

MINUTES 2 MAY 2006

LOXWOOD PARISH COUNCIL

The Annual Parish Council Meeting of Loxwood Parish Council was held at 7.30 pm on Tuesday 2 May 2006 in St John the Baptist Church Room, Loxwood.

Present: Jez Mumford (Retiring Chairman), Priscilla Phillips (Retiring Vice- Chairman), Mary Ringrose, John Andrews, Steve Hawker, Tim Spence David Townsend.

Also in attendance: County Councillor Peter Moffatt, Peter Evans (Parish Clerk), 1 member of the public.

The Retiring Chairman opened the meeting and welcomed everyone.

68/06 ELECTION OF CHAIRMAN FOR MUNICIPAL YEAR 2006/7

Steve Hawker nominated Jez Mumford to serve as Chairman for the forthcoming year. The proposal was not seconded.

No other nominations being forthcoming, the Clerk reminded Members that the Council could not function without a Chairman. If no-one were willing to second the nomination of Jez Mumford, another Member should be nominated. Mary Ringrose then nominated John Andrews, who declined to stand for election. No further nominations were made.

Jez Mumford left the meeting at 7.40 pm. Steve Hawker regretted that the Council had failed to acknowledge the work Jez had done for the Parish in his year as Chairman, and also left the meeting.

It was then proposed by John Andrews, seconded by David Townsend and agreed that Priscilla Phillips chair the meeting.

69/06 ELECTION OF VICE-CHAIRMAN

In light of the failure to elect a Chairman for the forthcoming year, it was agreed to defer election of a Vice-Chairman until a new Chairman was elected.

ADJOURNMENT: QUESTIONS FROM MEMBERS OF THE PUBLIC

No matters were raised.

COUNTY AND DISTRICT COUNCILLORS' REPORTS

County Councillor Peter Moffatt spoke about his work as a County Councillor over the past year. The recent County Local Committee meeting had discussed the problem of traffic in Petworth. Members expressed concern over the volume and speed of traffic in Loxwood, and it was agreed to provide Peter with a copy of Tim Spence's traffic survey.

70/06 APPOINTMENTS TO COMMITTEES AND OUTSIDE BODIES

Parish Council representative on North Hall Management Committee: it was proposed by John Andrews, seconded by Mary Ringrose and agreed that Roy Setterfield serve.

Parish Council representative on Youth Club Management Committee: it was agreed to defer consideration to a later date.

Major Development sub-Committee: it was proposed by John Andrews, seconded by Priscilla Phillips and agreed that John Andrews, Chris Kershaw, David Townsend and Tim Spence serve. It was further agreed to co-opt Hugh Bland and Tony Colling to membership at the next meeting of the Committee.

Website Working Group: it was proposed by David Townsend, seconded by John Andrews and agreed that Chris Kershaw serve.

Tree Warden(s) - it was agreed to defer consideration to a later date.

Parish Council representative on Petworth sub-District of Local Councils, on North East Forum, and at Police Authority Liaison meetings - it was proposed by John Andrews, seconded by Priscilla Phillips and agreed that Mary Ringrose serve.

Parish Council delegate to County Local Committee - it was proposed by David Townsend, seconded by Tim Spence and agreed that John Andrews serve.

71/06 APOLOGIES FOR ABSENCE

Parish Councillors Chris Kershaw and Roy Setterfield. District Councillors Brian Hooton and Paul Mackey.

72/06 DECLARATIONS OF INTEREST FROM MEMBERS OF THE COUNCIL

(a) No interests were declared.

(b) The Clerk circulated forms for Members to report any amendments to the Register of Interests.

73/06 APPROVAL OF MINUTES OF PREVIOUS MEETINGS

It was proposed by Mary Ringrose, seconded by Priscilla Phillips, and agreed to amend item **65/06 (b), Sir Roger Tichbourne**, to read:

"A member of the public had asked Roy Setterfield to suggest that the Council try to preserve the pub sign as part of the Village heritage. It was agreed to raise the matter with the current owners."

