



MINUTES of the Plaistow and Ifold Parish Council Meeting held on **Tuesday 21st January 2020**, in Kelsey Hall, Ifold.

Present Cllr. Alan Pearson (Chair); Cllr. Sophie Capsey (Vice Chair); Cllr. Paul Jordan; Cllr. Nicholas Taylor; Cllr. Matthew Hardman; Cllr. Phil Colmer; Cllr. James King-Wilson; Cllr. Paul Reynolds; and Catherine Nutting (Clerk)

Two (2) members of the public attended for the Co-Option procedure as candidates, and District Cllr. Gareth Evans attended at 20:10.

C/20/001 Apologies
Apologies were received and accepted from Cllr. David Ribbens; Cllr. Nick Whitehouse and District and County Councillor Janet Duncton.

C/20/002 To receive declarations of Members' pecuniary interests relating to agenda items
None received.

C/20/003 To receive for confirmation Minutes of the Meeting held on 10th December 2019
Agreed and signed.

Co-option procedure to fill a casual vacancy

C/20/004 To receive written applications for the office of Parish Councillor and to Co-opt a candidate to fill the existing vacancy
Three (3) written applications were received before the deadline of 4pm, 10th January 2020. A fourth application was received on 13th January, which had to be discounted. The candidates were invited to attend the Co-Option meeting and their application forms were circulated to Members on 13th January, at least three (3) clear days before the Co-Option meeting.

- C/20/005** **Resolve to adjourn the meeting to allow candidates to present themselves to Members and answer questions (the meeting will reconvene at item 6 below)**
The Parish Council unanimously resolved to adjourn the meeting. The two (2) candidates in attendance gave short presentations to Members and were asked questions in relation to their application. Both candidates left the meeting after they had spoken.
- C/20/006** **Exclusion of the Press and Public – To consider whether to exclude the Press and Public from the meeting during the consideration of item 7 below in accordance with S1(2) of the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that it may involve the likely disclosure of exempt information.**
The meeting reconvened and the Parish Council unanimously resolved to exclude the Press and Public for the duration of their discussions at C/20/007.
- C/20/007** **Deliberation of candidates**
Members considered all three applicants against the Person Specification and any personal statement given at C/20/005.
- C/20/008** **Voting by way of signed ballot and declaration of successful candidate duly elected**
The Parish Council's Co-Option policy, which was provided to all applicants upon their initial enquiry of the vacancy, provides for voting by way of signed ballot. Each candidate was proposed by Cllr. Jordan and seconded by Cllr. Hardman. The results of the vote are appended to these minutes at A. The Chair declared Jerusha Glavin as the successful candidate duly elected.
- C/20/009** **Representations from Members of the Public: To receive and act upon, if considered necessary by the Council, comments made by members of the public.**
None received.
- C/20/010** **To receive reports from County and District Councillors**
Cllr. Duncton sent the following report in her capacity as the Parish's County Councillor in advance of the meeting, which was read out:

West Sussex County Council's (WSCC) Children's Services received a shocking Ofsted report. Change is starting to happen, but it could

take over two (2) years. The Department of Education has appointed John Coughlan, CEO of Hampshire County Council, as WSCC's Children's commissioner. Mr Coughlan is pleased with initial progress; at the current time the Department of Education are not minded to implement a Trust to take over the running of the service. If a Trust is appointed in the future, WSCC would remain the responsible body and would maintain financial responsibility for the service.

WSCC's Fire Service received a report highlighting improvements, one of which was in relation to bullying. The new Chief Fire Officer is tackling all the issues raised.

WSCC's Chief Executive departed very suddenly. Becky Shaw became CEO on 6th January 2020; Ms Shaw is also CEO of East Sussex, which has an outstanding Ofsted rating for its Children's Services. Cllr. Dunton Chaired the appointment Panel and is confident that Ms Shaw is an excellent choice.

WSCC's new joint working with Surrey for the Contact Centre is working well and efficiently and should save WSCC £1 million year on year.

District Cllr. Evans delivered his report, which is appended as B.

C/20/011

Adoption of the updated Financial Regulations

This item was added to the agenda in error. The updated Financial Regulations were adopted by the full Parish Council on 17th September 2019 at C/19/131(f).

C/20/012

Adoption of Operation Bridge Policy

The policy was proposed by Cllr. Jordan and seconded by Cllr. Capsey. The Parish Council unanimously resolved to adopt the policy, which sets out the procedure to be followed upon the death of the Monarch, or other senior member of the Royal Family.

