



**MINUTES** of a **Meeting** of the **Full** Plaistow and Ifold Parish **Council** held on **Wednesday 10th March 2021** at **19:30**, via remote conference calling technology (Zoom).

**Present** Cllr. Allan Pearson (Chair); Cllr. Sophie Capsey (Vice Chair); Cllr. Paul Jordan; Cllr. Jerusha Glavin; Cllr. Nicholas Taylor; Cllr. Nick Whitehouse; Cllr. Phil Colmer; Cllr. John Bushell, Cllr. Doug Brown Cllr. David Griffiths; Cllr. David Ribbens; Mr. Jon Pearce, Chair of Ifold Estates Limited (IEL) Co-opted Member of Planning Committee with no voting rights and Catherine Nutting (Clerk & RFO).  
Chichester District [Cllr. Gareth Evans](#) and West Sussex County [Councillor Janet Duncton](#)\* were in attendance.  
\*[Cllr. Duncton](#) is also a Chichester District Councillor for Loxwood Ward

One (1) Member of the Public was present.

**C/21/042** **Apologies**  
None.

**C/21/043** **Disclosure of interests**  
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.  
  
None received.

**C/21/044** **Minutes** Actions:  
Clerk & Chair  
It was **RESOLVED** to **APPROVE** the minutes of the Full Council Meeting held on 10th February 2021, which will be signed by the Chair via Secured Signing as a true record.

**C/21/046** **Public participation**  
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 10th March 2021. Public Participation shall

not exceed 10 minutes, unless directed by the Chairman. A speaker is limited to 5 minutes.

None received in advance of the meeting, or requested at this item on the agenda.

**C/21/047**

**To receive reports from County and District Councillors.**

District Cllr. Evans' report is appended to these [minutes at A](#).

County and District Councillor Janet Duncton's report is appended to these [minutes at B](#).

Cllr. Taylor asked Cllr. Duncton if it would be prudent to open more waste management sites if the service is oversubscribed and fly-tipping is an issue. Cllr. Duncton stated that WSCC does not have the money. The booking service has been advised at larger centres by Sussex Police to prevent long queues blocking the roads. This will be implemented for a trial period; however, it will not apply to the Billingshurst site. Cllr. Jordan asked for the annual cost of clearing up fly tipping and suggested a likely correlation between the availability of and accessibility to waste sites. Cllr. Duncton stated that the cost was specific to each fly-tip and was unable to provide annual figures.

Mr Pearce asked Cllr. Duncton to enquire about the additional top-up support grants from WSCC to implement superfast broadband in Ifold and parts of Plaistow (residents along Loxwood Road). WSCC has recently declined the top-up on the basis that they think the area can manage without them. Mr Pearce has been supporting Ifold for over a year to take advantage of the [Government scheme](#). The cost to the area is £558,000. Central Government will provide £1,500 grants to each household and WSCC can top this up to a maximum of £4,000. Without WSCC's grants the scheme is unviable. Insufficient explanation was provided by WSCC. Cllr. Duncton will speak to the Cabinet Member.

**C/21/047**

**Parish Community Speed Watch (CSW)**

The Chair permitted this agenda item to be considered out of sequence, as the invited member of the CSW, Mr Burrell, was running late. It was discussed at the end of the meeting.

Item to be read in conjunction with the [Clerk's Report](#) and the Plaistow Road, Ifold Speed Indicator Device [\(S.I.D\) average weekly results](#) between Nov 2020 – March 2021.

Actions:  
Clerk

**a. To receive an update from the CSW Team in Ifold**

There are currently eight (8) CSW volunteers active along the Plaistow Road in Ifold. Since being trained in March 2020 they have undertaken 28 road side sessions, which has resulted in 528 letters being sent to registered keepers recorded on the Police system.

The team's activity has been reduced over the winter months, due to inclement weather and darker evenings. Therefore, it has been difficult to obtain data for the evening rush hour. The team's roadside activity is picking up and on 9th March, 35 speeders were detected and reported within an hour. The S.I.D average weekly figures are derived from the raw data. The data shows speeding peak times and can assist a Police targeted operation.

