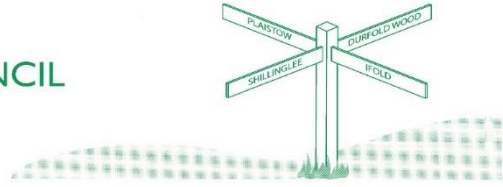


PLAISTOW AND IFOLD PARISH COUNCIL



MINUTES of a Meeting of the **Full** Plaistow and Ifold Parish **Council** held on **Monday 11th April 2022** at **19:30**, Winterton Hall, Plaistow.

Please note: - These minutes are to be read in conjunction with the [Clerk's Report](#), which was published on the Parish Council's [website](#) with the [agenda](#) in advance of the meeting. The Clerk's Report provides all necessary background information for the matters considered at the meeting.

Present Cllr. Paul Jordan (Chair); Cllr. Sophie Capsey (Vice Chair); Cllr. Phil Colmer (Chair of the Finance Committee); Cllr. Nicholas Taylor; Cllr. Jerusha Glavin; Cllr. Doug Brown and Catherine Nutting (Clerk & RFO).

[District Councillor Gareth Evans](#) was in attendance.

No Members of the Public were present either in person, or via Zoom.

C/22/038 **Apologies for absence & housekeeping**
Apologies were received and accepted from Cllr. David Ribbens; Cllr. John Bushell and Cllr. David Griffiths.

West Sussex County [Councillor Janet Duncton](#) gave her apologies.

C/22/039 **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.

Cllr. Glavin disclosed a pecuniary interest in the confidential staffing matter at item 21 of the agenda. Cllr. Glavin to leave the meeting prior to consideration.

C/22/040 **Minutes**
It was **RESOLVED** to **APPROVE** the minutes of the full Parish Council Meeting held on 9th March 2022, which will be **SIGNED** by the Chair of the meeting, Cllr. Capsey, via Secured Signing in accordance with Standing Order 9(d), as a true record and published on the Parish

Actions:
Clerk & Cllr.
Capsey

Council's [website](#).

C/22/041

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 Monday 11th April 2022. Public Participation shall not exceed 10 minutes, unless directed by the Chairman. A speaker is limited to 5 minutes.

None received.

C/22/042

To receive reports from [County and District Councillors](#)

District Cllr. Evans' report is appended to these minutes [at A](#) and County and District Councillor Janet Duncton's report is appended [at B](#). Both reports were published on the Parish Council's [website](#) in advance of the meeting.

Cllr. Evans publicly acknowledged Cllr. David Ribbens' dedicated contribution to supporting the community over many years.

The existing Loxwood shop will close in September. The '[water neutrality](#)' issue for the North of the Chichester district is impacting the development of the new Loxwood shop. However, off-site mitigation is being explored with local companies.

The Townfield development in Kirdford is likely to be refused based on water neutrality. The application may yet be withdrawn, rather than progress to refusal.

The Loxwood Claypit application may be considered on the 18th May, by WSCC's Planning & Rights of Way Committee.

C/22/043

Financial Matters

For all items listed below, please refer to the details contained within the Clerk's Report.

Actions:
Clerk

1. Order for Payments

The Council **REVIEWED** the Order for Payments for Year End ([appended at C](#)) and April 2022 ([appended at D](#)) and

RESOLVED to **APPROVE** the **EXPENDITURE** listed.

2. 2021/22 Year End and Finance Committee Meeting

The Council **REVIEWED** and **NOTED**: -

- the 2021/22 Budget Forecast Comparison spreadsheet at Quarter 4 / Year End ([appended at E](#))
- the [minutes of the Finance Committee](#) meeting dated 07.04.2022, including the 2022-23 grant awards

And **RESOLVED** to **ADOPT** the Finance Committee's recommendation for the **EMPLOYER PENSION DISCRETION POLICY**.

3. [Interim Internal Audit Report](#)

The Council **REVIEWED** and **NOTED** the interim Internal Audit report, which is published on the Parish Council's website, and **RESOLVED** to adopt all recommendations therein.

4. 2022-2023 Final budget

The Council **RESOLVED** to **ADOPT** the proposed **FINAL BUDGET** ([appended at F](#)).

5. Winterton Hall, Trust and landownership legal investigation

The Council **NOTED** the initial advice* received from [Wellers Hedleys](#), (who specialise in advising Parish and Town Councils), and the initial fee quote and **RESOLVED** to **INSTRUCT** the firm to advise the Parish Council about becoming both the Custodian *and* Management Trustees of the Winterton Hall (charity number 305406) and the legal ownership of the land upon which the Hall / Youth Club is situated.

**protected by legal advice privilege, which protects confidential communication from publication.*

6. Plaistow & Ifold Bus Shelter Oak

The Council **NOTED** the quote for oak timberwork for the Ifold and Plaistow bus shelters and **RESOLVED** to commission Miliam Limited of Kirdford to undertake the works entirely in oak.

7. .GOV.UK website and email domain

The Council **RESOLVED** to enter a minimum 2-year contract (£60pa) and **APPLY** to the Cabinet Office Domain Name Management Team and request to change the Parish Council's website and email domain to .GOV.UK.

C/22/044

Councillor vacancies

The Parish Council unreservedly **THANKED** Cllr. David Ribbens for his impressive 27 years of dedicated service to the Council and community. Sadly, Cllr. Ribbens could not join this final meeting prior to his retirement.

The Council **NOTED** Cllr. Jeffery's resignation and **RESOLVED** to notify CDC's Returning Officer of the two casual vacancies.

Actions:
Clerk

C/22/045

Legionella

The Council **NOTED** as follows: -

- the Legionella risk assessments for the Winterton Hall and Cricket Pavilion, published on the website [here](#);
- the Cricket Pavilion [water sample results](#);
- the works required at the Winterton Hall to mitigate the risks.

