



LOXWOOD PARISH COUNCIL

Minutes of the Full Meeting of Loxwood Parish Council held on Tuesday 2nd January 2024 at 8pm Main Hall, North Hall, Loxwood.

The minutes to be read in conjunction with the Clerk's report at the end of the minutes.

01/2024 ATTENDANCE:

Parish Councillors: Rick Kelsey (Chair); Charles Todhunter; Roger Newman; Annette Gardner; Sarah Dobson; Valerie Woods. Jane Bromley, Clerk. One member of the public.

APOLOGIES FOR ABSENCE:

The apologies were received and reasons accepted for Parish Councillors Jamie Lynch and James Hume and also CDC Gareth Evans.

Non- attendance: WSCC Janet Duncton.

02/2024 DECLARATION OF MEMBERS INTERESTS:

None.

03/2024 MINUTES OF THE LAST MEETINGS:

The Parish Council **RESOLVED** as approved the Minutes of the Parish Council meetings on 5th December 2023, and the Planning Committee Minutes of the 5th December 2023 as accurate accounts of those meetings.

04/2024 RESIGNATION OF COUNCILLOR:

The Parish Council noted the resignation of James Hume from the Parish Council as a result of his moving out of the Parish. The Councillors thanked James for all his work for the Parish during his time as Councillor and wished him every success in his new home.

The Parish Council **RESOLVED** and instructed the Clerk to advise the Electoral Services Office of Chichester District Council of the resignation and to advertise the vacancy to give electors the opportunity to request an election. If no such election is requested by 10 electors of Loxwood Parish the Parish Council instructed the Clerk to advertise the position for Co Option.

05/2024 APPENDIX 1 ACTION POINT LIST:

The Parish Council reviewed and updated the list of past Resolutions where actions are not yet concluded.

06/2024 PUBLIC PARTICIPATION:

No speakers.

07/2024 REPORT FROM WSCC JANET DUNCTON:

No report sent.



08/2024 REPORT FROM CDC GARETH EVANS AND CDC CHARLES TODHUNTER:

See attached report. Cllr Todhunter confirmed he would advise the Parish Council when further details were available as to how the revised National Planning Policy Framework recently published would affect the revised Local Plan submission for Examination in due course.

09/2024 APPENDIX 2 to 7 PARISH COUNCIL POLICIES:

The following policies were **RESOLVED** and adopted as drafted. See Clerk's report.

- 9.1 Councillor Co Option Policy and application forms;
- 9.2 Staff Recruitment Policy and Equal Opportunities Policy;
- 9.3 Staff Grievance Policy;
- 9.4 Staff Disciplinary Policy;
- 9.5 Sickness Absence Policy;
- 9.6 Scheme of Delegation.

10/2024 GENERAL BIN RELOCATION:

The general bin to be relocated from the old village store location to the Farm Close/Station Rd junction. Item for discussion and to RESOLVE a proposal to be actioned. See Clerk's Report.

The proposal **RESOLVED** as approved, was for the general bin to be moved from the Old Village Store at the expense of the Parish Council, to the location near the bench at the junction of Station Rd and Farm Close. Chichester District to be notified for rubbish collection purposes, seconded and all in favour.

11/2024 APPENDIX 8. SPY LANE FOOTPATH ANTI DOG FOULING SIGNS DESIGN: The designs to be discussed and a design to be proposed. Recommended for approval. See Clerk's Report.

The Councillors discussed the designs and felt a series of four simple but different notices along the pathway would attract more attention. The Council **RESOLVED** that the Clerk produce the final designs and have printed as laminated plastic notices for putting up along the pathway, seconded and all in favour.

12/2024 APPENDIX 9. AUDIO SYSTEM FOR NORTH HALL. The quote for an audio system for Parish Council meetings and general use by hall users to be discussed and a proposal for action to be made and voted upon. See Clerk's Report.



The Parish Council discussed the issue of the public not hearing well the Councillors during the public meetings and the equipment needed to amplify Councillor voices. The Parish Council considered the quote supplied by a member of the public a realistic price if the equipment did the job. The Clerk had investigated a further system and was awaiting another quote. This item would be revisited when the further quote and information was available.

13/2024 SCHOOL CAPITAL PROJECTS FUNDING BY CIL: See Clerk's Report. The Parish Council to receive further any information on this topic.