C/20/013

Full Parish Council meeting frequency review

Further to general consensus that meetings should be concise, more information circulated in advance and that sub committees and steering groups should be utilised; the Parish Council unanimously resolved to implement monthly full Parish Council meetings on the **second Wednesday of the month** for a trial period of six (6) months. If the full Parish Council meeting conflicts with a scheduled Planning Meeting, the Planning Meeting will be held on the Thursday on the understanding that Cllr. Pearson will be unable to attend.

Clerk

The following dates are forthcoming Full Parish Council meetings:

Tuesday 11th February – Winterton Hall (WH)

Wednesday 11th March – Kelsey Hall (KH) *

Wednesday 8th April - WH

Wednesday 13th May -KH *

Wednesday 10th June – WH

Wednesday 8th July – KH

Wednesday 12th August – WH

*The planning meetings scheduled for these dates will now take place on the Thursday of the same week and will be held at Holy Trinity Church, Plaistow.

C/20/014

Highways

Cllr. Capsey has submitted a comprehensive report to WSCC Highways Authority regarding numerous potholes in the Parish.

C/20/015

Financial Matters

- a. To approve Order for Payment

Duly signed and appended to these minutes as C.

- b. To approve 2020/21 Precept

The Parish Council considered the financial projection and Precept scenario documents appended to these minutes as D, which include Public Works Loan information. Best practice recommendation is that reserves should be 50% of the Precept. The Parish Council's reserves were significantly impacted by the appeal action against the illegal biogas plant at Crouchlands Farm. Members discussed the need to rebuild reserves, the real potential for the Parish Council to take over costly services such as seasonal gritting if CDC and/or WSCC cut services, and the possibility that Parish Councils' unrestricted right to increase precepts might be curtailed in future. These factors needed to be taken into account, despite Councillors' awareness of and concern for the impact of an increased precept on household budgets.

A Precept requirement of £93,000 was proposed by Cllr. Hardman and seconded by Cllr. Taylor. The Parish Council unanimously resolved to increase the Precept to this level. The requirement for a Public Works Loan will be considered on a need basis at the relevant time.

RFO

- c. Lady Hope Playpark maintenance update

Ansel Contractors have completed most of the works and the playpark is currently open to the public. Members recognised the good work done in difficult weather conditions. When the weather improves the playpark will be seeded and some equipment painted. The Parish Council unanimously resolved to allow Ansel Contractors

to display their advertising on the playpark fence for a period of six (6) weeks. Clerk

d. New Website/Email update

The Parish Council's new website is live, but remains working progress; the development company will make changes to the live site prior to sign-off. All Members have designated Parish Council email addresses, which will be set up imminently. Clerk

e. Tree Survey update

The recent tree survey in relation to Plaistow Village Green has made detailed recommendations for various tree maintenance

works, including some felling due to Ash dieback and other fungal infections and deadwood removal. The Parish Council unanimously resolved to instruct Andrew Gale Tree Surgery Ltd to undertake the recommended works as soon as possible. Clerk

C/20/016

Clerk's Update

a. Neighbourhood Plan: The Parish Council's Neighbourhood Plan has been submitted under regulation 15. The Council's preferred external examiner, Janet Cheesley, will undertake the examination and CDC are drafting the contract.

b. Traffic Calming Speed Survey update: In summary, the two survey locations gave the following results for the 'average speeds'

Site Near The Drive, Ifold

Westbound Daily Average Speed = 34.4mph

Eastbound Daily Average Speed = 34.2mph

Site Near Ifoldhurst

Westbound Daily Average Speed = 34.3mph

Eastbound Daily Average Speed = 32.0mph

The value needed to justify installation of a SID/SLR is 33mph. This target is exceeded in all cases except the Eastbound speeds at Ifoldhurst. Therefore, the requirement has been met. Clerk & Cllr. Pearson

C/20/017

Correspondence

None to report.

Councillor responsibilities
Rickmans Lane TRO

Clerk

C/20/019**Date of next meetings**

Full Parish Council Meeting: Tuesday 11th February 2020, Winterton Hall, Plaistow - 7:30pm

Planning Meeting: Tuesday 18th February 2020, Kelsey Hall, Ifold – 7:30pm

There being no further business, the Chair closed the meeting at 21:30

Appendix A: C/20/008 - Voting by way of signed ballot and declaration of successful candidate duly elected

Please see separately attached document

Appendix B: C/20/010 - To receive reports from County and District Councillors

District Cllr. Evans' report:

CDC Updates**Local Plan:**

District Council still waiting for evidence to be gathered and reports to be produced by consultants. Officers are still working on the policies so there is not much more we can update at this time. I will keep pushing on this and update in due course.