And **RESOLVED** to financially contribute towards the works at the Winterton Hall once quotes have been received and reviewed.

The Council **RESOLVED** to financially contribute towards the hourly rate of a Hall caretaker, to include the weekly legionella requirements for the Pavilion in their regular duties.

The Council **AGREED** to support the Winterton Hall Management Committee and advertise for new members to join the committee within the Newsletter.

Actions:
Clerk

C/22/046

Litter Pick

The Council **RESOLVED** to: -

- **ADOPT** the [Volunteer Policy](#) and [Litter Pick Risk Assessment](#).
- **RATIFY** the expenditure for 12 litter pick signs to be used during the Spring litter pick (03.04.22).
- **COMMISSION** 6 more signs to be made.

Actions:
Clerk

The Council extended its sincere thanks to Sallie and Gordon Baker for organising the litter pick for many years. The Council has taken over responsibility for the biannual activity, which will be coordinated by Cllr. Griffiths. A new [webpage](#) is being developed.

C/22/047

Ukraine

The Council **RESOLVED** to ascertain (via Social Media) the number of Parish residents who have applied to host a Ukrainian family via the government schemes and to liaise/coordinate with neighbouring Parish Councils.

The Council **NOTED** that it has sufficient reserves to allocate a budget to support a package of measures for Ukrainian refugees and their host families within the community.

The Council asked District Cllr. Evans to feedback to CDC that more information is required within the community and proactive partnership working with Parish and Town Councils.

Action:
Clerk

C/22/048

[Asset Register](#)

The Council **NOTED** the updated Asset Register and sums insured, which is published on the Council's website.

C/22/049

Spring Newsletter

The Council **NOTED** the delay in publishing the Spring Newsletter; however, the delay will allow the following matters to be added: -

- Councillor vacancies
- Date of the Annual Assembly
- Recruitment of new WHMC members
- Ukrainian 'sign ups' (see C/22/047 above)

Action:
Clerk

C/22/050

Queen's Platinum Jubilee (QPJ)

Please refer to the details contained within the QPJ minutes ([appended at G below](#)) and Clerk's Report.

The Parish Council **NOTED** the minutes of the QPJ Working Group dated 31.03.2022 and the plaque quotes as provided by Cllr. Brown and **RESOLVED** to: -

- a. **APPROVE** the draft wording of the dedication plaque
- b. **APPROVE** the instruction of Brunel Engraving (including wooden base) based on known workmanship (Lady Hope Playpark plaque) and ability to provide both plaque and base.

Action:
Clerk
QPJ Working
Group
Cllr. Brown

C/22/051

CDALC Meeting

The Council **NOTED** Cllr. Taylor's [notes](#) taken at the Chichester District Association of Local Council meeting on 4th April. The Council **NOTED** the need for the Council to adopt a Resilience Plan and deferred the matter to its Winter & Emergency Plan Committee to progress.

C/22/052

Northern Parish's meeting

The Council **NOTED** the recent meeting [notes](#) and **RESOLVED** to write to CDC challenging the sustainability of the [various development test scenarios](#) in this Parish area, prior to full [public consultation](#). The Council **RESOLVED** to instruct Sara Burrell to draft the letter, given her expertise/local knowledge garnered from preparing the Neighbourhood Plan as Chair of the Steering Group. The Council **NOTED** the allocated budget for professional fees. The letter to be sent from the Parish Council, once approved by all Members.

Actions:
Clerk

Cllr. Capsey updated Members on CDC's Local Plan Review newsletter, which is published on the Council's virtual noticeboard [here](#).

C/22/053

Highway Matters

The Council **RESOLVED** to **NOTE** that three (3) sets of ATCs (traffic monitoring) were installed along Rickman's Lane, Foxbridge Lane and Plaistow Road during a period when there was a road closure at Pitsgate Hill, Plaistow Road, due to a water leak (Southern Water). The road closure caused traffic to divert along Foxbridge Lane / Rickman's Lane to access Plaistow village – notably the schools. This will have distorted the accuracy of the traffic data recorded.

Actions:
Cllr. Capsey

Cllr. Capsey will further report the sizable potholes along Plaistow Road and Dungate/Dunsofold Road; the white markings have worn off.

The Council **NOTED** the update regarding the TRO applications in Plaistow, including the [draft schematic](#) for new signage within Plaistow.

C/22/054

Correspondence

- Plaistow & Kirdford Primary School's use of the Pavilion for Summer Fair on Saturday 25th June

RESOLVED to APPROVE.

- Letter to CDALC from Tim Slaney, Director of Planning - South Downs National Park Authority

RESOLVED to NOTE.

C/22/055

Clerk's update & items for inclusion on a future agenda

Actions:

The Parish Council **NOTED** as follows: -

Clerk

1. Tree surveys
The Council **RESOLVED** to **DEFER** to the next meeting.

2. Councillor training on 11th May, Kelsey Hall

NOTED

C/22/056

Meeting Dates

Actions:

- 17th May, Planning & Open Spaces Committee Meeting, 7:30pm – Kelsey Hall, Ifold
- 18th May, Annual Parish Council Meeting and Annual Assembly, 7:30pm – Winterton Hall, Plaistow

Clerk

C/22/057

Exclusion of the Press and Public

The Council **RESOLVED** to **EXCLUDE** the Press and Public from the meeting during the consideration of the final item on the agenda - 'To discuss Staffing matters' - in accordance with S1(2) of the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that the agenda item involved the likely disclosure of exempt information.

District Cllr. Evans and Cllr. Glavin left the meeting at 20:30.

C/22/058

To discuss Staffing matters

A separate and confidential minutes was taken in relation to this agenda item.

There being no further business, the Chair closed the meeting at 20:33

April District Councillor Address

Local Updates

Tribute to Cllr David Ribbons

My most important update this month is to pay tribute to the extraordinary contribution of David. 27 years is an incredible and generous contribution to the community. My heartfelt thanks and admiration for everything you have done. Your knowledge and wise counsel will be missed by all. I particularly appreciated your kindness when I first took on the role of District Cllr. I hope you enjoy your free time now – you have certainly earned it. Thank you so much.

