

Notice of Meeting of the Parish Council

To: All Members of the Parish Council

I hereby give you notice that a Full Meeting of Plaistow and Ifold Parish Council will be held via **remote conference call (Zoom)** on **Wednesday 10th February 2021** at **19:30**. All Members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder. **Members of the Press and Public are welcome to attend.**

Dated: 4th February 2021

Yours faithfully

Catherine Nutting

Clerk & RFO to the Council

To join this meeting please follow the link:

<https://us02web.zoom.us/j/88495993882?pwd=dE5mcjNkTmxxZzMwdU5zN0prUkQzUT09>

Meeting ID: 884 9599 3882

Please email the Clerk for the password clerk@plaistowandifold.org.uk

The Zoom link is also available on the Parish Council's website: <https://plaistowandifold.org.uk/>

BUSINESS TO BE TRANSACTED

| Number | Item | Time |
|--------|---|--------|
| 1. | Apologies for absence Recommendation: - To receive apologies for absence. | 1 min |
| 2. | Disclosure of interests Recommendation: - To deal with any disclosure by Members of any disclosable pecuniary interests and interests other than pecuniary interests, as defined under the Plaistow and Ifold Parish Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda. | 2 mins |
| 3. | Minutes <i>Circulated separately and on the website</i> Recommendation: - To approve and sign the Minutes of the Full Council Meeting held on 13th January 2021. | 1 min |

4. **Public participation** 10 mins
- Recommendation: - To receive and act upon, if considered necessary by the Council, comments made by members of the public in accordance with relevant legislation and Plaistow and Ifold Parish Council's [Policy](#). Questions, or brief representations can be made either in person, or in writing provided they were sent via email to the Clerk no later than 4pm Wednesday 10th February 2021. Public Participation shall not exceed 10 minutes, unless directed by the Chairman. A speaker is limited to 5 minutes.

Co-option procedure to fill a casual vacancy

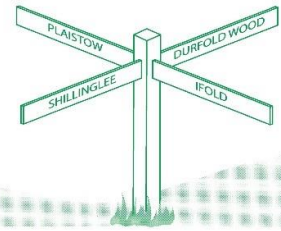
5. **Written applications** 1 min
- Recommendation: - To receive written applications for the office of Parish Councillor and to Co-opt a candidate to fill the existing vacancy.
6. **Candidates presentation to Council** 10 mins
- Recommendation: - To resolve to adjourn the meeting to allow the candidates to present themselves to Members and answer questions *(the meeting will reconvene at item 7 below)*
7. **Exclusion of the Press and Public** 2 mins
- Recommendation: - To exclude the Press and Public from the meeting during the consideration of item 8 below in accordance with s.1(2) of the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that it may involve the likely disclosure of exempt information.
8. **Deliberation of candidate(s)** 10 mins
- Recommendation: - To consider each candidate against the [Person Specification](#). The Council is not obliged to fill any vacancy.
9. **Voting and declaration** 5 mins
- Recommendation: - To vote by way of signed ballot. The Chair will declare the results and announce the successful candidate duly elected, if applicable.
- After signing their Declaration of Acceptance of Office a newly elected Councillor may take their seat immediately.*
10. **To receive reports from County and District Councillors** 10 mins
- Recommendation: - To give an opportunity for an update from Councillors at a District and/or County level on business and activities that effect Plaistow and Ifold Parish and the local area.

