



MINUTES of a **Meeting** of the **Full** Plaistow and Ifold Parish **Council** held on **Wednesday 10th February 2021** at **19:30**, via remote conference calling technology (Zoom).

Present Cllr. Allan Pearson (Chair); Cllr. Sophie Capsey (Vice Chair); Cllr. Paul Reynolds; Cllr. Paul Jordan; Cllr. Jerusha Glavin; Cllr. Nicholas Taylor; Cllr. Nick Whitehouse; Cllr. Phil Colmer; Cllr. Doug Brown and Catherine Nutting (Clerk & RFO).

Chichester District [Cllr. Gareth Evans](#) and West Sussex County [Councillor Janet Duncton](#)* were in attendance.

*[Cllr. Duncton](#) is also a Chichester District Councillor for Loxwood Ward

Mr John Bushell, Applicant (for agenda item 5)

Mr. David Griffiths, Applicant (for agenda item 5)

Four (4) Members of the Public were present.

C/21/023 Apologies

Apologies were received and accepted from Cllr. David Ribbens.

C/21/023 Disclosure of interests

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.

None received.

C/21/024 Minutes

It was **RESOLVED** to **APPROVE** the minutes of the Full Council Meeting held on 13th January 2021, which will be signed by the Chair via Secured Signing as a true record.

Actions:
Clerk & Chair

C/21/025 Public participation

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.

None received in advance of the meeting or requested at this item on the agenda.

Co-option procedure to fill two casual vacancies.

C/21/026

Written applications

Two (2) written application were received before the deadline of 4pm, 3rd February 2021. The candidates, Mr John Bushell and Mr David Griffiths were invited to attend the Co-Option meeting and their application forms were circulated to Members on 4th February, at least three (3) clear days before the Co-Option meeting. It was **RESOLVED** to **ACCEPT** both application forms for the position of Parish Councillor.

C/21/027

Resolve to adjourn the meeting to allow candidate(s) to present themselves to Members and answer questions *(the meeting will reconvene at item 7 below)*

It was **RESOLVED** to **ADJOURN** the meeting. Both candidates gave a short presentation to Members and answered questions in relation to their applications.

C/21/028

Exclusion of the Press and Public –

To consider whether to exclude the Press and Public from the meeting during the consideration of item 8 below in accordance with S1(2) of the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that it may involve the likely disclosure of exempt Information.

The meeting reconvened and it was **RESOLVED TO EXCLUDE** the Press and Public from the meeting in relation to agenda item 8.

C/21/029

Deliberation of candidates

Members considered the candidates written applications and personal address at **C/21/027** above in relation to the [Person Specification](#).

C/21/030

Voting by way of signed ballot and declaration of successful candidate(s) duly elected

(After signing their Declaration of Acceptance of Office the newly

elected Councillor may take their seat immediately)

The Parish Council's [Co-Option policy](#), which was provided to the candidates in advance of the meeting provides for voting by way of signed ballot. Due to the digital nature of the meeting, each Member sent their vote to the Clerk either by private message (on Zoom) or via email.

Members **VOTED UNANIMOUSLY IN FAVOUR** of Co-Opting **BOTH** Mr Bushell and Mr Griffiths.

The Chair declared Cllr. John Bushell and Cllr. David Griffiths duly elected. The newly appointed Members signed their Acceptance of Office via Secured Signing before officially joining the remainder of the meeting. Please see [Appendix A](#) and [Appendix B](#).

C/21/031

To receive reports from County and District Councillors.

District Cllr. Evans' report is appended to these [minutes at C](#).

County and District Councillor Janet Duncton's report is appended to these [minutes at D](#).

C/21/032

Financial Matters

1. To approve Order for Payments

The Order for Payments was circulated to Members in advance and is appended to these [Minutes at E](#).

It was **RESOLVED** to **APPROVE** the Order for Payment, which will be signed via Secure Signing.

2. Lady Hope Playpark

It was **RESOLVED** to:

- a. **APPROVE** and **SIGN** the Minutes of the Financial Steering Group held on 3rd February, appended to these [minutes at F](#).
- b. **ADOPT** the **RECOMMENDATIONS** of the Financial Steering Group.
- c. **APPROVE** and **SIGN** the **REPORT TO COUNCIL** for the Lady Hope Playpark, which is to be sent to Ministry of Housing, Communities & Local Government in support of the Parish Council's loan application. [See Appendix G](#).
- d. **SEEK THE APPROVAL** of the **SECRETARY OF STATE** for Housing, Communities & Local Government to **APPLY FOR a PWLB LOAN of £50,000** over the borrowing term of **FIVE (5) YEARS** for the purposes of upgrading and renovating the [Lady Hope Playpark](#). The **ANNUAL** loan **REPAYMENTS** will come to around **£10,000**. **It is not intended to increase the**

Actions:
Clerk, Chair,
Cllr. Brown &
Cllr. Colmer

council tax precept for the purpose of the loan repayments.

