



CLERK'S REPORT

BUSINESS TO BE TRANSACTED

Number	Item	Time
1.	<p>Apologies for absence & housekeeping</p> <p>Recommendation: - To receive apologies for absence from</p> <p>Apologies have been received from Cllrs. Nicholas Taylor and Nick Whitehouse due to work commitments.</p>	1 min
2.	<p>Disclosure of interests</p> <p>Recommendation: - To deal with any disclosure by Members of any disclosable pecuniary interests and interests other than pecuniary interests, as defined under the Plaistow and Ifold Parish Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.</p> <p>None have been received in advance.</p>	2 mins
3.	<p>Minutes</p> <p><i>Circulated separately and on the website.</i></p> <p>Recommendation: - To approve the Minutes of the full Parish Council Meeting held on 13th October 2021 and resolve to sign via Secured Signing in accordance with Standing Order 9(d).</p> <p>Please access the draft minutes via the above hyperlink.</p>	1 min
4.	<p>Public participation</p> <p>Recommendation: - To receive and act upon, if considered necessary by the Council, comments made by members of the public in accordance with relevant legislation and Plaistow and Ifold Parish Council's Policy. Questions, or brief representations can be made <u>either in person, or in writing provided they were sent via email to the Clerk no later than 4pm Wednesday 8th December 2021.</u> Public Participation shall not exceed 10 minutes, unless directed by the Chairman. A speaker is limited to 5 minutes.</p> <p>None received at the time of preparing this Report.</p>	10 mins
5.	<p>To receive reports from County and District Councillors</p>	10 mins

Recommendation: - To give an opportunity to receive an update from Councillors at a [District and/or County](#) level on business and activities that affect Plaistow and Ifold Parish and the local area.

The Councillor reports will be circulated to Members via email in advance of the meeting and published on the Council's website. Due to the anticipated brevity of the meeting and the increased Covid-19 risk combined with the forthcoming festive period, the Council has suggested that the Councillors do not attend the meeting in person.

District and County Councillor Janet Duncton's Report can be viewed [here](#).

6. **Financial Matters**

5
mins

a. Order for Payments

Financial Report for October - December (up to 03.12.2021). Includes income and expenditure since the last Council meeting on 13.10.2021.

Recommendation: -

- i. To review the Order for Payments
- ii. Resolve to authorise the expenditure listed

Please refer to the most up-to-date Order for Payment published on the Parish Council's [website](#).

b. Parish Trees

Recommendation: - To consider and approve the following:

- i. fell ash tree at Winterton Hall due to ask die back and pay 50% of cost

Following the tree works undertaken at the Winterton Hall by Andrew Gale in October, Andrew Gale advised as follows:

You will recall that in my assessment of the Common ash adjacent to the corner of Winterton Hall (TCR/275/21), I categorised its physiological condition as Moderate, meaning that it had 70-30% leaf cover remaining, with the recommendation to monitor it throughout the current, and intervening growing seasons and plan for its removal if necessary.

Having reviewed the tree during the Village Annual Assembly, I noted that the leaf had fallen sooner than some neighbouring trees and when the tree was climbed to remove the deadwood, my climber commented that it felt more 'loose' than other Common ash he has worked on. (His term loose refers to the structural integrity of the tree with it feeling less sturdy).

Although the buds appear good with an adequate distribution, I fear the tree may have succumbed to the effects of Ash Dieback and I would recommend the 'planning for its removal' phase is implemented. As before, a sec.211 notification letter is required to Chichester District Council who will be very unlikely to make the tree subject to a tree preservation order (TPO), the only way they could stop its removal.

Please let me know how you would like to proceed should you like my help.

Yours sincerely

Please refer to the [Tree Survey report](#) published on the website for further details.

One week before the deadwood was removed from the tree, in accordance with the Tree Survey report, it dropped several large branches. These branches hit and damaged cars parked outside the Winterton Hall. This has resulted in an ongoing insurance claim against the Hall (being managed by the Winterton Hall Management Committee). The tree overhangs the Preschool garden, the Hall carpark, and the public pavement. The risk this tree poses to members of the public and their property is substantial. Therefore, the Clerk recommends that Mr Gale's advice is followed, and the tree is felled.

The Winterton Hall Management Committee has asked if the Parish Council will cover 50% of the costs as was the case for the other tree works undertaken at the Hall.

The Winterton Hall has asked the Clerk to ascertain the following from Mr Gale:

- Can the tree be replaced with another native tree?
- Is there enough room at the site to plant another tree?
- If yes, what kind of native tree is recommended?
- If a replacement tree can be planted, please could the quote include for the stump to be removed (presumably ground out?) to enable the planting of a replacement tree.

This information is pending and will be updated prior to the meeting.

