

# Loxley Parish Council

## **Minutes of the Meeting held at Loxley Hall on 11<sup>th</sup> Dec- 17 at 19:30**

Present: Glynn Jones, Chair (GJ), Justin Whitehorn (JW), Maria Garcia (MG), Peter Gregory Hood (PGH), Dan Bake.

In Attendance: Jonathan Baker & Peter Morris (NDP Working Group)

Apologies: Samantha Thomas, Izzi Seccombe, Ken Osborne

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

As shown above.

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

Apologies were received and approved from Samantha Thomas, Izzi Seccombe and Ken Osborne.

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

No interests declared.

### **4. To approve the minutes of LPC meeting held on 24<sup>th</sup> October 2017**

The minutes of the meeting held on 24<sup>th</sup> October 2017 were read and two minor amendments were made, and were approved as a correct record and will be posted on the website.

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

Peter Morris and Jonathan Baker were present and the Chair suggested that given their specific interest in the NDP, any representations are taken under this heading later in the Agenda. The meeting was happy to proceed on this basis.

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

None.

### **7. Clerks Report**

GJ updated the meeting on PC finances, based on the report from the Clerk who was unable to attend the meeting due to poor weather.

**Chqs approved since last meeting**

- A) Groundwork UK - £3,915 (no vat) – return of the unspent NDP grant

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

- A) Dan Bake - £9.80 – repayment for keys cut for playing field  
B) Glasdon - £359.18 – dog bin and post

And to include :

- C) Lynwood Tree Surgery – £400 removal of trees overgrowing the boundary of Hill Cottage (following discussion detailed in item 11a below)

**Action:** As ST was not present, it was unanimously agreed that the cheques for the amounts specified above could be signed outside of the meeting given that Councillors had unanimously agreed to their payment (with the exception of Lynwood, where the work has not yet been completed).

**Payments rcd**

Bank interest - £0.24

Bank interest - latest statement not received, currently with the Chair. **Action: Chair to pass on latest Bank statements.**

**Bank Balances**

At last statement - £6,318.89 & £22,581.51

- less uncleared chqs of £5,019.80 (excluding items B and C which were presented at the meeting)
- Leaving a **total** of £23,880.60 (excluding items B and C which were presented at the meeting)

## 8. Planning / Loxley NDP

### a) Planning

Planning permission for Home Farm, Main Road, Loxley - 17/02317/FUL was opposed by LPC – this application is still pending a decision from SDC.

And from the previous meeting, It was noted that although ST had contacted Appletree (in relation to concerns around flooding in the vicinity) she had not had any response so would need to follow up on this action.

**Action: ST to follow up in the New Year with developer of the three homes on Goldicote Road with a view to clarifying their proposed approach to addressing longstanding flooding in the area, following on from earlier discussions with LPC at the preliminary application stage.**

### b) NDP update

JW introduced this item. He noted that the NDP have put an application in for more money (£4,770) to end of March 2017. The application includes £3,600 for

Neil Pearce (the consultant), £500 for printing and the remaining spend on other sundry items including flyers, publicity, school hire etc.

Neil's Pearce (the consultant) fees break down as follows: £2,700 'ordinary' work and £900 for 'technical' work around green spaces.

JW explained that there had been a slight 'hiccup' in that Neil had presented an invoice in the interim period to the NDP (between grant return and new grant award) of £840 plus VAT, which the NDP may not be able to claim. PM explained how complicated the grant process and the complications of managing the budget. The returned cheque should therefore have included this interim payment of £840 which could not be claimed from the next round of grant money as the rules do not allow for money to be claimed retrospectively: approval is required from Groundwork before work has been completed. JW noted that Wendy Gadd was going to highlight and discuss the position with Groundwork.

PM requested that LPC may need to consider payment of this outstanding amount of £840. GJ expressed some surprise given that the outstanding invoice had been submitted by the consultant - who is also the project manager – as rules around retrospection had been clear from the outset and the consultant would be aware of these. Councillors discussed briefly and agreed to consider payment of this invoice if required, but noted it could not be taken as a foregone conclusion that it would be paid by LPC.

JW / PM further noted that there could be a shortfall of as much as £1,500 next year and would therefore require LPC to put in a provision to cover an element of this spend which would be mainly relating to the printing of the various drafts which need to be circulated, plus some consultancy work. Councillors agreed to consider, but requested details of this prior to budget setting next FY.

PM noted that the first draft would be available in February for comment – although the plan deadline is January a more realistic deadline would be February. GJ noted that in order for LPC to fully and appropriately exercise its scrutiny role it would be sensible to plan for a four week period in which:

- LPC would be provided with a plan;
- Councillors would review the draft;
- LPC would confirm a list of key questions to be put to the NDP working group;
- In light of a written response to these questions, LPC would meet and discuss.

JB / PM noted that there had been three public meetings to date:

- Each meeting was around 1 hour and included a presentation from the consultant; at the third meeting JB and PM led the presentation
- Attendance was considered to be good (34 residents)
- Those attending were invited to ask questions and make comments
- A simple questionnaire comprising three questions was provided to comment on results in relation to proposed : policies, sites and green spaces
- There would next year be a 6 week public consultation following the completion of the draft plan

GJ asked whether site matrix would incorporate policy considerations? JW was hopeful that would happen; PM thought they would definitely be included.

GJ asked for the results of the consultation process. PM / JB agreed to forward.

