



Loxwood Parish Council

Minutes of the Loxwood Parish Council Meeting held on Tuesday 2nd July 2024
at 8.00pm at North Hall, Loxwood.

115/2024 ATTENDANCE: Valerie Woods (Chair); Rick Kelsey; Roger Newman; Annette Gardner; Charles Todhunter; Jamie Lynch. WSCC Janet Dunton (left the meeting after 120/2024). One member of the public. Jane Bromley, Parish Council Clerk.

APOLOGIES FOR ABSENCE –Apologies received and accepted from Parish Councillor Sarah Dobson and CDC Gareth Evans.

116/2024 DECLARATION OF MEMBERS INTERESTS: Parish Councillors Annette Gardner and Valerie Woods declared interests in Steering Group applicants by virtue of one applicant being a family member.

117/2024 MINUTES OF THE LAST MEETING – The Parish Council **RESOLVED** that the Minutes of the Parish Council meetings on [4th June 2024](#), and the Planning Committee Minutes of the [4th June 2024](#) are accurate accounts of those meetings.

118/2024 **APPENDIX 1** ACTION POINT LIST: The Parish Council updated the list of Action Points from previous meetings.

119/2024 PUBLIC PARTICIPATION – None.

120/2024 REPORT FROM WSCC JANET DUNTON- See attached report.

121/2024 REPORT FROM CDC GARETH EVANS AND CHARLES TODHUNTER-See attached report.

122/2024 FINANCE:

122.1 BANK RECONCILIATION FOR MAY AND ACCOUNTS FOR PAYMENT -The Parish Council **RESOLVED** to:

- authorise the Chair to sign the June bank reconciliations and supporting bank statements as approved.
- agree the payments as shown on the circulated schedule to be paid for July and to authorise the Clerk and online Councillor bank signatory, to pay via BACs the
- WSCC invoice for Clerk's salary and the Hiscox Insurance premium during August as it arises in August.



123/2024 NEIGHBOURHOOD PLAN: *See Clerks Report*. The Parish Council actions and updates are noted as follows:

123.1 Call for sites: There had been one submission and two enquiries regarding the Call for Sites to date. The closure of the Call being 13th July.

123.2 Setting up of a Steering /Working Group. Discussed under closed session.

123.3 Policy update (circulated separately). The Policy update sent around by the Planning Consultant had been reviewed and commented upon by the Clerk and Councillors were yet to add their comments. The matter would now be referred to the Steering Group where all members would comment ahead of the first Steering Group meeting on 6th August 7.30pm and a table of comments would then be produced and sent back to the Consultant for review.

123.4 **APPENDIX 2** Consideration of the Planning Committee Terms of reference change to allow the Neighbourhood Plan to be discussed in future by the Planning Committee. **RESOLVED** as approved.

123.5 **APPENDIX 3** Annual NP Monitoring Report for approval for submission to CDC. **RESOLVED** as approved.

124/2024 TRAFFIC CALMING:

124.1 CONSULTATION. *See Clerks Report*.

- Recommendation: To receive an update and prepare for the Drop-in sessions on 19th July 4 to 8pm. Online submissions amounted to approx. a dozen and written submissions yet to be counted. A rota had already been circulated for Councillor attendance at the Traffic Calming Drop in event on 19th July starting at 4pm.

124.2 New Radar Gun. Update. A new Radar Gun for the speed watch group providing better capability had been purchased and received and was also now insured.

125/2024 CYBER SECURITY PRESENTATION 23rd July 2024 7.30pm NORTH HALL Cllr. Woods will Chair the event and all Councillors possible to attend and the event had been extensively advertised. Left over refreshments from the Annual Parish Meeting would be served.



“What If” training on 17th and 24th September was to be advertised over the summer and hosted by Cllr Newman 7.30pm to 9pm two training events although one course.