- ii. undertake an assessment of the trees around the pond in Plaistow.
- iii.

This survey has been recommended by the Finance Committee. Please refer to the minutes of the latest Finance Committee meeting on 3rd November, published on the website [here](#).

Please refer to the [quote](#) for the works published on the website. The path around the pond is open to the public. The recommendation is to survey trees which could adversely impact the public every 18 month – 3 years. The trees around the pond have not been surveyed since at least 2017. The Parish Council has a duty of care to ensure that all trees in its ownership are adequately surveyed and managed to ensure public safety and the safety of third-party property.

The annual budget for tree surgery is £3,000 and the current expenditure to date is £600.

c. Youth Club Tennis Court

Recommendation: - To consider the ongoing commitment to pay for the annual cleaning costs of the Tennis Court.

The Council has historically budgeted £375 per annum to cover the cost of the tennis court cleaning. In 2021/22 the Youth Club has not requested payment (to date).

The tennis court is owned by the Youth Club for its own use, but also hired to the community on a regular basis.

The Finance Committee recommends that the full Council consider this ongoing financial commitment in advance of drafting the 2022/23 budget and resolve to either continue or cease the annual expenditure.

The Youth Club has prepared a brief overview of the tennis court costs for the past 3 years which is published on the website [here](#). Please note, the court costs exclude the cost for the outside floodlights lights. The Youth Club now has a smart meter so will be able to include the lighting costs in the future. Additionally, the Youth Club have stated:

“The court is regularly used by local fitness groups, Netball and private hirers for Tennis. The expenditure costs currently exclude the electricity costs for the floodlights which we have been advised by our electrician are quite hungry on power. We will now be able to see the true hourly costs and let you know. There are recurring costs for the court which include cleaning, replacement nets and the recent request for us to increase the lighting outside for the winter use.”

d. Post Office

Recommendation: - To consider, in principle, meeting the hosting costs of the weekly outreach Post Office service.

The Youth Club have advised that the outreach Post Office service, which uses the Youth Club building on a weekly basis (Wednesdays), does not cover its costs i.e., hire, heating, electricity etc. These costs are met by the Youth Club itself. The Clerk has spoken to the lady who runs the outreach service, who confirmed that the Post Office does not pay for their venue hire and oncosts, as it offers rural outreach centres as a service to the community and not for profit.

The Youth Club feel that such costs should not be borne by the Youth Club, as the service is not of any benefit to the Youth Club *per se*. The Youth Club has advised:

At this stage we have only calculated the costs based on our room hire rates which would include, heating, insurance, electricity, storage, and cleaning at the £18 per week £810 per annum.

If the Council was so minded, it could resolve to cover these costs via an annual grant to the Youth Club under s.137 Local Government Act 1972. However, the Clerk advises the Council to be mindful not to penalise the Youth Club in terms of any other annual grant award it may seek for the benefit of the children who use the Youth Club services.

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| 7. | Highway Matters | 2 |
| | a. Matters to be reported by Members. | mins |
| | Recommendation: - To receive and resolve to act upon any Highway matters raised by Councillors. | |
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<i>None received in advance of the meeting.</i> | |
| 8. | Planning, Appeals & Enforcement | 5 |
| | Recommendation: - To consider the Planning Applications, Appeals and Enforcement matters detailed on the cancelled Planning Meeting agenda dated 1st December. | mins |
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The Planning meeting scheduled for 1st December was not quorate and therefore cancelled. Members of the Planning Committee will briefly present their recommendations regarding the Planning Applications, Appeals and Enforcement matters detailed on the cancelled Planning Meeting agenda. | |
| 9. | Scheme of Delegation | 2 |
| | Recommendation: - To resolve to rely upon the Scheme of Delegations and delegate powers to the Clerk until 9th February 2022. | mins |

Cllr. Taylor attended a meeting of West Sussex Association of Local Councils where delegation to the Clerk to avoid face-to-face meetings at this time of rising Covid-19 cases was discussed. Considering the new variant, the rising cases in the local area, the winter months and the forthcoming festive period, the Council may wish to resolve to delegate matters to the Clerk for a time limited period, kept under regular review. The Council must meet in January to resolve upon the Precept and annual budget for 2022/23; however, this meeting can be kept brief and needs only to be quorate (4 Members in attendance). The Finance Committee and RFO will provide its recommendations in advance of the January meeting.

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| 10. | Correspondence
Recommendation: - To receive the notes of the multi-agency meeting held on 4 November 2021 regarding Lagoon 3. | 1
min |
| | Please refer to the notes of the multi-agency meeting held on 4 November 2021 regarding Lagoon 3 published on the Parish Council's website here . | |
| 11. | Next meeting
12th January 2022, 7:30pm Kelsey Hall, Ifold – to consider the draft budget and Precept only | 1
min |