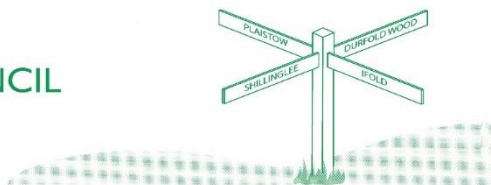


## PLAISTOW AND IFOLD PARISH COUNCIL



**MINUTES** of the Winter & Emergency Plan Sub Committee of Plaistow and Ifold Parish Council held on **Wednesday 17th March 2021, via remote conference call (Zoom).**

**Present** Cllr. Nick Whitehouse (Meeting Chair); Cllr. Paul Jordon (Chair of the Parish Council); Cllr. Sophie Capsey (Vice Chair of Parish Council); Cllr. Jerusha Glavin; Jon Pearce, Chair of Ifold Estates Limited (IEL) Co-opted Member with no voting rights and Catherine Nutting (Clerk).

Cllr. John Bushell was in attendance.

One (1) member of the public was present for some of the meeting.

**W/21/017** **To appoint a Chair of the Winter & Emergency Plan Sub Committee**  
Members unanimously voted to appoint Cllr. Whitehouse as meeting Chair.

**W/21/018** **To receive apologies for absence**  
Marieta Borreda Cuenca, LCAV Scheme Co-ordinator Co-opted Member with no voting rights and Guy Wicker, Winterton Hall Management Committee representative Co-opted Member with no voting rights were not in attendance.

**W/21/019** **Declaration of interests by Members in matters on the Agenda. To consider and agree any requests for Dispensation.**  
None received.

**W/21/020** **To appoint new Member(s) to the subcommittee**  
Members unanimously resolved to appoint Cllr. John Bushell to the Winter & Emergency Plan Committee.  
The Clerk will update the website and send an updated list of Members to Jon Pearce for inclusion as an appendix in the Winter and Emergency Plan document. The Committee will review the document annually and amend to reflect any changes in the membership.

Action:  
Clerk

<b>W/21/021</b>	<p><b>To receive for confirmation Minutes of the Meeting held on 11th January 2021</b></p> <p><i>Circulated separately and on the <a href="#">website</a>.</i></p> <p>The Committee <b>RESOLVED</b> to <b>RATIFY</b> the electronically <b>APPROVED</b></p> <p><b>MINUTES.</b></p>	Action: Clerk
<b>W/21/022</b>	<p><b>Public participation</b></p> <p><i>To receive and act upon, if considered necessary by the Committee, comments made by members of the public in accordance with relevant legislation and Plaistow and Ifold Parish Council's <a href="#">Policy</a>. 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 17th March 2021. Public Participation shall not exceed 10 minutes, unless directed by the Chairman. A speaker is limited to 5 minutes.</i></p> <p>None received.</p>	
<b>W/21/023</b>	<p><b>Winterton Hall</b></p> <p>The Committee <b>RESOLVED</b> to <b>INSTRUCT</b> <a href="#">Wellers Hedleys Solicitors</a> to outline the various options for the Parish Council, Winterton Hall and Youth Club in terms of building/land ownership within the limited budget of £100 (ex VAT) and advise the necessary budget provision to pursue the matter further. All further decisions will be referred to the full Council to make.</p>	Action: Clerk
<b>W/21/024</b>	<p><b>Updated Winter Plan</b></p> <p>Mr Pearce has begun updating the Winter Plan and incorporating it into a global Emergency Plan document to avoid unnecessary duplications as there is a degree of overlap. The Committee <b>RESOLVED</b> to <b>APPOINT</b> Cllr. <b>GLAVIN</b> to <b>ASSIST</b> Mr Pearce. Cllrs. Capsey and Bushell will also offer support as required. The working document to be uploaded to Google docs for ease of editing. The Committee <b>RESOLVED</b> to <b>APPEAL</b> on <b>FACEBOOK</b> for community <b>VOLUNTEERS</b> with relevant <b>SKILLS</b> and/or <b>EQUIPMENT</b> (e.g. tree surgeon / first aid / generator) who could be called upon/used in an emergency. The Clerk will liaise with Wisborough Green Parish Council in terms of their Emergency document as a model document.</p>	Action: Mr Pearce; Cllrs Glavin, Capsey, Bushell & Clerk
<b>W/21/025</b>	<p><b>Additional Salt Bins and salt spreading equipment</b></p> <p>The Committee <b>RESOLVED</b> to <b>MOVE</b> the yellow <b>BIN</b> currently outside the Winterton Hall to <b>SHILLINGLEE</b>.</p> <p>It was agreed that the hand-held spreaders will corrode if left inside the bins. The Committee <b>RESOLVED</b> to <b>ASSIGN</b> the ten (10) spreaders to <b>NAMED VOLUNTEERS</b> who live close to each salt bin.</p>	Action: Cllr. Whitehouse; Jon Pearce; Clerk

Jon Pearce will conduct a salt bin audit, which will assist to identify potential volunteers.

The Committee **RESOLVED** to **PURCHASE** a **SILVER LINE CHAIN** and **COMBINATION PADLOCK** for the Winterton Hall's wheeled spreader. The Clerk will circulate costs in advance.

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|-----------------|--|------------------|
| <b>W/21/026</b> | <b>LCAV Scheme update</b><br>The Clerk will circulate an update from the LCAV Scheme Administrator via email.        | Action:<br>Clerk |
| <b>W/21/027</b> | <b>Budget review</b><br>Please refer to <a href="#">Appendix A</a> for an overview of Committee spending in 2020/21. |                  |
| <b>W/21/028</b> | <b>Clerk's Update</b><br>None to note.   |                  |
| <b>W/21/029</b> | <b>Date of next meeting</b><br>Date to be arranged in September 2021   | Action:<br>Clerk |

There being no further business, the Chair closed the meeting at 20:34