



Clerk's Report

BUSINESS TO BE TRANSACTED

- | Number | Item |
|--------|---|
| 1. | Apologies for absence & housekeeping
Apologies have been received from Cllr. Taylor, Cllr. Bushell and Cllr. Glavin. |
| 2. | Disclosure of interests
None received in advance at the time of drafting this report |
| 3. | Minutes
On the website .
Circulated to Members via email on 29.05.2022. |
| 4. | Public participation
No requests to address the meeting have been received at the time of drafting this report. |
| 5. | To receive reports from County and District Councillors
District Cllr. Evans and County and District Cllr. Duncton have provided reports, which are published on the website . |
| 6. | Financial Matters <ol style="list-style-type: none">1. Order for Payments
Financial Report for May. Includes income and expenditure since the Council meeting on 18.05.2022.2. Annual Governance and Accounting Statement 2021/22
The Parish Council, as a smaller authority with either gross income or gross expenditure of between £25,000 and £6.5 million, must complete Form 3 of the Annual Governance and Accountability Return (AGAR) at the end of each financial year in accordance with proper practices. The AGAR is made up of three parts, (pages 3 to 6) The Parish Council must approve Sections 1 and 2 of the AGAR for the year ended 31st March 2022 no later than 30th June 2022.

The audit will be undertaken by Moore.

The Annual Internal Audit Report 2021/22 (Page 3) has been completed and signed by Mr. M. Platten on 27th April and is published |

on the Council's [website](#). This was presented to Council on 18th May 2022.

The Annual Governance Statement is signed on behalf of Council by the Chairman and the Clerk. Members are required to acknowledge their responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements.

The Council has undertaken the following Governance procedures during 2021/22: -

- Appointed a new Internal Auditor in accordance with best practice
- Submitted to an interim Internal Audit and final Internal Audit
- Implement the recommendations of the Internal Auditor
- Appointed a public Finance Committee which meets at least quarterly
- Review of the system of internal control procedures and practices, which includes a full review of the Risk Management Scheme

The Council is to confirm, to the best of their knowledge and belief, with respect to the accounting statements for the year ended 31st March 2022, that:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

By answering 'Yes' this means that this authority has prepared its accounting statements in accordance with the Accounts and Audit Regulations.

2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

By answering 'Yes' this means that this authority has made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.

3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant

financial effect on the ability of this authority to conduct its business or manage its finances.

By answering 'Yes' this means that this authority has only done what it has the legal power to do and has complied with Proper Practices in doing so.

4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

By answering 'Yes' this means that this authority correctly provided for the exercise of Electors' Rights for the year ended 31st March 2021. This is confirmed via the Internal Audit.

5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

By answering 'Yes' this means that this authority has considered and documented the financial and other risks it faces and dealt with them properly.

6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

By answering 'Yes' this means that this authority has arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.

7. We took appropriate action on all matters raised in reports from internal and external audit.

By answering 'Yes' this means that this authority has responded to matters brought to its attention by internal and external audit.

8. We considered whether any litigation, liabilities or commitments, events, or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

By answering 'Yes' this means that this authority has disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.

9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee, we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

By answering 'Yes' this means that this authority has correctly discharged its duty as the sole Trustee of Plaistow Playing Field (Charity number: 305404). There has been no financial activity during this financial year. The playing field is provided free to use. The Council notes that it has historically incorrectly completed this section of the Annual Governance Statement, and this was highlighted by the Internal Auditor and has been duly corrected.

Members are invited to approve Section 2 - Accounting Statements for 2021/22 and agree that these be signed by the Chairman of the Meeting. Members are also asked to note that these were signed by the Responsible Financial Officer (RFO) prior to presentation Council.

The period within which the public can exercise their statutory rights to inspect and make copies of the Parish Council's accounting records/relevant documents (on reasonable notice, and at reasonable times) and lodge an objection with the External Auditor is 13th June - 22nd July 2022 (inclusive).

Members are asked to note (and adopt in relation to agenda item 6(2)(e)) that the following will be submitted with the AGAR (available on the website and emailed to Members in advance of the meeting):

- i. Cash and Investment Reconciliation as at 31st March 2022
- ii. Explanation of the differences between Box 7 and 8 on the AGAR
- iii. Summary and detailed explanation of Significant Variances between 2020/21 and 2021/22

7. **Winterton Hall Charitable Trust**

Members have received the legal advice from Wellers Hedleys in advance of the meeting. This information will not be made public, as it is protected by legal advice privilege.

The Chair and Treasurer of the Winterton Hall Management Committee will attend the meeting and address Members regarding the Management Committee's desire to stand down as the Charity's Management Trustees and for the Parish Council to become the Sole Trustee of the Chartry.

8. **The Queen's Platinum Jubilee celebrations**

The Working Committee are in the process of settling outstanding overheads before determining the overall budgetary spend and the amount raised for the DEC.

Feedback has been overwhelmingly positive for both events. A remarkable turnout for the beacon event on 2nd June, with over 250 people. A similar turnout on 5th, for the picnic event.

The event has highlighted the need for the Parish Council to consider investing in a good quality PA System for use by the community.

The Parish Council's Chairman, Cllr. Jordan, publicly thanked Sallie Baker on 5th June for Chairing the Working Group and presented her with a gift of a Platinum Jubilee Rose and pot.