Land West Of Guildford Road Loxwood West Sussex

Several residents in Loxwood have contacted me recently asking for an update on this. The last update I received from Jo Bell cited the Water Neutrality issues. I have written again to her asking for an updated.

Townfield Application, Kirdford – I have been liaising with the officer responsible for this application to ascertain which way determination will fall. The Water Neutrality issues are still holding this application up. The last reply back in early March demonstrated that the applicant had not resolved the water neutrality issue and the officer was due to meet Jo Bell in order to work out how to proceed. I have been in contact with the officer asking for an update since it is now a month later

21/02849/FUL-Land South West of Willets way

A couple of residents have raised concerns over the proposed solution to the Water Neutrality issue by sinking five 3000 gallon tanks on site with absolutely no detail as to how they will work. There are obvious concerns as to the noise element to operate these. I would be interested to hear the views of the Parish Councillors and will then liaise with the planning officer as this is potentially concerning. I am aware that one resident has also written to the Parish Council.

Hyde Housing – Several residents have approached over concerns with the communication process and the quality of the housing stock. I am working with the Cabinet Member and CDC to apply pressure on Hyde over these issues. I have also asked a CDC officer to visit some of residents who have raised significant concerns and these visits will take place in the coming weeks. Last week I asked SLT the following question:

"In asking this request I would like to say that I am by no means directing criticism at the portfolio holder for social housing and I have been grateful for all Cllr Sutton has done to try and help me but the issues with Hyde with regards to extremely poor communication, unresolved issues, poor treatment of their tenants and poor housing stock with serious issues of mould continue and are having an impact on our residents mental health and well-being. I have lost count of the amount of residents who are contacting me on this issue and it is not just Loxwood Ward or Chichester District wide but on talking to residents and a cursory review of sites such as trust pilot it would appear this is a national issue.

Therefore, will the CEO at Chichester District council write to the relevant Government department to demand that Hyde is held accountable for these ongoing issues and get this sorted once and for all?"
I have since had communication from Louise Rudziak who is the Director of Housing and Communities who has agreed to investigate the growing issues not just in this Ward but across the district.

Lagoon 3 – the next progress review meeting between parish councils, CDC and EA takes place on 14th April at 10.00am

Loxwood Claypit – The latest update that has been issued from WSCC Planning is that they are working towards this going to committee by 26th April 2022. Updates will be provided once it is known

Fracking – Last month at the Wisborough Green Parish Council I was asked the following question:
In view of the government's moratorium on fracking, the Chairman was interested to know if CDC had any change in policy

I received the following reply:

"As fracking is a minerals operation, planning control falls to the County Council, and any necessary planning application would be submitted to that authority to consider. CDC would likely be a consultee if within our district, however on previous applications we have responded that we do not have the necessary specialist technical expertise in our Environmental Strategy Unit to make comment on such applications. There is no specific District Council policy in relation to fracking.

The best contact at WSCC for the Parish would be James Neave - james.neave@westsussex.gov.uk"

Chichester District Updates

Full Council Meeting (Budget)- At the council meeting on 8th March the Lib Dem group were successful in getting to motions through. These were:

- 1) To employ a full time Growth and Sustainability Officer to promote economic growth in the District by supporting Local businesses and the creation of local apprenticeships and jobs - all in the context of supporting the Climate Emergency Action Plan
- 2) To employ a full time Landscaper Officer to provide specialist landscape design advice on development management matters and to monitor and manage the discharge of conditions on development sites

£150 energy bills rebate 2022

The Chancellor announced on 3 February 2022 that council tax payers in properties in tax bands A to D will receive a one-off payment of £150 to support households with rising energy bills. It was also confirmed that this rebate will not need to be repaid. Good progress has been made on the preparations for administering the energy rebate scheme and CDC will be starting this work in early April. CDC will be prioritising those paying their council tax by direct debit followed shortly thereafter with those not paying by direct debit and opening up the Discretionary Energy Rebate scheme. Residents who pay their council tax by direct debit will receive their £150 Energy Payment quicker.

Water Neutrality

On 16 March 2022 Natural England (NE) published updated advice on Water Quality and Nutrient Neutrality for 27 protected Habitat Sites, including the Solent. The advice issued by NE amends the methodology used to calculate whether a proposed development would be nutrient neutral.

<https://www.chichester.gov.uk/nutrientneutrality>

CIL Spending Plan

Projects in the published IBP CIL Spending Plan have been approved by Full Council in principle (as at that stage the full details of a project are not normally known).

Before CIL money is handed to infrastructure providers the following procedures take place in accordance with the governance arrangements set out in paragraphs 41-46 of the S106 and CIL protocol.

https://www.chichester.gov.uk/media/36358/Section-106-and-CILProtocol/doc/S106_and_CIL_Protocol_v4.docx

The full details about a project are requested once a project on the CIL Spending Plan for the current year is reached and sufficient CIL is available to cover their costs. At that point the infrastructure provider is asked to complete and return a detailed pro-forma. The information submitted is checked and either returned with a request for more information, or if satisfactory is used to draft a report to either the Director of Planning (projects less than £50,000), Cabinet (projects between £50,000 - £100,000) or Council (Projects over £100,000) for drawdown of actual CIL Spend.

Once the spend is approved the completed pro-forma is attached to the legal agreement and the information in the pro-forma is used at the quarterly S106/CIL monitoring meetings to ensure that the milestones are met.