11. **Financial Matters** 10 mins
1. **Order for Payments**
[See Appendix A](#). Financial Report for January – February 2021 which includes income and expenditure since the last Council meeting.
Recommendation: -
 - a. To note the Order for Payment
 - b. To approve the expenditure listed
 2. **Lady Hope Playpark**
See Appendix B. Minutes and recommendations of the Financial Steering Group.
Recommendation: -
 - a. To approve and sign the Minutes of the Financial Steering Group held on 3rd February 2021.
 - b. To resolve to adopt the recommendations of the Financial Steering Group
 - c. To approve and sign the Report to Council/Business Plan for Lady Hope Playpark, which is to be sent to Ministry of Housing, Communities & Local Government in support of the Parish Council’s loan application.
12. **Highway Matters** 5 mins
1. **Matters to be reported by Members**
Recommendation: - To receive and resolve to act upon any Highway matters raised by Councillors
 2. **Community Speed Watch**
See Clerk’s Report.
Recommendation: - To consider and resolve to act upon if necessary, the CSW Team’s request for an additional SID post situated opposite to Little Springfield Farm.
13. **West Sussex Association of Local Council’s Value for Money Project update & AGM** 5 mins
[See Appendix C](#). WSALC’s AGM Agenda. See Clerk’s Report.
Recommendation: -
 - a. To consider items on the agenda for the WSALC AGM.
 - b. To consider delegating responsibility for decision making on the matter of WSALC’s AGM, any EGM called by WSALC Members and the Value for Money Project to the Proper Officer of the Council.
14. **C.A.G.N.E** 2 mins
See Clerk’s Report.

Recommendation: - To consider CAGNE's request for the Parish Council to contribute £4 annually to help cover the cost of a new [website](#) and zoom meetings.

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| 15. | Plaistow Village Green Cricket Net See Clerk's Report. Recommendation: - To consider a resident's request to repair the cricket net on the village green. | 2 mins |
| 16. | Lagoon 3 See Clerk's Report. Recommendation: - To consider and resolve to act upon if considered necessary correspondence received from Mr. Luttmann-Johnson | 3 mins |
| 17. | Newsletter See Clerk's Report. Recommendation: - To consider Issue 1 of the Parish Council's Newsletter and resolve to print and post. | 3 mins |
| 18. | Correspondence See Clerk's Report. Recommendation: - To consider any correspondence not listed as an agenda item for discussion. | 1 min |
| 19. | Items for inclusion on a future agenda Recommendation: - To notify the Clerk of any matters to be added to a future agenda. | 1 min |
| 20. | Date of next meetings 3rd March 2021, 19:30 – Planning & Open Spaces Committee Meeting 10th March 2021, 19:30 – Full Parish Council Meeting | 1 min |

PLAISTOW AND IFOLD PARISH COUNCIL



APPENDIX A

Schedule of receipts and order for payments for Jan - Feb 2021
To be approved at the Parish Council meeting on 10.02.2021

Agenda Item: 11a

The signed original document is filed in the Accounts file, YE 31/03/21

RECEIPTS

| Payer: | Detail: | Cost Centre/Code | Amount: |
|--------|---------|------------------|---------------|
| | | | |
| | | Total | £00.00 |

PAYMENTS

| Payee: | Detail: | Cost Centre/Code | Amount: |
|----------------------|---|--|------------------|
| Miss C E Nutting | Expenses – monthly subscriptions for Zoom 31.01.2021 – 27.02.2021 Secured Signing Jan 2021 Instant Ink 27.12 – 26.01.2021 WFHA Jan Royal Mail postage for Rickman’s Lane public consultation | Subscriptions: 4120 / 102 WFHA: 4102 / 101 Postage 4145/102 | £86.11 |
| SSALC CiLCA Training | CiLCA Training Fee 13.01.2021 | | £320 |
| WSCC | Salary and oncosts for January 2021 | 4101 | £3,840.16 |
| BT | Wifi for Winterton Hall 01 – 28 Feb 2021 | 4123 | £35.94 |
| Bankline | Bank Charges for Jan 2021 | 4140 | 0.80 |
| | | Total | £4,283.01 |

EXPENDITURE TO BE RATIFIED – paid since last Parish Council Meeting:

| Payee: | Detail: | Cost Centre/Code | Amount: |
|--------|---------|------------------|---------------|
| | | | |
| | | Total | £00.00 |

Total receipts **£00.00**
Total expenditure **£4,283.01**

Signed by Chair: Date:

Signed by Councillor: Date:

Signed by Clerk/RFO: Date: