



## Notice of Meeting of the Parish Council

To: All Members of the Parish Council

I hereby give you notice that a Full Meeting of Plaistow and Ifold Parish Council will be held on **Wednesday 8<sup>th</sup> March 2023** at **19:30** at the **Kelsey Hall, Ifold**. All Members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder. **Members of the Press and Public are welcome to attend in person.**

Dated: **1<sup>st</sup> March** 2023

Yours faithfully

Catherine Nutting

Clerk & RFO to the Council

### Remote Access

To join the meeting please follow this link:

<https://us02web.zoom.us/j/83780877798?pwd=dXA0d2NMVXVUcXFCQTdwUEQrRVJDQT09>

**Meeting ID: 837 8087 7798**

Please email the Clerk for the password [clerk@plaistowandifold-pc.gov.uk](mailto:clerk@plaistowandifold-pc.gov.uk)

The Zoom meeting may be paused if the Council resolves to exclude the Press and Public from the meeting in accordance with s.1(2) of the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that it may involve the likely disclosure of exempt information.

## MEETING AGENDA

### BUSINESS TO BE TRANSACTED

This agenda, Clerk's Report and appendices can be found on the Parish Council's website: [www.plaistowandifold-pc.gov.uk](http://www.plaistowandifold-pc.gov.uk) | Alternatively, please contact the Clerk for hard copies: [clerk@plaistowandifold-pc.gov.uk](mailto:clerk@plaistowandifold-pc.gov.uk)

Number	Item	Time
1.	<b>Apologies for absence &amp; housekeeping*</b> Recommendation: - To receive and accept apologies for absence.	1 min

*\*In accordance with The Data Protection Act 2018 all attendees of the meeting are hereby notified that the meeting could be recorded as an aide memoire for the Clerk when compiling the minutes. The recordings are held securely and are deleted after the resolution that the minutes are a true and correct record. Members of the public should be aware that being present at a meeting of the Council, or one of its committees or sub-committees, will be deemed as the person having given consent to being recorded (photograph,*

*film, or audio recording) at the meeting, by any person present. Persons who record the parish Council's meetings are reminded that the "Public Forum" period may not be part of the formal meeting and that they should take legal advice themselves as to their rights to make any recording during that period.*

2. **Disclosure of interests** 2 mins  
*See Clerk's Report.*  
 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](#), Chapter 7 ss.26 – 37 in relation to matters on the agenda.
  
3. **Public Forum** 10 mins  
*See Clerk's Report.*  
 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 either in person, or in writing provided they were sent via email to the Clerk no later than 4pm Wednesday 8<sup>th</sup> March 2023. Public Participation shall not exceed 10 minutes, unless directed by the Chairman. A speaker is limited to 5 minutes. Business of the meeting will start immediately following the public forum.
  
4. **Minutes** 1 min  
*Circulated separately and on the [website](#).*  
 Recommendation: - To approve the Minutes of the full Parish Council meeting held on 8<sup>th</sup> February 2023 and resolve to sign via Secured Signing in accordance with Standing Order 9(d).
  
5. **To receive reports from [County and District Councillors](#)** 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.
  
6. **Financial Matters** 5 mins  
*See Clerk's Report*
  1. Payments and Receipts Analysis  
 Financial Reports for February 2023. Includes income and expenditure between 3<sup>rd</sup> – 28<sup>th</sup> February 2023.

Recommendation: - To receive, review and note the Financial reports and appoint signatories.

2. Grass cutting 2023 – 2025

To consider the tenders received and appoint a contractor.

3. SSE contract

To ratify the Clerk's decision to continue the SSE contract for electricity supply at the Cricket Pavilion

4. Priorities and Funding Survey/information leaflet

- To consider updating information regarding delivery cost and approve the method.
- To consider hosting the CDC's 'Supporting You' Team to help those impacted by the rise in Cost of Living – and promote via the leaflet.