9. **CDALC AGM**

6th June 2022 – Notes

1. Alastair Spencer was re-elected as chair and Andrew Shaxon as vice-chair.
2. Trevor Leggo emphasised that the trigger for putting Operation London Bridge into action is official notice from the Lord Lieutenant's Office and no action should be taken before that notice is received.
3. Parishes reported an increase in the number of traveller incursions.
4. Parishes complained loudly about CDC's planning department. A common issue is that applications are being determined before the closure date for comments. District Councillor Roy Briscoe defended the department but admitted that it was suffering from high staff turnover and difficulties in recruitment. (The problems are not limited to Chichester; Arun's planning department has been placed under special measures.) CDC is also frustrated by a lack of consistency in determinations about whether it is or is not able to demonstrate a 5-year housing supply.
5. Parishes complained about a lack of contact with PCSOs.
6. Next meeting date: 13th September.

Cllr. Nicholas Taylor
6 June 2022

10. **Highway Matters**

- a. To receive and resolve to act upon any Highway matters raised by Councillors.

Cllr. Capsey has reported the manhole cover on the pavement near the school on 6th June as it presents a trip hazard as it is not flush with the surface and is raised.

- b. To note the Temporary Road Closure along Loxwood Road, Plaistow on 25th June 2022, between 11.30am-4pm for Plaistow and Kirdford Primary School Summer Fair.
- c. TRO Applications
 - To note the Plaistow village speed survey results and consider and approve the proposed draft Traffic Safety Scheme within Plaistow village as recommended by SW Transport Ltd, traffic consultant instructed by the Parish Council in relation to the pending TRO applications.

The speed survey in Plaistow village took place between 9th – 15th May.

The results have been summarised on a [plan](#) (published on the website) by Simon Watts, Traffic Consultant appointed by the Council to support the TRO application process. Spreadsheets showing the full results for each survey site have been circulated to Members via a dropbox link and are available from the Clerk on request.

The average speeds at the four survey locations varied from 21.4mph to 26.9 mph. There were only two results over the guideline target of 24 mph; these were eastbound on Dunsfold Road (26.9mph) and westbound on Loxwood Road near the Plaistow Stores (24.8mph). However, the overall average for all locations was 23.2 mph indicating that the case for a TRO seeking 20mph speed limit along Loxwood Road and in the centre of Plaistow could be supported.

Simon Watts, Traffic Consultant has produced a draft 20mph and school safety sign scheme for Plaistow, which includes the TROs sought by the Council, which were agreed at a full meeting on 9th February 2022 ([C/22/013\(3\)](#)): -

- Changing the speed limit to 20mph along Loxwood Road, Plaistow
- Additional school safety signage within Plaistow
- Additional speed signage within Plaistow
- Safety crossing at the three-way junction by the church/Sun Inn pub

The scheme introduces 20mph along Loxwood Road and in the heart of the village (around the pub / church – approaches to the school) where traffic can become heavy during key times and when parked cars obscure vision and children and families are crossing the roads.

The suggested flashing school lights would be part time – Monday – Friday, 8:30 – 9:15 and 2:45 – 3:30pm (rough times for guidance); however, flashing for less than 2 hours each day. Dunsfold Road and Loxwood Road already have a school / Children sign, so these would not be new signs – only new flashing element. The new sign would be on The Street, roughly in the location of the current bus stop sign. This would help to support the new crossing patrol point, as indicated on the draft safety scheme.

If Members are happy with the proposals as set out in the draft safety scheme, the next stage is to draft the TRO applications and submit them to WSCC.

11. Sessile oak Decay Evaluation & Aerial Inspection Report

The Report recommends as follows: -

- Undertake a ground level visual assessment of the crown structure which extends over the lane every twelve months
- Undertake a ground level decay evaluation in three years from the reports date
- Maintain the tree as part of the inspection regime for the Parish Council’s tree stock
- This time frame should be shortened if the trees local environment changes significantly or further fruiting bodies emerge from the basal area of the stem, after extreme wind events and after prolonged drought conditions

12. Correspondence

No additional correspondence to consider.

13. Clerk’s update & items for inclusion on a future agenda

To receive general updates and resolve to add any matters arising to a future agenda in relation to:

1. Councillor vacancies

Two potential candidates have come forward and have been issued with the application form. The closing date is 1st July.

2. Beacon storage and insurance

The Beacon has been added to the Parish Council's insurance and included on the asset register.

3. Neighbourhood Plan withdrawal confirmation

CDC have advised as follows: -

I am writing to update and confirm that the Plaistow and Ifold Parish Council request to withdraw the submitted draft Plaistow and Ifold Parish Neighbourhood Plan 2014-2029 Regulation 15 Submission:17 September 2019 and supporting documentation from any further consideration by Chichester District Council has been agreed under delegated powers.

The decision is published on the CDC website along with the Parish request letter under the entry for Plaistow and Ifold on the neighbourhood planning webpage.

[Neighbourhood Planning: Chichester District Council](#)

4. Pension Discretion Policy

This has been executed by Cllr. Jordan and provided to Hampshire Pension Service. It is published on the Parish Council's website.

5. Tree works on Plaistow village green - 20th June

This is to reduce the length of the overhanging limb of the Sessile Oak, which protrudes over the playpark.

- Prune 1 x longest branch heading north over the playground by c.4m – c.7m

Current branch length	19.0m
Finished branch length	15.0m – 12.0m

14. **Meeting Dates**

Recommendation: - To note the dates of forthcoming meetings.

- 29th June, Planning & Open Spaces Committee Meeting, 7:30pm – Winterton Hall, Plaistow
- 13th July, Full Parish Council Meeting, 7:30pm – Kelsey Hall, Ifold
- Quarter 1 Finance Committee meeting to be scheduled in July.