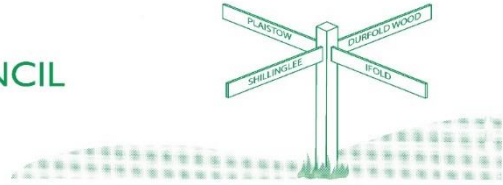


PLAISTOW AND IFOLD PARISH COUNCIL



MINUTES of Plaistow & Ifold's Annual Parish Council Meeting held on Wednesday 18th May 2022 at 19:40, 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. Nicholas Taylor; Cllr. John Bushell and Cllr. David Griffiths Cllr. Jerusha Glavin; Cllr. Doug Brown; Cllr. Nick Whitehouse and Catherine Nutting (Clerk & RFO).

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

Members of The Substantia Group were present in relation to agenda item C/22/062 below and District [Cllr. Alan Sutton](#), Cabinet Member for Housing Communications, Licensing and Events.

One member of the public was present in person.

C/22/060 Election of Chair for 2022/23 Action:
Clerk
See Clerk's report
Cllr. Paul Jordan confirmed that he was happy to continue serving as the Parish Council's Chair. No other Councillor nominated themselves for election. Cllr. Jordan was proposed by Cllr. Capsey and seconded by Cllr. Glavin.
Cllr. **JORDAN** was **UNANIMOUSLY ELECTED CHAIR**. His Declaration of Acceptance of Office was completed after the meeting via Secured Signing, in accordance with Standing Order 9(d), which will be added to the website [here](#).

C/22/061 Election of Vice Chair for 2022/23 Action:
Clerk
See Clerk's report
Cllr. Sophie Capsey confirmed that she was happy to continue serving as the Parish Council's Vice Chair. No other Councillor nominated themselves for election. Cllr. Capsey was proposed by Cllr. Glavin and seconded by Cllr. Taylor.
Cllr. **CAPSEY** was **UNANIMOUSLY ELECTED VICE CHAIR**. Her

Declaration of Acceptance of Office was completed after the meeting via Secured Signing, in accordance with Standing Order 9(d), which will be added to the website [here](#).

C/22/062

Public Forum

See Clerk's report

Representatives from The Substantia Group addressed the Council regarding the emerging proposals for a health, eco-leisure and accommodation destination at Foxbridge, the former Golf Course in Ifold, and the [public consultation](#) which runs between 18th May – 1st June. Earlier in the day, The Substantia Group hosted an exhibition at Kelsey Hall, Ifold for residents. The representative stated that the final proposals would reflect public comment. Some of the proposed accommodation units are intended for private sale. A Transport Consultant has been instructed.

The Parish Council advised that its Planning Committee shall consider any future planning application submitted in its ordinary course of business and the Council would not express a view/position at this meeting.

In response to questions from Members, the following was stated:

- The recent Automatic Traffic Counters (ATC) along Foxbridge Lane relate to the emerging proposals for the site. It has been noted that a road closure / diversion was in operation for part of the traffic survey, which will have distorted the data. Unrepresentative data will be discounted. Historic data will be considered. The Substantia Group are in consultation with WSCC Highways.
- The Substantia Group intend to submit an Outline Planning Application*. They have received pre-application advice from the Local Planning Authority (CDC). The Substantia Group believe the proposals can address the [water neutrality issues](#).
- The Substantia Group intend to take into consideration the Scout hut and current 'rhythm of traffic movement' along Foxbridge Lane to minimise impact.
- The proposals are for 120 units on the 60-acre site, ranging from 1 bed to 4 bed family accommodation. This would equate to 2/3rd size of Plaistow village. The site aims to be 'self-sufficient', with onsite farm shop and kitchen garden.

**Outline Planning is a decision on the general principles of development on the site - to gain an understanding as to whether the nature of the proposed development is acceptable / viable. Permission is granted subject to conditions requiring later approval of specific details, known as 'reserved matters', which must be approved before development begins. 'Reserved matters' can include appearance, access and scale.*

[District Cllr. Sutton](#) addressed the meeting. Councillors noted how unusual it was to have a District Councillor from another Ward (Fittleworth) attend, especially a Cabinet Member. District Cllr. Sutton sits on the Economic Development Panel. He wished to hear The Substantia Group's presentation and note the Parish Council's questions.

Cllr. Sutton updated Members on the cross-party collaborative efforts of CDC and local charities, such as [Stone Pillow](#), to reduce the number of rough sleepers (predominately in Chichester). There were 36 at the beginning of the pandemic and are now 2 in the district.

Cllr. Capsey queried the selling off of social housing stock. Plaistow has the only limited supply of social housing within the Parish and recently a unit was privately sold.

Cllr. Sutton stated that CDC in conjunction with its principal development partners - Hyde Martlet and Affinity – have undertaken a district wide housing review with the aim to raise standards of the permanent social housing with a 10-point strategy until 2050. Aging stock with poor EPC ratings, which would be costly to improve, are being sold under an agreement as part of the contract renewal process with Hyde Martlet. The sale money is to be ringfenced and used to build new social housing. This stock will be owned and delivered by Hyde Martlet. Cllr. Sutton accepted that social housing in Plaistow is diminishing and is unlikely to be replaced in the foreseeable future.

C/22/063

Apologies for absence & housekeeping

Apologies were received and accepted from Cllr. Phil Colmer (Chair of the Finance Committee).

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

C/22/064

Disclosure of Interests

See Clerk's report

No Declarations of Interest were received. Members' Declarations of Interest forms can be found on the Parish Council's [website](#).

C/22/065

Minutes

It was **RESOLVED** to **APPROVE** the minutes of the full Parish Council Meeting held on 11th April 2022, which will be **SIGNED** by the Chair of the meeting, via Secured Signing in accordance with Standing Order 9(d), as a true record and published on the Parish Council's [website](#).

Actions:
Clerk & Chair

C/22/066

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.

