

LOXWOOD PARISH COUNCIL

The Annual Parish Council Meeting of Loxwood Parish Council was held at 7.30 pm on Tuesday 4 June 2007 in St John the Baptist Church Room, Loxwood.

Present: Parish Councillors Alison Sanderson (Chairman), David Townsend (Vice-Chairman), Mirus Kuszel, Tim Spence and Scott Taylor.

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

The Chairman opened the meeting and welcomed everyone. She apologised for having to move the meeting from the Parish Council's office at North Hall. This was due to circumstances beyond the Parish Council's control, the North Hall Management Committee having advised the Council only 3 days earlier of their concerns about meeting in the office.

82/07 APOLOGIES FOR ABSENCE

Parish Councillor Charlie Whitmarsh, District Councillor Dr Paul Mackey.

ADJOURNMENT:

- QUESTIONS FROM MEMBERS OF THE PUBLIC

No matters were raised.

REPORTS FROM COUNTY AND DISTRICT COUNCILLORS

In the absence of the District Councillors no reports were received.

The County Council by-election for the vacant Petworth seat would be held on 7 June.

83/07 CO-OPTIONS TO THE COUNCIL: APPOINTMENT OF PARISH COUNCIL REPRESENTATIVES

- (i) Co-option of Councillors: the Chairman introduced the 3 candidates for co-option. Unless the 3 vacant seats on the Parish Council were filled promptly, the District Council would call another election. If insufficient candidates then came forward, there would be very serious consequences for the Parish Council and local representative democracy. It was proposed by the Chairman, seconded by Tim Spence and resolved unanimously to co-opt Jane Northam, Priscilla Phillips and Howard Thomas to membership of the Parish Council. All 3 new Members signed their Declarations of Acceptance of Office and joined the meeting.
- (ii) Parish Council representative on North Hall Management Committee: it was proposed by David Townsend, seconded by Tim Spence and resolved unanimously that Priscilla Phillips continue to serve as the Council's representative on the Management Committee. The Chairman suggested that it might be useful for representatives of the newly-elected Parish Council to meet some of the North Hall Committee informally, to consider how we could all work more effectively together for the benefit of the Village. It was agreed that this would be a positive move, and such a meeting would be arranged in due course.

84/07 DECLARATIONS OF INTEREST FROM MEMBERS OF THE COUNCIL

Scott Taylor declared a personal interest in planning application LX/07/02056/FUL - land adjoining Brookland, Loxwood Road, Alfold Bars - as occupier of a nearby property.

The Chairman reminded Members that they might declare interests at any stage during the meeting if it became apparent that it was necessary to do so.

85/07 APPROVAL OF MINUTES OF PREVIOUS MEETING

It was proposed by Tim Spence, seconded by the Chairman and agreed to amend the second paragraph of minute 78/07(i), North Hall, to read "The Chairman said that the children's playground." etc. This amendment made, it was proposed by Tim Spence, seconded by Mirus Kuszal and agreed that the minutes were a correct record of the Annual Parish Council Meeting held on 8 May 2007. The Chairman then signed the minutes.

86/07 MATTERS ARISING FROM THE MINUTES

- (i) Former Councillors (minute 64/07): Members noted the letter of thanks from John Andrews, former Chairman of the Parish Council, for the presentation to him following his resignation from the Council.
The Chairman had also made a presentation to Mary Ringrose, following the last Parish Council meeting, to mark Mary's retirement after nearly 30 years on the Council. Mary had also written to thank the Council.
- (ii) VIP Canal cruise (minute 69/07): the Secretary to the Canal Trust suggested that Members of the Council join the cruise on the evening of Wednesday 20 June. Five or six Members and their spouses were likely to attend. The Clerk would advise the Secretary
- (iii) Games equipment (minute 76/07): Loxwood School had accepted the Council's offer of the surplus games equipment. Members were pleased that it would remain in the Parish for use by local youngsters. The North Hall Secretary had asked the School to remove the equipment without delay.
- (iv) Temporary closure of the B2133 (minute 71/07(ii)): Tim Spence said the main road would be closed for several days in August. There would be single lane working with signal control for 20 weeks thereafter. During this period only cars and light vans would be allowed to use the road.
Priscilla Phillips recalled that the Parish Council had earlier asked for conditions to be imposed on the times when traffic controls would operate. Tim would try to obtain precise details of the arrangements from County Highways.

