

MINUTES 4 APRIL 2006

LOXWOOD PARISH COUNCIL

An ordinary meeting of Loxwood Parish Council was held at 7.30 pm on Tuesday 4 April 2006 in St John the Baptist Church Room, Loxwood.

Present: Jez Mumford (Chairman), Priscilla Phillips (Vice- Chairman), Steve Hawker, Roy Setterfield, David Townsend.

Also in attendance: Peter Evans (Parish Clerk), 2 members of the public.

The Chairman opened the meeting and welcomed everyone.

51/06 APOLOGIES FOR ABSENCE

Parish Councillors Mary Ringrose, John Andrews, Chris Kershaw, Tim Spence.
County Councillor Peter Moffatt. District Councillors Brian Hooton and Paul Mackey.

ADJOURNMENT:

- QUESTIONS FROM MEMBERS OF THE PUBLIC

No matters were raised.

- COUNTY AND DISTRICT COUNCILLORS' REPORTS

In the absence of County and District Councillors no reports were presented.

The meeting was then reconvened.

52/06 DECLARATIONS OF INTEREST FROM MEMBERS OF THE COUNCIL

Priscilla Phillips declared an interest in **Agenda item 5 - Planning Matters - LX/06/0167/DOM - 11 Nicholsfield** - erection of wooden summer house - as owner/occupier of a nearby property.

All Members present declared an interest in **Agenda item 10(b) - North Hall**, the Parish Council being custodian trustee of the North Hall.

53/06 APPROVAL OF MINUTES OF PREVIOUS MEETINGS

It was proposed by Steve Hawker, seconded by the Vice-Chairman, and agreed that the minutes were a correct record of the extraordinary Parish Council meeting held on 8 March 2006.

It was then proposed by David Townsend, seconded by Steve Hawker, and agreed that the minutes were a correct record of the ordinary Parish Council meeting held on 14 March 2006.

The Chairman duly signed both sets of minutes.

54/06 MATTERS ARISING FROM THE MINUTES

(a) Proposed meeting with planning consultants re School relocation (minute 41/06(a), 14 March 2006): *(The Chairman declared an interest in the matter as his children attend the School. David Townsend declared an interest as occupier of a property adjacent to the present School site.)* Members noted that the consultants were willing to attend a Parish Council meeting to explain their plans for School relocation and redevelopment of the existing School site. It was proposed by Roy Setterfield, seconded by Steve Hawker and agreed to invite the consultants to attend the Annual Parish Meeting.

(b) Annual Parish Meeting (minute 49/06, 14 March 2006): Members considered dates on which the North Hall would be available. It was proposed by the Chairman, seconded by Roy Setterfield, and agreed provisionally to hold the meeting on Wednesday 24 May.

(c) Land in Station Road (minute 46/06(c), 14 March 2006): Members noted that the landowner might be willing to discuss with the Council future arrangements for maintaining the site. Steve Hawker thought the Council should take the initiative and ask the landowner to gift the land to the Council, who would then take responsibility for maintenance. Roy Setterfield agreed that if the landowner were prepared to pay, the Council could organise maintenance. David Townsend thought the landowner should be asked for a contribution in perpetuity for the costs of upkeep, though Priscilla Phillips thought the Council should continue to press the landowner to maintain the site to an acceptable standard.

It was proposed by Steve Hawker, seconded by the Chairman, and agreed to ask the landowner to maintain the land to the standards adopted by County Highways for verge maintenance.

(d) Damaged drain covers (minute 39/06(c), 14 March 2006): Priscilla Phillips reported that the broken drain cove in Nicholsfield had been repaired.

55/06 PLANNING MATTERS

(a) Members considered the **latest planning applications** affecting the Parish:

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

Parish Council - no objection.

LX/06/0941/FUL - Loxwood lock, Wey & Arun Canal east of High Street - new pedestrian access over one end of Loxwood lock on the Wey & Arun Canal in place of proposed painted wooden bridge (planning application LX/04/4290/FUL refers)

Parish Council - no objection.

LX/06/0956/DOM - Oakhurst Farm Cottage, Oakhurst Lane - side extension forming 2 bedrooms and enlarged kitchen

Parish Council - no objection.

LX/06/0167/DOM - 11 Nicholsfield - erection of wooden summer house

Parish Council - no objection.

(b) Members noted recent planning decisions:

LX/05/4668/FUL - Church Cottage, Station Road - demolition of existing garage and erection of 1 detached dwelling with associated access, garage and parking together with replacement garage and parking for Church Cottage

REFUSED - as a result of which application **LX/ 05/4670/LBC**, the listed building consent for this development adjacent to Church Cottage, was **WITHDRAWN**.

LX/06/0259/DOM - Downland House, Pigbush Lane - second storey extension plus internal alterations

PERMITTED

LX06/0563/DOM - 25 Nicholsfield - rear conservatory

PERMITTED

56/06 MAJOR DEVELOPMENT AND INFRASTRUCTURE ADVISORY COMMITTEE

Priscilla Phillips, Chairman of the Committee, reported that the questionnaire had now been delivered to most households in the Parish. She felt that the Committee should have met more frequently when the questionnaire was being finalised. E-mail exchanges had proved unsuitable for agreeing the draft and it would have been better for Committee members to meet face to face. As David Townsend noted, the printed questionnaire had changed substantially from the point at which the Committee had considered it finalised. Priscilla therefore proposed that the Council did not use e-mail for this purpose in the future.