DEFRA Consultation on new environmental targets:

DEFRA is currently consulting on long-term targets as proposed by the Environment Act 2021. The consultation, which closes 11 May 2022, is seeking views on a number of new targets (biodiversity on land, biodiversity in the sea, water quality and availability, woodland cover, resource efficiency and waste reduction and air quality). From the Environmental Protection Team's point of view the relevant proposal is to introduce an air quality target for fine particulate known as PM2.5 and to reduce the population's exposure to PM2.5 by 35% by 2040. It is not yet clear how these targets will impact on the council's duties under Local Air Quality Management. The council will be party to a joint response to the consultation from the pan-Sussex local authority air quality group called Sussex-air.

<https://consult.defra.gov.uk/natural-environment-policy/consultation-on-environmental-targets/>

Surgery Dates

My next round of District Councillor Surgery dates are as follows:

Sat 9th April (12-2pm) The Foresters, Kirdford

Sat 23rd April (12-2pm) The Half Moon, Northchapel

Sat 9th May (11-1pm) Plaistow Stores, Plaistow

Sat 21st May (12-2pm) The Stag Inn, Balls Cross

Sat 11th June (11-1pm) Old Mill Cafe, Wisborough Green

Sat 18th June (12-2pm) The Onslow Arms, Loxwood

Should these dates not be suitable I am always happy to visit residents in person or arrange a call/zoom conversation. I can be contacted by phone 07958918056 or by email gbevans@chichester.gov.uk

[Back to top](#)

C/22/042 – Appendix B – Cllr. Duncton’s report

Good morning,

Some 3 to 4 years ago we had a wakeup call from OFSTED that we were not performing as we should be for our Children’s Services. This caused quite a shakeup at the time and that has worked in our favour together with working closely with the Commissioner that was tasked to guide us, John Macoughlin Chief Executive of Hampshire County Council. On top of the new Leader put in, a new Cabinet member, Jacque Russell and my goodness what a choice this was. She has worked with the Commissioner and anyone else that we need input from, this also included new Social workers who willingly trained in what we needed to achieve, a new Director of Children’s Services and I can’t praise her work enough. Together, as a team, they have achieved what I believe is the only County/Unitary Council in the Country has struggled to achieve when they also have had Children’s Services in special needs. The achievement is that OFSTED has decided on advice from our Commissioner that West Sussex Children’s Services has improved to the extent that they will not be taken to Trust status which is excellent news. If you go to Trust status you lose control, but you still pay for the Service. Something everyone can be proud of but believe me we still have work to do and we will not stop improving. By the next report to you I should possibly know what the outcome is of our next OFSTED inspection, and all are feeling hopeful but of course knowing it isn’t the end of the road.

As County Councillor I have been pushing hard for my Parish’s to get the road improvements many want, mainly in surfacing and of course the never-ending Potholes. It is rather like treading in treacle but slowly, slowly I do get some achievements and I won’t stop pushing.

I think I can now boast that all the 6 Primary Schools in my division have achieved Good from their OFSTED report. Now some may say only good, believe me the rules changed somewhat and to get Good is a very high standard nowadays.

The Fire & Rescue Service is about to build its new Fire Station at Broadbridge Heath for Horsham. This new facility will not only become a fantastic Station for West Sussex but it will include training facilities that can be hired by any other Fire and Rescue service from anyone who wants or needs it.

Trading Standards have had a busy time not only trying to make people aware of Scams etc but finding the stores who have illicit tabaco products for sale, usually well-hidden but sniffer dogs find the bounty and we have had several prosecutions.

I need to also mention with regards to Fire & Rescue some 3 years ago when her Majesty's Inspectorate judged that we need improvements, it wasn't for the way Fire or Road accidents were dealt with, it was because we were way behind with our community work mainly in visiting vulnerable people and advising on what could be done to help them in their own homes. I am glad to say this is now caught up with virtually no outstanding community work. Another fine achievement.

My report may appear glowing and yes, I am telling you the good things. On the other hand we have a continuous stream of work in one Service or the other, if we didn't I wouldn't be able to tell you how much it has improved, but, we are aware that some things, like the famous Potholes take longer than others and please be assured that our Scrutiny Committees look at these things in depth and make recommendations to the Cabinet and sometimes those decisions have to go to full Council. You can never stand still.

At last week's County Council (1st April), we passed the West Sussex Transport Plan 2022 to 2026. There are some good intentions in this plan, but I want to see them become fact. I did make a plea for Services in the Rural villages, but we shall have to see on that one.

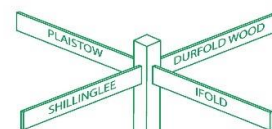
Lastly but not least. I must make mention of the Ukraine situation. You cannot believe the community work that is taking place right now to try and alleviate some of the plight of the Ukraine refugees. This is before any Government directive which will come but so that you know so many are working all hours so hard to raise items wanted for Ukraine refugees and many are already offering accommodation when we know the numbers we are asked to take. Some are already here because of relatives, and I know the gentleman who has worked tirelessly with us all doing our bit for the Petworth Refugee support on Facebook. Of course, financial contributions are welcome but at the Petworth collection point in some Barns between Lodsworth and Lurgashall you have to see to believe the generosity of people from as far away as Dorking and Eastbourne with more local residents giving up their time to sort, pack and label the boxes which we eventually load into lorries 50 so far and counting. It won't stop for some time yet I fear. Should anyone want to offer accommodation the e-mail at County is Ukrainesupport@westsussex.gov.uk. I thank all now who have put in so much time and effort and that includes some big stores who have sent brand new clothing so that when the refugees arrive they can go to the Barns and choose what they need.

