

MINUTES of the Plaistow and Ifold Parish Council Extraordinary Meeting held on **Tuesday 24th March 2020**, via remote conference calling technology.

Present Cllr. Alan Pearson (Chair); Cllr. Sophie Capsey (Vice Chair); Cllr. Phil Colmer; Cllr. James King-Wilson; Cllr. David Ribbens; Cllr. Jerusha Glavin; Cllr. Nick Whitehouse; Cllr. Nicholas Taylor; Cllr. Paul Jordan; Cllr. Paul Reynolds and Catherine Nutting (Clerk)

No members of the public were in attendance. District Cllr. Gareth joined the meeting.

C/20/059 Apologies
Apologies were received and accepted from Cllr. Sophie Capsey (Vice Chair) and Cllr. Matthew Hardman.

C/20/060 To receive declarations of Members' pecuniary interests relating to agenda items
None received.

C/20/061 To receive for confirmation Minutes of the Full Parish Council Meeting held on 11th March 2020 and Minutes of the Planning and Open Spaces Committee on 12th March 2020
At the time of the meeting the minutes of the full Parish Council Meeting dated 11th March 2020 were not ready for approval and this matter was deferred.
The Planning and Open Spaces Committee Minutes dated 12th March 2020 were approved. They will be signed remotely via the Secured Signing application.

C/20/062 Representations from Members of the Public: To receive and act upon, if considered necessary by the Council, comments made by members of the public either in person, or in writing provided they were sent via email to the Clerk no later than 4pm Monday 23rd March 2020.

The Parish Council received the following query from a member of the public:

Hello, I am writing to ask what steps I need to take to secure a piece of land on the Plaistow green, to start a community vegetable patch. These are trying times, not everyone has their own garden, not

everyone can actually get out to garden if they do have space. In the unprecedented times, I feel this would be a god send for the community. I am happy to start it, get the volunteers together and head up the donations side.

If we start ASAP, we will have a flourishing veg patch in a few months ready for all to use. I hope as a pariah council you see the worth in this. I think it's key this happens soon.

Kind regards

Members agreed that the Plaistow Village Green is unsuitable for a communal vegetable patch. However, they were supportive of the principle. The Parish Council unanimously resolved to make an appeal on the website and social media for suitable land to use as a communal vegetable patch. Additionally, Members resolved to investigate allotments for future consideration.

C/20/063

To receive reports from County and District Councillors.

District Cllr. Evans told the meeting that Chichester District Council (CDC) are considering their response to homelessness during the Covid-19 crisis and provisions for people struggling to pay their Council Tax.

WSCC has set up a Community Support Hub to help those without local support schemes.

The Parish Council sought further information regarding the impact of Covid-19 on the Local Plan Review and support for the local economy.

C/20/064

Covid-19: Plaistow and Ifold Parish Council's response to the current outbreak and to consider measures to ensure business continuity in the event of the Coronavirus Emergency disrupting normal procedures.

All below subcategorises will focus on the impact Covid-19 is having on their functionality.

C/20/064(a)

Communication

The Parish Council discussed the importance of effective communication at this time. A key public service during this crisis is to be a trusted source of information via the website, social media and other publications.

The Parish Council unanimously resolved to:

- 1) circulate a Parish wide newsletter regarding the Local Community Action Volunteering (LCAV) Scheme to ensure that no vulnerable person, or family is missed.
- 2) Progress the instillation of WIFI in the Winterton Hall to ensure it

Clerk / LCAV
Scheme
Administrator
(see below)

is equipped to become a Community emergency centre

3) The Emergency and Winter Plan Committee to investigate other ways to support the Community at this time and convene a remote meeting if required. This includes progressing the Emergency Plan and locating files stored in the Winterton Hall. E&WP Committee

4) Invest in a Zoom subscription to allow remote meetings to take place. Clerk

C/20/064(b)

Resilience and Emergency Response Policy

The Parish Council's LCAV Scheme is working well. The number of Volunteers and Service Users are increasing daily. However, the daily administration of the Scheme is time-consuming to ensure it is compliant with GDPR, Insurance and keeping abreast of the ever-changing Government advice.

The Parish Council unanimously resolved to:

1) Co-opt Marieta Evans as the LCAV Scheme Administrator. Mrs Evans will become a Member of the Emergency & Winter Plan Committee (no Voting Rights) for the duration of the initiative.

2) Approve the Scheme's designated email address: LCAV.Scheme@plaistowandifold.org.uk.