This amendment made, it was proposed by David Townsend, seconded by Priscilla Phillips, and agreed that the minutes were a correct record of the ordinary Parish Council meeting held on 8 May 2006. Priscilla Phillips, as Chairman of the meeting, signed the minutes.

74/06 MATTERS ARISING FROM THE MINUTES

(a) **Annual Parish Meeting (minute 54/06(b), 4 April 2006):** it was confirmed that the Annual Parish Meeting would be held in the North Hall on Wednesday 24 May. The meeting would start at 8 pm, with refreshments available from 7.30 pm.

Priscilla Phillips asked Members of the Council to help her with the refreshments. She would discuss details with Mary Ringrose.

Tim Spence would design a suitably eye-catching poster and the Council could borrow the Loxwood Society's boards to display posters around the Village.

The planning consultants, representatives from the County Education Department and the Headteacher of the local School would also attend to speak about possible School relocation (*minute 54/06(a), 4 April 2006*). Local organisations had been invited to send representatives and to report on their activities. It was agreed to invite the local Police officer.

(b) Damaged drain covers (minute 54/06(d), 4 April 2006): John Andrews congratulated County Highways on replacing the missing drain covers in Station Road within hours of the problem being reported.

(c) Public liability insurance (minute 42/06(b), 14 March 2006): the results of a survey of similar parish councils should be available shortly. Preliminary responses indicated that a number of parish councils had taken out cover of £10m.

75/06 PLANNING MATTERS

(a) New applications: Members had **NO OBJECTIONS** to the latest planning applications affecting the Parish:

LX/06/1227/DOM - Grantley House, Spy Lane - single storey porch

LX/06/1234/DOM - 2 Flitchfold Villas, Vicarage Hill - hall extension to side of porch

LX/06/1555/DOM - The Old Vicarage, Vicarage Hill - erection of a wall and new entrance gates

LX/06/1613/DOM - Albury, High Street - loft conversion, alterations and outbuilding

(b) Planning decisions: Members noted that the following applications had all been **PERMITTED:**

LX/06/0436/DOM - Malham Lodge, Roundstreet Common - proposed extensions, garage and altered driveway.

LX06/0625/LBC - Lunns, Roundstreet Common - replacement of two ground floor kitchen windows at rear of property.

LX/06/0652/FUL - Froggats Cottage, Oakhurst Lane - garaging and office.

LX/06/0678/DOM & LX/06/0687/LBC (Listed Building Consent) - Crabtree Cottage, Drungewick Lane - single storey extensions to provide enlarged kitchen, new garden room, 2 no. dormer windows to replace existing window, and internal alterations.

LX06/0707/DOM - Wayside, Pond Close - Granny (*sic*) annexe and new garage roof.

LX/06/0811/DOM - Penfold House, High Street - extensions and alterations.

76/06 MAJOR DEVELOPMENT AND INFRASTRUCTURE ADVISORY COMMITTEE

Tim Spence said 665 questionnaires had been delivered to Parish households and 267 (40%) had been returned to date. 16 business questionnaires and 25 affordable housing questionnaires had also been returned.

From his preliminary review of the responses, John Andrews described the data as "moderately dirty". He aimed to have some numeric data available during the week beginning 8 May, and it was agreed to discuss these at an extraordinary Parish Council meeting during that week. The analyses would also be reported at a full public meeting to be held at a later date.

Priscilla Phillips, Chairman of the sub-Committee, thanked all Members for their hard work on the project.

77/06 FINANCIAL MATTERS

(a) Parish Council payments and finances: Members noted the Parish Council's payments and receipts in April 2006, and the current balances. It was proposed by John Andrews, seconded by Mary Ringrose and agreed to approve the list of payments totalling £2,060.90.

(b) Accounts 2005/6: Members noted the draft accounts for the financial year ended 31 March 2006, circulated at the start of the meeting. These showed a healthy financial position with a balance in hand of some £33,500. After earmarking funds for expenditure committed in 2005/6 for which payment would be made in the current financial year, 2006/7, the Council had a working balance at 31 March 2006 of some £24,000.

(c) Audit 2005/6: the Council's external auditors, Messrs Mazars, had called the audit for mid-August. It was proposed by John Andrews, seconded by Mary Ringrose and agreed to ask Sarah Lane, a Chartered Accountant living locally, to carry out the internal audit work.

As Priscilla Phillips had to leave the Meeting shortly, it was agreed to bring forward Agenda item 13 - North Hall

78/06 NORTH HALL

Council representative's report: Priscilla Phillips said the question of storage facilities would be discussed at the next meeting of the Management Committee. A container could be provided for storing Youth Club and other equipment, and the room behind the stage might be available for hire.

Having given her report, Priscilla left the meeting at 8.30 pm. It was proposed by David Townsend, seconded by Mary Ringrose and agreed that John Andrews take the chair for the remainder of the Meeting

79/06 VILLAGE WEBSITE

In Chris Kershaw's absence it was agreed to defer consideration of the item.

80/06 CORRESPONDENCE

Members noted the District Council's meeting with the Parishes on 16 May, at which the LDF would be discussed. Tim Spence would try to attend this meeting, as would the Clerk.

It was the proposed by John Andrews, seconded by David Townsend and agreed to adjourn the Meeting to allow Len Milsom to speak

Len accepted John Andrews' offer to attend the District Council/Parishes meeting on behalf of the Loxwood Society, and the meeting was reconvened.

81/06 YOUTH CLUB

In the absence of the Parish Council's representative it was agreed to defer the item.

John Andrews reminded Members of the part played by the Parish Council, and in particular by Steve Hawker, in setting up the Club. It was agreed to record a vote of thanks to Steve for his work.

82/06 RECREATION GROUNDS, HEDGES, TREES, OPEN SPACES

(a) **Right of Way:** David Townsend offered to review the County Council documents describing the procedure for changing the designation of a right of way (*minute 11/06(b) 10 January 2006 refers*).

(b) **Toddler swing seats:** the new swing seats had at long last been delivered. The Clerk would ask Roy Setterfield to install them. John Andrews offered to assist if necessary.

(c) **Overgrown vegetation:** Tim Spence reported hedges obstructing the footpath in Station Road. It was agreed to put a note in the Parish magazine, and to consider speaking to householders, and to County Highways if necessary.

83/06 COUNCILLORS' ATTENDANCE AT MEETINGS AND SEMINARS

(a) Mary Ringrose would attend the Police Liaison Meeting in Chichester on 3 May.

(b) The Clerk would attend a meeting of the Society of Local Council Clerks in Steyning on 9 May.

84/06 MEMBERS' QUESTIONS AND INFORMATION

No further matters were raised.

85/06 ITEMS FOR THE NEXT AGENDA

John Andrews suggested two items for inclusion:

(a) **Review of Standing Orders,** to consider whether any amendment were necessary: and

(b) **Parish Council Strategy:** noting that the Parish Council tended to react to events and proposals by other bodies and individuals rather than initiating new projects, to consider whether it would be useful to exchange ideas about what the Parish Council should be trying to achieve in the future.

86/06 DATE OF NEXT PARISH COUNCIL MEETING

An extraordinary meeting of the Parish Council Meeting would be held on Tuesday 9 May to receive a preliminary report on the analysis of the Village survey, and to elect a Parish Council Chairman and Vice-Chairman.

The Annual Parish Meeting would be held on Wednesday 24 May. The next ordinary meeting of the Parish Council would be held on Tuesday 6 June.

There being no further business John Andrews thanked everyone for attending and closed the meeting at 9.18 pm.

Approved at Parish Council meeting (*date*)..... 2006

(Signed)Chairman