District Cllr. Evans updated the meeting with the news that WSCC's Planning Committee had unanimously refused the Loxwood Claypit application. An appeal is anticipated.

The applicant for the proposed Townfield development in Kirdford has indicated that a solution to the water neutrality matter has been identified, however a meeting with the Local Planning Authority was postponed. Cllr. Evans will investigate the suggestion that initiatives at Fishers Farm in Wisborough Green will be used to off-set water consumption on the site.

C/22/067

Financial Matters

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

Actions:
Clerk

1. Order for Payments ([appendix C](#))

The Council **REVIEWED** the Order for Payments for April – May (up to 13.05.2022) and **NOTED** the grant payments made pursuant to the resolution of the Finance Committee on 07.04.2022 ([F/21/013](#)). The Council **RESOLVED** to **APPROVE** the **EXPENDITURE** listed.

2. [Internal Audit Report](#)

The Council **NOTED** the Internal Auditor's report and that no additional comments have been made since the Interim

Audit on 9th March 2022.

3. Insurance arrangements for 2022/23

The Council **NOTED** that the Cricket Pavilion lock is not industry approved and the £250 excess. If items of value are stored at the Pavilion in the future, the locks will be changed. The Council **RESOLVED** to **APPROVE** the renewal quote of £1,869.09 from Hiscox Insurance Company Limited for the period from the 1st June 2022 to the 31st May 2023; and **RESOLVED** to enter into a three-year binding Long Term Agreement (LTA) with Hiscox Insurance Company Limited, at an annual premium of £1,869.09.

4. Rialtas Business Solutions (RBS) contract

The Council **RESOLVED** to **ENTER** a **THREE-YEAR** fixed term **CONTRACT** with **RBS**, who provide the Council's electronic accounting package.

5. Pond tree survey

The Council **NOTED** the **TREE CONDITION SURVEY** [report](#), which was published on the Council's website, and the 'action required' stated in the Table of Results. The Council **RESOLVED** to **DEFER** the matter to a future meeting and instructed the Clerk to obtain **TWO** additional quotes.

C/22/068

Decisions made by delegated power since 11th April 2022 for ratification

See Clerk's report

The Council **RESOLVED** to **RATIFY** the **CLERK'S DECISION**, made pursuant to the [Scheme of Delegation](#) (paras 3.1.4, 3.1.6 and 3.1.17), to **INSTRUCT** the **ELECTRICIAN** to install an extra socket on its own ring main circuit to provide additional power at the Cricket Pavilion at an extra cost of £90, parts and labour.

C/22/069

Queen's Platinum Jubilee (QPJ)

The Parish Council **NOTED** and **ADOPTED**

- The **MINUTES** of the QPJ **WORKING GROUP** dated 12.04.2022, 26.04.2022, 03.05.2022 and 09.05.2022 appended to these [minutes at D](#).
- The updated **WORDING** of the dedication **PLAQUE** for the Tree Through Time, circulated to Members via email in advance of the meeting.

Action:
Clerk
QPJ Working
Group

- The current **BUDGET** position.

C/22/070

**Appointment of Committees, their Chairs, frequency of meetings
& Co-Option of non-elected Members**

Action:
Clerk

See Clerk's report

Planning & Open Spaces (maximum 8 Members)

It was **RESOLVED** to **APPOINT**:

- Cllr. Sophie Capsey, **Committee CHAIR**
- Cllr. Paul Jordan
- Cllr. Nick Whitehouse
- Cllr. Jerusha Glavin
- Cllr. David Griffiths
- Cllr. Doug Brown – until a new Councillor can be appointed after the Co-Option meeting in July.
- Mr. Jon Pearce, Ifold Estates Limited representative, Co-opted Member with no voting rights
- Mr. David Lugton, **Parish Tree Warden**, Co-opted Member with no voting rights

Meetings of the Planning & Open Spaces Committee shall take place every three (3) weeks at 7.30pm; additional meetings may be convened if required. This is to ensure that the Parish Council comments on planning applications within the statutory time frame of 21 days.

Winter & Emergency Plan Committee (maximum of 8 Members)

It was **RESOLVED** to **APPOINT**:

- Cllr. Sophie Capsey
- Cllr. Paul Jordan
- Cllr. Nick Whitehouse
- Cllr. Jerusha Glavin
- Cllr. John Bushell
- Cllr. David Griffiths
- Mr. Jon Pearce, Ifold Estates Limited representative, Co-opted Member with no voting rights
- Mr. Guy Wicker, Winterton Hall Management Committee (WHMC) representative, Co-opted Member with no voting rights

Meetings of the Winter & Emergency Plan Committee shall take place biannually in March and September at 7:30pm; additional

meetings may be convened if required. A meeting Chair to be appointed as the first order of business at each meeting. The Council **RESOLVED** to **APPOINT** an additional Councillor, following the Co-Option meeting in July, and notably the conclusion of the Winterton Hall Trust legal investigation, which necessitated a WHMC representative on the committee.

Finance Committee (maximum of 6 Members)

It was **RESOLVED** to **APPOINT**:

- Cllr. Phil Colmer, **Committee CHAIR**
- Cllr. Paul Jordan
- Cllr. Nicholas Taylor
- Cllr. John Bushell

Meetings of the Finance Committee shall take place every quarter (as a minimum) at 7:30pm and may be convened more frequently throughout the year to consider specific financial matters such as setting the Precept/drafting the annual budget/considering grant applications and reviewing the Internal and External Audit.

C/22/071

Appointment of Working Groups, their Chairs, frequency of meetings & Co-Option of non-elected Members

Action:
Clerk

See Clerk's report

HR Steering Group

It was **RESOLVED** to **APPOINT**:

- Cllr. Phil Colmer
- Cllr. Paul Jordan
- Cllr. Nick Whitehouse
- Cllr. John Bushell

Meetings of the HR Steering Group shall take place annually (as a minimum) to undertake the Clerk's appraisal and may be convened more frequently throughout the year if required. The first order of business will be to appoint a meeting Chair.