3) Install anti-virus software onto the Clerk's and LCAV Scheme Administrator's computers. Clerk

4) Create Policy documents for the internal running of the LCAV. Clerk

5) Appoint the Clerk as the Parish Council's Data Protection Officer. Cllr. Taylor to support the Clerk in this role. To investigate file retention regulations to comply with GDPR and other policies. Clerk

C/20/064(c)

Financial impact of Covid-19

The financial Steering Group will meet on 6th April 2020 at 19:30 via Zoom to discuss the financial impact of Covid-19 on the operations of the Parish Council, including End of Year and the 2020/21 Grant payments, and make recommendations to the full Parish Council for adoption. FSG

To investigate a suitable remote document signing package. Cllr. Pearson

The Parish Council unanimously resolved to:

1) Adopt the updated Scheme of Delegation (appendix A)

2) Implement a reduced meeting timetable. The Parish Council will meet remotely via conference call technology (Zoom).

Clerk

3) Postpone the Annual Assembly (27th May) & Annual Parish Council Meeting (13th May). These remain statutory meetings, however it is likely that the law will change imminently. Until legal guidance to the contrary, all Members will maintain their position until normal business resumes and an Annual Parish Council Meeting is held, unless a Member resigns their position during this period. In which case the Clerk will take advice on how to procedurally appoint.

4) Lagoon 3 will remain an agenda item.

5) Progress the legal investigation into changing the Winterton Hall Trust Deed so that the hall is managed by the Parish Council.

Cllr. Taylor

Standing agenda items affected by Covid-19

The Parish Council unanimously resolved to:

1) **VE Day** - Send a card to those who would have otherwise received an invitation to the VE Day celebrations. Progress the Plaistow Village Green Contemplation Area (bench and native trees/shrubs to replace those being felled as part of the tree work). This is a longer-term project and can be progressed slowly in accordance with the public health guidance from time to time in force.

VE Day Steering Group

2) Contact all contractors to ascertain the impact of Covid-19 on their operations.

Clerk

3) Progress all projects which can be safely be implemented whilst following central Government social distancing guidelines.

Clerk & Lead Members

4) The FSG to consider the Ifold Entrance Landscaping project and make recommendations to the full Parish Council.

FSG

The Clerk & Ifold Estates Ltd met four (4) contractors on site (The Drive, Ifold bus stop area) on Monday 16th March. Three contractors (Lady Penelope Gardens / EA Ansell Contractors / WoodBe Ltd) agreed to collaborate and quote for their specific areas of expertise. Each phase is dependent on the other. Grant funding

will be available for soft landscaping to create habitat and wildlife conservation. The project can dovetail into the three-year Butterfly Conservation project in the Parish. To keep the maintenance very low, discussion was in relation to native wildflowers, trees and shrubs which take care of themselves.

C/20/064(f)

Planning Applications

Paragraph 3.1.11 of the adopted Scheme of Delegation allows for the Clerk to make and communicate No Comment decisions in respect of Planning and tree work applications and communicate these to the Planning Authority via electronic means. During a period of emergency, the Clerk may make the Council's views known having consulted with the Chairman of the Planning and Open Spaces Committee.

Clerk & Chair of
the Planning
Committee

C/20/064(g)

Standing Orders and Financial Regulations

Further to taking advice from SSALC that under any expedient arrangement involving a Scheme of Delegation there can be no compliance with the procedures set out in Standing Orders and Financial Regulations, the Parish Council unanimously resolved to suspend the same until further notice; or a time when they can be sufficiently updated to reflect the new working practices of Councils under any new laws/regulations.

C/20/064(h)

To Consider giving delegated powers to the Clerk until the next Meeting.

Under C/20/064(d) above the Parish Council unanimously resolved to adopt an updated and more robust Scheme of Delegation which provides for the Clerk, in conjunction with the Chair, to ensure the Parish Council meets all its statutory, procedural and financial obligations during this period. The new Scheme of Delegation is appended at A.

C/20/064(i)

To consider any additional measures to prevent unnecessary risk to Members and to the wider community.

The Parish Council unanimously resolved to create a Telephone / Cascade list for all Members.

Clerk

C/20/065

Items for inclusion on the next agenda

Lagoon 3

Clerk

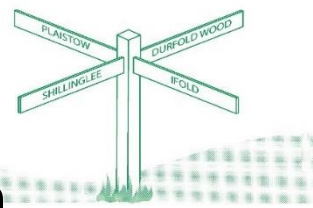
C/20/066

Date of next meetings

FSG Meeting - 6th APRIL, 7:30pm

Full Parish Council Meeting - 8th April, 7:30pm

There being no further business, the Chair closed the meeting at 21:20



Scheme of Delegation

Plaistow and Ifold Parish Council's (the Council) Scheme of Delegation is an essential policy which enables the Council to function efficiently and effectively. Without this Scheme of Delegation, every decision would have to be taken by the Full Parish Council. Decision making powers are given to both Committees and Officers to enable the Council to react to circumstances and operate correctly.