87/07 PLANNING MATTERS

- (i) Planning applications: Members considered new planning applications affecting the Parish and made the following comments:

LX/07/01784/DOM - 14 Loxwood Place Farm – Conservatory extension to side
Parish Council - no objection.

LX/07/01867/DOM - 16 Plaistow Road - Single storey front, side and rear extension.
Parish Council - no objection.

LX/07/02205/DOM - Chapel Corner House, Station Road - Proposed first floor extension and alterations. Pitched roofs over existing flat roofs and construction of three bay garage and garden store.

Parish Council - no objection. The proposed pitched roofs will be more attractive than the existing flat roofs.

LX/07/01909/CMA - Onslow Arms Wastewater Pumping Station, High Street - Change of use for land required to carry out necessary development of the existing Wastewater Pumping Station. Above ground Combined Sewer Overflow (CSO). Control Panel. Above ground Overflow Pipe.

Parish Council - no objection provided conditions are attached requiring a live planting of native species to screen the new equipment from view and to protect the visual amenities of the area.

LX/07/02481/DOM - Vine House, Vicarage Hill – Detached double garage and cycle store with floor space over under pitched roof, sited to the north side of the existing house.

Parish Council - no objection provided conditions are attached

- (i) preventing use of any part of the building for residential purposes and
- (ii) allowing the building to be used only in connection with occupation of the main dwelling and not as a separate unit of accommodation.

LX/07/02086/DOM - The Farmhouse, Loxwood Place Farm - Two-storey extension (Tim Spence declared a prejudicial interest as a friend of the applicant. After making a statement to the meeting Tim left the room and took no part in the discussion and vote on the item). Parish Council - no objection.

LX/07/02056/FUL - Land Adjoining Brookland, Loxwood Road, Alfold Bars - Proposed detached house and garage

Parish Council - no objection in principle, but the proposed dwelling is out of keeping with the surrounding Victorian development. The design of the new house should comply with Village Design Statement Guidelines relating to buildings and spaces in the village of Loxwood.

Members also noted recent determinations:

LX/07/01441/LBC - Old Gunshot House, Skiff Lane - Demolition of existing garage and room over. New garage and room over, new conservatory, new fireplace and chimney (Listed Building Consent)
REFUSED

LX/07/01442/DOM - Old Gunshot House, Skiff Lane - Demolition of existing garage and room over. New garage and room over, new conservatory, new fireplace and chimney
REFUSED

- (ii) West Sussex Design and Sustainability Awards: Members agreed with David Townsend's suggestion to nominate the refurbished area outside the Post Office and Shop for one of the awards. The Clerk would speak to the new proprietor.

88/07 FINANCIAL MATTERS

- (i) Financial Report: the report had been circulated prior to the meeting. Members noted the Parish Council's payments and receipts in May 2007, and summary transactions and account balances at 31 May.
The Clerk reminded Members that the Council had agreed to pay the Parent & Toddler Group's rent of North Hall for the financial year 1 April 2006 to 31 March 2007 (minute 42/06(c), 14 March 2006, refers). The invoice for £480 now submitted for payment included £40 for two sessions in April 2007, at the end of the Spring Term. Members agreed to pay the invoice as presented.
It was proposed by Howard Thomas, seconded by Priscilla Phillips and agreed to approve the total payments of £2,794.49.
- (ii) Audit return 2006/7: the Clerk explained the content and purpose of sections 1 and 2 of the audit return, the Statement of Accounts and Statement of Assurance, copies of which had been circulated prior to the meeting: and how the Statement of Accounts linked with the Council's detailed accounts, approved at the previous meeting (minute 72/07(ii) refers). It was proposed by Tim Spence, seconded by David Townsend and agreed to approve sections 1 and 2 of the audit return.
- (iii) Financial reserves: Members noted that the Council held a balance of some £38,000 at 31 March 2007. As the Council spent only £17,000 in 2006/7, this might appear generous. David Townsend drew attention to the rise in the Council's balance over recent years. The Clerk pointed out that the balance included £10,000 earmarked for repair/renovation of North Hall, and provision of £4,600 for the first instalment of a loan repayment, which the

Council might take out if and when the Hall Management Committee decided to proceed with substantial refurbishment.