Playpark Working Group

It was **RESOLVED** to **APPOINT**:

- Cllr. Paul Jordan
- Cllr. Sophie Capsey
- Cllr. Jerusha Glavin
- Cllr. Doug Brown

Meetings of the Playpark Working Group shall take place as required throughout the year. The first order of business will be to appoint a meeting Chair.

Newsletter Working Group

It was **RESOLVED** to **APPOINT**:

- Cllr. Jerusha Glavin, **Working Group Chair**
- Cllr. Doug Brown
- Cllr. John Bushell
- Cllr. Nicholas Taylor

Meetings of the Newsletter Working Group shall take place bi-annually (as a minimum) in advance of publication and may be convened more frequently throughout the year if required.

C/22/072

Appointment of Members / Co-Opt non-elected Members to roles of responsibility:

Action:
Clerk

It was **RESOLVED** to **APPOINT** the following Members / Co-Opt non-elected Members as the Parish Council's lead **REPRESENTATIVES** in these specified **ROLES**:

- Tree Warden – Mr. David Lugton
- Footpaths & PRowS – Cllr. Doug Brown
- Plaistow Village Trust – Cllr. Nicholas Taylor
- Durfold Wood Residence Association (DWRA) – Clerk to approach DWRA for a nominee.
- Ifold Estates Limited – Mr. Jon Pearce
- Winterton Hall Management Committee – Cllr. Phil Comer
- Kelsey Hall Management Committee – Cllr. Phil Comer
- Highways Lead – Cllr. Sophie Capsey
- Community seating – Cllr. Sophie Capsey
- Community Speed Watch – Cllr. Doug Brown
- Neighbourhood Watch / Police Liaison – Updates circulated via email by the Clerk and seek liaison via Parish Council notice board.
- CDALC – Cllr. Nicholas Taylor
- CDC Northeast Parishes – ad hoc appointment as meetings arise.
- WSCC Local Committee – ad hoc appointment as meetings arise.

C/22/073	<p>Administrative Subscriptions <i>See Clerk's report</i></p> <p>It was RESOLVED to CONTINUE subscribing to the following administrative tools:</p> <ul style="list-style-type: none"> • Zoom • Secured Signing 	Action: Clerk
C/22/074	<p>Standing Orders, Financial Regulations, Code of Conduct & Scheme of Delegation <i>See Clerk's report</i></p> <p>It was RESOLVED to APPROVE and ADOPT the following: -</p> <ul style="list-style-type: none"> • NALC updated model Standing Orders (update applies to 18: Financial Controls and Procurement) • Financial Regulations • Code of Conduct • Scheme of Delegation 	Action: Clerk
C/22/075	<p>Policies <i>See Clerk's report</i></p> <p>The Council RESOLVED to APPROVE and ADOPT the following Policies: -</p> <ol style="list-style-type: none"> 1. Media & Communications Policy 2. Co-Option Policy 3. Grant Award Policy 4. Complaints Procedure 5. Publication Scheme 6. Playground Inspection & Maintenance Policy 7. Working Group Policy & Terms of Reference <p>The Council RESOLVED to RETIRE the COVID-19 suite of policies, INCLUDING the Local Community Action Volunteer (LCAV) Scheme. Members extended their sincere THANKS to MRS EVANS for undertaking the role of LCAV Scheme Administrator. The policies can be revived and updated in the future, if required.</p>	Action: Clerk
C/22/076	<p>Chairman's Announcements</p> <p>On behalf of the Parish Council Cllr. Jordan thanked David Ribbens for his 27 years of dedicated public service as a Parish Councillor. David has also been involved with the Scouting movement for 59 years - in Nottingham, Kent, and West Sussex (26 years in the Parish of Plaistow and Ifold).</p>	

C/22/077

Correspondence

No additional correspondence to note (which has not been addressed as a specific agenda item).

C/22/078

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

See Clerk's Report

Actions:

Clerk

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

1. Speed Survey in Plaistow

Conducted between 6th – 13th May 2022. Results pending.

2. Councillor Training

Rescheduled to 21st September 2022, Kelsey Hall, Ifold.

3. Councillor Vacancies

Parish electors have not requested an election; therefore, these vacancies can now be filled directly by the Parish Council via Co-Option. The closing date for applications is 1st July and the Council will consider any applications at its July meeting.

4. Winterton Hall Trust Legal Advice

Pending. To be received before 8th June. The Council will consider its position at the June meeting, in advance of the WHMC's AGM on 21st June.

5. E-Newsletter

Published on 12th May 2022.

6. Ukrainian Support

Only one member of the public has contacted the Clerk to say that they have registered to host a family.

7. .gov.uk domain & emails

The Parish Council's website domain has now been changed to <https://www.plaistowandifold-pc.gov.uk>. All email addresses will be updated mid – end June.

8. CiLCA

The Clerk's certificate has been officially issued and shared with the Chair.

C/22/079

Meeting Dates

Actions:

- 7th June, Planning & Open Spaces Committee Meeting, 7:30pm – Winterton Hall, Plaistow
- 8th June, Full Parish Council Meeting, 7:30pm – Winterton Hall, Plaistow

Clerk

There being no further business, the Chair closed the meeting at 20:52

C/22/066 – Appendix A – Cllr. Evans’ report

May District Councillor Address

Local Updates

Land West of Guildford Road (including Retail Unit)

I asked for a statement to be read out by Adrian Moss on my behalf at this planning committee meeting which was approved by all members of the planning committee.

Loxwood Claypit application

It seems increasingly likely that this will go ahead on 18th May as planned. I will be attending this planning committee to speak in opposition to this application. I will be taking the opportunity to reflect the views of the many residents who have objected and who have spoken personally to me regarding their views on this application.

