

LOXWOOD PARISH COUNCIL

An ordinary meeting of the Parish Council was held at 7:30pm on Monday 1st November 2010 in the Church Rooms of St John the Baptist, Loxwood.

MINUTES

Persons Present:

Cllr Howard Thomas (Acting Chairman), Cllr Elizabeth Dugdale, Cllr Wendy Andrews and Cllr Sarah Lane.

Clerk to the Council – Miss Jenny Hartley.

Also Present: WSCC Cllr Chris Duncton.

Mr Tony Colling & Mr L Milsom (Loxwood Society)

North Hall Draw (Winning Number for 1st November 2010)

69 Mrs Moorehead

| Agenda Item referring | Minute Detail | Actions |
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| 1. Appoint Chairman for period 2nd November to 6th December 2010 | The Clerk opened the meeting and informed members that Cllr Thomas is prepared to cover the period from 1.11.10 to 6.12.10 as Chairman. All members agreed and voted in favour. Cllr Thomas wanted to extend the PC's thanks to Cllr Charlie Whitmarsh for all his hard work with the PC and particularly in relation to Highways. Cllr Thomas also extended the PC's thanks to Cllr John Andrews for his support as CDC Cllr and previous work whilst a member of the PC. | |
| 2. Chairman's Welcome & Apologies for Absence | Apologies received from Cllr Ann Kersey & Cllr Scott Taylor | |
| 3. Parish Council Vacancies. Co Option | Cllr Thomas informed members of the procedure surrounding the signed ballot papers for the 2 vacancies for Parish Councillors. Applicants present: Mr Simon Bates Fiona Gibbons Annette Gardner. | |

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| | <p>Each of the above candidates gave a brief report. Not present: Rutger Huigjens and Edwin Linnell</p> <p>Meeting adjourned for NH Draw. No 79 North Hall Draw. Not listed. No 69 draw – Mrs Moorehead Meeting Reconvened: Results – Simon Bates & Fiona Gibbons were elected. Successful candidates informed. Other candidates present are happy for their CVs to be carried forward to the December PC meeting, when the next vacancy will be filled.</p> | |
| <p>4. Adjournment: Questions from Members of the public</p> | <p>Mr Colling asked questions regarding:</p> <ol style="list-style-type: none"> 1. PC's action plan to deal with Cascade. Cllr Thomas informed members that the Dev group should reconvene and meet urgently to move this issue forward. Cllr Thomas informed the newer members of the PC the background information regarding the application for Affordable Housing from Cascade at Farm Place. TC informed that everyone that Cascade had been told to do a survey by CDC. This was misunderstood by Cascade, and had no PC input. CDC told Cascade the last survey was completed some time ago and so an accurate picture of the need for affordable homes, Cascade should do a survey. The risk from this is that Cascade hand in numbers that are based on families with potential <i>future</i> need and so allow Cascade to put an application into CDC which will be difficult to reject. Discussions took place regarding the PC using Airs (Action in Rural Sussex) to assist with a survey to establish the village need. TC stated that it is key to get the housing numbers out of Chichester. The Cascade survey was also sent to the residents of Kirdford. Kirdford PC is trying to work with Cascade. ED – David January (Housing Consultant) stated the PC should have a survey sent out. 2. 2011 census – how will census provide the information? It was agreed the LSDG will meet asap to discuss further. | <p>Cllr Thomas will set a date for the Strategic Dev Group to meet asap. Clerk to send members the recent correspondence regarding Affordable Housing/CDC etc</p> |
| <p>5. To receive reports from 5.1 Chichester District Councillor 5.2 West Sussex County Councillor – Chris Dunton</p> | <p>Cllr Thomas talked through the report from CDC Cllr Philippa Hardwick. Cllr Fiona Gibbons will attend the Annual Parish Meeting.</p> <p>Report from WSCC Cllr Chris Dunton: CD will try to come to the Highways meeting on 4.11.10 Spending review =reduce by 30% over the next 4 years. Work has started already on this issue, and every department is looking at cuts. All departments are under review. It will be a difficult</p> | <p>Clerk to check Members availability for Annual Parish Meeting on 17th November 2010.</p> |