Members understood that there was uncertainty over the future of North Hall at its present site, and hoped that the way forward would soon become clear.

89/07 CORRESPONDENCE

- (i) Untidy land in Station Road: Hillreed Homes had told the Council that their landscaping team would trim the site on 2 June. Members were disappointed to see that a strip of only a metre or so on either side of the footpath had been cleared. The Clerk would follow up.

90/07 RECREATION GROUNDS, HEDGES, TREES, OPEN SPACES

- (i) Village Skatepark: the Chairman circulated photographs of Rudgwick and West Chiltington skateparks, and the Clerk gave details of the costs of the latter. The Chairman stressed that it was early days yet, and the Council's first priority should be to identify suitable sites in the Village for recreational/leisure facilities. North Hall Management Committee had earlier said that it would not countenance use of any part of the Hall site for a skatepark, and the Council would have to look at other land in the Village. Members approved the Chairman's suggestion to set up a working party to look into the matter, and the Chairman, Tim Spence, Howard Thomas, David Townsend and the Clerk offered to serve.
- (ii) Maintenance of rights of way: the County Council's Access Ranger would be visiting the Parish shortly to arrange routine maintenance of footpaths and bridleways. Any problems should be reported to the Clerk without delay.
Howard Thomas said the twhitten from Farm Close to the main road needed to be cleared.
- (iii) Diversion of right of way: the County Council had confirmed a minor diversion of a path at Oakhurst Farm, Oakhurst Lane. The Parish Council had expressed no objections to the draft order (minute 176/06, 6 November 2006, refers).
- (iv) Other matters: two lads had been practising archery in the North Hall grounds one afternoon during half term. Priscilla Phillips would raise the matter with the Management Committee.

91/07 TRAINING COURSES AND OTHER MEETINGS

Members noted invitations to attend meetings of the SALC Petworth District Sub-Division on Wednesday 6 June at Petworth: of the Chichester District North East Parishes Forum on Thursday 7 June at Tillington: and of the West Sussex Rural Forum on Wednesday 13 June at Billingshurst.

92/07 MEMBERS' QUESTIONS AND INFORMATION

- (i) Planning query: a new fence had been erected between the pub and the former stores at Alfold Bars. Members did not recall seeing a planning application.
The Clerk would take up the matter with the planning authority.
- (ii) Speed checks: the Police had carried out speed checks twice recently, and more were to follow.
Tim Spence had done a traffic survey earlier in the day, and counted 1600 vehicles on the main road between 8 and 9 am. He would provide details for the next issue of the Parish Council Newsletter.

93/07 PARISH COUNCIL NEWSLETTER

The Chairman said the draft of the second issue of the Newsletter had to be completed by 9 June. She hoped to include Tim Spence's highways article.

Members were invited to join the Production Team, which at present consisted of the Chairman and Clerk.

94/07 ITEMS FOR THE NEXT AGENDA

The Clerk requested that members submit any items for the July Agenda by the weekend of 23/24 June.

95/07 DATES OF FUTURE PARISH COUNCIL MEETINGS

Ordinary meetings of the Parish Council would be held on the first Monday of every month except August in the municipal year 2007/8, ie on 2 July 2007, 3 September, 1 October, 5 November, 3 December, 7 January 2008, 4 February, 3 March and 7 April.

The next Parish Council meeting would be held at 7.30 pm on Monday 2 July in St John the Baptist Church Room. It was agreed to raise the question of using North Hall for meetings with the Management Committee.

There being no further business the Chairman thanked everyone for attending and closed the meeting at 9.12 pm.

Approved at a meeting of the Parish Council held on
(date)

(Signed)

Chairman