Land South of Townfield

A meeting between the applicant and officers of the planning department took place on 5th May to discuss the proposed solution for the Water Neutrality issue. At the time of writing, I had not received an update despite asking for this as soon as the meeting concluded. I also ask that I could attend the meeting and received no reply from the officer.

Lagoon 3

The next scheduled meeting is due to take place on Thursday 7th July at 2pm

Foxbridge Golf Course

Residents will have received the flyer through their door regarding a proposed health, eco leisure and accommodation destination at the old Foxbridge Golf Course. The Substantia group who have put forward this proposal will hold a public consultation from 18th May - 1st June 2022

They will also be hosting an in-person event at Kelsey Hall, Chalk Road, Ifold, RH14 0UD on 18th May 2022 between 2pm. Residents will be able to view plans, speak with members of the team and offer your feedback.

I would like residents to know that I am aware of this application and will be attending this consultation in order to fully understand this application. Over the coming weeks I will be listening to the views of residents and the parish council in order that I can act as your voice to represent your opinions at the point that this planning application goes into Chichester District Council's planning department.

Should you have any questions or concerns about this proposal please email me gbevans@chichester.gov.uk or call 07958918056

District Wide Updates

Ukrainian Refugees

You may have seen in the news that Chichester was named the most generous place in the country for housing Ukrainian refugees. The Times newspaper identified the story after reviewing the figures released by the Home Office, which listed Chichester as having the highest rate of Ukraine visas when its population is taken into account. CDC recognises how generous our communities are, and how they always step forward when help is needed. West Sussex County Council is co-ordinating the response across the county, and CDC are supporting them with this.

Energy Bill rebate

Over the past few weeks CDC's Revenues, Benefits and Finance teams have been working incredibly hard to issue the Government's £150 rebate to those who are eligible. Thousands of payments have already been made and this work is continuing. The payment is intended to help with energy costs, which as you will know are rising considerably. CDC had lots of questions about the rebate scheme and so have created a short video taking people through the scheme and listing the eligible groups at: www.chichester.gov.uk/energybillsrebate2022

Email Newsletter

CDC would like to encourage local residents to sign up to their email newsletter 'initiatives+'. These are issued every month and provide the very latest updates. It's really easy to sign up at www.chichester.gov.uk/newsalerts

Enabling Grants

CDC will be launching this year's Enabling Grants scheme later this month. Businesses will be able to apply online between 9 and 30 May and guidance notes on the scheme will be available on the Business Support section of the website before the end of April. CDC's E-Biz newsletter will announce the forthcoming launch two weeks prior to the scheme going live to applications so that businesses have time to consider whether to apply. A key aspect of this year's scheme is that applications from businesses in the Green sector or for projects to reduce a business's environmental impact will be given priority.

Mental Health Awareness Week

This month CDC are supporting Mental Health Awareness Week (9 - 15 May), for those experiencing loneliness getting out to explore the community with others can be a great way to boost your mental

health. CDC have 10 HeartSmart walks on offer during the Mental Health Awareness week ranging from a beginner 1 mile walk at Chichester Canal to a 6.5 mile walk around West Marden.

CDC are also celebrating 20 years of the HeartSmart Walks with a Walls Walk followed by celebratory tea and cake at the District Council. Bookings will open 3 weeks before the event with limited spaces. The latest Programme May - July 2022 is now available, with a huge variety of volunteer led walks taking place across the District. <http://www.chichester.gov.uk/heartsmart>
CDC are working with local businesses and offering Wellbeing Check ins for staff at George Ide Solicitors, St Richards nursery and Loxwood GP surgery.

CDC have their monthly Wellbeing 'drop in' at the Depot, for members of staff there who would like to make any lifestyle changes. Midhurst Rother College are holding their annually Community Day on Saturday 7 May, a day when the college opens its doors to the local community and invites clubs, groups, businesses and agencies to come and display what they have to offer.

Surgery Dates

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

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

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

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

Saturday 2nd July (11-1pm) The Coffee Cup, Ifold (village shop)

Saturday 23rd July (12-2pm) The Half Moon, Northchapel

Should these dates not be suitable, or you are unable to visit in person I am always happy to visit residents at their homes/alternative venue or arrange a telephone call/zoom conversation. I can be contacted by phone 07958918056 or by email gbevans@chichester.gov.uk

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C/22/066 - Appendix B – Cllr. Duncton's report

Just a few notes and updates from County.

You will know that we have been making great improvements in our Children's and Young People in care Service and at the end of March we had an Ofsted focused visit which was very positive.

They looked at two main parts of the Service: 1. The quality and effectiveness of assessments, care planning and the support provided to children and young people in care 2. The quality, timeliness and impact of supervision, management oversight and decision making, social work capacity and caseloads.

A quick summary. The experience of children in care has significantly improved. Voice of the children heard and responded to. Performance reporting is thorough. Reviews of arrangements for children and young people has improved and is being sustained. More stable and permanent workforce is in place. Visible changes in the culture of the organisation. Virtual school is having a positive impact on children and young people in relation to their education and wellbeing. Political and Corporate support, including investment is supporting practice improvement. There is more work needed to improve health assessments for children, placements for children that are not regulated and audits.

I hope that you will agree that huge steps have been taken over the last 3 years and we know that we are not there yet but were getting there. Officers and Councillors think this is a fair report.

Next the roads and Potholes and yes we know there are still many to be done. However we have now taken on 2 Velocity road patching machines across West Sussex to proactively see and fill potholes before the regular inspections of Highways teams. I understand that these machines will be used to fill potholes sizeable enough to need filling under safety criteria but also to repair defects likely to further deteriorate and reach that level in the near future. I and I am sure yourselves hope that this means they will actually fill holes close together where one is not quite deep enough at the moment. Such a waste of time and money not to do them both at the same time so here's hoping this is what will happen.

As you know there are 11 Parish's in my County division and of course for the Platinum Jubilee they all have events. I would love to say I would get to all but you know this is not possible but I will however try to show up at some of the events in my Parish's. For those I don't make I hope you all have a great day to remember.

