

# Loxley Parish Council

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## Minutes of the Meeting Held at Loxley School on 14<sup>th</sup> March 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)

### 1. Record of members present

As shown above.

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

Apologies were received and approved from I Seccombe and P Seccombe.

### 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.

### 4. To approve the minutes of the Parish Council meeting held on 18<sup>th</sup> January 2016

The Minutes of the meeting held on 18<sup>th</sup> January 2016 were read and approved as a correct record.

### 5. To receive any questions or representations from the public

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

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

There were no matters arising.

### 7. To approve changes to the Standing Orders and Financial Regulations of the Council

J Whitehorn proposed that the revised Standing Orders of the Council be approved and this was seconded by M Garcia and this was approved unanimously.

P Gregory-Hood proposed that the revised Financial Regulations of the Council be approved and this was seconded by G Jones and this was approved unanimously.

### 8. Emergency planning group

G Jones presented the updated draft Emergency Plan. The draft plan will be published in the LPC section of the village web site and submitted to Warwickshire County Council for approval.

The Clerk reported that three suitable suppliers of sand to fill sandbags had been identified and presented the costs concerned.

It was proposed that those households most susceptible to flooding be provided with empty sandbags and be advised to purchase a bulk container of sand to fill them in the event of a flooding incident. G Jones recommended also including the issue of sandbags on the flyer for the Annual Parish Meeting.

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

## 9. Tree Survey

The Clerk reported that three quotations had been received to provide the maintenance recommended in the recent tree survey.

The quotations received were:

	<b>Churchyard</b>	<b>Cemetery</b>	<b>Parish Council</b>
Colin Sheasby	£1224.00	£2688.00	£2964.00
Brian James	£1100.00	£2400.00	£2900.00
Mark Newell	£510.00	£1680.00	£1590.00

All prices quoted include VAT at 20%.

D Sutherland proposed that Mark Newell be selected to undertake the tree maintenance and this was seconded by K Osborne and agreed unanimously.

Mark Newell will be approached to confirm the timescale over which the work will be undertaken.

P Gregory-Hood requested that the Council discuss, at the next meeting, the possibility of making a grant to the Parochial Church Council to support the tree maintenance required in the cemetery. G Jones asked P Gregory-Hood to provide a summary of the PCC accounts and reserves in preparation for the next meeting.

## 10. Capacity building

Training opportunities for Councillors – D Sutherland and J Whitehorn will be attending planning training and councillor training.

Vice Chairman – K Osborne indicated that he would be prepared to undertake this role. G Jones proposed that K Osborne be elected as Vice Chairman and this was seconded by D Sutherland and approved unanimously.

Council strategy – G Jones proposed that councillors meet for an informal strategy session prior to the Annual Parish Meeting. K Osborne will circulate suitable dates for agreement.

## 11. Council communication with the community

G Jones proposed that the Council prepare a community flyer four times each year which could either be distributed with *The Grapevine* or as a separate newsletter in it's own right. The Clerk mentioned that he had prepared a sample village newsletter as part of his CiLCA qualification and would circulate this to members for consideration as a template.

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

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## 12. Clerk's Report

### Finance

The Clerk reported that on 2<sup>nd</sup> March 2016, the Parish had reconciled cash funds of £27,880.70 held with Lloyds Bank.

J Whitehorn requested that the comparison of income and expenditure against budget be expanded to include estimated future expenditure in addition to expenditure to date. The Clerk will update the spreadsheet accordingly.

### Payments to be approved

The following payments (including VAT) were approved :

Warwickshire Training Partnership	Training seminar	45.00
Grapevine Account	Parish magazine	140.00
R D Armstrong	Clerk's salary	500.00

### Retrospective confirmation of payments

The following retrospective payments (including VAT) were approved :

Warwickshire Training Partnership	Training seminar	30.00
Getmapping plc	Annual subscription	33.60
Warwickshire County Council	Ground maintenance	392.10
Warwickshire County Council	Hire of school	156.00

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

The Clerk reported that J Francis had agreed to act as internal auditor to the Council for a further year. Mr Francis will be approached to enquire whether he is prepared to accept an appointment in this capacity for the 2017/18 audit.

J Whitehorn agreed to take over as the internal examiner of the Parish accounts from P Gregory-Hood.

