**Minutes of the Meeting Held at Oakwood Lodge on 18th January 2016 at 19:30**

Present: G Jones (Chairman), P Gregory-Hood, D Sutherland, M Garcia, K Osborne, J Whitehorn

In Attendance: R D Armstrong (Clerk), P Seccombe (District Councillor),

 I Seccombe (County Councillor)

1. **Record of members present**
2. **To receive apologies and approve reasons for absence**
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.

1. **To approve the minutes of the Parish Council meeting held on 7th December 2015**

The Minutes of the meeting held on 7th December 2015 were read and approved as a correct record.

1. **To receive any questions or representations from the public**

There were no members of the public present at the meeting.

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

There were no matters arising.

1. **To co-opt a councillor to fill a casual vacancy on the Council**

G Jones proposed that J Whitehorn be co-opted to fill the casual vacancy on the Council and this was seconded by K Osborne. J Whitehorn was unanimously elected to fill the vacancy and was welcomed to the Council by G Jones.

1. **Emergency planning group**

G Jones presented the updated draft Emergency Plan and requested clarification of some points in the draft document prepared by P Gregory-Hood and D Sutherland. The draft plan will be circulated within the Council for review. The permission of those mentioned in the plan will be sought prior to publication.

The Clerk was asked to identify suitable suppliers of sand to fill sandbags consider suitable locations for storage.

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

1. **Tree Survey**

The Clerk reported that the tree survey had been carried out and that a report had been submitted. The report requires an investment of £2964 to carry out the required remedial work identified in the report and an annual accrual has been made in the proposed budget for 2016/17 to allow for a three year program of maintenance.

1. **Clerk's Report**

**Finance**

The Clerk reported that on 18th January 2016, the Parish had reconciled cash funds of £29,221.18 held with Lloyds Bank.

**Payments to be Approved**

The following payments (including VAT) were approved :

Colin Sheasby Tree Survey 168.00

R D Armstrong Stationery 11.98

R D Armstrong Clerk's salary 500.00

CPRE Membership 36.00

Rosalid Bolton Training 13.00

**Retrospective confirmation of payments**

There were no payments requiring retrospective confirmation.

A resolution to approve the payments was proposed by P Gregory-Hood and seconded by K Osborne and passed unanimously.

1. **Annual budget**

The Clerk presented a draft budget for the financial year 2016/17 which was modified to reflect a lower provision for the Neighbourhood Development Plan. The Councillors considered the budget and discussed various aspects of it in detail. G Jones proposed that the budget and precept should be approved and this was seconded by K Osborne.

The Councillors unanimously approved the budget and the suggested precept of £6840. The Clerk was authorised to advise Stratford District Council accordingly.

1. **Community Forum**

The next Forum will be held on 1 March 2016 and will be attended by K Osborne and M Garcia.

1. **Planning**

**Planning Applications**

No new planning applications or changes to existing applications have been received.

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

**Neighbourhood Development Plan**

A meeting of the NDP group was held on 12 January 2016 and was well attended. G Jones reported the progresss made at this meeting. A Neighbourhood Plan Area Application for Loxley, has been submitted to SDC and has been published for consultation. Comments on the application must be received by

12 February 2016.

The preparation of the NDP will take place over approximately two years and G Jones has recommended that a project manager be appointed from within the group to oversee the project. The project manager will be responsible for ensuring progress, identifying and looking to highlight and/or resolve any constraints to the project progressing and thereby ensure satisfactory progress in relation to key project milestones.

An initial public meeting is to be held on 22 February 2016, preceded by a planning meeting of the NDP group on 9 February 2016 to make appropriate preparations.

1. **Playing Field & Playground**

M Garcia reported that she had visited several playgrounds in the area to study the signs displayed by different councils and the safety surfaces in use. There does not appear to be a common theme to the signs, with a variety of warnings and disclaimers being displayed.

It was further reported that several types of safety surface were observed, some of which required regular maintenance. I Seccombe suggested that M Garcia contact the Clerk at Ilmington Parish Council for advice and to discuss the work which had been carried out at their playground.

1. **Traffic Issues**

The Traffic Issues Group will be holding a meeting in the near future which will be reported to the next Council meeting.

K Osborne reported that the following new contacts had been identified at Warwickshire Police and

WCC Highways who are able to assist with the issue of vehicles contravening the weight limits in Loxley:

Peter Rouse - peter.rouse@warwickshire.pnn.police.uk – 01788 852055

Gary Palmer - garypalmer@warwickshire.gov.uk – 01926 412648

The Clerk and K Osborne will write a suitable letter describing the problems being experienced and request additional weight restriction signs and the amendment of the existing Traffic Regulation Order to include Loxley Lane.

The Clerk reported that no response had been received to the email requesting that the worn white lines at the junction of Goldicote Road and Manor Lane be refreshed. I Seccombe requested that she be sent a copy of the email addressed to J Morris at WCC Highways and that she would speak with him to prompt a response to the Council's query.

G Jones reported that a complaint had been received from a resident concerning the illuminated sign located in Goldicote Road. WCC Highways have agreed to relocate the sign to the opposite side of the road, further from the affected houses at no cost to the Council.

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

1. **Lengthsman Scheme**

The Clerk reported on his attendance at a partnership meeting between the parish councils participating in the local pilot of the scheme. It was noted that Kineton Parish Council had withdrawn from the scheme, leaving Wellesbourne & Walton, Loxley, Newbold Pacey & Ashorne and Moreton Morrell parish councils as the remaining participants.

The parish representatives present agreed that 25 hours per month to be shared equally amongst the partnership councils would be sufficient to address the majority of maintenance tasks.

WCC will be providing funding of £7500 over a period of 18 months to fund the project, which will start in May 2016 and run until October 2017.

The Clerk will circulate the draft scheme proposal and notes of the meeting held on 10 December 2015.

The meeting agreed that the traffic calming and play area groups would be approached to put forward proposals for consideration by the Council to be pursued as part of this initiative. G Jones noted two traffic signs in the village that were leaning and required attention to improve visibility.

1. **Defibrillator**

D Sutherland reported that discussions were continuing to identify suitable sites to install the defibrillator which would be both publicly accessible and have an electricity supply available. There is still a possibility of funding being obtained by public donations, but this revenue requires further investigation.

A further report will be made when progress has been made.

1. **Royal Garden Party**

The Clerk reported that WALC were seeking nominations from member councils for a councillor to attend a Royal Garden Party on 24 May 2016.

A resolution that P Gregory-Hood should attend was proposed by G Jones and seconded by K Osborne and passed unanimously.

The Clerk will provide P Gregory-Hood with the necessary application form for completion.

1. **Correspondence**

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

1. **Any other business**

D Sutherland and J Whitehorn requested that they attend the *Being a Better Councillor* training course being held at Ettington Community Centre on 2 April 2016. The Clerk will make the necessary arrangements.

K Osborne reported that the footpath across the field to the rear of his house had been blocked by tape and an electrical system used to contain the horses which graze the field. The Clerk will report the matter to the appropriate officer at WCC.

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

1. **Date of Next Meeting**

The next meeting of the Parish Council will take place on Monday 21st March 2016 at 19:30 at Loxley School.

The meeting closed at 21:25.

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