I think I mentioned this last month but just to say that 9 out of 10 applications for young ones starting School got their first choice. Never such a happy picture for the 1 that didn't get first choice but I am sure they will be helped with a choice. If anyone needs me to take up their case for them I am of course happy to do so.

Those who have travelled to Horsham via Broadbridge Heath will have noticed that the new Fire Station is going along well there.

For those of you that I represent at Chichester District Council I know that Gareth will do a full set of notes for you.

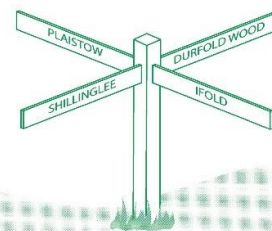
I was pleased to visit the new units built in Chichester next to Westward House for short term homeless families and single people. There are 17 new units and with some refurbishment at Westward House we managed another 3 so that's 21 extra homeless units.

Janet Duncton

County Councillor Petworth division • CDC Councillor Loxwood ward

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PLAISTOW AND IFOLD PARISH COUNCIL



Schedule of receipts and order for payments for April-May 2022
To be approved at the Parish Council meeting on 18.05.2022

Agenda Item: 8(1)

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

RECEIPTS

Date:	Payer:	Detail:	Cost Centre/Code	Amount:
08.04.2022	CDC	First instalment of 2022/23 Precept	1076	£48,000.00
12.04.2022	HMRC	VAT reclaim for 1st December 2021 – 31st March 2022	105	£1,306.57
			Total	£49,306.57

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
27.04.2022	TEEC	Continuing contract for website & 12x email address hosting (.org.uk domain)	Web and email hosting for 12 months between April 2021 – March 2022	4142	£432.00
27.04.2022	Farsight Consulting		Internal Audit for 2021/22	4115	£241.68
				Total	£673.68

GRANT REPAYMENTS

Invoice Date	Payee	Regular payment 5.6 Financial Regs	Detail	Cost Centre/Code	Amount (gross) Specify when VAT cannot be recovered
27.04.2022	Multiple –		2022/23 grant	Multiple	£12,458.00

	please see appended sheet		payments approved by the Finance Committee on 7th April 2022 & Full Council on 11th April 2022		
				Total	£12,458.00

PAYMENTS

Invoice Date	Payee	Regular payment 5.6 Financial Regs	Detail	Cost Centre/Code	Amount (gross) Specify when VAT cannot be recovered
08.04.2022	Cllr. Paul Jordan		Leaving gift for David Ribbens – plant & pot	4130	£72.98
25.04.2022	WSCC	Staff salary and oncosts including pension contributions, NI and PAYE	Salary for April 2022	4101	£2,821.45
16.05.2022	Benchmark Data Collection		Traffic speed survey in Plaistow. 4x Automatic Traffic Counters	4313	£600.00
22.05.2022	SSE	Contractual obligation for Pavilion electricity. Paid quarterly by DD.	Pavilion electricity charge between 12 Nov 2021 – 4th May 2022.	4310	£60.36
17.05.2022	Mrs Sallie Baker		10x stakes for Queen's Platinum Jubilee banners/signage	4106	£149.90
17.05.2022	Miss C E Nutting		Clerk's expenses – BT phone for April & May Secured Signing for April Zoom 30.04 – 30.05.22 Royal Mail postage for Jubilee Volunteer drinks for Ifold bus stop printer ink Jubilee rosettes Jubilee union jack crockery	4106 4117 4135 4700	£310.48
				Total	£4,015.17

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 cannot be recovered
12.04.2022	Brunel Engraving Company		Tree Through Time dedication plaque for Queen's Platinum Jubilee	4106	£406.80
19.04.2022	Angela Palmerton Natural Gardens		Wildflower planting with volunteers at Ifold Bus Stop project	4700	£180.00 <i>VAT not applicable</i>
26.04.2022	K. Webber Electrician		Cricket pavilion electrical works	4310	£580.00 <i>VAT not applicable</i>
27.04.2022	4memories t/as myprintstation		2x Vinyl banners to advertise Queen's Platinum Jubilee	4106	£77.82
29.04.2022	Chichester District Council		TENs licence fee for Queen's Platinum Jubilee event on 5th June.	4106	£21.00 <i>VAT not applicable</i>
05.05.2022	Marquee2hire		Marquee for Queen's Platinum Jubilee – final payment	4106	£571.20
13.05.2022	Brunel Engraving Company		Tree Through Time dedication plaque for Queen's Platinum Jubilee – larger size	4106	£210.54
15.05.2022	BT	Continuing contract for WIFI at Winterton Hall, Plaistow.	Winterton Hall WIFI charges for May 2022	4123	£35.94
				Total	£2,083.30

Total receipts £49,306.57
Total Grant payments £12,458.00
Total Accrual expenditure £673.68
Total other expenditure £6,098.47

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)

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C/22/069 - Appendix D – Minutes of the QPJ Working Group

PLAISTOW AND IFOLD PARISH COUNCIL



MINUTES of a **Meeting** of the **Queen’s Platinum Jubilee Working Group** held on **Tuesday 12th April 2022** at **19:30**, via Zoom.

Present Mrs Sallie Baker, Chair (Winterton Hall Management Committee); Cllr. Sophie Capsey; Cllr. Doug Brown; Mrs Emma Pearce (IFRA/PAKSA/Guides); Mrs Jane Price (Durfold Wood Residents Association); Mrs Bev Weddell (Winterton Hall Management Committee); and Catherine Nutting (Clerk & RFO)

Apologies Sara Burrell (History Society); Mrs Janice Taylor (Kirdford with Plaistow and Ifold Church); Mrs Nicola Holben (Plaistow Preschool); Cllr. Jerusha Glavin and Cllr. David Ribbens (Scouts and Guides representative)

1. **Apologies for absence & housekeeping including electing a Working Group Chair**

Apologies were received and noted. Angela Jeffery’s resignation was noted, and the Working Group elected Sallie Baker as the new Chair.