Take Care and thank you

Janet Duncton
County Councillor Petworth division
Chichester District Councillor Loxwood ward

[Back to top](#)

PLAISTOW AND IFOLD PARISH COUNCIL



Year End 2021/22

Schedule of receipts and order for payments for March 2022

To be approved at the Parish Council's Finance Committee Meeting on 06.04.2022**Agenda Item: 5**

The signed original document is filed in the Accounts file, YE 31/03/22

RECEIPTS

Date:	Payer:	Detail:	Cost Centre/Code	Amount:
21.03.2022	Miss Delia L Thornton trading as Valens Water	Return of overpayment due to invoice error (#8307) for 2x viable count drinking water samples paid under invoice #8304	1000	£170.00
			Total	£170.00

LOAN REPAYMENTS

Invoice Date	Payee	Regular payment 5.6 Financial Regs	Detail	Cost Centre/Code	Amount (gross) Specify when VAT cannot be recovered
				Total	£00.00

PAYMENTS

Invoice Date	Payee	Regular payment 5.6 Financial Regs	Detail	Cost Centre/Code	Amount (gross) Specify when VAT cannot be recovered
				Total	£00.00

EXPENDITURE TO BE RATIFIED – paid since last Parish Council Meeting on 9th March 2022 pursuant to 5.5 [Financial Regulation](#):

Invoice Date	Payee	Regular payment 5.6 Financial Regs	Detail To comply with s.7(3) The Openness of Local Government Bodies Regulations 2014	Cost Centre/Code	Amount (gross) Specify when VAT cannot be recovered
08.03.2022	Miss Delia L Thornton trading as Valens Water		Risk Assessment for Legionella L8 ACoP for Winterton Hall and Cricket Pavilion	1407	£395.00 <i>VAT not applicable</i>
08.03.2022	Miss Delia L		2 x Total Viable	1407	£170.00

	Thornton trading as Valens Water		Count – Drinking Water for Winterton Hall and Cricket Pavilion		<i>VAT not applicable</i>
09.03.2022	Farsight Consulting	Annual Interim Audit	Interim Audit (March '22) Report incl. travel	4115	£241.68
11.03.2022	Mr K. Webber		Electrical Installation Condition Report at Pavilion		£130.00 <i>VAT not applicable</i>
11.03.2022	Masquerade Costume Hire & Events		Queen's Platinum Jubilee celebrations Town Crier costume hire	4106	£141.40
15.03.2022	Miss Delia L Thornton trading as Valens Water		Invoice #8307 (<i>cross ref above with receipts</i>) 1x Legionella water sample £85 (2x viable count drinking water samples incorrectly invoiced - £170)	4107	£255.00
16.03.2022	Team Medic (London) Ltd		Queen's Platinum Jubilee First Aid cover for events on 2nd & 5th June 2022	4106	£1,146.96
19.03.2022	Churchill & Churchill Ltd		Councillor Planning Training at Winterton Hall on 16.03.2022	4124	£159.90 <i>VAT not applicable</i>
21.03.2022	Tidy&Co Enterprises Ltd		Birds-mouth fence on Plaistow Village Green beneath Sessile Oak tree for Queen's Platinum Jubilee "rewild" area	4106	£864.00
24.03.2022	Andrew Gale Tree Surgery Ltd		Remove branch from Sessile Oak on Plaistow village green which overhangs the playpark	4308	£390.00
24.03.2022	Gale Tree Consultancy		Sessile Oak tree decay evaluation and climb assessment <u>and</u> Pond area tree survey	4308	£1,140.00
25.03.2022	WSCC	Staff salary and oncosts including pension contributions, NI and PAYE	Salary for March 2022	4101	£2,806.70 <i>VAT not applicable</i>

26.03.2022	Miss C E Nutting		NYEs building supplies for exterior plywood and roofing batten to make 12x litter pick roadside signs	4313	£35.94
26.03.2022	Sussex Land Services Ltd	Continuing contract for ground maintenance and grass cutting.	Grass cutting in March 2022	4301	£409.20
26.03.2022	Sussex Land Services Ltd	Continuing contract for ground maintenance and grass cutting.	Annual hedge cut along verge between W.Hall and small pond by shop	4301	£168.00
28.03.2022	Miss C E Nutting	Monthly subscriptions to Secured Signing and BT phone bill. All paid via Clerk's personal bank account.	Expenses – monthly subscriptions for Secured Signing March 2022 BT phone bill March 2022	4135 4117	£27.69
28.03.2022	Signomatic trading as SignMax AB		12 x 300x400 Decal Litter Pick Road Signs	4313	£222.26
29.03.2022	Chichester District Council	Annual litter bin emptying fee	Litter bin emptying fee for period 01.04.2021 – 31.03.2022	4302	£90.48
30.03.2022	Kelsey Hall, Ifold	Annual hall hire charge	Hall hire between 1st April 2021 – 31st March 2022	4137	£150.00 <i>VAT not applicable</i>
30.03.2022	Winterton Hall, Plaistow	Annual hall hire charge	Hall hire between 1st April 2021 – 31st March 2022	4137	£156.75 <i>VAT not applicable</i>
				Total	£8,859.28

Total receipts **£170.00**
Total expenditure **££8,859.28**

Signed by Chair: Date:

Signed by Chair of Finance Committee (bank signatory): Date:

Signed by Councillor: Date:
 (Not a bank signatory)

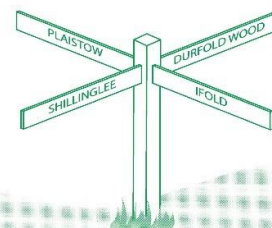
Signed by Councillor: Date:
 (Not a bank signatory)

Signed by Clerk/RFO: Date:
 (bank signatory)

[Back to top](#)

C/22/043 – Appendix D – Order for Payments, April 2022

PLAISTOW AND IFOLD PARISH COUNCIL



Schedule of receipts and order for payments for April 2022
 To be approved at the Parish Council meeting on 11.04.2022

Agenda Item: 6(1)

The signed original document is filed in the Accounts file, YE 31/03/23

RECEIPTS

Date:	Payer:	Detail:	Cost Centre/Code	Amount:
			Total	£0.00

LOAN REPAYMENTS

Invoice Date	Payee	Regular payment 5.6 Financial Regs	Detail	Cost Centre/Code	Amount (gross) Specify when VAT cannot be recovered
				Total	£0.00

