



LOXWOOD PARISH COUNCIL

Minutes of the Full Meeting of Loxwood Parish Council held on Tuesday 5th December 2023 at 8pm The Main Hall North Hall Loxwood.

171/2023 ATTENDANCE: Parish Councillors: Rick Kelsey (Chair); Charles Todhunter; Roger Newman; Annette Gardner; Sarah Dobson; Valerie Woods. CDC Gareth Evans and WSCC Janet Duncton. Jane Bromley, Clerk. Three members of the public.

APOLOGIES FOR ABSENCE: The apologies were received and reasons accepted for Parish Councillor James Hume CDC Gareth Evans and WSCC Janet Duncton.

Non- attendance: Parish Councillor Jamie Lynch.

172/2023 DECLARATION OF MEMBERS INTERESTS- None.

173/2023 MINUTES OF THE LAST MEETINGS – The Parish Council RESOLVED that the Minutes of the Parish Council meetings on 7th November 2023, and the Planning Committee Minutes of the 7th November 2023 are accurate accounts of those meetings.

Item 181/2023, 182/2023 and 185(b) were heard here.

174/2023 APPENDIX 1 ACTION POINT LIST: The Parish Council updated the list of past Resolutions where actions are not yet concluded.

175/2023 PUBLIC PARTICIPATION – The Loxwood School Head Teacher, a resident, a North Hall Trustee spoke during items 181/2023 182/2023 and 185/2023 respectively.

176/2023 REPORT FROM WSCC JANET DUNCTON- See attached report.

177/2023 REPORT FROM CDC GARETH EVANS AND CDC CHARLES TODHUNTER- See attached report.

178/2023 APPENDIX 2 LOXWOOD PRECEPT: The precept calculations had been updated since the Finance meeting to include the most up to date Tax Base which resulted in a decreased Band D percentage increase that that calculated previously.

The Parish Council **RESOLVED** to approve the recommendation from the Finance Committee of a precept for 24/25 of £53295 representing a 2.68% increase on the previous year with updated tax base figures. The tax budget would be published on the website with the other financial documents.



LOXWOOD PARISH COUNCIL

179/2023 BLACKHALL SITE STREET NAME: To be discussed and a proposal for the name to be made and RESOLVED as approved for submission to Chichester District Council.

Discussions took place. Cllr Todhunter proposed, seconded by Cllr Kelsey and all in favour of a RESOLUTION to ask for Blackhall Meadow to be adopted as the name for the new development.

180/2023 SPY LANE PATHWAY DOG FOULING PROBLEM: Solutions to alleviate the problem of dog fouling along the pathway leading to Spy Lane to be discussed and any proposal to be Resolved as approved.

It was discussed that education was required as to why a dog bin cannot be placed along the pathway and that it was necessary for dog walkers to take their own rubbish home to avoid inconvenience and distress to others.

Cllr Dobson proposed, seconded by Cllr Todhunter and all in favour that the **RESOLUTION** be for the Clerk to contact CDC to ask for the District Dog Warden to patrol the area and for notices to be placed at each end of the path to explain about the removal of the dog bin and why due to landowner issues a bin could no longer be placed in the vicinity of the pathway.

ACTION Clerk

This item was heard before item 174/2023

181/2023 APPENDIX 3 SCHOOL CAPITAL PROJECTS (APPENDIX not to be published for sensitivity issues): School infrastructure projects proposals previously circulated to be discussed with a view to considering allocation of any funding towards any of the projects. The school to be given an idea of the thinking of the Parish Council ahead of completing a grant application. Any final grant discussion by the Parish Council would need to follow the receipt of a valid grant application form yet to be completed.

The Loxwood School Head Teacher spoke to advise the Parish Council of a number of urgent infrastructure requirements of the school. She explained that WSCC had also been approached and a representative would be meeting with WSCC next week but they had previously declined to fund the works, in particular WSCC have been asked about funding for the security issues both with school pupils leaving and unauthorised persons entering. Unfortunately, the school is on a deficit budget. To try to make improvements the school has parent DIY days but sometimes no one attends. The school is competing with nearby schools which are in a better decorative state. School numbers are however, increasing and not reflected in the current budget as the number increase was not anticipated. The school reflects the national trend in more challenging pupils attending hence the need for a nurture room amongst the requirements. The Parish Councils were supportive of the school in the situation described and recognised the efforts made by the school to gain extra funding from WSCC. Any decision on funding would be made once the School had met with WSCC. If funding was still required a valid grant



LOXWOOD PARISH COUNCIL

application would be required whereby the Parish Council could offer up to 50% of a project identified.