**b. Based on (a) to consider and resolve to act upon if necessary, the CSW Team's request for an additional S.I.D post situated opposite to Little Springfield Farm, Ifold**

Members agreed that the Parish Council cannot justify spending any more money in relation to the Plaistow Road S.I.D, particularly as the budget is overspent and there are other demands on finances. The S.I.D / CSW activity offers sufficient deterrent and Sussex police has confirmed that a day of action has been agreed in principle. WSCC Highways must approve the S.I.D's location. A couple of existing posts have been identified by the CSW Team, which could be used as additional S.I.D locations at no cost to the Council. Therefore, the Council **RESOLVED** to **INVITE WSCC HIGHWAYS** to **ASSESS** their **LOCATION\*** for **S.I.D** use.

\* By Little Springfield Farm / verge outside Applecroft

**c. To appoint a CSW Team Liaison Member**

The Council **RESOLVED** to **APPOINT CLLR. BROWN** as the **CSW** Team **LIAISON**.

**d. To consider the Plaistow village branch of the CSW Team**

Cllr. Brown will act as a conduit between the CSW Teams and the Council and will support the setting up of a Plaistow branch, if enough volunteers come forward. Cllr. Brown will update the Council of the CSW data. The Council **RESOLVED** to **PROMOTE** a **PLAISTOW CSW TEAM** via its website / Facebook and Parish News.

C/21/048

**Highway Matters**

**1. Matters to be reported by Members**

Members thanked Cllr. Duncton for assisting to get WSCC Highways out to look at the Parish's roads, particularly along Dungate Road and around Durfold Wood. Many of the carriageway potholes have been filled and other works are earmarked, including the damaged bollards on the lower green in Plaistow. The Highways team have a backlog and prioritise work, therefore holes to the edge of the highway will be rectified in due course.

**2. Rickman's Lane, Plaistow TRO application**

Item to be read in conjunction with the [Clerk's Report](#).

- a. To appoint a new Lead Member and/or Steering Group to review the results of the public consultation and progress the TRO application.

The Council **RESOLVED** to **APPOINT CLLR. BUSHELL** as **LEAD MEMBER** and establish a **STEERING GROUP**. Cllr. Taylor and Jon Pearce will assist Cllr. Bushell. Alan Pearson offered support when applying for a TRO.

C/21/049

**Financial Matters**

**1. To approve Order for Payments**

The Order for Payments was circulated to Members in advance and is appended to these [Minutes at C](#).

It was **RESOLVED** to **APPROVE** the Order for Payment, which will be signed via Secure Signing.

**2. Internal Auditor**

Item to be read in conjunction with the [Clerk's Report](#).

Considering the unprecedented year and the Council's use of accrual accounting, it was **RESOLVED** to **APPROVE** the **INSTRUCTION** of Mr. **FROST** for another year. However, Members agreed that a new Internal Auditor should be appointed in 2022.

Actions:  
Clerk, Chair,  
Cllr.  
Whitehouse

C/21/050

**Operation Bridge review**

It was **RESOLVED** to **APPROVE** the updated Operation Bridge **POLICY**.

Actions:  
Clerk & Chair

C/21/051

**Newsletter update & website analysis (including Quiz page)**

Item to be read in conjunction with the [Clerk's Report](#).

The newsletter has received positive feedback and there are over 40 sign-ups via the website to receive the next E-Newsletter in

September, as well as a couple of requests for paper copies. Cllr. Glavin explained that since January 2021, when website analytics were instated, there has been hundreds of visits to the Council's website. The newsletter has seen a 200+ increase in traffic, including answers to the quiz. The minutes and Lady Hope Playpark pages remain the most popular. Visitors spend on average 5 minutes perusing the website.

A monthly quiz (four rounds of 8 questions) will be added to the website on the first Sunday of the month beginning 3rd April. This has been advertised in the newsletter and via the Parish News. Reminders will be added to Facebook in advance. The Parish Council's Facebook page receives hundreds of views and likes.

**C/21/052**

**Scrap metal on Plaistow Village Green**

Item to be read in conjunction with the [Clerk's Report](#).