Climate Emergency Plan:

Approved by Cabinet.

- Set a local authority area-wide target for District CO2 reductions of 10% year on year until 2025.
- The high level action plan will also look at: securing low carbon Chichester funding; minimising emissions from new housing; minimising corporate carbon emissions; reducing food waste; increasing tree planting; introduce sustainable transport options; and raising awareness of the lifestyle changes that people can make that will contribute towards this work.
- Recommendation to council that a Climate Emergency Officer post is funded for two years to help deliver the action plan. This was a policy proposed by the Lib Dems in March last year and this will be debated and voted in at the next full council meeting at the end of January

Southern Gateway:

Approved – still a lot of work to do, but development partner chosen for redevelopment of area. This was a long and hotly debated agenda item at the full council meeting in December.

Planning Application for Freeland Close, Chichester – for 17 additional temporary homeless units

- There will be 13 studio flats, three two bedroom flats and a fully wheelchair accessible flat.

- The new homes will complement our existing accommodation and will be managed by the councils housing team.
- There will be photovoltaic 'solar' panels on the roof and new planting and landscaping around the flats.

Local Updates:

Lagoon 3 – A meeting was conducted on Monday 6th January 2020 with District Councillors, Andrew Frost and the EA. An update was provided on Lagoon 3 and a series of questions asked including:

- How dangerous is the contents of Lagoon 3?
- Is the risk increasing for the bund to rupture the further time goes on?
- Is there a plan B if the Lagoon 3 is not resolved by May 2021?
- Will the clearing up of Lagoon 3 be used as a bargaining tool for planning permission to redevelop the site?

The volume of water that fell at Christmas and into the new year was raised as a cause for concern. The EA did commit to going back to visit the site to see if these concerns were valid. I asked for a full report and images. I have yet to receive a response to this.

Thane – TSN expired on the 17th Jan. Sue Payne said I would receive an update after this date. This has been followed up (19th Jan) and I will let you know the outcome.

Kogala – Followed up on the 12th Jan at the request of the Clerk. Reply received on the 13th Jan stating that this would be followed up with the relevant officer. I am awaiting a response.

Loxwood Co-op – Due to the high level of public interest this will now go to a full planning meeting for decision. The applicant has been asked to carry out an independent viability assessment and it is not likely that this will go to the March planning meeting.

Councillor Surgeries:

My surgeries take place on the 1st and 3rd Saturday of every month from 11.00am – 1pm. The Saturday just gone I was in Northchapel. My next surgery dates are as follows:

1st February – Plaistow Stores

15th February – Kirdford Stores

7th March – Onslow Arms, Loxwood

Appendix C: C/20/015a – Financial Matters, Order for Payment

Schedule of receipts and order for payments for December 2019 & January 2020

To be approved at the Parish Council meeting on 21.01.2020

Agenda Item C/20/15(a)

The signed original document is filed in the Accounts file, YE 31/03/20

RECEIPTS

Payer:	Detail:	Cost Centre/Code	Amount:
	Total		£00.00

PAYMENTS

Payee:	Detail:	Cost Centre/Code	Amount:
EA Ansel Contractors	Fencing, Ground Works and Equipment Maintenance of Lady Hope Playpark, Plaistow	301/4307	£6,671.20
	Total		£6,671.20

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

Payee:	Detail:	Cost Centre/Code	Amount:
Bankline	Account and payment changes for December 2019	102/4140	£2.80
Bankline	Account and payment changes for January 2020	102/4140	£1.60
WSCC	Salary for December 2019	4101/101	£1,843.75
A272 Design	Village Tweet Advert re new website and Playpark public consultation (10.12.19 - C/19/168(d))	102/4125	£252
Gale Tree Consultancy	Tree Survey & report	301/4308	£300
	Total		£2,400.15

Total receipts £ 00.00

Total expenditure £ 9,071.35

Signed by Chair: Date:

Signed by Councillor: Date:

Signed by Clerk/RFO: Date:

Appendix D: C/20/015b – Financial Matters, To approve 2020/21 Precept

Please see separately attached Excel spreadsheets