



MINUTES of the Winter & Emergency Plan Sub Committee of Plaistow and Ifold Parish Council held on **Monday 11th January 2021, via remote conference call (Zoom).**

Present Cllr. Jerusha Glavin (Meeting Chair); Cllr. Sophie Capsey (Vice Chair of Parish Council); Cllr. Paul Jordon; Jon Pearce, Chair of Ifold Estates Limited (IEL) Co-opted Member with no voting rights; Guy Wicker, Winterton Hall Management Committee representative Co-opted Member with no voting rights and Catherine Nutting (Clerk)

No members of the public were present.

W/21/001 To appoint a Chair of the Winter & Emergency Plan Sub Committee
Members unanimously voted to appoint Cllr. Glavin as meeting Chair.

W/21/002 To receive apologies for absence
Cllr. Alan Pearson (Chair of Parish Council); Cllr. Nick Whitehouse; Cllr. Matthew Hardman and Marieta Borreda Cuenca, LCAV Scheme Co-ordinator Co-opted Member with no voting rights

W/21/003 Declaration of interests by Members in matters on the Agenda. To consider and agree any requests for Dispensation.
None

W/21/004 To appoint new Member(s) to the subcommittee
Members unanimously resolved to appoint Guy Wicker to the Winter & Emergency Plan Sub Committee. Mr. Wicker was proposed by Cllr. Capsey and seconded by Cllr. Jordan. Mr. Wicker is a member of the Winterton Hall Management Committee. Please refer to W/21/ 011 below.

W/21/005 To receive for confirmation Minutes of the Meeting held on 6th October 2020
The minutes have been signed by Cllr. Whitehouse, meeting Chair and are available on the Parish Council's website: <https://plaistowandifold.org.uk/media/General/10.%20OCT%20Minutes%20Emergency%20%20Winter%20Plan%20Subcom%20Meeting%2006.10.2020%20SIGNED.pdf>

W/21/006	<p>Representations from Members of the Public: To receive and act upon, if considered necessary by the Subcommittee, comments made by members of the public <u>either in person, or in writing provided they were sent via email to the Clerk no later than 4pm Monday 11th January 2021.</u></p> <p>None received.</p>	
W/21/007	<p>Updated Winter Plan</p> <p>Amendments to the Winter Plan remain work in progress. Members resolved to support the Clerk to complete the document updates. The Clerk will circulate the Winter Plan to W&EPC Members, along with links to examples of other Council's Plans. Members resolved to agree changes and updates electronically.</p>	Clerk / W&EPC Members
W/21/008	<p>Additional Salt Bins and salt spreading equipment</p> <p>Members resolved to purchase one (1) additional green salt bin for outside the Winterton Hall; two (2) medium wheeled salt spreaders and ten (10) handheld salt spreaders. IEL will locate their spare salt bin, which will be placed in Shillinglee. The Clerk will contact the National Trust and Highways to seek the requisite permissions to site the bin on the verge adjacent to Home Farm.</p>	Clerk
W/21/009	<p>Winter 2020/21</p> <p>Members resolved to write to the landowner of Iron Latch Cottage, Nell Ball, Plaistow regarding trees at the property which appear to residents to present a risk in bad weather.</p> <p>The W&EPC will alert WSCC Highways regarding a number of fallen trees at the roadside, which need removing.</p>	Clerk / J. Pearce
W/21/010	<p>Development of Emergency Plan</p> <p>Drafting the Parish Council's Emergency Plan remains work in progress. Members resolved to support the Clerk to complete the document. The Clerk will circulate links to examples of other Council's Plans. Members resolved to progress the document electronically.</p>	Clerk / W&EPC Members
W/21/011	<p>Winterton Hall, Plaistow - Emergency Centre</p> <p>During April / May 2020, the Parish Council sought initial legal advice concerning the feasibility of brining the Winterton Hall back under direct Parish Council control. Please see Appendix A for further details. The W&EPC resolved to ascertain the Solicitor's fees to investigate the nuances of the relationship the Winterton Hall has with the Youth Club building and other land in the vicinity, such as the garden and tennis court and also the possibility of the charity appointing the Parish Council as Managing Trustees. A Letter of</p>	Clerk

Instruction to the Solicitor will be drafted and recommended to the Full Parish Council. The W&EPC agreed that if the matter became overly complex, they would refer it to the full Parish Council to continue.

W/21/012	LCAV Scheme update The Clerk will ask the LCAV Scheme Administrator for a full update and ascertain if she requires further assistance at this time. The update will be presented to the full Parish Council.	Clerk
W/21/013	Committee budget requirement The W&EPC agreed that the annual budget of £650 remains sufficient; however, any unspent budget from previous years should be rolled over into the next financial year.	RFO
W/21/014	Update all emergency numbers in public domain Cllr. Capsey will undertake an audit of the emergency contact information available on the Parish Council's website and notify the Clerk if anything requires updating or removing. The W&EPC resolved to add WSCC and CDCs twitter feeds onto the Parish Council's website, including WSCC Highways Department.	Clerk / Cllr. Capsey & Cllr. Glavin
W/21/015	Clerk's Update None to note.	
W/21/016	Date of next meeting Date to be arranged in March / April 2021	Clerk

There being no further business, the Chair closed the meeting at 20:27

Appendix A: W/21/011 – Letter from Wellers Hedleys (separate pdf document)