2. **Declaration of interests by Working Group members in matters on the Agenda**

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.

None declared.

3. **Minutes**

The Working Group approved the Minutes of the meeting held on 31st March 2022 with one correction, Cllr. Capsey gave advance apologies.

Action:
Clerk

4. **General updates & actions**

Beacon event, 2nd June

- The beacon is being made.
- **Plaistow Village Trust (PVT)** will set, fill, and light the beacon.

Action:
See
names
in bold
type

Community picnic, 5th June

- The marquee is booked; arrival at 10am and removal at 5pm
- 25 classic vehicles have signed up to take part. **Emma Pearce** to liaise with IFRA to finalise timings for Kelsey Hall event to ensure 25 classic cars can drive around Ifold and arrive/park on the Green (last car) in advance of the church service.
- **Emma Pearce** will ask if IFRA can help to organise the vehicles on the Plaistow green.
- **Sallie Baker** and **Emma Pearce** to identify 4 – 6 volunteers to help marshal the classic car convoy at key junctions along Plaistow Road.
- Julie Walters is yet to advise on her schedule. **Sallie Baker** to find out her preferred timescales e.g., arrival and departure.
- The horses have withdrawn from the event for health and safety reasons.
- The band Orange are booked and are flexible on set times / repertoire. Power requirements still outstanding. **Emma Pearce** to liaise with Orange regarding public participation 'sing along' patriotic favourites such as 'Jerusalem', 'Royal Britannia' and the National Anthem at 5pm.
- **Sallie Baker** to issue 'volunteer call out' for help on the day e.g., bar / help in advance e.g., erect marquees on 4th June.
- Two card payment readers are required for the bar and cakes.
- The bar requires 2-3 people serving at any time, for 1 – 1 ½ hour shifts.
- **Bev Weddell** to produce timetable posters.
- **Sophie Capsey** to liaise with bouncy castle company.

5. **Community Picnic Event – 5th June - day timetable**

10am	Marquee arrival Arrival of contractors (street food/first aid/band)
10am – 11:30	Kelsey Hall morning event
12 noon – 12:15	Classic cars arrive
12:30 – 13:00	Church service
13:00	Arrival of guest of honour Guides / Scouts in uniform VIP area - cake & table service for champagne - announced by Town Crier Judging of fancy dress competition Tree Through Time dedication
14:00 – 14:15 <i>(14:30 – 14:45)</i>	Handbell Ringers first set <i>Handbell Ringers second set)</i> Winterton Hall refreshments available (until 17:00)
14:15 – 15:15	Band first set
15:15 – 15:45	Quiz
16:00 – 16:45	Band second set
16:45 – 17:00	Public participation 'sing along' finale, led by band
Ongoing throughout the day	Bar Flower display (in church)

Town Crier to announce timings / remind people about events	History display (in church) Find the Corgi competition
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Beacon event, 2nd June

20:30 – arrival on Plaistow Village Green; refreshments available and community singing.

21:20 – Proclamation

21:30 – Lighting of the Beacon

6. Fundraising

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

Action:
Clerk

7. Other matters

A meeting is required to discuss volunteer roles and prearrangements / job allocation on the day/day before.

Action:
Clerk

8. Date of next meeting

The next meetings will take place as follows: -

Action:
Clerk

SITE MEETING - Saturday 23rd April 2022, 14:00 on Plaistow Village Green

Tuesday 26th April 2022, 19:30 via Zoom

There being no further business, the meeting concluded at 21:39

PLAISTOW AND IFOLD PARISH COUNCIL



MINUTES of a Meeting of the Queen’s Platinum Jubilee Working Group held on Tuesday 26th April 2022 at 19:30, via Zoom.

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

Apologies Cllr. Sophie Capsey; Sara Burrell (History Society); Mrs Janice Taylor (Kirdford with Plaistow and Ifold Church); Cllr. Jerusha Glavin and Cllr. David Ribbens (Scouts and Guides representative)

1. **Apologies for absence & housekeeping including electing a Working Group Chair**

Apologies were received and noted.

2. **Declaration of interests by Working Group members in matters on the Agenda**

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.

None declared.

3. **Minutes**

The Working Group approved the Minutes of the meeting held on 12th April 2022.

Action:
Clerk

4. **Beacon Event, 02.06.2022**

- The beacon build is in progress.
- Beacon to be located on the upper green, by the soldier.
- The **Plaistow Village Trust** (PVT) will support the fuelling/lighting.
- **Jane Price** has sourced a CD of music and will make song suggestions for the community singing in due course. Once a selection on songs have been agreed, Jane Price will produce the song sheets.
- **Clerk** to draft a letter to the Scouts/Guides setting out the details of both events (2nd & 5th), including timings, venue, activities e.g., raising the flag etc to be handed out to parents.
- Town Crier outfit to be worn at the event by **Howard Pullen**.
- **Bev Weddell** to design poster.

Action:
See
names
in bold
type

Timings

- 8pm – Working Group members arrive to set up.
- Arrival of public from 8:30pm. Drinks to be served by members of the Working Group; background music via the PA System.
- 9pm, community ‘sing along’ led by Howard Pullen.
- 9:30pm, formal tribute and toast led by Guest of Honour and Scouts/Guides, followed by the lighting of the beacon.

Requirements

- Offer tribute drafting support / make copy of speech, 1 week before.
- **Working Group Members** to support litter check on the green on 02nd June.
- Check PA system will reach from pavilion to silent soldier.
- Tables and chairs from the Winterton Hall
- Paper cups – **Jane Price** and **Clerk**.

Refreshments

- Red / white wine and prosecco on sale or return basis (same alcohol order as 5th June – **Winterton Hall Management Committee**) and non-alcoholic Elderflower.
- 30 – 50 people for 1 hour.