This item was heard before item 174/2023

182/2023 APPENDIX 4 DRAINAGE PROBLEM ALONG B2133 IN THE VICINITY OF FOURWAYS HOUSE. The recommendation is to report this problem to WSCC from the Parish Council. The form or delegation of the writing of this report, if the recommendation is agreed, to be proposed and Resolved by the Parish Council.

A resident explained that there had always been a problem in the vicinity but these days it was a lot worse and does not drain away very quickly. He suspected the outflow may be hindered. The resident asked the Parish Council put pressure on WSCC to address the problem as it represents a hazard to drivers. Following a proposal from Cllr Kelsey, seconded by Cllr Dobson and all in favour the Parish Council **RESOLVED** to contact WSCC Highways regarding this issue with WSCC Janet Duncton copied into the correspondence. **ACTION Clerk**

183/2023 PARISH COUNCIL POLICIES: To discuss the Clerk's recommendation for the following additional Polices to be included on the Agendas during January, February and March for adoption or amendment and adoption. The Clerk to receive instruction by Resolution to draft the polices for consideration at these later dates.

- 183.1 Councillor Co Option Policy and application forms;
- 183.2 Staff Recruitment Policy and Equal Opportunities Policy;
- 183.3 Staff Grievance Policy
- 183.4 Staff Disciplinary Policy;
- 183.5 Sickness Absence Policy;
- 183.6 Scheme of Delegation.

The Parish Council **RESOLVED** for the above policies to be drafted for agreement and adoption.

184/2023 PAYMENT SCHEDULE December: Circulated separately. The payments for December of £2524.84 were **RESOLVED** as approved for payment.

Payee	Description	Gross payment
West Sussex CC	Clerk's salary	£-----
J Bromley	Travel (1x 22 miles return to Loxwood £9.90)	£9.90
Phoenix	Emails	£53.68
J Bromley	Zoom December	£15.59
J Bromley	Home as Office 3 months to Dec 2023 (3 x 60) to include	£180.00



LOXWOOD PARISH COUNCIL

	additional winter fuel allowance.	
J Bromley	Mobile phone (Galaxy A32 664GB White)	£167.99
Surrey and Sussex Tree Surgery	Jubilee tree work planning application	£30.00
West Sussex CC	Payroll ½ yearly	£53.42

185/2023 UPDATES AND ITEMS FOR DISCUSSION: - Items to be discussed as to progress and to provide items for inclusion for agreement on a later agenda.

(a) Highway/Roads.

- Two speed watch sessions have taken place and the speed camera van will be visiting at some point.
- The 30mph TRO for Skiff Lane had been refused but the Parish Council had requested 40mph to be looked at.

This item was heard before 174/2023

(b) North Hall: Playground maintenance matters.

- The zip wire seat had been received after a long lead time and would now be installed by a qualified volunteer.
- The playground wood works had been completed.
- A microphone system was discussed and Andertons had supplied a quote and would be asked to provide a demonstration and the resident who supplied the quotes would be asked to organise this demonstration. **ACTION Cllr Gardner**

(c) Local Plan/Neighbourhood Plan (NP)/ Self and Custom Build.

- The Parish Council were still awaiting a final quote to compare consultants and the Clerk was asked to chase this quote. **ACTION Clerk**

(d) Heritage Trail.

- An Historic Society has been set up although details of the workings of this Society were yet to be discussed.

(e) Weather Station.

- A home for the weather station had been found at the Rectory next to the church.



LOXWOOD PARISH COUNCIL

186/2023 NEWSLETTER ARTICLES. The next newsletter is for February 2023. Any items for this publication to be discussed and the Clerk is delegated the writing of the Newsletter for publication in the Parish Newsletter and website. Spy Lane dog fouling issues and dog bin message.

- New Councillor advertisement.

187/2023 ITEMS FOR THE NEXT AGENDA. Parish Councillors to suggest items they would like included on the agenda for January 2024 other than those included above.

- Ofwat/ southern water issues with the Thakeham site and connection to the sewerage system which were promised to be resolved by the end of Dec 23 to be on the January agenda if not resolved.

188/2023 DATES OF FORTHCOMING MEETING: 2nd January 2024 the agenda to be sent out ahead of the Christmas break 22nd December.

The meeting closed at 9.35pm