13.1 Cllr Newman advised he was to join the school in a meeting with WSCC and would report back.

13.2 The Clerk had investigated the use of CIL for school funding and Chichester District had advised that it should not to be used unless the school was used for activities open to the whole community and the spending was necessary or enhanced these activities. Another school in the District had received CIL from its Parish Council and they were to be asked to what purpose the CIL was put.

13.3 Funding other than from CIL was available and this would be considered as an item on a later agenda in due course.

14/2024 OFWAT/SOUTHERN WATER ISSUES THAKEHAM SITE: See Clerk's Report. The Parish Council to propose a course of action following inactivity from Ofwat and Southern Water with regard to this issue.

The proposal **RESOLVED** was for the Clerk to write back to Ofwat to point out that the mains connection had not yet taken place and to request some action regarding this, seconded and all in favour.

15/2024 NEIGHBOURHOOD PLAN CONSULTANT: The Parish Council to propose a consultant for overseeing the preparation, drafting and eventual submission to Chichester District Council of a revision to the Loxwood Neighbourhood Plan. See Clerk's Report.

On the basis of the completeness of the quote and the performance at interview together with experience the consultant Navigus was proposed and **RESOLVED** to lead the revision of the Loxwood Neighbourhood Plan, seconded and all in favour. The Consultant would be asked to commence the review of the situation to date as soon as possible.

16/2024 PAYMENT SCHEDULE January: Circulated separately. The payments for January are **RESOLVED** as approved for payment.

17/2024 UPDATES AND ITEMS FOR DISCUSSION: - Items to be discussed as to progress and to provide items for inclusion for Resolution on a later agenda.

(a) Highway/Roads.



- The drainage issue along B2133 towards Alfold at Fourways has been reported.
- The traffic Consultant had been asked whether the safety audit on the Traffic Calming proposals had been carried out and there had been no reply as of yet.
- Speed Watch signs have been requested from the police and a camera van has also been promised.
- The 40mph Traffic Regulation Order (TRO) for Skiff Lane to be chased.

(b) North Hall: Playground maintenance matters update.

- The professional report had identified low and very low risk items including the roundabout bearings.
- The Clerk was to investigate a professional inspection company that also undertook the servicing and repair needs of a playground.
- James Hume to be asked for the playground inspection folder now that he has resigned and this duty will need to be taken on by someone else.

(c) Heritage Trail. No update.

18/2024 NEWSLETTER ARTICLES. 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.

- Annual Parish Meeting. Cllr Vacancies.
- NP Consultant appointment for the revision of the NP.
- Flooding at Fourways has been reported and a drainage expert to look at.

19/2024 ITEMS FOR THE NEXT AGENDA. Parish Councillors to suggest items they would like included on the agenda for February 2023 other than those included above.

- Emergency Plan.

20/2024 DATES OF FORTHCOMING MEETING: 6th February 2024.

The meeting closed at 9pm



Loxwood Parish Council

Clerk's Report Intended to accompany the Minutes for the full Council Meeting held on 2nd January 2024:

Item 9 PARISH COUNCIL POLICIES:

APPENDIX 2 The Councillor Co Option Policy sets out the procedure that takes place when a Councillor leaves office mid- term the process that follows and obligations of the Council. It also goes on the set- out candidate eligibility and to append an application form for the candidate with the statutory rules for applying. Also appended is a person specification for the role which can be adapted as requirements of the council change.

APPENDIX 3 to 6 Hopefully all self -explanatory and taken from a widely used templates for Local Councils but explains the process for all when required.

APPENDIX 7 SCHEME of Delegation Sets out the actions a clerk can take without being items RESOLVED on an agenda and aids the smooth running of the Council. All actions taken by the Clerk under this scheme form a list under an item on a subsequent agenda for noting by the Council. Of particular note is the amount of expenditure being £500 that the Clerk can commit the Council to for emergency matters and the Clerk and Chair/Vice Chair jointly £1000. These items can be adjusted as you see fit.

Item 10. GENERAL BIN RELOCATION:

Councillors will recall that the Parish Council looked into providing additional dog bins for the Parish but Chichester District are not increasing the number of dog waste bins across the district.

The Council were advised that the disposal of dog waste in bags was now an acceptable use of general water bins. This change in policy arose as originally it was felt that dog waste should be incinerated and not sent to land waste but these days all street waste is sent for incineration usually to an energy recovery facility and as such general waste bins can now be used for dog waste.

