

# Loxley Parish Council

## **Minutes of the Meeting held at Loxley School on 16<sup>th</sup> Jan at 19:30**

Present: Glynn Jones, Chair (GJ), Justin Whitehorn (JW), Peter Gregory Hood (PGH), Dan Bake (DB), Ken Osborne (KO), Samantha Thomas (ST)

Apologies: Maria Garcia (MG)

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

As shown above.

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

Apologies were received and approved from Maria Garcia (MG).

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

No interests declared.

### **4. To approve the minutes of LPC meeting held on 11<sup>th</sup> December 2017**

The minutes of the meeting held on 11<sup>th</sup> December 2017 were read and were approved as a correct record and will be posted on the website by ST.

### **5. To receive any representations from the public**

None Present.

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

None.

### **7. Clerks Report**

The Clerk provided a brief update of financial matters.

#### **Chqs approved since last meeting**

- A) Glasdon UK Ltd - £359.18 (incl £59.86 vat)
- B) Groundwork - £3075 (no vat)
- C) Avon Planning Services - £1088 (incl £168 vat)
- D) Samantha Thomas (ST) - £625 (no vat)

#### **Chqs for approval at tonight's meeting**

- A) Warwickshire Legal Services Trading Ltd - £120 (incl £20 vat)

#### **Payments rcd**

Bank interest - £0.28

## Bank Balances

At last statement - £6,319.44 & £26,246.71

- less un cleared chqs of £5,187.18
- Leaving a **total** of £27,678.97

## 8. Budget & Forecast

JW, GJ & ST had met to discuss the forecast up to 01/04/2018 and the budget for 2018/19. The spreadsheets had been emailed to everyone prior to the meeting and a discussion followed, the key areas discussed were:

- The mileage criteria to cover the Clerk's travel costs had been estimated based on a 4 mile round trip per week at 0.45pence per mile.
- JW pointed out the NDP finances would be ignored for the purposed of budgeting as it is all externally grant funded and any underspend is repaid.
- The biggest expense for the remainder of the financial year was the clerk's salary.
- The NDP budget set aside by LPC will include £1,000 carried over from 2017/18, with an extra £750 set aside for 2018/19 giving a total provision of £1,750.
- There has been an amount allocated for training, mainly for the Clerk (ST) and DB.
- Money has been put aside to spend on the play area; a bench and picnic table are still needed, with money also being allocated for future projects.
- Traffic calming – there is still a provision of £13,340.

ST noted that MG while not present at the meeting, had emailed to say she was content with the budget and forecast. The precept amount for 2018/19 was set at £6,930, the same as 2017/18.

KO asked if the precept should be increased by 2.5% given that the District and County Councils may at some point decide to cut parish budgets. It was decided that LPC has sufficient 'contingency' funding built into the budget for 2018/19 and after discussion everyone agreed the precept should remain unchanged at £6,930. This was proposed by DB and seconded by PGH.

## 9. Council Procedures

GJ wanted to confirm with Councillors procedures now that a Clerk had been appointed in respect of.

- **Cheques to be signed:** GJ proposed that we return to signing cheques for payments at parish council meetings, JW noted that we should inform suppliers of our payment terms going forward. This was agreed by everyone.
- **Signing off and posting meeting notes:** GJ suggested that once meeting notes are circulated by ST via email that changes/comments wherever possible should

be emailed to ST. The minutes will be published on the Loxley website once they are finally agreed and signed off at the following meeting.

- **Responses to planning applications:** GJ discussed the procedure we should adopt moving forward in regards to planning applications, once they are circulated they should be returned to GJ or ST with at least one day remaining before a decision is required. It should only be necessary to meet if there is a split decision amongst councillors and site visits would only be needed if the application was contentious i.e. there was no clear agreement amongst Councillors or a site visit was deemed essential to formulate a response. Applications would be sent out with a comment sheet for Councillors to comment. All responses that did not pertain to planning issues would be ignored.

## **10. Planning / Loxley NDP**

### **a) Planning**

Planning permission for Home Farm, Main Road, Loxley - 17/02317/FUL was refused by SDC.

In a previous meeting KO had asked how SDC were changing the way in which planning applications were distributed. ST received a briefing from Dianne Keene at SDC in which it says that electronic versions of planning applications would be the way forward in future. It was suggested by DB that we could use the school digital projector to view them if needed.

Planning application 17/03680/VARY – Mr Stephen Wreford - Appletree The application was handed to GJ for circulation, ST said the comments were due for submission on the 01/02/18. **Action: GJ to comment and then pass on.**

### **b) NDP update**

JW reported that the NDP Group had met on 9 January 2018 and discussed the comments made at the Public Meetings in December 2017. The comments were generally favourable. The potential site at the end of Manor Lane had received a number of adverse comments and it was agreed that this site would be excluded from the Plan to be consulted on.

JW would like a parish council meeting on the Plan before being put to consultation. GJ noted that the previous meeting had agreed that:

- LPC would be provided with a draft plan
- Councillors would review the draft and note down any questions
- Agreed questions would be put to the NDP working group
- There would then a meeting to discuss the Plan and responses to questions asked by LPC, possibly with attendees from the NDP working group.