ACCRUAL PAYMENTS (YE 31.03.2022)

Invoice Date	Payee	Regular payment 5.6 Financial Regs	Detail	Cost Centre/Code	Amount (gross) Specify when VAT cannot be recovered
31.03.2022	WSCC	Payroll admin fee charged biannually.	Payroll administration charge for period 1st October 2021 – 31.03.2022	4101	£47.74
				Total	£47.74

PAYMENTS

Invoice Date	Payee	Regular payment 5.6 Financial Regs	Detail	Cost Centre/Code	Amount (gross) Specify when VAT cannot be recovered
01.04.2022	BT	Continuing contract for WIFI at Winterton Hall, Plaistow.	Winterton Hall WIFI charges for April 2022	4201	£35.94
01.04.2022	WSALC Ltd	Annual subscription fee for NALC and WSALC	NALC & WSALC 2022-23 subscription	4120	£687.11 <i>VAT not applicable</i>
06.04.2022	Miss C E Nutting	Monthly Working from Home payment and Monthly subscription to Zoom paid via Clerk's personal bank account.	Expenses – WFHA April and monthly subscription for Zoom 31.03.2022 – 29.04.2022	4102 4117	£40.39
06.04.2022	Mulberry and Co		Councillor & Clerk Planning training – Local Plans & Plan Making	4124	£192.00
				Total	£955.11

EXPENDITURE TO BE RATIFIED – paid since last Parish Council Meeting pursuant to 5.5 [Financial Regulation](#):

Invoice Date	Payee	Regular payment 5.6 Financial Regs	Detail To comply with s.7(3) The Openness of Local Government Bodies Regulations 2014	Cost Centre/Code	Amount (gross) Specify when VAT <u>cannot</u> be recovered
01.04.2022	Marquee2hire		Deposit for Queen's Platinum Jubilee all weather Espree marquee	4106	£142.80
06.04.2022	Miss Catherine Nutting		Dropbox Plus 05.04.2022 – 05.04.2023	4135	£95.88
				Total	£238.68

Total receipts £0.00
Total expenditure £1,241.53

Signed by Chair: Date:

Signed by Chair of Finance Committee (bank signatory): Date:

Signed by Councillor: Date:
(Not a bank signatory)

Signed by Councillor: Date:
(Not a bank signatory)

Signed by Clerk/RFO: Date:
(bank signatory)

[Back to top](#)

C/22/050 - Appendix G – QPJWG Minutes, 31.03.2022

PLAISTOW AND IFOLD PARISH COUNCIL



MINUTES of a Meeting of the Queen’s Platinum Jubilee Working Group held on Thursday 31st March 2022 at 19:30, via Zoom.

Present Mrs Sallie Baker, Meeting Chair (Winterton Hall Management Committee); Cllr. Doug Brown; Mrs Emma Pearce (IFRA/PAKSA/Guides); Mrs Jane Price (Durfold Wood Residents Association); Mrs Nicola Holben (Plaistow Preschool); Cllr. Jerusha Glavin; Mrs Bev Weddell (Winterton Hall Management Committee); Cllr. David Ribbens (Scouts and Guides representative) and Catherine Nutting (Clerk & RFO)

Apologies Cllr. Sophie Capsey; Sara Burrell (History Society) and Mrs Janice Taylor (Kirdford with Plaistow and Ifold Church)

Absent Cllr. Angela Jeffery (Working Group Chair)

1. **Apologies for absence & housekeeping**

Apologies were received and noted. The Working Group appointed Sallie Baker as the meeting Chair.

2.	<p>Declaration of interests by Working Group members in matters on the Agenda</p> <p>The meeting was advised that any member of the Working Group with either a financial interest or other interest in a matter on the agenda, which could give rise to a conflict of interest, must declare it.</p> <p>None declared.</p>	
3.	<p>Minutes</p> <p>The Working Group approved the Minutes of the meeting held on 8th March 2022 with one correction, Cllr. Ribbens <u>was</u> in attendance.</p>	<p>Action: Clerk</p>
4.	<p>New Working Group Members</p> <p>The Working Group welcomed Bev Weddell who will help represent Winterton Hall Management Committee.</p>	
5.	<p>Jubilee Beacon Event – 2nd June 2022: https://www.queensjubileebeacons.com</p> <ul style="list-style-type: none"> • Beacon build update <p>Goddard Engineering Ltd will construct an 8ft tall retractable beacon for £480 (+VAT). The budget was prior approved by full Council on 9th March. Volunteers will be required to fuel the beacon and erect it. It could be heavy and may require prior practice. Correct kindling/wood will need to be sourced.</p> <p>Nicola Holben can ask a Preschool parent who is a Fire Officer to support the event.</p> <p>Jane Price will meet with the Chair of the PVT to agree what, if any, support/involvement they would like to provide the event.</p> <ul style="list-style-type: none"> • Choir <p>The lady who organised the 2019 ‘pop-up choir’ has moved away and the North Singers are already booked. Further information is needed regarding what, if any, involvement the Church choir can offer.</p> <p>The meeting agreed that those in attendance would enjoy singing well known songs such as Jerusalem, Land of Hope and Glory and the National Anthem. Jane Price agreed to prepare a song sheet.</p> <ul style="list-style-type: none"> • Scout & Guide involvement <p>The older Scouts/Guides and Explorers are available to attend the event in uniform. They require timing details.</p> <ul style="list-style-type: none"> • Event registration <p>The Clerk formally registered the event on 10.03.2022.</p> <ul style="list-style-type: none"> • Event timings 	<p>Actions: Nicola Holben Jane Price Sallie Baker Janice Taylor Emma Pearce Clerk</p>

Sunset is 21:09 on 02.06.2022. The meeting agreed to light the beacon at 21:30 to ensure it is ablaze by 21:45 and the event is not too late for participants and guests.

