

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 March 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: 2nd March 2021

Yours faithfully

Catherine Nutting

Clerk & RFO to the Council

To join this meeting please follow the link:

<https://us02web.zoom.us/j/85063821642?pwd=UnJKalF1S3R6QWx0L2NBQmZwaHhJZz09>

Meeting ID: 850 6382 1642

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

Appendices and Clerk's Report can be found on the website.

Number	Item	Time
1.	Apologies for absence & housekeeping 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 10th February 2021.	1 min

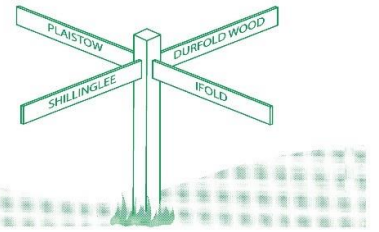
4. **Public participation** 10 mins
 Recommendation: - To receive and act upon, if considered necessary by the Council, comments made by members of the public in accordance with relevant legislation and Plaistow and Ifold Parish Council's [Policy](#). Questions, or brief representations can be made either in person, or in writing provided they were sent via email to the Clerk no later than 4pm Wednesday 10th March 2021. Public Participation shall not exceed 10 minutes, unless directed by the Chairman. A speaker is limited to 5 minutes.
5. **To receive reports from County and District Councillors** 10 mins
 Recommendation: - To give an opportunity to receive an update from Councillors at a [District and/or County](#) level on business and activities that affect Plaistow and Ifold Parish and the local area.
6. **Parish Community Speed Watch (CSW)** 10 mins
[See Appendix A](#). Plaistow Road, Ifold Speed Indicator Device (S.I.D) average weekly results between Nov 2020 – Jan 2021. Please refer to the Clerk's Report.
 Recommendation: -
 a. To receive an update from the CSW Team in Ifold
 b. Based on (a) to consider and resolve to act upon if necessary, the CSW Team's request for an additional S.I.D post situated opposite to Little Springfield Farm, Ifold
 c. To appoint a CSW Team Liaison Member
 d. To consider the Plaistow village branch of the CSW Team
7. **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. **Rickman's Lane, Plaistow TRO application**
 Please refer to the Clerk's Report. Recommendation: -
 a. To appoint a new Lead Member and/or Steering Group to review the results of the public consultation and progress the TRO application.
8. **Financial Matters** 3 mins
 1. **Order for Payments**
[See Appendix B](#). Financial Report for February – March 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. Internal Auditor

Please refer to the Clerk's Report. Recommendation: - To consider and resolve to act upon if necessary, the appointment of a new Internal Auditor.

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| 9. | Operation Bridge review
Please refer to the Clerk's Report. Recommendation: - To approve the updated Operation Bridge policy. | 2 mins |
| 10. | Newsletter update & website analysis (including Quiz page)
Please refer to the Clerk's Report. Recommendation: - To note feedback from the newsletter and the impact upon the Council's website. | 3 mins |
| 11. | Scrap metal on Plaistow Village Green
Please refer to the Clerk's Report. Recommendation: - To consider and resolve to act upon if necessary, the removal of scrap metal and cricket paraphernalia on the Green. | 3 mins |
| 12. | Lagoon 3 update
Please refer to the Clerk's Report. Recommendation: - To note the update following the Parish Council's meeting with CDC. | 3 mins |
| 13. | Census
Please refer to the Clerk's Report. Recommendation: - To note the national census on 21st March and the support offered from West Sussex Libraries. | 2 mins |
| 14. | West Sussex Association of Local Council's AGM & Chichester District Association of Local Council's AGM
See Appendix C. WSALC's AGM Minutes.
Recommendation: - <ol style="list-style-type: none">a. To note the WSALC's AGM Minutesb. To note the update from CDALC's AGM | 3 mins |
| 15. | Grant Award Policy
See Appendix D. The Council's Grant Award Policy. Please refer to the Clerk's Report.
Recommendation: - <ol style="list-style-type: none">a. To adopt the Council's Grant Award Policyb. To consider and resolve if necessary, to extend Tranche 1 application deadline from 6th January to 31st March | 3 mins |
| 16. | Chichester Development Plan & update on CDC Local Plan Review
Recommendation: - To note the updates and any impact they have on the Parish area and the Neighbourhood Plan | 2 mins |