All Members of the Council recognised the severe time constraints on the process. They unanimously thanked Tim Spence for his sterling work in co-ordinating last-minute amendments and organising the printing of the questionnaire, and the Loxwood Society for delivering the document.

57/06 FINANCIAL MATTERS

(a) Parish Council payments and finances: Members noted the Parish Council's payments and receipts in March 2006. It was proposed by Steve Hawker, seconded by David Townsend and agreed to approve the list of payments totalling £1976.25.

(b) End of year accounts: the Clerk noted that some payments in respect of commitments made in the financial year 2005/6 would not be made until the new financial year, 2006/7. It was agreed that the Chairman, Vice-Chairman and Clerk should identify these committed sums, and the Council should consider at its next meeting whether it wished to earmark part of the general reserve (the Council's balance in hand) for these payments.

58/06 CORRESPONDENCE

(a) General correspondence: the Clerk reminded Members of invitations to attend several meetings in the near future, including "Creating opportunities for trees" at Pulborough on 13 May, and "Policing Chichester District" on 3 May.

It transpired that some material from Action in Rural Sussex (AiRS) relating to village halls was not delivered to the North Hall. Priscilla Phillips would raise the matter with AiRS.

(b) Police questionnaire: Members thanked Mary Ringrose for offering to complete the Police questionnaire on behalf of the Council.

59/06 YOUTH CLUB

The Council's representative, Steve Hawker, reported that the Club was awaiting the approval of the North Hall Management Committee to the new storage.

Priscilla Phillips thought it important that local people volunteering to help with the Club should receive training. The Parish Council had power to meet the cost. It was agreed to place an item on the agenda for the Parish Council meeting in May.

Members noted that the Clerk would shortly order new equipment for the Club, to be paid for by drawing down on the Council's budget provision (*minute 154/05, Parish Council meeting 4 October 2005, refers*).

60/06 NORTH HALL

(a) Council representative's report: Priscilla Phillips reported that the next meeting of the Committee would be held on 10 April.

(b) Parish Council/Management Committee relationship: several people had asked the Chairman to clarify the working relationship between the Parish Council (custodian trustee) and the management committee (managing trustees). Benefits might accrue if the two bodies were able to work together more closely: better communication and co-ordination, and possible recovery of VAT on Hall expenditure.

Priscilla Phillips reminded Members that the Parish Council had chosen some years ago to opt out of managing the Hall, and in 1967 responsibility had been passed to a Management Committee in accordance with the trust deed drafted by the Charity Commission. The AiRS Village Halls adviser thought it would be well nigh impossible to revert to the earlier position given the complexity of charity and trust law, and the snail's pace at which the Charity Commission seemed to move.

It was clear from the 1967 trust deed that the Youth Club should be represented on the Management Committee: the more user organisations that were represented on the Committee, the better the Hall would run.

61/06 VILLAGE/PARISH WEBSITE

The Council's representative on the Website working group was unable to attend the meeting, and it was therefore agreed to defer consideration of the item until the May meeting.

62/06 INFORMATION COMMISSIONER

The Clerk reported that parish and town councils were required to register with the Information Commissioner if they processed certain types of data. He quoted examples of the relevant classes of data, recorded on the Commissioner's website; Loxwood Parish Council also recorded some of these data. It was therefore proposed by the Vice-Chairman, seconded by the Chairman and agreed that the Council should register with the Information Commissioner and pay the annual registration fee of £35.

63/06 RECREATION GROUNDS, HEDGES, TREES, OPEN SPACES

Overgrown hedges and shrubs were overhanging the footpath in Willetts Way, between Willetts Way and the Onslow Arms, and in Pond Close (*Priscilla Phillips declared a personal interest as a resident of Pond Close*). A note would be placed in the Parish magazine.

64/06 COUNCILLORS' ATTENDANCE AT MEETINGS AND SEMINARS

No reports were presented.

65/06 MEMBERS' QUESTIONS AND INFORMATION

(a) Footpath adjacent to the Post Office: Priscilla Phillips said this path was almost impassable in wet weather. The pile of hardcore next to the path had never been spread on the surface. It was agreed to ask the County Council to attend to the problem.

(b) Sir Roger Tichbourne: 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.

66/06 ITEMS FOR THE NEXT AGENDA

No further matters were raised.

67/06 DATE OF NEXT PARISH COUNCIL MEETING

The Annual Parish Council Meeting would be held on 2 May. The Chairman hoped that all Members would be able to attend this important meeting, at which the Council would elect its Chairman, Vice-Chairman, Committee members and representatives on outside bodies. After taking advice from SALC, the Clerk would shortly circulate all Members asking if they were willing to be nominated for any of these posts.

There being no further business the Chairman thanked everyone for attending and closed the meeting at 8.52 pm.

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

(*Signed*)Chairman