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| | <p>time over the next 3-4 years.</p> <p>Cllr Thomas – Louise Goldsmith letter received by the PC regarding cuts. However it was just a holding letter with no further information. CD confirmed no further info at this stage.</p> <p>Alfold Bars speed issue – Surrey CC is keen to join the campaign. Cllr Duncton will support Loxwood in this issue.</p> <p>Cllr Thomas informed members that Alfold PC is interested in the HGV ban, and Jenny Masding (Alfold PC Chairman) is working on getting SCC on board.</p> <p>No further updates from WSCC on the parapets regarding WACT.</p> <p>Thanks extended to Cllr Duncton for all his support.</p> <p>Cllr Duncton left the meeting.</p> | |
| <p>6. Declaration of Interest from Members of the Council</p> | <p>Cllr Thomas informed new members of the regulations surrounding the Declaration of Interests.</p> <p>Nil</p> | |
| <p>7. Approval of the minutes from 4th October 2010</p> | <p>1 grammatical amendment to page 1. Proposed Cllr Lane. Seconded Cllr W Andrews.</p> | |
| <p>8. Matters Arising from the minutes</p> | <p>The Clerk informed members she was experiencing problems with E P Clark regarding the potholes at the Sport Association Car Park. It was agreed the Clerk should put the job out to tender again and inform E P Clarke this is taking place.</p> <p><u>Winter management: WSCC Grit delivery:</u></p> <p>Junction of Nicholsfield/Station Road. Cllr Thomas will distribute the salt for that area. Spy Lane opposite NH.</p> | |
| <p>9. Updates:</p> | | |
| <p><u>Loxwood Bridge</u></p> | <p>Cllr Thomas:</p> <p>Plans for the new parapets are with the consulting engineers – Tony Gee and Partners. WACT expects to have a response from Tony Gee next week. This information then goes to WSCC.</p> <p>All points from the last Bridge Committee were noted by WACT, but no further update.</p> <p>£10K grant applied for by WACT from the Paul Getty fund – no response yet.</p> <p>Mr L Milsom updated: - The Paul Getty grant has to be applied for by a charity so WACT is applying direct rather than the Lox Soc.</p> <p>No funding from the Big Lottery Fund for £7K as we did not meet all the criteria.</p> <p>The fundraising is fast approaching £30K, but the target is £45K.</p> <p>The deadline for works to commence on the parapets for WACT is 18th August 2011 regardless of</p> | |

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| | <p>the funding reached. It is thought the funding would, ideally, be reached in advance of the 18th August 2011 for a 'comfortable start'.</p> <p>Mr Milsom updated members that the fund raising Whisky Cruise will take place around April 2011 as the weather may not permit a cruise before that time.</p> <p>Other cruises are planned, but not formalised yet.</p> <p>Wey South Magazine dates are with Mr Milsom for publicity purposes.</p> <p>Mr Loxton – queried dates on the Loxwood Society newsletter as past the deadlines. Mr Milsom will look into this.</p> <p>Mr Colling informed members that WACT needs to have a plan in place should the funding not be complete.</p> <p>Cllr Bates asked if the current parapets could be reused. WACT would have to consider this option.</p> <p>Mr Milsom asked the new members to put forward any new ideas for fund raising to help keep the profile raised, but not overshadow the excellent works also taking place for the North hall refurbishment.</p> | |
| <u>North Hall</u> | <p>Cllr Andrews report:</p> <p>Contracts were signed in early October 2010. Work has started now. The kitchen has been demolished. The re-direction of the electricity works has been completed. Applications for additional funding are on-going. Further grants have so far been un successful, which may mean the meeting room cannot be completed as planned.</p> <p>Community Fundraising is progressing – thanks to Cllr Bates for his hard work.</p> <p>Cllr Andrews encouraged those present to continue to support the NH 100 club.</p> <p>ED asked for all official meetings relating to the NH refurbishment to either be minuted or reported to all PC members.</p> | |
| <u>Speed Watch</u> | <p>Superintendent Nichols from CDC is looking into this issue and will update for the December PC meeting.</p> | |
| <u>Roads/Highways</u> | <p>Meeting on 4th November 2010 at 9.30am in Church Rooms with WSCC Tracey Webb to discuss the changes put to WSCC in the PC letter dated 7.05.10. Cllr Andrews, Cllr Thomas & Clerk to attend. All members welcome to come along. Cllr Thomas informed members of the history surrounding the discussions with WS Highways.</p> <p>Discussions took place regarding the Safety Barriers in Station Road – damaged once again.</p> | <p>Clerk to chase WSCC to repair the safety barriers.</p> |
| <u>Land at the Conifer Nursery</u> | <p>The Clerk informed members that she had spoken with David Few recently and there is no knowledge of any interest in the land at the Conifer Nursery. Last interest was when Loxwood School investigated relocating. Neither is CDC aware of any land development in Drungewick Lane.</p> | |
| <u>Community/Localisation Bill</u> | <p>Meeting Adjourned for Mr Colling to speak –</p> | <p>Clerk to circulate Mr Colling email</p> |

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| | No further information other than the changes to the planning system that the Government is trying to put into place (all listed in the Lox Soc newsletter). David January presented at the SALC course attended by Mr Colling (same consultant that presented at the recent Kirdford meeting). Much depends on where the Government goes. | once more to members. Also notes of Sam Irving meeting etc. |
| 10. Planning Applications | | |
| <u>LX/10/ 04634 WACT Winding Hole</u> | No objection. | |
| <u>LX/10/04549/FUL WACT Culvert & Drainage Outlet. Headwall, Southlands lock</u> | No objection. However, WACT to be reminded by PC that building materials need clearing from the site. | Clerk to draft letter to WACT Chairman |
| <u>LX/10/03825DOM Bars Corner, Alfold Bars</u> | No objection. | |
| 11. Financial and Administration Report | Financial Report Approved: Proposed Cllr Lane Seconded: Cllr Dugdale. Agreed that Cllr Thomas will sign cheques this evening and then Cllr Taylor will sign later this week. | |
| <i>Draft Figures YTD/Estimated Spend as at 31.03.11</i> | Cllr Lane talked members through the report prepared by the Finance Committee. Projected figures for 2010/11 are estimated to be coming in under budget, although there may be a need to increase the grant contributions. The figure proposed of £32,500 includes the full repayment figure for the PWL. The Precept for 2011/12 proposed at: £31,340. It was agreed the PC would keep the buffer for future planning for the unknown impacts from WSCC/CDC. It was agreed to call the whole loan amount down in the first instalments as the contract is only for 4 months. Precept for 2011/2012 to be requested at £31,340. This draft budget will be formally proposed at the December meeting. | Budget/precept to be approved at next meeting. |
| <i>2010/11 Budget</i> | See above. | |
| <i>Internal audit report for 2009/10</i> | Internal Audit report given to members prior to the meeting. | Cllr Lane and Clerk to meet and draw up a risk assessment. Progress report to the next meeting. |
| <i>External Audit for 2009/10</i> | Mazars have all documentation, no further update to date. | |
| <i>Agree Financial</i> | Cllr Lane informed members that this document was from a recent training course. This meets | Cllr Lane and Clerk to produce |