Powers cannot be legally delegated to individual Councillors, Working Parties and/or Steering Groups.

Working Parties and/or Steering Groups are ordinarily established to investigate and/or review a particular matter. They report their findings, which may include recommendations, to the relevant Committee, or the Full Parish Council. The Council has the following permanent Steering Groups: Financial, HR and Lady Hope Playpark.

1. The Council' Functions

The following matters are to be dealt with by the Full Council:

- 1.1 Approval of Budgets and setting the Precept
- 1.2 Approval of the Annual Return and Audit of Accounts
- 1.3 Considering and agreeing action to all Internal Audit reports
- 1.4 Authorisation of borrowing
- 1.5 Agreements and/or Contracts
- 1.6 Approval of the level of delegation to the Clerk for the day-to-day operational and financial management of the Council and its services
- 1.7 Approval of changes to the Council's Fixed Asset Register
- 1.8 Winterton Hall
- 1.9 Approval of capital expenditure and planned and preventative maintenance expenditure with respect to premises and/or other assets.
- 1.10
- 1.11 Approval and award of grants and donations
- 1.12 Civic and ceremonial activities and other Parish events
- 1.13 Electoral matters
- 1.14 Highway and traffic matters
- 1.15 Annual review of staff salaries and all other staffing matters, including staff grievances and disciplinary matters in accordance with the Grievance and Disciplinary Policies
- 1.16 All personnel matters not delegated to Officers
- 1.17 Amending Staff structure to reflect the Council's performance needs
- 1.18 Adopting and/or changing all Policies, including the Standing Orders, Code of Conduct, Financial Regulations and the Scheme of Delegation

- 1.19 Neighbourhood Plan
- 1.20 Freedom of Information Act requests and appeals not covered by a relevant Committee
- 1.21 Consider and resolve all complaints not covered by a relevant Committee
- 1.22 Consider and resolve all appeals to decisions relating to a complaint
- 1.23 Making of Orders under any statutory powers
- 1.24 Making, amending or revoking By-laws
- 1.25 Appointment of Committees
- 1.26 Appointing Council representatives to outside bodies
- 1.27 All other matters which must, by law, be reserved to the Full Council

2. Delegation to Committees

The following matters are delegated to the Council's Committees, to make decisions on behalf of the Council. Committees are delegated plenary decision-making powers in respect of matters delegated. They must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Committees may decide not to exercise delegated responsibility and may instead make a recommendation to the Council. Similarly, where a Committee has no delegated power to make a decision, it will make a recommendation to the Council.

2.1 All Committees

- 2.1.1 Creation and appointment to Working Groups and/or Steering Groups
- 2.1.2 Appointment of non-Councillor members to Working/Steering Groups where they bring additional expertise or knowledge, subject to confidentiality arrangements consistent with those required of a Councillor
- 2.1.3 Review of budget position and consider annual budget request for recommendation to the Council
- 2.1.4 Approval of Risk Management strategy

2.2 Planning and Open Spaces Committee

All matters (except for creating Council policy) relating to:

- 2.2.1 Planning applications
- 2.2.2 Tree works applications
- 2.2.3 Parish Council's Trees
- 2.2.4 Local and regional plans
- 2.2.5 All other planning matters the Council is consulted on
- 2.2.6 Lady Hope Playpark
- 2.2.7 Coxes Pond, Plaistow
- 2.2.8 Village Green, Plaistow including Electricity Substation
- 2.2.9 Cricket Pavilion, Plaistow
- 2.2.10 Other open spaces

- 2.2.11 Street naming
- 2.2.12 Parish seating, dog and litter bins
- 2.2.13 CCTV
- 2.2.14 Bus Shelters
- 2.2.15 Street lighting
- 2.2.16 Freedom of Information Act requests and appeals pertaining to the remit of the Planning and Open Spaces Committee
- 2.2.17 Reviewing and making recommendations regarding planning and/or open spaces policies
- 2.2.18 Consider and resolve all complaints pertaining to the remit of the Planning and Open Spaces Committee; appeals to complaint decisions to be referred to the full Parish Council
- 2.2.19 Spend within the Planning and Open Spaces Budget

2.3 Winter & Emergency Plan Committee

All matters (except for creating Council policy) relating to:

- 2.3.1 Salt bins including audit, signage and equipment
- 2.3.2 All roads not identified as part of WSCC's Precautionary Network
- 2.3.3 Winter treatment and clearance of footways, cycleways and/or 3rd party, or non-highway land
- 2.3.4 Spend within the Winter & Emergency Plan Committee Budget
- 2.3.5 Farmers/Contractors appointed to treat/clear local roads
- 2.3.6 Daily decision on weather conditions
- 2.3.7 Emergency centres
- 2.3.8 Emergency equipment
- 2.3.9 Volunteers
- 2.3.10 Broadband contract
- 2.3.11 Parish Defibrillators
- 2.3.12 Ifold Telephone Kiosk
- 2.3.13 Flooding and Riparian Ownership

3. Delegation to Officers

The following matters are delegated to the Council's Officers to make decisions on behalf of the Council. These decisions must be exercised in accordance with the law, the Council's Standing Orders and Financial Regulations and any approved Policy framework and budget.