GJ had circulated via email before the meeting a draft Vision and Strategy Statement to be included in the Loxley NDP. This outlines the unbalanced population in Loxley, the mismatch of house sizes, the need for more affordable homes for families, more options for downsizing and how the village needs to increase its population to underpin the viability of existing facilities in the village. The meeting discussed, GJ to amend and send to Jonathan Baker. Councillors expressed support for the draft version produced.

**Action: GJ to complete Vision and Strategy Statement and update the Village Design Statement.**

## **11. Playing Field & Equipment**

### **a) Update on the new bench and dog bin**

In relation to a new bench DB is awaiting prices, GJ asked if DB can also obtain prices for a bus stop bench too.

MG emailed ST with an update on the Kissing gate and Dog bin installation:

MG does not have a date for the installation of the Kissing Gate and the dog bin. The new Lengthsman has to undergo training before he can commence on any jobs and there is no expected date when this will be completed because the induction trainer is ill!

**Action: DB to get quotes for the bench, picnic table and bus stop bench.**

### **b) Deed of gift – review of legal advice from WCC**

GJ confirmed that a committee was to be set up as per the meeting notes on the 11<sup>th</sup> December 2017, briefly outlined below:

- Establish a Committee – which would allow for nine members in total (but would need to be resident in the Parish)
- Co-opt all Parish Councillors onto the Committee
- Ask for additional volunteers from the Environment Working Group (which is leading on the implementation of the community planting scheme)
- Advertise any remaining vacancies at the annual community meeting
- Hold the AGM following the closure of LPCs annual meeting
- At the AGM the Committee would need to elect a Chair.

## **12. Traffic Issues**

KO confirmed that new HGV signs were in place. Farm tractors and trailers are the main cause for concern, given their size. If we can find out who they are we could then make contact with the owners to discuss. The police response remains the same in that there is no manpower available to police this. GJ noted tractors have exemptions, but only farmers within the Parish should be going through the village.

‘Safer routes to school’ is still ongoing, Loxley is included on the provisional list for 2018-2020 and we will be updated in March. DB discussed the involvement of

Graham Stanley and said his ideas are good and it seems to be moving forward with his involvement.

DB informed everyone that new signs had been put up on the school fences, the signs are generic and are politely asking drivers to be careful where they park.

DB has enquired about the gritting in Loxley and is going to pursue this as Loxley does fall into the category of roads/areas that require gritting, also he will find out if the grit bins will be refilled. Action: **DB to follow up.**

### 13. Environment

#### Tree Surgery

Councillors unanimously agreed to go with the cheapest quote from Lynwood at December's meeting, however Mrs Ashworth has had no contact from the company, ST chased Lynwood and he has confirmed he will make contact; he has been unwell. Action: **ST to contact Mrs Ashworth and check Lynwood have been in touch to arrange the work.**

#### Kissing Gate/Stiles

Kissing gate discussed under agenda item 11a.

The other stiles on PGHs land require attention.

Action: **to be discussed at the next EWG meeting.**

#### Flooding

A response from Appletree developers has been received and ST will circulate the email to everyone.

Action: **GJ to respond to Richard Parsons over his query. ST to circulate email.**

### 14. Review of other outstanding actions from previous meeting

- Adult Gym Equipment for the play area.

Action: **MG to follow up with potential supplier who has identified potential funding sources – ongoing get quotes**

- DB collected the mirror from Darryl Armstrong and he has secured the mirror back into place. Councillors thanked DB for the work that he has undertaken free of charge.
- MG advised ST via email that Will Pearsall is due to start the repair work on the slide in February.

### 15. Correspondence

The LCR magazine was circulated.

#### **16. Any other business**

ST had forwarded an email to everyone prior to tonight's meeting about nominations for the Royal Garden party at Buckingham Palace – PGH would like to be nominated plus a guest. **Action: ST to fill in appropriate forms.**

PGH mentioned the Western Power invitation email, an event was being held at Aston Villa Football club, it was decided if anyone wishes to attend they can apply.

KO has spoken to the new owners of Fox cottage who have informed KO they will cut back the hedge.

ST has received a quote for the grass cutting in Loxley for 2018/19 from Thomas Fox. Councillors noted that that 3 quotes would be required, ST will invite 2 other companies to tender for the work. DB suggested contacting the Wellesbourne clerk to ask who they use. ST has also had an email from Ross Whiteland at Perennial Landscapes asking if they can quote for the work.

**Action: ST to speak to Wellesbourne clerk, produce a tender document and send out.**

JW mentioned the hedge, litter and a fallen tree on Barrack's Green footpath, he uses this regularly and thinks it requires a general tidy up. Richard Mole used to do general work for the council, it is suggested we contact him again to see if he can undertake this work.

**Action: DB to forward contact details for Richard Mole and GJ or ST will make contact with him.**

#### **17. Date of Next Meeting**

Monday 12<sup>th</sup> March 2018.

Councillors agreed to change to Tuesday 13<sup>th</sup> March 2018 at JWs request.

**Action: ST to amend website and notify Loxley School. GJ to amend noticeboard.**

The meeting closed at 8.45pm.