- e. The announcement will be made on the Parish Council's [website](#), first edition newsletter to be delivered to every household in the Parish by the end of February and an article within the local Parish News (March edition).

C/21/033

Highway Matters

Actions:
Cllr. Capsey
&
Clerk

1. Matters to be reported by Members

It was **RESOLVED** to **REPORT** potholes to WSCC's Highways Department.

2. Community Speed Watch (CSW)

The CSW Team have asked the Parish Council to consider purchasing an additional Speed Indicator Device (SID) post to be situated opposite Little Springfield Farm along the Plaistow Road, Ifold. Feedback from the Team is that the SID post situated at 'Haycroft' is too close to the Foxbridge Lane junction and the traffic is still building up speed after leaving the junction. However, the traffic is speeding along the 'Little Springfield Farm' section of road.

Members agreed that SIDs are designed to discourage rather than 'catch'. In view of the Council's imminent loan application and the impact this will have on its reserves, the Council must exercise caution when approving expenditure. It was **RESOLVED** to **INVITE** a **CSW** Team representative to the **NEXT MEETING** to provide further information and the Council will re-consider the matter.

C/21/034

West Sussex Association of Local Council's Value for Money Project update & AGM

Actions:
Clerk

The amended [WSALC's AGM Agenda](#) and [Annual Report](#) were circulated to Members in advance of the meeting.

It was **RESOLVED** to:

- 1. **NOTE** the Annual Report and the conspicuous absence within the Chairman's report of the WSALC's Value for Money Project and the ensuing problems.
- 2. **APPOINT** the **CLERK** as the Council's **PROXY** at the **WSALC AGM** on 25th February 2021 if Cllr. Pearson is unable to attend the meeting*.
- 3. **PERMIT** Cllr. **PEARSON OR** the **CLERK** as Proxy to **VOTE** in the **BEST INTERESTS** of the **COUNCIL** in relation to the

various Ordinary and Special Resolutions on the AGM agenda. Members agreed that without hearing the items discussed at the meeting, it was not possible to pre-empt how the Council should vote.

4. **DELEGATE** 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.

**Appointment of a proxy does not preclude the Council's authorised representative(s) – Cllr. Pearson - from attending the meeting and voting in person. If a proxy is appointed and the authorised representative attends the meeting, the proxy appointment will be automatically terminated.*

C/21/035

C.A.G.N.E

It was **RESOLVED** to **APPROVE** CAGNE's* request for an **ANNUAL CONTRIBUTION** of **£4** towards the costs of a new [website](#) and zoom meetings.

Actions:
Clerk

*CAGNE Aviation Town and Parish Council Forum is formed by Councillors for Councils and is not a protest group.

C/21/036

Plaistow Village Green Cricket Net

It was **RESOLVED** to **APPROVE** a resident's request to **REPAIR** the **CRICKET NET** on the Plaistow village green with some cable ties and tent pegs; a **£25 BUDGET** was **APPROVED**.

Actions:
Clerk

C/21/037

Lagoon 3

It was **RESOLVED** to:

1. **NOTE** the following correspondence in relation to Lagoon 3:
 - a. Email from Mr. Luttmann-Johnson dated 20th January that he plans to "comply with the Chichester District Council enforcement notice" however, these plans "are currently still being frustrated by West Sussex Agri Ltd.... An application to remove a charge is being entered through the court process to allow for the sale of this lagoon to a local landowner able to deal with it...."
 - b. Email from Artemis Land & Agriculture Ltd dated 10th February that "[they have] been informed by West Sussex Agri that it has agreed to release its

Actions:
Clerk

legal charge over Lagoon 3 in the event (and only in the event) of the completion of a sale to a third party purchaser.”

2. **SEEK** an **UPDATE** from **ARTEMIS** regarding works to **LAGOON 2** particularly in relation to the volume of clay from the farm being transported to the lagoon and possible destruction of Nightingale territory around the lagoon.

C/21/038

Newsletter

Actions:
Clerk

It was **RESOLVED** to:

1. **APPROVE** the **FINAL COSTS** associated with this initial Newsletter, which is to be mailed to every house on the electoral register at the end of February 2021

Printing 840 x A4 booklet in colour	£204
840 Envelopes	£14.32
Postage	£638.40* (76p per letter)
Labels	£10 (Supplied by CDC)
Stuff envelopes & label	£50 (£25 per hour – estimated 2 hours)
Total	£916.72

*Arun District Council will be asked if they will use [Parcel to Go](#) to reduce the postage costs

2. **PRODUCE** a **BIANNUAL E-NEWSLETTER**. Cllr. Glavin will be LEAD Member and assisted by Cllrs Taylor, Bushell, Brown & Griffiths. The next E-Newsletter will be produced at the end of the Summer (August / September time).