The Council may at any time, following resolution, revoke any delegated authority.

Officers may decide not to exercise delegated responsibilities and may instead make a recommendation to a Committee or to the Council. Similarly, where Officers have no delegated power to make a decision, they report the matter to the relevant Committee, or the Council for a decision.

3.1 Parish Clerk

The Parish Clerk shall be the Proper Officer and the Responsible Financial Officer of the Council as defined in law.

In addition:

- 3.1.1** Issue all statutory notifications
- 3.1.2** Assume total responsibility for ensuring that the instructions of the Council are carried out in connection with its function as a Local Authority.
- 3.1.3** To make orders, incur expenditure and process payments within authorised budgets.
- 3.1.4** To be accountable for the effective management of all of the Council's resources.
- 3.1.5** To have overall responsibility for the Council's administrative service.
- 3.1.6** To act as a general manager in respect of all of the Council's services, projects and initiatives.
- 3.1.7** Receive Declarations of Acceptance of Office
- 3.1.8** Receive and record notices disclosing pecuniary interests
- 3.1.9** Receive and retain documents and plans
- 3.1.10** Sign notices or other documents on behalf of the Council
- 3.1.11** Receive Planning and tree work applications and make and communicate No Comment decisions to the Planning Authority via electronic means. During a period of emergency, the Clerk may make the Council's views known having consulted with the Chairman of the Planning and Open Spaces Committee.
- 3.1.12** Receive copies of By-laws made by principle authority
- 3.1.13** Certify copies of By-laws made by the Council
- 3.1.14** Sign summons to attend meetings
- 3.1.15** Ensure compliance with Standing Orders and Financial Regulations
- 3.1.16** Manage all Council staff, either directly or indirectly
- 3.1.17** Manage the provision of Council services, buildings, land and resources
- 3.1.18** Incur expenditure in an emergency up to £1,000 pursuant to paragraphs 4.1 and 4.5 of the Financial Regulations whether budgeted or not. In the event the Financial Regulations are suspended, incur expenditure in an emergency up to £1,000 whether budgeted or not with the agreement of either the Chair or Vice Chair. The Clerk shall report such action to the full Parish Council as soon as practicable thereafter.
- 3.1.19** Act on behalf of the Council in an urgent situation and report back to the Council as soon as practicable
- 3.1.20** Deal with dispensation requests from Members under the Code of Conduct
- 3.1.21** Deal with matters specifically delegated by Council or Committee
- 3.1.22** Take all decisions relating to the training of Councillors and staff
- 3.1.23** Appoint all employees in accordance with the Council's staff structure
- 3.1.24** Authorise minor non-fiscal adjustments to contracts of employment and job descriptions to meet the needs of the Council
- 3.1.25** Appoint casual/temporary members of staff as needed to meet the business needs of the Council and within existing budgets
- 3.1.26** Deal with all disciplinary matters and hearings in accordance with the Council's Disciplinary Policy

- 3.1.27** Enter into settlement agreements with employees up to a maximum of month's salary where this is the prudent option for the Council
- 3.1.28** Responsible for the overall management of all budgets in accordance with Council policies
- 3.1.29** Authorised to issue press releases on any Council activity exercised in accordance with Council policy
- 3.1.30** Overall responsibility for Health and Safety across all Council owned sites
- 3.1.31** Proper administration of the Council's financial affairs
- 3.1.32** Determine accounting policies, records and control systems
- 3.1.33** Report to External Auditor matters under Local Government Finances Act 1988 s.114
- 3.1.34** Arrange and manage the Council's Insurance arrangements
- 3.1.35** Project development for consideration by the Council or relevant Committee
- 3.1.36** Management of maintenance contracts
- 3.1.37** Developing income generating activities
- 3.1.38** Liaise with outside organisations (locally, regionally and nationally) to strengthen the role of the Council and to effect improved communication.
- 3.1.39** Act as the representative of the Council as required.
- 3.1.40** Have overall responsibility for maintaining, implementing and monitoring the effectiveness of the Council's procedural and policy documents.