126/2024 UPDATES AND ITEMS FOR DISCUSSION **AS TIME ALLOWS:** -

- a) Highway/Roads. Possible use of Operation Watershed for B2133 drain blockage on B2133 and Station Road culvert to be investigated. An update on each issue was needed from WSCC Highways.
- b) Property Flood Resilience. Works to start on properties on 5th August.
- c) School. A grant application for a sensory room was expected to be sent ahead of the September meeting.
- d) North Hall. Nothing reported.
- e) Nursery Green. 8th July 24 site works to commence.
- f) **APPENDIX 4 [Adoption of the Civility and Respect Pledge](#). See Clerks Report.**

The Parish Council **RESOLVED** to adopt the Civility and Respect pledge and has undertaken or strives to undertakes those in the pledge below:

- Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their role.
Required
- Our council has put in place a training programme for councillors and staff.
Required
- Our council has signed up to Code of Conduct for councillors
Required
- Our council has good governance arrangements in place including, staff contracts, and Dignity at Work Policy.
Required
- Our council will commit to seeking professional help at early stages should civility and respect issues arise.
Required
- Our council will commit to calling out bullying and harassment if and when it happens.
Required
- Our council will continue to learn from best practice in the sector and aspire to being a role model / champion council e.g., via Local Council Award Scheme.
Required
- Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate.



127/2024 NEWSLETTER ARTICLES.

Steering Group set up. Highways consultations. New Speed Gun for Speedwatch Group. Civility and Respect Pledge.

128/2024 CLOSED SESSION. Meeting closed to the public and press.

129/2024 Confidential item: Neighbourhood Plan Steering Group discussion on community membership.

Cllr Woods and Cllr Gardner left the room during discussions due to their family connection to applicants and in addition the member of the public left the room.

The discussions and voting for Steering Group members from community applications

RESOLVED:

- Keith Woods member.
- Louise Farrant member.
- Parish Councillor members:
- Charles Todhunter.
- Jamie Lynch.
- And two of: Valerie Woods, Sarah Dobson and Annette Gardner to be invited and a decision to be made after their consideration of their time availability.

Chair to be allocated at the first meeting 6th August 2024 7.30pm.

William McGeagh to be the working group for self and custom build but not a member of the Steering Group.

130/2024 MEETING REOPENED TO THE PUBLIC.

131/2024 ITEMS FOR THE NEXT MONTH'S AGENDA and DATE OF THE NEXT MEETING 8pm Tuesday 3rd September 2024. Planning meeting 6th August 2024. 7.pm

Loxwood Sports Association projects list to be on the agenda in September.

The meeting closed 9.30pm.



Clerk's Report to the Minutes of 2nd July 2024.

123/24. NEIGHBOURHOOD PLAN:

123.1 CALL FOR SITES: The Call for sites completes on 13th July. One site has been submitted to date.

123.2 STEERING GROUP A further resident has applied to become a member of the Steering Group, the applicant details circulated separately. There are now three applicants.

124/24. TRAFFIC CALMING

124.1 CONSULTATION

- 19th July rotas for attendance circulated. 9 online comments submitted. Feedback from previous drop-in session to be discussed.
- Following the receipt of draft costings from I-Transport £482,535.66 funding to be discussed and Reserve provision should be reviewed and provision from forthcoming CIL from CDC as anticipated in October, discussed.
Current General Reserves beyond working capital from precept- £34,800
Anticipated CIL October and April 24/25-
October £12,500
April £32,577

124.2 RADAR GUN

- A Radar Gun has been purchased at the cost of £516 to include other kit for the Speed watch group. The radar gun has been insured with no additional premium due until the insurance is renewed in August.

126/24. Updates and Items for Discussion

f) [Adoption of the Civility and Respect pledge](#)

Throughout the sector, there are growing concerns about the impact bullying, harassment, and intimidation are having on local (parish and town) councils, councillors, clerks and council staff and the resulting effectiveness of local councils.

The National Association of Local Councils (NALC), One Voice Wales, the Society of Local Council Clerks (SLCC) and county associations have responded to this by setting up a Civility and Respect Working Group to oversee the Civility and Respect Project.

NALC, SLCC, and OVW believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

The Civility and Respect Pledge is being introduced because there is no place for bullying, harassment and intimidation within our sector. The pledge is easy for councils to sign up for and it will enable councils to demonstrate that they are committed to standing up to poor behaviour across our sector and to driving through positive changes which support civil and respectful conduct.

We invite all councils to take the Civility and Respect Pledge.