5. **Community Picnic Event, 5th June**

10 – 11:30am	Kelsey Hall including Classic Cars	IFRA understands the location of the cars on the upper green. IFRA are organising route marshals.
12:30 – 13:00	Church service	Happy to conduct service as directed by the Working Group.
13:00	Guest of Honour arrival with Scout & Guide support.	Julie Walters is unavailable. Clerk to write to David Ribbens in recognition of his service to the community. Clerk to write to Scouts and Guides (see above).
13:00	VIP area, including table service, cake, and flowers.	Guides to serve guests. Sallie Baker has table clothes. Jane Price & Clerk to source/purchase napkins/paper plates & cups. Jane Price & Sallie Baker to make table flower decorations from jam jars with red/white/blue garden flowers. Bev Weddell to ask for extra (x20) cupcakes or Victoria sponge cake. Bev Weddell & Sallie Baker to organise sale or return drinks including glasses hire for VIP area. Clerk to send out VIP invitation letters to over 90s, including RSVP. Sallie Baker to undertake Winterton Hall table audit. Nicola Holben has some tables if required.

Action:
See names in bold type

		Emma Pearce to organise Youth Club artwork to decorate VIP area.
14:15 – 15:15	Band	Emma Pearce to chase invoice & feedback re set list. Pavilion has new power supply.
15:00 – 17:00	Street food vendors including ice-cream	Winterton Hall carpark. Jane Price to touch base with ice-cream vendor. Clerk to chase Craig to enquire if he intends to attend the afternoon event?
14:00 – 17:00	Refreshments in the Winterton Hall	Bev Weddell to source card payment system. Card payment available. Donations, with suggested price list.
All day	Bar including volunteers / TENS	Sell bottles only (not by the glass). Bev Weddell to add 'bring own cups' to advertising poster. Supply of emergency paper cups. Pimms – to be decided nearer time, based on weather.
15:15 – 15:45	Quiz	Pre prepared questions available – 'help yourself' basis. Doug Brown to give answers on PA system between band sets. Clerk to put quiz up on website in advance (no answers until after event).
All day	Flower display	Janice Taylor to find out when the display will be set up.
13:00	Fancy Dress competition	Publicise after the Maypole Fete on 02.05.2022 Nicola Holben to draft a poster Clerk to send to school (book bags) & laminate for school bus shelters / shops and add to Facebook. Children to support David Ribbens to judge and hand out two prizes (Jubilee Bears).
14:00 – 14:15	Handbells	In Winterton Hall. Janice Taylor to update group.

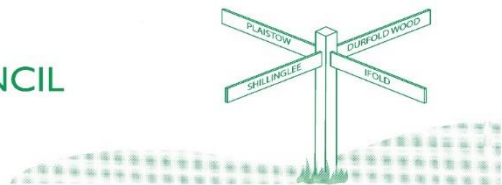
& 14:30 – 14:45		
All day	History display	Clerk to touch base with Sara Burrell for an update.
All day	Town Crier	Costume arrives Tuesday 31st May and will be worn on 2nd and 5th.
	Bouncy Castle	Cancelled
All day	Find the Corgis	Clerk to touch base with Youth Club for an update.
12:00 – 17:00	Road Closure	Clerk to chase - application approval pending.
	Parking, including marshals & signs	Layby, opposite shop reserved for First Aid Disabled parking – along the road (ensure emergency and residential access). Emma Pearce to ask if the school car park can be used. Good signage to ensure both carparks are used.
	Publicity including banners	After maypole fete (02.05.2022). IFRA & Emma Pearce - A5 flyers Emma Pearce to send information regarding Kelsey Hall morning to Clerk for publication in E- Newsletter. Bev Weddell to send Emma Pearce the final itinerary including beacon information for A5 flyer. Bev Weddell - series of Facebook ads. Sallie Baker to organise banners x2.
	Site meeting update	Bev Weddell produced a site map for planning use.
	Eco decorations	Jane Price and Clerk to purchase paper decorations - £12.99 from Amazon - buy one pack initially to see what they are like.

		<p>Nicola Holben to contribute £40 for lantern pack. Clerk to purchase. Lanterns to be hung from trees. Lots of bunting available.</p>
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| <p>6. Volunteer roles
 The meeting agreed to defer to another meeting where there is more time to discuss this matter properly. A list of requirements is being compiled by Sallie Baker.</p> | <p>Action:
 Clerk & Sallie Baker</p> |
| <p>7. Fundraising
 The meeting agreed to defer to next meeting (03.05.2022) which will look at this matter exclusively.</p> | <p>Action:
 Clerk</p> |
| <p>8. Date of next meeting
 The next meetings will take place on 3rd May 2022, 7:30pm via Zoom.</p> | <p>Action:
 Clerk</p> |

There being no further business, the meeting concluded at 21:24

PLAISTOW AND IFOLD PARISH COUNCIL



MINUTES of a **Meeting** of the **Queen’s Platinum Jubilee Working Group** held on **Tuesday 3rd May 2022** at **19:30**, via Zoom.

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

Apologies Mrs Bev Weddell (Winterton Hall Management Committee); Sara Burrell (History Society) and Mrs Janice Taylor (Kirdford with Plaistow and Ifold Church).

1. **Apologies for absence & housekeeping**
Apologies were received and noted.

2. **Declaration of interests by Working Group members in matters on the Agenda**

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.

None declared.

3. **Minutes**

The Working Group approved the Minutes of the meeting held on 26th April 2022.

Action:
Clerk

4. **Fundraising**

The meeting agreed that the event's overheads should be kept within budget (£5,250.00); however, any profit should go to a national charity and preferably one where the Queen is patron. The meeting agreed that people are concerned about the war in Ukraine and would like to give generously. However, there are other warzones, which should not be overlooked.