The meeting agreed to ask Mr. Mudford to light the beacon and say a few words. The event guide offers an official Proclamation. In addition, the meeting agreed to ask Mr. Mudford to speak briefly about the Queen’s life and reign. This tribute can either be penned by Mr. Mudford himself, or one of the Steering Group. The **Clerk** will formally write to Mr. Mudford. The PA system is available. The **Clerk** will make enquires regarding a bugle player from Christ Hospital School.

- Event advertisement

Deferred to next meeting.

- Event refreshments

The meeting agreed sherry / wine and a non-alcoholic option to formally toast The Queen. Alcohol to be purchased on sale or return basis. Attendees will be asked to give a charitable donation. A TENs license is not required. Paper cups to be sourced.

6. **Update on preparations and their budgetary requirements:**

Members of the Working Group provided updates on preparations to date:

<p>Kelsey Hall morning preparations including:</p> <ul style="list-style-type: none"> - Classic cars - Horses - Carriages - Little Acorns 	<p>Update from Sallie Baker & Emma Pearce.</p> <p>To date, no carriages have been identified.</p> <p>Little Acorns Preschool have agreed to provide children’s activities at the Kelsey Hall, Ifold between 10:30 – 11:30am.</p> <p>Craig’s Coffee Cup will be in attendance.</p> <p>Emma Pearce to find out how many classic cars are booked.</p>
<p>Church service on the green</p>	<p>Email update from Janice Taylor:</p> <p>The Vicar is ready to begin a family-friendly service at 12.15pm.</p>

Actions:

See table for names in bold

	The PA system is available.
<p>Guests of honor including:</p> <ul style="list-style-type: none"> - List - VIP seating area - Table service - Champaign - Cake - Flowers 	<p>Update from Sallie Baker:</p> <p>Sallie Baker to speak with Julie Walters w/c 4th April.</p> <p>The meeting agreed to make the VIP area available to everyone over 80 years. An announcement will be made on the day over the PA System.</p> <p>The Clerk to write a general invitation for publication in the Parish News, Newsletter, Facebook, Notice Boards, Shops.</p> <p>It was agreed to issue personal invitations to those over 90. The Clerk will pen the letter and Sallie Baker will confirm the names.</p> <p>Pat Laidlaw has agreed to make a celebration cake for 40 people. Additional cupcakes may be required if numbers exceed 40.</p> <p>The Winterton Hall has enough chairs/tables for both inside the hall and in the VIP marquee.</p> <p>The Wine Group's fair-weather marquee is available for use and can be kept by the Parish for use by the community.</p> <p>Emma Pearce will ask the Guides regarding table service - 'bubbles and cake'.</p>
<p>Live music</p> <ul style="list-style-type: none"> - Power requirements 	Emma Pearce to liaise with the Ifold based band Orange to ascertain all

<ul style="list-style-type: none"> - Space - Deposit - Transferable booking - Set times (to include closing the event at 5pm) 	<p>outstanding information required.</p>
<p>Ice cream van - T & M Ice-cream from Balls Cross</p>	<p>Update from Jane Price:</p> <p>T & M Ice-cream have confirmed attendance, but ETA may be 3pm.</p> <p>Jane Price to keep in touch.</p>
<p>Street food vendors including Craig's Coffee Cup</p>	<p>Update from Nicola Holben:</p> <p>Willy's Pizza has confirmed attendance. Timings are 12 – 4pm.</p> <p>The meeting agreed that thought needs to be given to the most appropriate parking space for the pizza van.</p> <p>The Clerk to email Craig's Coffee Cup to confirm attendance.</p>
<p>Refreshments and cake in the Winterton Hall</p>	<p>Email update from Janice Taylor confirmed that both IFRA and the Church are progressing this matter with volunteers.</p>
<p>Bar (Including prices and TENs license)</p> <ul style="list-style-type: none"> - Extra volunteer help 	<p>Matters are in train, however more volunteers to man the bar will be needed.</p> <p>The Clerk will apply for an external TENs license for 5th June only.</p>
<p>Quiz (including PA system)</p>	<p>The quiz is in progress.</p> <p>Cllr. Brown needs to know the length of time between the band's sets.</p> <p>Emma Pearce to find out.</p>
<p>Flower display in Church</p>	<p>Church members have offered to put a flower display together within the</p>

	<p>Church. Sallie Baker to make enquires regarding progress and required budget on 3rd April.</p>
<p>Children's fancy dress and crown competition.</p>	<p>Nicola Holben updated that Little Acorns Preschool will organise the crown competition. Nicola has donated two Buckingham Palace Jubilee bears as prizes for the fancy dress competition winners.</p> <p>The King and Queen fancy dress competition to be open to all children and adults (whatever age) to participate.</p> <p>Two winners to be 'crowned' and consideration to be given that they ride in a classic car.</p> <p>The guest of honor to judge the competition.</p> <p>Nicola Holben to design a poster for social media and to be sent to other groups e.g., Brownies, Cubs, Beavers, Youth Club etc.</p>
<p>Find the Corgi – organised by the Youth Club</p>	<p>The Youth Club have suggested organising a Find the Corgi competition:</p> <p>Images of corgis to be placed at certain points around the village and the children have a sheet on which they state where they have seen the images. All correct entries will be entered into a draw to win a plush corgi. We will state on the sheet that the images are only in areas that can be accessed via the closed road i.e., green, village hall etc.</p> <p>The meeting agreed this was a lovely idea.</p> <p>The Clerk to notify the Youth Club.</p>
<p>Temporary Road Closure</p>	<p>The application has been made for</p>

