were not contemplating further planting at this time.

The Parish Council RESOLVED that New Home Bonus be applied for in response to the Sports and Football Club grant applications as set out below.

20/65 Grant Application Requests (applications not yet received)

- Loxwood Football Club £3,500.00 (net). The application as approved by the Parish Council for the New Homes Bonus Funding
- Loxwood Sports Association £3500.00 (net) The application as approved by the Parish Council for the New Homes Bonus application.
- Loxwood School £16,864.00 (net). The Parish Council had met with the facilities manager from WSCC to discuss the ceiling repairs required at the school. The manager had confirmed that there would be no immediate funding for this project as it was not a high priority given current funding restrictions, although he conceded it was in a terrible state and need doing. WSCC confirmed that they would deal with the removal of any asbestos found in the ceilings but would not pay for repairs.

Cllr Kelsey asked whether they were fixed quotes and Cllr Newman confirmed they were. Cllr Kelsey asked if choosing the cheapest quote was wise and Cllr Newman confirmed the Bursar was confident it was the best quote.

The Parish Council RESOLVED to approve the grant application to be paid from CIL monies available to the Community. ACTION Clerk

20/66 Accounts for payment- The Parish Council RESOLVED to approve the payments for the month of April of £3601.92 plus overtime for the Clerk.

20/67 Updates and items for discussion: -

- a) Highway/Roads and Traffic Calming. The Speed watch Group were unable to meet under the current restrictions. The SID would shortly be moved again
- b) Nursery Site. The Co Op planning application was unlikely to go to Planning Committee at CDC for some time due to the cancellation of all non -Cabinet meetings at CDC.
- c) North Hall (see report from Peter Winney Trustee below)  
"I am sorry not to be at the meeting on Monday 23rd but I am deemed to be one of those at risk so I am trying to stay indoors as much as possible. However, no reason not to keep you

up-to-date with matters concerning the village hall. If you decide to continue meeting via video link or similar, I would be grateful if you would take note of the following development in the affairs of North Hall.

#### Neighbours Plot

This is 0.6 acre plot adjacent to the North Hall drive, a neighbour, which has been the subject of talks between us stretching over the last few years. At our last meeting, attended by Jim Jewell, our Financial Inspector, and me, Peter made us a generous offer of the gift of half his plot.

I have since established that the LSA would not be happy about us establishing an all-weather five-a-side pitch anyway as it would, obviously, divert attention from their own facilities. A boules terrain coupled with allotments or overflow parking have been briefly considered but this is a matter for the Management Trustees and certainly remains one of our long-term objectives.

#### Car Park

Some years ago, the area to the north of the drive, which was already being used for parking, was 'made over' by excavating the surface to a depth of about 100mm and the spreading and compacting of road planings. This temporary surface has now deteriorated to the extent that it is nearly as bad as the original semi-grassed surface.

We have now started getting quotes to (1) re-surface (tarmac) and drain that area, (2) stabilise the field at the rear of the hall using some form of mesh (so as to preserve the appearance of a grassy field) and (3) tarmac the existing drive and rear car park.

The aim is to provide a permanent parking surface where it is needed and to enhance the overall appearance of the hall.

Those quotes are not yet all to hand - we have one, one is expected daily and the third supplier is only just surveying the grounds on Thursday morning.

However, on the basis of the quote we have, it appears that the whole project is going to cost in the region of £140K plus VAT - I think this will prove to be an upper limit.

On the basis of the three-way split the work could be done in phases which would cost in the region of - phase (1) £50K, phase (2) £40K and phase (3) £50K.

When we have all quotes and decided on the way we want to go forward we will intend to approach the PC for some financial assistance."

- d) Farm Close. No update
- e) School. There were now two Co Chairs School Governors and adverts for new Governors would be placed shortly.
- f) Neighbourhood Plan. This was discussed during the planning meeting.

20/68 E- Bulletin and Newsletter articles. The Newsletter was being distributed but an E Bulletin would be sent out advertising the Community Driving Scheme and Help for the Community Scheme. Cancellation of APM. Playground Closed. NH Closed. Surgery telephone consultation in the first place and prescriptions by a side window.

20/69 Parish Matters. None.

20/70 Date of the next meeting: 4<sup>th</sup> May 2020 A virtual meeting.

20/71 Closure of the meeting to the public

20/72 APPENDIX 2 Consideration of the Clerk's Claim to Overtime. The Parish Council REESOLVED to approve the Clerks Claim for over time for the three months to 23<sup>rd</sup> March 2020.

The Parish Council RESOLVED to approve the Clerk's claim to 25.5 hours overtime over the last three months.

The Meeting closed at 9.55pm