Action:
Emma
Pearce

The meeting agreed that the profit should go to the Disaster Emergency Committee (DEC), which brings together 15 leading UK aid charities to raise funds quickly and efficiently at times of crisis overseas. Each member charity is an expert in humanitarian aid and specialises in different areas of disaster response. They come together to speak in one voice and make fundraising more efficient. The 15 charities are: -

[Action Against Hunger](#)

[Action Aid](#)

[Age International](#)

[British Red Cross](#)

Her Majesty The Queen, Patron

The Prince of Wales, President
Princess Alexandra, Deputy President

[Catholic Agency for Overseas Development \(CAFOD\)](#)

[Care International](#)

[Christian Aid](#)

[Concern Worldwide](#)

[International Rescue Committee](#)

The Prince of Wales, Patron

[Islamic Relief](#)

[Oxfam](#)

[Plan International](#)

[Save the Children](#)

Canada branch - Her Majesty The Queen, Patron

UK branch - The Princess Royal, Patron

[Tearfund](#)

[World vision](#)

Emma Pearce agreed to make signs explaining the application of profit and the chosen charity, DEC.

5. **General updates (roundup)**

- Mr Goddard has confirmed that he is able to assist with the beacon lighting.
- The meeting agreed to purchase 50 Jubilee rosettes to be given to the classic car entrants, as well as children entering the fancy dress competition, find the corgis and VIPs.

The meeting agreed that the anonymous donation of £2,000 had made all the difference to the ability to 'put on' a memorable and fitting event for Her Majesty the Queen. The members extended their sincere thanks to the donor.

6. **Date of next meeting**

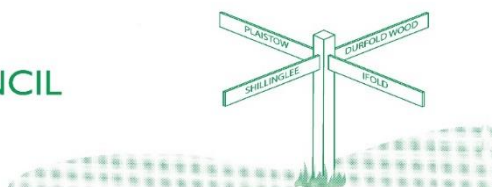
The next meetings will take place on Monday 9th May 2022, 7:30pm via Zoom.

Action:
Clerk

Action:
Clerk

There being no further business, the meeting concluded at 20:08

PLAISTOW AND IFOLD PARISH COUNCIL



MINUTES of a **Meeting** of the **Queen's Platinum Jubilee Working Group** held on **Monday 9th May 2022** at **19:30**, via Zoom.

Present Mrs Sallie Baker, Chair (Winterton Hall Management Committee); Cllr. Doug Brown; Mrs Jane Price (Durfold Wood Residents Association); Mrs Janice Taylor (Kirdford with Plaistow and Ifold Church); Mr. David Ribbens (Scouts and Guides representative) and Catherine Nutting (Clerk & RFO)

Apologies Mrs Bev Weddell (Winterton Hall Management Committee); Cllr. Jerusha Glavin; Cllr. Sophie Capsey; Mrs Emma Pearce (IFRA/PAKSA/Guides); Sara Burrell (History Society) and Mrs Nicola Holben (Plaistow Preschool)

1. **Apologies for absence & housekeeping**

Apologies were received and noted.

2. **Declaration of interests by Working Group members in matters on the Agenda**

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.

None declared.

3. **Minutes**

The Working Group approved the Minutes of the meeting held on 3rd May 2022.

Action:
Clerk

4. **General updates and actions**

Beacon Event on 2nd June

- Mr. Mudford has accepted the invitation as Guest of Honour
- Agreed an official start time of 20:45 (rather than 20:30)
- **Jane Price** to speak to Wendy regarding linking the PA system to a laptop
- Rousing 'sing-along' to well-known songs from across the 70 years of the Queen's reign (before the lighting of the beacon); followed by 2 – 3 patriotic

Actions:
See
highlighted
names

songs after 21:30, once lit.

- **Jane Price** to organise song sheets.

Flyer

- A5 flyer. One side Ifold itinerary; the other side Plaistow (pm) itinerary.
- **Bev Weddell** to produce beacon artwork for inclusion on the flyer.
- **Clerk** to ascertain the number of flyers required for local groups (School/Preschools/Scouting groups and Guides/Church).
- **Sallie Baker** to contact Youth Club leader via Whatsapp to ascertain numbers.

Banners

- Agreed 2 more banners required for the beacon event (Plaistow & Ifold) and a further 2 banners advertising both events for Durfold Wood and Shillinglee.
- **Bev Weddell** to produce banner artwork.
- **Sallie Baker** to liaise with the company / order.
- **Sallie Baker** to purchase 12 stakes (2 per banner). These will remain a Parish Council asset to be used in the future (£15 per stake)

Letter to Scouts and Guides

- **Clerk** to contact the Explorer leaders regarding inviting them to provide an official Guard of Honour for the Beacon event on 2nd June. Considering the timing of the event, it was agreed to invite the Explorers who are older.
- **Clerk & Emma Pearce** to write to Scouts and Guides inviting them to attend the Church service on 5th June in uniform (12:15) and to support younger children with some activities the Vicar has planned. Invite them to help welcome the VIPs and serve drinks/cake in the VIP tent after the Church service for up to (but no more than) 1 hour (13:00 – 14:00).

Tables and Chairs

- The Winterton Hall has 90 chairs.
- The Church (Plaistow) has 20 chairs which can be accessed morning of 5th.
- **Janice Taylor** to ask the Handbell Ringers what size / number of tables they require.

Handbell Ringers

- Confirmed that they are happy to perform in the Winterton Hall and have 10 patriotic songs 'lined up'.

Flowers

- The display is likely to be ready by Saturday 4th June inside the Church.

History Society

- **Clerk** to ascertain their space requirements and any outstanding expenses.

Road closure / TENs / Parking

- **Clerk** to chase CDC regarding the road closure & TENs license.
- **Emma Pearce** to ask school if their carpark can be used on 5th.
- **Clerk** to add signs for event parking / road closure / arrows at junctions and board audit to next meeting agenda.

5. Date of next meeting

- The next meetings will take place on Thursday 19th May, 19:30 via Zoom

Action:
Clerk

There being no further business, the meeting concluded at 21:23

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