	<p>Sunday 5 June 2022, 12noon – 5pm.</p> <p>Roads to be closed are Loxwood Road, Plaistow Road from j/w Common House Lane and j/w The street and Dunsfold Road.</p> <p>The consultation with Police, Highway Authority, bus operators, and other public services concluded on 17th March. The Clerk will chase for the final decision.</p>
<p>Marquees & pavilion use (for band / bar / bell ringers)</p>	<p>Marquees are required for:</p> <ol style="list-style-type: none"> 1. VIP area – Council marquee available 2. Band - Council marquee available 3. Bar – Wine Club marquee available / Sallie Baker’s personal large gazebo <p>No marquee is required for the handbell ringers.</p> <p>The meeting agreed that a large all purpose wet weather marquee should be hired to ensure that there is a contingency if the weather is poor. The meeting agreed to hire a 28ft x 38ft Espree Marquee from Marquee2hire. Jane Price advised that it is a suitable size (90 people), available on 5th June and the cheapest she has found available (£595.00 ex VAT).</p> <p>The Parish Council’s insurance can cover the marquee up to £5,000.</p> <p>Further wet weather contingency includes greater use of the Winterton Hall and Church.</p> <p>Jane Price and Clerk to book marquee.</p>

	(Nicola Holben left the meeting: 21:04)
Save the date notice	<p>The Clerk will re-publish the notice every 3 weeks on Facebook. It has been circulated widely within the community.</p> <p>An updated notice will be designed after then next meeting on 12th April.</p>
<p>Parking</p> <ul style="list-style-type: none"> - car park officials - Parking signage 	<p>Both landowners of land opposite the village green and the Plaistow football field have agreed to their fields being used for parking on 2nd and 5th June.</p> <p>Cllr. Ribbens confirmed that the Scouts and Guides will assist as parking officials. Hi Viz vests to be supplied by the Council.</p> <p>The meeting discussed the likely key parking times: 11:15 – 12:30 and the potential to need parking support throughout the day.</p> <p>The children will be asked to bring their own food/drink.</p> <p>Road / parking signage can be made using Winterton Hall and Council existing signs.</p> <p>The location of disabled parking needs to be considered.</p> <p>Signage, bunting and cones to be used to cordon off the closed roads.</p> <p>Marshalls will be required for the arrival of the Classic cars onto the Green– this will require adult Scout/Guide leaders.</p>

<p>First Aid (2nd & 5th June)</p>	<p>Jane Price confirmed that Team Medic have been booked for both 2nd and 5th June.</p>
<p>PR Community Banners</p> <ul style="list-style-type: none"> - Artwork - Location - Time to order 	<p>Emma Pearce to ask PAKSA / Guides to do some artwork.</p>
<p>Eco decorations (red/white/blue)</p> <ul style="list-style-type: none"> - Pre-event meeting 3rd June ('wine and balls preparation party') 	<p>The meeting previously agreed to avoid unnecessary plastic waste e.g., balloons.</p> <p>The meeting agreed to organise an event soon to see how many 'homemade' decorations can be produced, before committing to purchasing.</p> <p>Bev Weddell to organise.</p> <p>Emma Pearce to organise tissue paper/card material to make decorations.</p> <p>Emma Pearce to speak to Guides, Brownies, and Youth Club about making decorations.</p> <p>Costs to buy pre-made decorations: 3x pompoms - £2.50 12x pompom and paper lantern (Amazon) - £12.99 24 paper lantern - £42.80 R/W/B different sizes</p>
<p>Handbell Ringers</p>	<p>Email update from Janice Taylor:</p> <p>The handbells have offered a smaller group to play inside the Church. They will play for 15 mins with a 5-10 min break and then resume playing for another 15 mins. They will do about 5 patriotic pieces.</p>

	The exact timings of the handbells will be determined at the next meeting on 12th April.
History Society	The History Society will organise a display of the Parish throughout the Queen's 70-year reign within the Church. They will need a modest budget for display materials.
Master of Ceremonies (Including costume hire)	Howard Pullen has agreed to participate. Sallie Baker has hired a Town Crier costume.
Bouncy Castle	No further update. The meeting agreed that it requires, in writing, that they are booked and will staff and insure the bouncy castle. The Clerk to speak to Cllrs. Jeffery.
Press coverage	The Clerk to make enquiries.
Risk Assessment and Insurance	The Clerk to pursue these matters.

7. **Budget expenditure update**

The total available budget for the Queen's Platinum Jubilee celebrations is:

£3,000 – Parish Council

£2,000 – anonymous community donor

£5,000 total

Expenditure to date (as at 31.03.2022):

A/c Code 4106 Queen's Platinum Jubilee				Annual Budget	
Centre 102 General Administration					
Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00
11/03/2022	BACS	Cashbook	Jubilee town crier costume	117.83	
16/03/2022	BACS	Cashbook	Platinum Jubilee first aid	955.80	
21/03/2022	BACS	Cashbook	Birdsmouth fence beneath oak	720.00	
Account Queen's Platinum Jubilee				Account Totals	1,793.63
Centre General Administration				Net Closing Balance	1,793.63

Committed expenditure (yet to be paid) ex VAT:

£595.00 – marquee hire

£480 – beacon

£600 – band

£120 – bouncy castle

£1,795.00

NB/. No allowance has been made for the sundry items which have no known cost against them at this time e.g., paper decorations, teas/coffees, flowers etc.

£1,793.63 – spent

£1,795.00 - committed

£3,588.63 TOTAL CURRENT EXPENDITURE

The Working Group have **£1,411.37** left in the budget.

8. **Fundraising**

The meeting agreed to defer to another meeting where there is more time to discuss this matter properly.

Action:
Clerk

9. **Other matters**

The meeting agreed to hold a further meeting to discuss the day timetable and

Action:
Clerk

fundraising only.

The following matters will be added to a future agenda:

- Village green 'walk about' to draft location plan
- Wet weather contingency
- Classic car marshals (when arrive in Plaistow)

10. **Date of next meeting**

The next meeting will take place on **Tuesday 12th April 2022, 19:30 via Zoom.**

Action:
Clerk

There being no further business, the meeting concluded at 21:53

[Back to top](#)