C/21/039

Correspondence

Actions:
Clerk

It was **RESOLVED** to **NOTE** the following correspondence:

1. Owen Broadway, Principal Conservation and Design Officer at Chichester District Council dated 10th February regarding the Village Design Statement:

"I have had a chance to review the document and have the following comments to make:

"The village design statement is in accordance with the design and conservation objectives of the local plan and the emerging neighbourhood plan. Heritage assets and their settings including listed buildings and the Plaistow Conservation Area are correctly identified and due consideration is given to the possible impact of development on them."

The next step I have is to confirm the situation with having the VDS adopted as supplementary planning guidance. I need to clarify this internally and will come back to you on it with 2 weeks."

2. Kelsey Hall Management Committee dated 6th February regarding a broken latch on the Chalk Road notice board:

"Gordon reports that the 2 stage handle, has a piece missing so requires replacing. He had a good look on the surrounding ground, but it was really pointless to think it would be visible. It's a specialist item so not readily available at any local hardware shops. He also adds door "has a bit of twist" probably part of the cause and will only get worse the longer it is left. Can I leave you to ask PC if they can either order this right-hand handle, or if it's easier give us product and supplier details and we can try to source. It's not really about cost is it, but more about preventing further twisting damage to door and indeed safety and security of posted notices."

C/21/040

Items for inclusion on a future agenda

It was **RESOLVED** to **ADD** the following matters to the next agenda:

1. Scrap metal and other discarded cricket paraphernalia on Plaistow Village Green
2. Chichester Development Plan (decided 2nd March)
3. Update on CDC Local Plan Review

Actions:

Clerk

C/21/041

Date of next meetings

3rd March 2021, 19:30 – Planning & Open Spaces Committee

10th March 2021, 19:30 – Full Parish Council Meeting

There being no further business, the Chair closed the meeting at 21:03

Appendix D - C/21/031 – District & WSCC Cllr. Duncton’s Report

My report concentrates on County but would like to just mention that in all this cold and Lockdown Chichester is looking after all the Street sleepers. There are always one or two who won’t accept the help, but it’s their choice and CDC officers are really taking care of all those who need help. Chichester has also just started the build for its extra homeless families accommodation in Chichester. Homelessness is not just a Covid thing, it’s always unfortunately with us.

COUNTY COUNCIL

It always seems a bit strange to say how busy we are when you all know that we are not in County Hall but rather like yourselves business goes on as usual and being Chairman of the County with County Council this Friday I have endless briefings and discussion in the week before plus of course when it’s not full Council there are many conversations that I have to have to discuss situations with Officers.

On top of that of course there is family and that is important.

This Friday’s meeting (12th) is the budget meeting and the meeting when we set the Council Tax for County for the year ahead. I can’t make predictions ahead of the meeting there will be several hours of debate I have no doubt but I am sure you will all expect that it’s likely the Council Tax will rise. That said the Government have covered a good deal of our Covid 19 extra expenses but there are still costs. Although just a drop in the County budget Ocean we are saving some £6000 a month on Councillor expenses because we are not travelling to Chichester or other meetings.

This sounds good but for me personally and others of course I actually think it’s nicer and works better if you get to know those you are working with even if it’s only a chat over coffee. I hope things improve and we can meet again and to me it’s worth the money for travelling to get better and quicker decisions because you can have better dialogue with your fellow Councillors and Officers. There will be changes but I think getting to know one another is important. You have to work together for 4 years at least. I can of course see though that smaller committees like Task & Finnish Groups which usually have 5 or so members can still be catered for virtually.

In case you have been drawn into discussion about our Family Centres there will be a 6 week consultation later for people to comment not on closures necessarily but doing things differently to get to families in need quicker etc. This item is a watch this space one really.

Again the South Downs National Park is not far from Plaistow and Ifold borders and you know I am the County rep on that. I also sit on the South Downs National Part Trust which is not part of the NPA but an arms length trust that raises money for different projects. I mention this because there is a fund we operate called the School Travel Grant. Schools have to apply for it and the money helps to get Schools out into the South Downs etc should they want to apply for it. The Trust also helps with apprenticeship for Rangers which have so far proved to be very advantageous for the Apprentices that get the opportunity.

Not really much more of interest to tell the Parish but as ever I am contactable on either janet.dunton@westsussex.gov.uk or jdunton@chichester.gov.uk. Mobile 07979152898.

Take care all of you and keep safe.

Janet Dunton, County Councillor Petworth division & CDC Councillor Loxwood ward

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