

LODSWORTH PARISH COUNCIL

**DRAFT Minutes of the Annual Meeting of the Parish Council held at Lodsworth Village Hall
On Monday 11th May 2026 at 7.30pm**

Present: Councillors Luke Gilchrist, Tim Holloway, Aurele O'Malley, David O'Malley, Caroline Neville (Chair), Paul Phillips, Jim Summers and Derrie Watchorn

In attendance: Mrs Helen Cruikshank, Parish Clerk
District Councillor Francis Hobbs

ANNUAL PARISH COUNCIL BUSINESS AGENDA

1. To Elect a Chair

Nominations for Chair were invited for the ensuing year. Caroline Neville was proposed by Luke Gilchrist and seconded by Tim Holloway. There being no other nominations it was **RESOLVED** that Caroline Neville be elected as Chair of Lodsworth Parish Council.

2. To Elect a Vice-Chair

The Chair invited nominations for Vice-Chair and Jim Summers was proposed by Tim Holloway and duly seconded by Aurele O Malley. There being no other nominations, it was **RESOLVED** Jim Summers be elected Vice-Chair for the ensuing year.

3. To Elect members of the Working Parties and Other Committees

Highways: All Councillors and Parish Clerk
Allotment Management: Paul Phillips
Footpaths and Rights of Way: Aurele O'Malley
Play Area: Derrie Watchorn
Winter Plan: Caroline Neville and Parish Clerk
Parish repairs: David O'Malley
Health & Safety including Parish Annual Inspection: Luke Gilchrist
Website: Parish Clerk

Specific projects:

Lickfold Bridge Flooding: Jim Summers
GREENHEAL (Parish Environmental Group): Jim Summers
Parish Tidy Up: **Vacant**

Representatives:

Village Hall Committee: David O Malley
SDNP: Caroline Neville and Tim Holloway
Cowdray Estate liaison: James Rees (non-Councillor)

Committees

Planning: All Councillors
Finance: All Councillors

Bank signatories: Caroline Neville and Paul Phillips.

4. To affirm dates of future meetings 2026/27

The following meeting dates were agreed for the year:

Monday 13th July 2026
Monday 14th September 2026
Monday 9th November 2026
Monday 14th December 2026 (Finance/precept only meeting)
Monday 11th January 2027
Monday 8th March 2027
Monday 10th May 2027 (Annual Meeting)

All meetings are held at 7.30pm at Lodsworth Village Hall. Planning meetings are held as and when necessary. Contact the Clerk for details of these.

PARISH COUNCIL AGENDA

Comments and Questions from members of the Public

There were 8 members of the public present.

A member of the public spoke of the TRO application which he and another member of the public will be submitting for a reduced speed limit in Lodsworth village to 20mph. Several parishioners were in attendance too to show support and stated their own concerns. The application has 20 written witness submissions from residents with 165 positive responses to the online petition.

Caroline Neville said that both County Councillor Tom Richardson and Andrew Griffith, MP are supportive. She thanked the two members of public for their hard work in getting the application to this stage. The Parish Council has spent so many years liaising with WSCC Highways for a speed reduction and width restriction to be put in place with a previous TRO submission, Speedwatch and automatic traffic counters installed on the roads. All which have failed. It is hoped that this new application will finally achieve some action.

It was suggested that the roads outside of the 20mph proposed zone in the parish be reduced too as a buffer zone and slow speed.

Lodsworth Parish Council fully supports this application to make the village safer. The Clerk to write a support letter to accompany the application. The Chair and the Clerk to agree the final documentation before it is submitted.

The members of the public left the meeting.

The Chair of the Lodsworth Village Hall Management Committee (LVHMC) provided the meeting with an update on the Village Hall. He said that the current committee were lucky to inherit a reasonable buffer moneywise which it has managed to keep in spite of increased running costs. It is an ongoing focus to keep costs down and to provide a hall which is open and hired out for villagers, events and local organisations and clubs. Weddings, the biker weekend and the fete provide essential funds alongside the Village Quiz. The roof is a huge problem with a water ingress issue. Quotes have been £40-60K for a new roof but they are looking at an interim plan to try and find the actual leak itself and board the loft more securely. Tim Holloway kindly offered to help and take a look. A working group will be set up.

The LVHMC Chair added that the committee is considering using the fete donation to redo the patio out the front as there is not one level piece and it is becoming a safety issue for users and a concern for elderly visitors. Getting quotes is always tricky; it took 6 months to get someone to do some remedial electrical works. Need someone with some imagination. Tim Holloway said he could recommend a builder.

As always, LVHMC is actively looking for trustees.

Caroline Neville thanked him for coming along and updating the meeting and for all the hard work and time which goes into running the hall.

District Councillor Hobbs suggested installing solar panels on the roof which the LVHMC may like to look into.

24/26 To note apologies for absence

Apologies had been received from Parish Councillor Paul Williams.

25/26 Declarations of interest/Code of Conduct

The Chair reminded members of the Code of Conduct.

26/26 Minutes of the previous Parish Council Meeting

The minutes of the meeting held on Monday 9th March 2026 were agreed and signed as a true record.

27/26 Reports from Elected representatives of WSCC and CDC

District Councillor Francis Hobbs said he didn't have much to report on. He congratulated Tom Richardson for being re-elected as County Councillor for the Rother Valley ward and Yvonne Gravely for Midhurst. The three options for the LGR had been rejected by the Government so a new option for a two unitary proposal putting Chichester with Horsham, Crawley and Mid-Sussex has been submitted. This then leaves the coastal strip of Arun, Adur and Worthing as a separate entity. He will continue to support the parish with planning issues as always.

If you have any issues of a District nature then please do not hesitate to contact Francis Hobbs on fhobbs@chichester.gov.uk or 01730 813313.

There was no County Councillor report. If you have any issues of a County nature then please do not hesitate to contact Tom Richardson on tom.richardson@westsussex.gov.uk

28/26 Working Party Reports

- **Highways:** It was agreed to employ someone to clear and trim around the two village pictorial signs as both surrounds are very overgrown. The Clerk to ask the Garden Club if they would consider making a feature of the areas and maintaining going forward. Paul Phillips and David O Malley to erect the NO parking within 10m of a junction sign on corner of Gills Lane and The Street.
- **Footpaths and Rights of Way:** Aurele O'Malley said there had been two trees down but she had reported both. The Clerk to report some knotweed on Surrey Road just past the Leggatt Hill turning.
- **Play Area:** The annual inspection is due to be carried out in June. An extension to the timeline of the CDC grant was granted and therefore Playsafe Playgrounds will install the replacement zipwire w/c 1st June. Spring Green Safamulch got the most votes for the colour of the surfacing. Derrie Watchorn and the Clerk will paint the fencing in due course.
- **Green in front of The Hollist Arms:** Jim Summers reported a neighbouring resident kindly cut the green. The Cherry tree is getting tall!
- **Village Hall & Recreation Ground:** The Chair of the LVHMC spoke earlier in the meeting with an update.
- **Allotments:** All invoices had gone out to tenants; a few rents are still outstanding. Clerk to send out reminders. Paul Phillips reported there has been some mower issues. Maintenance help is back so will be able to help with the mowing. The Clerk to advertise the vacant plots on FB Village noticeboard page.
- **Parish Repairs including Tidy Up sessions:** Luke Gilchrist reported that Ben Law had looked at the bus shelter and said nothing was wrong. The village pictorial signs were discussed under Highways and the noticeboard is looking good. The BT kiosk needs a clean-up inside as there are lots of cobwebs but people are using it now which is good as it is an important asset to hold on to.
- **Winter Plan:** There was nothing to report.

- **GREENHEAL**(www.greenheal.org.uk): Jim Summers reported the subsidised fruit tree project had been a success with 42 fruit trees being purchased this time round which brings the overall total to 112 trees in 14 months for Lodsworth and Easebourne. A Vehicle Idling proposal is next. It was agreed that the Parish Council would purchase the two remaining swift boxes with callers to be installed on the tractor shed at the recreation ground. Jim Summers to organise. Paul Phillips said he would like to install a compost bin at the allotments made up of sleepers and post and wire fencing. Budget of £350 was agreed.
- **Planning:** The following planning applications were discussed:

SDNP/26/01052/LIS

237 Gosdensheath Farm Gosden Heath Lane Lodsworth West Sussex GU28 9BX

External and internal repairs and alterations including replacement of all windows to painted hardwood with double glazing. Replacement cast iron gutters.

SDNP/26/00040/TCA

St Peters Well Vicarage Lane Lodsworth West Sussex GU28 9DF

Notification of intention to reduce height by 2m and widths by up to 4m on 1 no. Walnut tree (quoted as TB), removal of branches (north/north-west and south/south-east) by 1m (to clear power and BT lines) on 1 no. Laurel tree (quoted as TC) and reduce height by up to 3m on 1 no. Western Red Cedar tree (quoted as TD).

SDNP/26/01477/LDP

1 Collyers Cottages Surrey Road Lickfold Lurgashall West Sussex GU28 9DT

Proposed lawful development - removal of existing Studio and Greenhouse and construction of 1 no. new detached outbuilding for use as a Studio and Greenhouse.

SDNP/26/01389/HOUS

The Oaks Halfway Bridge Lodsworth West Sussex GU28 9BP

Replacement of existing pitched roof, installation of solar panels to roof on south elevation, removal of existing chimney and changes to fenestration. Alterations to existing garage to create habitable accommodation. Erection of new pitched roof extension over existing dining room/garage area.

Chichester District Council/South Downs National Park has made the following decisions:

SDNP/25/02580/CND

Land to South of Lodsworth Water Supply Works The Street Lodsworth West Sussex GU28 9DG

Proposed extension to Lodsworth Water Supply Works and installation of 2 no. Break Pressure Tanks, a Motor Control Centre and Pump Kiosk, Transformer Compound, Sampling Kiosk and Standby Generator, with associated landscape planting (Variation of condition 2 (approved plans) from planning permission SDNP/24/01931/FUL - Minor alterations to planting items within the WSW extension)

Decision: Approved

SDNP/25/04419/HOUS

Sunshine Cottage Gills Lane Lodsworth West Sussex GU28 9BY

Two storey rear extension, single storey rear extension, internal alterations and construction of a timber frame garage

Decision: Approved

SDNP/26/00092/HOUS

Upaloft The Street Lodsworth West Sussex GU28 9DA

Replacement of windows and doors, replacement roof light, new front porch and conversion of garage to provide ancillary accommodation

Decision: Approved

SDNP/26/00495/HOUS

Brickyard Cottage Surrey Road Lodsworth West Sussex GU28 9DR

Proposed glazed link between main cottage and detached office

Decision: Approved

SDNP/26/00771/TPO

Lodsworth Stables and Coach House Block Gills Lane Lodsworth West Sussex GU28 9BW

Reduce height (back to previous pruning points), reduce northern sector (back to previous pruning points) on 1 no. Beech tree (quoted as 02) within Area, A1 subject to LD/02/00610/TPO

Decision: Approved

SDNP/25/03444/FUL

Eastview The Street Lodsworth West Sussex GU28 9BZ

Demolition of existing dwellinghouse and 2 no. outbuildings, and construction of replacement dwelling with associated works

Decision: Approved

And although in Tillington parish, the following application decision as it affects Lodsworth parish residents:

SDNP/25/02685/FUL

Lords Wood Barns River Lane River Lodsworth West Sussex GU28 9BS

Change of use of Barns A & B, Granary and Cart Shed to food-based event venue (including weddings) and associated internal and external alterations

Decision: Refused

29/26 Financial Matters

- The Council's current financial position of £37,821 was noted.
- The bank reconciliation as at 4th May 2026 was noted.
- The schedule of accounts submitted for payment was approved as follows; Mrs Jean Huggett (Internal Audit 25/26) @ £100, Core Synergy (Website hosting fee) @ £36, WSCC (Clerk's April Salary) @ £776, West Sussex ALC Ltd (Annual Subs 2026/27) @ £235 and Zurich Municipal (Annual insurance renewal 2026/27) @ £928.
- The Budget Monitoring sheet as at 4th May 2026 was noted.

The Clerk had previously distributed the Parish Council's finance pack for the financial year y/e 31st March 2026 and handed out the Income and Expenditure sheet 2025/26 and the year-end Bank Reconciliation.

- Page 1: The Internal Audit report carried out by Mrs Jean Huggett. She agreed all internal control objectives had been carried out during the year raising no concerns.
- Page 2: Section 1 Annual Governance Statement
- Page 3: Section 2 Accounting Statements 2025/26
- Page 4: Certificate of Exemption (as both the income and expenditure figures for 2025/26 are below £25,000, Lodsworth PC can certify itself as exempt from an external audit)
- Page 5: Notice of Exercise of Public Rights

The Parish Council's 2025/26 financial year started with an opening balance of £24,417. During the year, the Parish Council received an income of £22,452. This consisted of the precept at £20,000, allotment rents and grants and donations. The Parish Council spent £18,383 during the past financial year. This consisted of costs to maintain the Play Area and grounds, Clerk's Salary, Allotments, General Admin including insurance plus grants and donations of £4,280 for the year. This leaves a closing balance as at 31st March 2026 of £28,485.

The notice of the period for the exercise of public rights and all other legal information will be displayed on the website from Tuesday 3rd June until Monday 14th July.

Councillors considered the Accounts for 2025/26, the AGAR 2025/26 including section 1: The Annual Governance Statement questions and section 2: The Accounting Statement figures.

29/26 sub item 1 Section 1: Annual Governance Statement 2025/26 were duly proposed, seconded and approved, then signed by the Chair.

29/26 sub item 2 Section 2: Accounting Statements 2025/26 were duly proposed, seconded and approved, then signed by the Chair.

29/26 sub item 3 Certificate of Exemption was approved and signed by the Chair and the RFO.

30/26 Reports back from meetings attended by Councillors

There had been no external meetings since the last PC meeting.

31/26 Clerks report including correspondence

The Clerk received an email from Midhurst Area Women's History project requesting financial help with a project it is working on. All agreed this should be directed to the Lodsworth Heritage Society for its consideration.

Reminder that the Annual Parish Meeting is on Thursday 28th May at 7.30pm (Chair of SDNP Vanessa Rowlands will be speaking)

32/26 Items to be included in the next agenda

Please let the Clerk know of any additional items to be added to the agenda by Monday 6th July 2026

33/26 Date of next Parish Council meeting

Monday 13th July 2026 at 7.30pm

The Chairman closed the meeting at 9.15pm