## 13. Community Forum

K Osborne reported that he had attended the Community Forum held on 1 March 2016. Representatives of Warwickshire Highways and Warwickshire Police were present.

The dates and locations of future forum events have not been published.

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

## **14. Planning**

### **Planning Applications**

Application 16/00046/FUL in respect of Fox Cottage, Loxley has been refused.

### **Neighbourhood Development Plan**

G Jones reported that meetings of the NDP group had been held recently, including a public meeting on 22 February which was attended by approximately 70 parishioners. The notes of the meetings will be published in the LPC section of the village web site. G Jones has drafted a questionnaire which will be circulated throughout the village during May 2016.

## **15. Playing Field & Playground**

M Garcia reported that the area at the entrance to the playground had become extremely worn and may represent a hazard. A quotation will be obtained for the work required to repair the area by digging out, filling with hardcore and installing paving slabs.

M Garcia is planning to visit Ilmington Parish Council in order to study the work which has been carried out in their playground.

## **16. Traffic Issues**

G Jones reported that the first meeting of Traffic Issues Group has taken place and the notes of the meeting will be published in the LPC section of the village web site.

M Garcia reported that suitable parking areas for use by teaching staff had been identified and communicated to the school. A poster detailing these areas will be posted in the school.

K Osborne reported that the Clerk had written to WCC Highways describing the problems being experienced in the village with vehicles exceeding the 7.5 tonne weight limit. A comprehensive report has been received in reply which identifies several deficiencies in the signs and lighting warning of the limit. I Seccombe has been contacted to identify a source of funding to carry out remedial work and a response is awaited.

K Osborne also reported that he had discussed the placement of double yellow lines outside the school to prevent inconsiderate and dangerous parking. J Morris of WCC Highways has indicated that this can be carried out, subject to approval by LPC. K Osborne proposed that this be requested and this was seconded by G Jones and was agreed unanimously.

The white lines between Goldicote Road and The Fox have become very worn and need to be repainted. J Morris of County Highways has agreed to schedule the work to be carried out in the new financial year, but cannot guarantee when this will be completed.

## **17. Lengthsman Scheme**

The Clerk reported that the scheme contract and administration procedures documents had been distributed to members and requested approval to continue our support for the scheme under these terms. K Osborne proposed that our continuing support be approved and this was seconded by P Gregory-Hood and was agreed unanimously.

The Traffic Issues Group will be responsible for identifying all work which need to be performed by the lengthsman and for communicating this to the Clerk quarterly or as the need arises..

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

## **18. Defibrillator**

D Sutherland reported that two quotations had been obtained to supply and install a suitable defibrillator. The costs were £1180 + VAT and £1400 + VAT and an additional £250 + VAT to train 12 responders. Several companies supplying this type of equipment have failed recently and due diligence needs to be carried out before selecting a supplier.

The school has emerged as the most appropriate site for the device, which could be installed against an external wall and be connected to the mains electricity supply. First responders would be able to access the school premises and would be provided with the code to open the gate.

It will be necessary for the head teacher to request approval for the installation before it can proceed.

## **19. Wellesbourne Airfield**

P Gregory-Hood reported that the Stratford Herald had mounted a campaign of support for the airfield and was running articles each week which focus on the businesses which operate there.

P Gregory-Hood further reported that the eviction notices served on businesses based at the airfield were considered not to have any legal basis. The Core Strategy, if approved in its present form, would not include the airfield as a development site.

## **20. Correspondence**

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

## **21. Any other business**

K Osborne reported that the footpath between the rear of Barracks Green and Loxley Fields was still blocked by an electric fence placed there by the landowner. The Clerk will follow the matter up with the footpaths team at Warwickshire County Council.

G Jones mentioned the petition being mounted to object to the withdrawal of funding for a new medical centre in Wellesbourne.

K Osborne mentioned that he and J Baker will attend the Wellesbourne and Walton annual parish meeting to hear about proposals for development at the airfield.

P Gregory-Hood reported that he had attended a reception for representatives of parish and town councils held at Shire Hall and hosted by the Chairman of Warwickshire County Council.

**22. Date of Next Meeting**

The next meeting of the Parish Council will take place on Monday 23<sup>rd</sup> May 2016 at 19:30 at Loxley School.

The meeting closed at 21:35.

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

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