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| 17. | <p>Council representation on CDALC / WSCC North Chichester Local Committee and CDC All Parishes Forum.</p> <p>Please refer to the Clerk’s Report.</p> <p>Recommendation: -</p> <ul style="list-style-type: none"> a. To consider and resolved to appoint a Council representative to attend the CDALC meetings b. To consider and resolved to appoint a Council representative(s) to attend the WSCC North Chichester Local Committee meetings c. To consider and resolved to appoint a Council representative(s) to attend the CDC All Parishes Forum meetings | 5 mins |
| 18. | <p>Correspondence</p> <p>Recommendation: - To consider any correspondence not listed as an agenda item for discussion.</p> | 1 min |
| 19. | <p>Items for inclusion on a future agenda</p> <p>Recommendation: - To notify the Clerk of any matters to be added to a future agenda.</p> | 1 min |
| 20. | <p>The appointment of a new Chair of the Council & recruitment of a new Councillor</p> <p>Please refer to the Clerk’s Report.</p> <p>Recommendation: -</p> <ul style="list-style-type: none"> a. To consider Member(s) for the appointment of Chair and resolved to elect a new Chair of the Parish Council by way of signed ballot. b. To resolve to advertise for a casual vacancy. | 10 mins |
| 21. | <p>HR Steering Group</p> <p>Please refer to the Clerk’s Report.</p> <p>Recommendation: -</p> <ul style="list-style-type: none"> a. To consider Member(s) for inclusion on the HR Steering Group and convene a meeting week commencing 15th March. | 2 mins |
| 22. | <p>Date of next meetings</p> <p>17th March 2021, 19:30 – Winter & Emergency Plan Committee Meeting</p> <p>24th March 2021, 19:30 – Planning & Open Spaces Committee Meeting</p> <p>13th April 2021, 19:30 – Planning & Open Spaces Committee Meeting</p> <p>14th April 2021, 19:30 - Full Parish Council Meeting</p> | 1 min |



APPENDIX B

Schedule of receipts and order for payments for Feb - March 2021
To be approved at the Parish Council meeting on 10.03.2021

Agenda Item: 8.1

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

RECEIPTS

Payer:	Detail:	Cost Centre/Code	Amount:
Plaistow Village Trust	Gift Aid return from Crouchlands Farm appeal funds		£1,845.96
AXA Insurance	Excess for claim 2674335		£250.00
		Total	£2,095.96

PAYMENTS

Payee:	Detail:	Cost Centre/Code	Amount:
WSCC	Salary Penson oncosts Feb 2021	4101	£2,818.24
TEEC	Website Hosting Jan 2020 – March 2020		£72.00
TEEC	Website Hosting April 2020 – March 2021		£288.00
TEEC	New website final 50% build instalment		£750.00
Miss C E Nutting	Expenses – monthly subscriptions for Zoom 28.02 -30.03.2021 Secured Signing Feb 2021 Instant Ink 27.01 – 26.02.2021 WFHA Feb Royal Mail postage to Arun DC of address labels for newsletter BT phone bill Feb 2021	Subscriptions: 4120 / 102 WFHA: 4102 / 101 Postage 4145/102 Phone 4117	£136.59
BT	Winterton Hall Wifi 1 – 31 March 2021	4123	£35.94
		Total	£4,100.77

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

Payee:	Detail:	Cost Centre/Code	Amount:
Miss C E Nutting	Norton 360 Deluxe Subscription renewal (1 year subscription)	4135	£84.99
Miss C E Nutting	Microsoft 365 annual subscription	4135	£79.99
CAGNE	Annual subscription to the CAGNE Aviation Town & Parish Council forum	4214	£4.00
Greenbarnes Ltd	Kelsey Hall Public Notice Board door handle fixture	4309	£21.58
		Total	£190.56

Total receipts £2,095.96

Total expenditure £4,291.33

Signed by Chair: Date:

Signed by Councillor: Date:

Signed by Clerk/RFO: Date:

[Back](#)