Therefore, the Parish Council considered additional general waste bins may be possible. As it transpired the District did not have capacity to increase the collection of waste from general waste bins and so additional general bins were similarly disallowed. A final review of the situation was carried out and as there were both a dog bin and a general waste bin positioned at the old village store, the Parish Council RESOLVED, subject to the District's approval, the relocation of the general waste bin to a location without a bin where one was needed at the junction of Farm Close and Station Road.



The District have approved this solution.

The Clerk recommends ahead of the repositioning that the Council carry out a consultation with near neighbours to the location to assess if any objection to this proposal exists. The Council may also consider including on the bin a notice to notify that bagged dog waste can be deposited in the bin.

Item 11. SPY LANE ANTI DOG FOULING SIGN DESIGN:

The dog bag bin at Spy Lane at the end of the footpath leading east from Spy Lane was relocated by the Parish Council as the near neighbour was unable to comfortably use their garden in the summer months due to the smell from the bin. The dog bag bin was relocated to support the existing dog bag bin at North Hall. Dog walkers often use this path and other neighbours now complain of fouling and littering of dog bags along the path. The District's approach to dog fouling is education of dog owners and the Parish Council decided to take a similar approach by erecting signs at either end of the path pointing out the harm caused by dog fouling and the failure of dog owners to deal with this waste properly. The design at APPENDIX 8 is intended for this purpose.

Item 12. AUDIO SYSTEM FOR NORTH HALL:

A resident has obtained a quote for an audio system to help with the acoustics in the main hall at North Hall, especially during Parish Council meetings. North Hall are happy with the idea but have asked the Parish Council to fund the equipment and to also make it available to other users. The equipment would be stored at North Hall. The quote £943.26 attached is for consideration and the supplier has been asked for a demonstration but will only demonstrate after purchase.

The supplier has added:

His company does not offer the facility of a 'prior to purchase' demo at our hall. However following purchase, he is very willing to show and demonstrate the whole system at their store so you know what connects to what etc.

- The whole system will normally take about 10 minutes to put together and dismantle. It is very simple.
- He is very willing to put together some basic notes for you to take away, as to how to connect everything up, the sequence etc.

Item 13. SCHOOL CAPITAL PROJECTS:

The school produced a list of capital project requirements for the school at the December Parish Council meeting. The Clerk was asked to obtain a view from the District as to whether CIL could be used to fund school infrastructure. The CIL Officer at CDC responded



as follows: *“Schools do have other sources of funding via WSCC or if they are academies private sources, and parents’ associations. CIL should not be used where other sources are available and where the whole community does not benefit. If the school has opened up its facilities for community use, then the CIL spend is legitimate”.*

The Clerk has asked the school for an update on the situation with WSCC Funding as a meeting was expected with WSCC. The Clerk has not yet had a response.

Item 14. OFWAT/SOUTHERN WATER ISSUES WITH THAKEHAM SITE SEWERAGE CONNECTION:

A temporary arrangement exists for the removal of foul water and sewerage from the Thakeham site. Southern Water was to improve this situation and action regarding this was expected by the end of the 2023 year. No such action has taken place to allow the sewerage to enter the sewerage network at times when it is not over loaded similar to the arrangement at Nursery Green. The Parish Council had written to both CDC and Ofwat concerning this and the action for the end of 2023 was agreed. The resident volunteer consultant on drainage will advise further but the Parish Council are to agree an action in relation to this situation.

Item 15 NEIGHBOURHOOD PLAN CONSULTANT:

Quotes have been received from three consultants following interviews. An assessment of consultant’s response at interviews and quoted charges was carried out informally by members of the Parish Council ahead of this meeting. The Parish Council graded consultants, looking at a number of criteria.

The following criteria were thought to be of relevance:

1. The Consultant’s ability to impress the Parish Councillors at interview with proactive and imaginative answers given to selected questions.
 2. Evidence that they had taken Councillors’ comments on board with regard to the quotes produced.
 3. Proven ability of working with Parish Councils and small local government organisations.
 4. References or, Loxwood PC’s knowledge of their work previously.
 5. Previous experience of the Chichester District Local Plan.
 6. Cost was less of an issue with approximately £11500 worth of government funding available and it was thought quotes might change according to the route taken.
- Criteria were weighted in order of importance to Loxwood PC as numbered above 1 being the item of most importance.

The Consultants are numbered to preserve identity in this public document and the order of scoring came out as:

Consultant Two: First Choice; Scored highly with 1,2 and 3 and 4.

Consultant One: Second Choice; Scored high with 2 and 3 and 5.

Consultant Three: Third Choice. Scored high with 3, 4 and 5.