

# Loxley Parish Council

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## **Minutes of the Meeting Held at Loxley School on 5th September 2016 at 19:30**

Present: G Jones (GJ) (Chairman), K Osborne (KO) (Vice-Chairman), P Gregory-Hood (PGH), D Sutherland (DS), M Garcia (MG), J Whitehorn (JW)

In Attendance: R D Armstrong (Clerk), P Seccombe (PS) (District Councillor), I Seccombe (IS) (County Councillor)

### **1. Record of members present**

As shown above.

### **2. To receive apologies and approve reasons for absence**

No apologies were received.

### **3. Declaration of interests in any item on the agenda**

Councillors were reminded that they are required to disclose an interest in any item on the agenda. No interest was expressed. The Clerk stated the Chair does have a conflict of interest with a letter of complaint submitted to the Council and should therefore be excluded from the discussion of this item. Councillors agreed that the complaint related to a Council decision not an individual. On this basis all councillors would need to 'declare' an interest in this complaint received from a member of the public. It was agreed it would not be sensible to exclude everyone from this agenda item.

### **4. To approve the minutes of the Parish Council meetings held on 4th July 2016**

The minutes of the meeting held on 4th July 2016 were read and approved as a correct record.

### **5. To approve a formal complaints procedure**

The Clerk presented a draft complaints procedure based on the model provided by WALC. The Clerk noted WALC's advice that councils adopt a formal procedure.

GJ introduced the item and noted Councillors had three options: to adopt the policy, to consider further or to continue with the existing policy; considering any complaint with reference to – but without formal adoption of – a formal procedure.

IS commented that the SDC Monitoring Officer could offer advice. JW agreed to contact the Monitoring Officer to discuss procedures, to enable Councillors to weigh up pros and cons.

MG expressed concern at the hostile atmosphere which left her feeling uncomfortable.

### **6. To receive any questions or representations from the public**

One member of the public was present at the meeting but made no representations.

Initials \_\_\_\_\_ G Jones (Chairman)

The Clerk asked for a complaint received from the public to be considered under this item. The Chair advised him that this would be dealt with under correspondence, as item 6 was for representations from the public present at the meeting, not for dealing with correspondence.

## **7. Matters arising from the minutes of the last meeting not covered in the agenda.**

KO reported that the hedge at Fox Cottage continued to impinge on the public footway. GJ disagreed and noted that the hedge had been cut.

## **8. Clerk's report**

### **Finance**

The Clerk reported that on 5th September 2016, the Parish had reconciled cash funds of £20,355.42 held with Lloyds Bank.

Payments to be approved

The following payments (including VAT) were approved :

<i>The Information Commissioner</i>	<i>Data protection registration</i>	<i>35.00</i>
<i>Grant Thornton</i>	<i>Annual return audit fee</i>	<i>120.00</i>
<i>R D Armstrong</i>	<i>Stationery</i>	<i>7.18</i>
<i>Thomas Fox</i>	<i>Grass mowing 01/08/16-15/08/16</i>	<i>264.00</i>

Retrospective confirmation of payments

The following retrospective payments (including VAT) were approved :

<i>WALC</i>	<i>Annual subscription</i>	<i>121.00</i>
<i>The Play Inspection Company</i>	<i>Playground Inspection</i>	<i>90.00</i>
<i>Thomas Fox</i>	<i>Grass mowing 04/07/16-18/07/16</i>	<i>264.00</i>
<i>Nuneaton Signs</i>	<i>Playground sign</i>	<i>335.40</i>
<i>Cardiac Science Defibrillator</i>		<i>1,596.00</i>

The following payment from the NDP grant account (including VAT) was approved:

<i>T K Starley</i>	<i>NDP web site development</i>	<i>2400.00</i>
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The Clerk stated that the payment of the account of T K Starley did not satisfy the procurement rules contained in the financial regulations. JW reiterated that it was possible for the Council under the terms of the grant to enter a single tender arrangement (providing reasons are given) as agreed by councillors at the last meeting, and proposed that the payments be approved. This was seconded by PGH and approved.

The Clerk reported that The Fox public house had been designated an Asset of Community Value by SDC, allowing LPC time to prepare a bid for the asset, should it be offered for sale. Councillors thanked the Clerk for obtaining designation.

## **9. Planning**

### **Planning Applications**

No new planning application have been received.

There were no changes to existing applications.