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| <p><i>Timetable as a working document for the PC</i></p> | <p>Mazars and SALC approval. It was agreed the Financial Timetable will become an appendix for the PC's Regs & Standing Orders as a working document.</p> <p>Proposed: Cllr ED. Seconded: WA</p> | <p>updated Regulations and Standing orders for the next PC meeting</p> |
| <p><i>Arrangements for payment of NH Certificates</i></p> | <p>Cllr Lane informed members that the certificates are issued and will require payment 14 days later. This could mean payments are required in between PC meetings.</p> <p>These payments will be approved via email and signed by the signatories:</p> <p>SL & ED have permission to sign the payment for certificates. Members to be informed of all payments. Clerk will forward a copy of the certificate to members for approval of payment. ED & SL will sign. Questions to David Wellington. Proposed: Cllr Bates. Seconded Cllr Gibbons.</p> <p>Members were reminded the response will need to be quick as there is only a short window for payment.</p> | |
| <p><i>PWL – 1st drop for beginning of December (1st payment due 2 weeks later)</i></p> | <p>Covered earlier</p> | |
| <p><i>Consider Grant requests:</i> 1. <i>Loxwood Graveyard PCC</i> 2. <i>Loxwood Magazine</i></p> | <p>Mr H Beadle present. Meeting adjourned for Mr Beadle to speak about the grant requests.</p> <p>The Graveyard is an asset to the village and its upkeep is very important. Attempts are being made to increase Church income, however this is very difficult. The upkeep of the Churchyard is £1K, so the request for £300 is a minimal contribution. Should the Church have to close, the PC is responsible for the Churchyard's upkeep.</p> <p>The Loxwood Magazine is sent to every household. Alfold pays a similar amount towards the magazine. Mr Beadle informed members that he will put forward the figures for 2011.</p> <p>Cllr Lane stated that is the PC is using the Parish Magazine and it is in line with Alfold, without our contribution it is a difficult situation. We should support this application.</p> <p>The PCC/Graveyard upkeep should also be supported.</p> <p>All members agreed in favour of accepting the requests for grants:</p> | <p>Clerk to contact any grant recipients to put the figure forward for the next year's budget by November each year. Cllr Lane will add them to the S/O and financial timetable.</p> |

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| | Churchyard upkeep £300 grant - Proposed SL Seconded ED All in favour Loxwood & Alfold Magazine £275 grant – Prop SL seconded ED All in favour. | |
| 12. Newsletter <i>Approve the next publication date and suggest articles</i> | Next newsletter to be discussed when needed. Costs were reduced from over £200 to £46 on the last print. | |
| 13. Members Questions, Information and Meetings attended | ED – Girl Guides celebration attended recently. All Guides renewed their vows at 8.10pm across the country which is 100 years on. | |
| 14. Items for discussion since preparation of the Agenda | Nil | |
| 15. Items for the next Agenda | Precept /Regulations & Standing Orders/Financial Timetable | |
| 16. Dates of Future Meetings | 6 th December 2010. 7.30pm 17 th Nov 2010 CDC Annual Parish Meeting 7pm 4 th Nov 2010 WSCC Highways, Church Room Loxwood. 9.30am | |
| 17. Meeting Close | Thanks to new members for coming forward to the Parish Council. Thanks to Mr Loxton for attending the meeting and allowing us to put his CV forward for our next vacancy. Thanks to all for attending. Meeting closed at 9.30pm | |

Signed: _____ Date: _____

Report for Loxwood PC meeting 01.11.10 from Phillipa Hardwick Chichester District Council.

phardwick@chichester.gov.uk Tel: 01428 661 866

(Apologies for absence: tonight's LPC meeting clashes with Northchapel PC's)

Finance/Budget Reduction Plans

CDC has been planning for the October Spending Review for many months now. It has been building a planning model ready to process as efficiently and smoothly as possible the details of the cuts (broadly 26% over 4 years). The model ranks services into categories: "must do", "essential" "needs" and shows the services' respective costs.

The **Annual Parishes' Meeting** (17 November 2010) will be particularly important this year for a detailed report by CDC on the financial implications of this budget review and how it is planned to absorb them within the context of CDC's services. Parishes are urged to attend the Annual Parishes' Meeting as there may be elements of the proposals of particular importance to your communities eg you may want to consider taking over the provision of some services which are under threat; or parishes may need to otherwise plan for gaps in services. This service review will still be at the proposal stage, as the Executive Board and Full Council (CDC) will only in December debate and approve the budget reduction plans. There will still therefore be the opportunity for input from parishes/communities at this stage.

Clean Neighbourhoods

Fly tipping

In September another individual was convicted at Chichester Magistrates Court of the fly tipping offence and failing to have a waste transfer licence having been caught in the act of fly tipping on the Midhurst Road at Singleton. The conviction was a result of an eye witness who stopped, gathered photographic evidence. The individual was fined with costs to a total of £1001.

Village Skip

In terms of seeing a material reduction in local fly tipping, Lurgashall PC appears to have had had success hiring a skip for one day every six months. This seems to allow the community to dump waste in a planned approved way rather than in the countryside.