- |     |                                                                                                                                                                                                                                                  |           |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 7.  | <p><b>Neighbourhood Plan</b></p> <p><i>See Clerk's Report</i></p> <p>Recommendation: - To consider the fee quote to review the Neighbourhood Plan and resolve to instruct Colin Smith Planning Ltd.</p>                                          | 5<br>mins |
| 8.  | <p><b>Bus Shelters</b></p> <p><i>See Clerk's Report</i></p> <p>Recommendation: - To note a project update.</p>                                                                                                                                   | 1 min     |
| 9.  | <p><b>Local Plan Reg 19 Consultation</b></p> <p><i>See Clerk's Report</i></p> <p>Recommendation: - To consider and approve the Council's response</p>                                                                                            | 2<br>mins |
| 10. | <p><b>Plaistow Village Green, Tree Surgery</b></p> <p><i>See Clerk's Report</i></p> <p>Recommendation: - To note the correspondence from Andrew Gale and appoint a contractor (refer to minute ref <a href="#">C/23/021(5), 08.02.2023</a>).</p> | 1 min     |
| 11. | <p><b>Highway Matters</b></p> <p><i>See Clerk's Report</i></p> <p>Recommendation: -</p> <ol style="list-style-type: none"> <li>1. To receive and resolve to act upon any Highway matters raised by Councillors.</li> </ol>                       | 3<br>mins |

	<ol style="list-style-type: none"> <li>To note any updates regarding the School Safety Zone in Plaistow and the TRO application along Rickman's Lane, Plaistow.</li> <li>To note WSCC Highway's response regarding the finger posts in Plaistow and resolve to adopt as community assets (<a href="#">C/23/022(2) 08.02.2023</a>).</li> <li>To note updates from WSCC's PRoW Team.</li> </ol>	
12.	<b>Asset Register</b> <i>See Clerk's Report</i> Recommendation: - <ol style="list-style-type: none"> <li>To consider and adopt the Council's Asset Register.</li> <li>To appoint a Lead Member to undertake an asset audit/inventory.</li> <li>To consider and complete the Sussex Heritage Trust - Public Realm Survey to protect and preserve the architecture and natural landscape of Sussex.</li> </ol>	3 mins
13.	<b>Risk Management Scheme (RMS)</b> <i>See Clerk's Report</i> Recommendation: - To note and adopt the Council's RMS	2 mins
14.	<b>The Coronation of His Majesty The King - Saturday 6th May</b> <i>See Clerk's Report</i> Recommendation: - To note the minutes of the initial Working Group meeting and approve the proposals and set an event budget.	3 mins
15.	<b>May Elections</b> <i>See Clerk's Report</i> Recommendation: - To note the timescales and procedure for submitting nomination papers to CDC	2 mins
16.	<b>Correspondence</b> <i>See Clerk's Report</i> Recommendation: - To consider any correspondence received not listed as an agenda item for discussion. <ol style="list-style-type: none"> <li>Proposed extension to the Surrey Hills Area of Outstanding Natural Beauty.</li> <li>WSALC's film to encourage people to stand as candidates in May.</li> <li>National Trust – tree works within Plaistow.</li> </ol>	1 min
17.	<b>Clerk's update &amp; items for inclusion on a future agenda</b>	2 mins

Recommendation: - To receive general updates and resolve to add any matters arising to a future agenda.

- Declaration of interest forms
- Loxwood Clay Pits Ltd - WSCC/030/21 Appeal Notification Letter
- Precept payments
- Elections including Purdah period
- CDC's 2023/2028 Infrastructure Business Plan (including CIL spending plan)

18.

**Meeting Dates**

1 min

Recommendation: - To note the dates of forthcoming meetings:

- 29<sup>th</sup> March, Planning & Open Spaces meeting, 7:30pm Kelsey Hall, Ifold
- 11<sup>th</sup> April, Planning & Open Spaces meeting, 7:30pm Winterton Hall, Plaistow
- 12<sup>th</sup> April, Full Council meeting, 7:30pm Winterton Hall, Plaistow