Initials \_\_\_\_\_ G Jones (Chairman)

## **Neighbourhood Development Plan**

JW reported that a group from the Loxley Neighbourhood Plan Steering Group had provisionally appraised development sites, although this was based on an initial review with further work to be done including inputs from the Highways Authority. The initial criteria used in the appraisal were those derived from the results of the questionnaire analysis. Further work would be done prior to presenting these at the next public meeting.

GJ distributed copies of the results of the Neighbourhood Development Plan Community Survey left over from the presentation at the Fox Inn based on the analysis he had done on behalf of the NDP Group.

PS reported that the Core Strategy had now been formally adopted by SDC.

### **10. Playing Field & Playground**

MG reported that the bark mulch had fallen below the recommended depth of 200mm. It may be possible to obtain a supply of chippings from WCC if LPC fund the cost of transportation.

The playground inspection report highlighted an unexpected level of instability within the structure of the multipurpose activity equipment. MG has visited the playground and could find no evidence of this deficiency. MG further reported that the playground information sign had been delivered and installed.

### **11. Traffic Issues**

GJ reported that several matters had arisen at the recent July Traffic Issues Group meeting :

- Speed – there is a simplified clearance process for volunteers for Community Speed Watch
- Parking – WCC have advised that they are unable to extend the zig-zag parking restriction outside the school. KO mentioned that the school itself may be able to assist in applying pressure.
- Weight limits – there are enforcement issues as a weighbridge is not available locally, and a lack of trained officers. But progress has been made on signage. Satellite navigation systems do not always show weight restrictions but pressure can be applied to ensure these are included on satnav systems.
- Teacher parking – the school is not yet using the parking spaces offered by local residents.

KO reported that several residents had asked for speed restrictions to be introduced on the Loxley Road and asked that LPC initiate a scheme, using the funding provided by Barwood Developments. GJ agreed but noted that a scheme would require someone to lead the planning and development of this and at the moment the Council had limited capacity to progress in light of other initiatives.

PGH reported that drivers of vehicles regularly sounded their horns when encountering other road users outside Loxley Hall and that egress from his driveway was becoming increasingly dangerous.

### **12. Lengthsman Scheme**

The Clerk reported that the lengthsman had begun work in the village and as a result:

- Undergrowth, hedges and branches around road signs has been cut back
- A small sign on the road from Stratford has been re-fitted with a new bracket
- The hedge from the footpath by the playground along Goldicote Road has been cut back
- Branches / undergrowth around grit bins and the bench opposite the war memorial have been cut
- All grit bins are full, the grit bin opposite Loxley Hall has a broken lid and is filling up with water
- One of the safety mirrors opposite The Fox had fallen off, the other was very loose.

Initials \_\_\_\_\_ G Jones (Chairman)

The Clerk reported that the condition of the safety mirrors sited opposite the entrance to The Fox car park had degraded to the point of requiring replacement. The tenant of The Fox has agreed to fund the purchase of one mirror if LPC funds the other. The Clerk requested approval to purchase two replacement safety mirrors and mounting brackets at a cost of £96.00 (plus VAT) each, one of which will be recharged to The Fox.

KO proposed that the request be approved and this was seconded by PGH and approved unanimously.

### **13. Defibrillator**

DS reported that the defibrillator cabinet had been install on the wall outside The Fox and the electricity supply connected. The defibrillator itself will be charged and installed in the cabinet shortly.

DS will be seeking publicity for the installation in the Stratford Herald and The Grapevine.

The work to install the cabinet had been carried out by D Bake at no cost to LPC and members conveyed their gratitude to him for his efforts.

Members expressed their appreciation to DS for her efforts in completing the defibrillator project.

### **14. Correspondence**

All relevant correspondence received since the last meeting has been forwarded to members by email.

A complaint received from a local resident was read by members relating to value for money for the website. Following discussion, Councillors were satisfied that the complaint was groundless based on alternative and more expensive quotations received.

Councillors agreed a response to the complainant which the Clerk noted. GJ agreed to publish the complaint, together with the alternative costings, on the village website in accordance with Council transparency procedures.

### **15. Any other business**

PGH reported that a wall at Loxley Hall had been damaged whilst the grass in the churchyard was being cut by the contractor, Thomas Fox. The damage will be repaired by the contractor.

JW reported that he was unable to attend the Community Forum on 6th September 2016.

The Clerk reported that he was tendering his resignation to be effective from 4th December 2016. The Chair accepted this and thanked the Clerk for all his work on behalf of the Council.

### **16. Date of Next Meeting**

The next meeting of the Parish Council will take place on Tuesday 18th October 2016 at 19:30 at Loxley School.

The meeting closed at 21:15.

Signed: \_\_\_\_\_ G Jones (Chairman)