## 9. Playing Field & Equipment

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

MG noted that the dog bin had arrived and this this would be installed by the newly appointed lengthsman (MG noted that this is the school caretaker). It was agreed by Councillors that the bin would be located at top of the village green near to the road for emptying but away from the bench on the green and suitably located so it remains unobtrusive.

MG noted that the repair work to the multi-play area would be done by Will Pearson the cheapest quote; he comes recommended. The quote is one of three obtained and is currently with ST.

In relation to a new bench DB is to speak to a contact to see if it is possible to obtain a more favourable quote than that from GJ.

**Action: GJ to send bench specification and cost to DB .**

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

The Deed of Gift in relation to the playing field (between GB Mason and LPC and dating from 1952) had been brought to LPCs attention by PM and KO.

On this basis LPC had sought to clarify the legal implications of the deed and had commissioned Warwickshire County Councils Legal Department to provide this advice.

Legal advice concluded that:

- The deed has created the Trust
- The Trust provisions continue to be valid and cannot be ignored
- Administration on behalf of the Trust would require a Committee to be established – although the 1952 conveyance allows this Committee to fix a quorum for meetings which could be as low as 4
- The Committee at a minimum would be required to hold an AGM
- The proposed community planting scheme is consistent with the Trust purposes.

In order to minimise the administrative burdens involved, GJ proposed that in line with legal guidance LPC should resolve to:

- 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.

PGH proposed and JW seconded and the proposal was unanimously supported.

DB requested that the School Head be included on the Committee. GJ noted that unfortunately while this was desirable, the requirement of the original 1952 Deed is that the Committee be drawn from local residents. However, GJ suggested that Matthew be given special representation status, as clearly his involvement on behalf of the School was critical. This was unanimously agreed by Councillors.

**Action: LPC to establish a Playing Field Committee, in the first instance approaching the EWG for additional members. The first AGM would be held in May 2018. Any outstanding vacancies for the Committee to be advertised at the annual parish meeting with the community.**

### **c) Community planting scheme**

The School has noted that is in the final stages of discussion with ONSide over the Forest School sports coaches and are now looking to proceed with the project straight after Christmas if LPC are agreeable.

Councillors unanimously agreed support for this proposal.

**Action : LPC to confirm with Loxley School and the Environment Working Group that the Deed requirements have been addressed.**

## **10. Traffic Issues**

GJ noted that the weight limit signs have been improved and this action has now been fully actioned by WCC Highways Department.

Although not at the meeting, ST had contacted Persimmon homes and spoken to them and briefly explained that LPC were looking at the possibility of some form of compensation from Persimmon for disruption associated with roadworks on the A429. Persimmon felt this would not be something they would be likely to agree to.

**Outstanding action: DB to follow this up if still felt worth pursuing.**

**Outstanding actions: KO to contact the PCSO and report at the next meeting.**

## **11. Environment**

### **a) Review of quotes to remove trees from behind Hill Cottage**

Three quotes have been received:

- A) D Hutsby Forestry
- 10ft Elms brambles bushes etc. - to be cut to the ground and cleared away: £100
  - 4x 30ft Mature Ash – overhanging the boundary fence line and outbuilding of Mr Pitts property; work Intended – to be felled to ground level with all waste removed £400
  - **Total - £500**

- B) Mark Newell
- **Total - £925**
- C) LYNWOOD TREE SURGERY
- Fell a line of trees to ground level (6 stems in total) growing to the side of the garage of a property in Hill Top, Loxley 2. All waste materials to be processed and removed off site 3. All working areas to be left clean and tidy 4. All tree works to be conducted to British Standard 3998 : Specifications for Tree Works
  - **Total £400.00**

Councillors unanimously agreed to go with the cheapest quote from Lynwood.

**Action: ST to contact Lynwood and put in touch with Hill Cottage asap.**

#### **b) Lengthsman scheme**

MG noted the appointment of a new lengthsman and that he would be installing the kissing gate on PGHs land.

**Action : DB/GJ/MG to raise issue of other stiles on PGHs land which appear in very poor condition, at the next EWG meeting.**

#### **c) 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**

Other actions NOT raised at the meeting, but still outstanding:

- *SDC are looking to send out electronic planning applications in future, with no paper copies, it was discussed and agreed that LPC would still require a paper copy if this is possible. ST has made contact with Diane Keene from SDC and is awaiting information. **Action: ST to report back.***
- *No update has been provided in reference to the concerns of LPC regarding the Draft Vision and Strategy statement raised at the meeting in September. **Action: JW to follow up with the NDP group.***

#### **d) Correspondence**

The CPRE Countryside Voice and Clerks and Councils Direct magazines were circulated.

**e) Any other business**

Two signs about parking outside the schools were raised by DB. Councillors were supportive. **Action: DB to progress with school**

DB also forward a number of very helpful materials for the website in respect of Youbus. **Action: DB to forward and ST to place in appropriate place on the website.**

DB has had two keys cut for the gate onto the playing field: the school has one and DB retains the other. **Action: to note on the website with contact details...**

DB was also interested in possibility of establishing a facebook page for LPC along the lines of one done for Hampton Lucy. **Action : DB to investigate further and report, liasing with Clerk as required.**

PM asked about the mirror opposite the pub which had gone missing and noted that replacement could be purchased from Nuneaton signs. The mirror was thought to be with Ken Osborne. **Action: Clerk to clarify with KO.**

**f) Date of Next Meeting**

Monday 15<sup>th</sup> January 2018. Councillors agreed to change to Tuesday 16<sup>th</sup> January 2018 at JWs request.

**Action: Clerk / GJ to amend website and noticeboard.**

The meeting closed at 8.59pm.