



Loxwood Parish Council

Minutes of the Annual Meeting of the Parish Council of
Loxwood held on Thursday 25th May 2023 at 8.00pm.

The meeting began at 8.25pm

55/2023 ATTENDANCE: Parish Councillors: Rick Kelsey (Chair); Roger Newman; Annette Gardner; Charles Todhunter (also CDC); Sarah Dobson. CDC Gareth Evans. Jane Bromley Clerk. 2 members of the public.

APOLOGIES FOR ABSENCE: Parish Councillor: James Hume and Jamie Lynch WSCC Janet Duncton.

56/2023 ELECTION FOR A CHAIR for the forthcoming year. Rick Kelsey proposed himself, this was seconded by Cllr Todhunter and all in favour.

57/2023 DECLARATION OF MEMBERS INTERESTS: None.

58/2023 ELECTION OF VICE CHAIR for the forthcoming year. James Hume had proposed himself; this was seconded by Cllr Kelsey and all in favour.

59/2023 PLANNING COMMITTEE election for Chair and Vice Chair. Charles Todhunter proposed himself for Chair, this was seconded by Cllr Kelsey and all in favour. Cllr Gardner proposed herself for Vice Chair seconded Cllr Kelsey by and all in favour.

60/2023 FINANCE COMMITTEE election for Chair and Vice Chair. Roger Newman proposed himself as Chair, this was seconded by Cllr Kelsey and all in favour. Cllr Kelsey proposed himself for Vice Chair seconded by Cllr Todhunter and all in favour.

61/2023 APPENDIX 1 RESPONSIBILITIES LIST. The list was updated as shown below:

PC Areas of Responsibility:	Allocated Councillors:
Trees	Sarah
Footpaths/bridleways/rights of way	Annette
Highways	Charles and Rick
North Hall	Rick
Drainage/Flooding	Charles and Rick.
Neighbourhood Plan	Annette and Jamie
Personnel management, training and Clerk appraisal	Chairman and Annette
Parish Asset management	Roger
Processes and efficiencies & IT	Jane Sarah and Charles
Odd Jobs	Roger
School Liaison	Roger and Jamie
Playground	James and Roger
Publicity, communication, website & social media	Charles; Annette and Clerk



62/2023 APPENDIX 2 READOPTION OF STANDING ORDERS . Cllr Kelsey proposed seconded by Cllr Todhunter and all in favour to readopt the Standing Orders for 2023. A minor amendment was required in the index to page numbering. ACTION Clerk

63/2023 APPENDIX 3 READOPTION OF FINANCIAL REGULATIONS. Cllr Newman proposed seconded by Cllr Kelsey and all in favour to readopt the Financial Regulations for 2023.

64/2023 APPENDIX 4 READOPTION OF CODE OF CONDUCT. Cllr Kelsey proposed seconded by Cllr Newman and all in favour to readopt the Code of Conduct for 2023.

65/2023 APPENDIX 5a and 5b READOPTION OF TERMS OF REFERENCE for the Finance and Planning Committees. Cllr Newman proposed seconded by Cllr Todhunter and all in favour to readopt the Terms of Reference for the Finance and planning Committees for 2023.

66/2023 APPENDIX 6a and 6b ANNUAL ACCOUNTING RETURN and ANNUAL GOVERNANCE STATEMENT FOR THE YEAR ENDED 31st MARCH 2023- The Parish Council RESOLVED to approve the Annual Return for the year 2022-2023 as set out in Appendix 6a to be sent to the external auditor and as previously approved by the Finance Committee having regard to the internal auditor's report at Appendix 6b.

67/2023 APPOINTMENT OF INTERNAL AUDITOR (Mrs R Hall) FOR THE YEAR TO 31st MARCH 2024- The Parish Council RESOLVED to appoint the new internal auditor for the forthcoming year.

68/2023 REVIEW OF COUNCIL'S MEMBERSHIP TO EXTERNAL BODIES. WSALC. NALC. The Parish Council RESOLVED to renew memberships as set out for 2023.

69/2023 APPENDIX 7 POWER OF GENERAL COMPETENCE: The Parish Council RESOLVED to re-adopt the General Power of Competence for 2023.

70/2023 SET THE DATES AND TIMES AND LOCATIONS OF THE YEAR'S PARISH COUNCIL MEETINGS. The Parish Council RESOLVED to set the day and time for Parish Council meetings in the Main Hall of North Hall as Tuesdays at 8pm, Planning Meetings 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. ACTION Clerk

71/2023 MINUTES OF THE LAST MEETING – The Parish Council RESOLVED that the Minutes of the Parish Council meetings on 3rd April 2023, and the Planning Committee Minutes of the 3rd April 2023 are accurate accounts of those meetings.



72/2023 APPENDIX 8 ACTION POINT LIST: The Parish Council updated the list of Action Points from previous meetings.

73/2023 PUBLIC PARTICIPATION – A resident spoke asking that the Parish Council push harder with regard to the sewerage disposal problem in Loxwood.

74/2023 REPORT FROM WSCC JANET DUNCTON- No report.

75/2023 REPORT FROM CDC GARETH EVANS- See attached report from CDC Gareth Evans. CDC Todhunter advised there had been a problem regarding emptying dog bins in Wisborough Green as CDC had refused to add to their current burden as the facility was at capacity. Dog waste can be put in a normal bin and so the two new dog bins could be replaced and then emptied by CDC as normal bins which were cheaper to empty. LPC could consider replacing their bins with normal bins and reduce the cost of emptying.

76/2023 BILLINGSHURST EMERGENCY ASSISTANCE TEAM (BEAT)- Defibrillator monitor donation £250: The Parish Council RESOLVED A donation of £250 be made to BEAT in recognition of the maintenance they carry out on the old post office location defibrillator. **ACTION Clerk**

77/2023 ACCOUNTS FOR PAYMENT -The Parish Council RESOLVED to approve payments totalling £2969.18 for May 2023.

78/2023 WOOLSPINNERS SITE: Name for development APPENDIX 9: Discussion. The developers had proposed Kingfisher Close but the Parish Council wanted something of more local relevance. The Parish Council RESOLVED to propose Woolspinners Close.

79/2023 UPDATES AND ITEMS FOR DISCUSSION **AS TIME ALLOWS:-**

- (a) Highway/Roads. Clarification to be sought from the traffic consultant as to whether the Thakeham traffic calming has been taken into account in his design. **Action Clerk**
- (b) Drainage/ Sewerage Infrastructure. WSCC to be contacted to confirm the Station Rd Culvert is still being considered for improvements.
- (c) School. The school will be submitting a grant application shortly re outdoor equipment.
- (d) Thakeham/Stonewater site. To be removed from the agenda as a regular item.
- (e) North Hall. A grant application to be submitted shortly re the entrance sight lines to the hall.
- (f) Heritage Trail. Cllr Kelsey proposed two additional signs be put up one at North Hall and an additional one at the Onslow Arms for consideration on a future agenda.

80/2023 NEWSLETTER ARTICLES. Two new Cllrs; New responsibilities; Dog waste can be put in general bins; Parish Council meetings to move to Tuesdays.



81/2023 ITEMS FOR THE NEXT MONTH'S AGENDA and DATE OF THE NEXT MEETING Tuesday 13th June 2023. Replacing dog bins with normal bins. Posts for a banner sign at Nursery Green and or North Hall. Two new Heritage Trail signs.

The meeting closed at 9.30pm