It was **RESOLVED** to **APPROVE** the **REMOVAL** of **SCRAP METAL** and **CRICKET PARAPHERNALIA** by Cllr. Whitehouse from Plaistow Village Green.

Actions:  
Clerk & Cllr.  
Whitehouse

**C/21/053**

**Lagoon 3 update**

It was **RESOLVED** to **NOTE** the update from the meeting on 16th February, which Chichester District Council hosted with Kirdford and Plaistow and Ifold Parish Councils regarding the current situation with Lagoon 3 at Crouchlands Farm. Please refer to the [Clerk's Report](#) for full details.

**C/21/054**

**Census**

It was **RESOLVED** to **NOTE** the national census on 21st March and the support offered from West Sussex Libraries. Please refer to the [Clerk's Report](#) for full details.

Members agreed that the information provided was unclear for anyone without a computer.

**C/21/055**

**West Sussex Association of Local Council's AGM & Chichester District Association of Local Council's AGM**

It was **RESOLVED** to **NOTE** the **WSALC's AGM MINUTES** appended to these [minutes at D](#) and the **UPDATE** from Cllr. Taylor who attended the **CDALC's EGM** on 23rd February; appended to these [minutes at E](#).

**C/21/056**

**Grant Award Policy**

Please refer to the [Clerk's Report](#) for full details.

It was **RESOLVED** to **APPROVE** the updated Grant Award **POLICY**.

Actions:  
Clerk

It was **RESOLVED** to **APPROVE** an extension to the Tranche 1 grant application deadline from 6th January to 31st March.

**C/21/057**

**Chichester Development Plan & update on CDC Local Plan Review**

There were no updates for the Parish Council to note at this meeting.

**C/21/058**

**Council representation on CDALC / WSCC North Chichester Local Committee and CDC All Parishes Forum.**

Item to be read in conjunction with the [Clerk's Report](#).

Cllr. Ribbens has been the Parish Council's representative on these bodies for over 20 years. The Council extended its sincere gratitude to Cllr. Ribbens for all his support. Cllr. Ribbens will remain on the CDC Standards Committee until his retirement from the Parish Council.

It was **RESOLVED** to **APPOINT CLLR. TAYLOR** as the Council's representative to attend the **CDALC** meetings.

It was **RESOLVED** to **APPOINT** a Member to attend the WSCC North Chichester Local Committee meetings and the CDC All Parishes Forum meetings on an **AD HOC BASIS** as the meeting arise throughout the year.

**C/21/060**

**Correspondence**

It was **RESOLVED** to **NOTE** the following correspondence:

Actions:

Clerk

1. To **APPROVE** the **SCHOOL'S PTA REQUEST** to run an **EASTER EGG TRAIL** (1-18th April). Clues to be dotted around Plaistow/ Ifold and Kirdford. Families can buy a sheet from their local village store and do the hunt in their own time.
2. The PRoW team have asked for further details regarding the Parish Council's reports of a new sapling hedge along path 621 and horse manure being dumped onto the same path by a different landowner. Regarding, bridleway 636, the PRoW team attempted to deliver surface improvements in 2013, however were thwarted by one of the adjacent landowners and the situation became rather complex with legal services involved. The section remains on the list to address and will be

scored annually against competing projects. The PRow team hope to include it in the much-needed improvements around Crouchlands Farm when the PRow are re-opened. The bridge at the bottom end of 636 was removed due to the structure being rotten. The PRow team must bid for Capital Funding and in this case have bid for £20,000 for this one bridge alone. It is out for tender, so it is expected to be delivered sometime this year.

The Council has been contacted by a MOP stating that the broken bridge has been 'reinstated' by way of make-shift logs and branches, which is dangerous. The PRow Team to be updated.

3. It's time to think about a litter pick again, before the verge growth spurt starts! In view of the restriction still on groups of people meeting up and, if you are happy for me to, I thought I'd take the easy option again and ask those who picked in the autumn to do the same route again this time. What do you think? At least it would get the Parish cleared and then by the time the autumn pick is due, someone on the PC may have decided to volunteer to take it on? Sallie  
To **APPROVE** the **SPRING LITTER PICK** and **APPOINT** Cllr. **GRIFFITHS** as the Council's Litter Pick **OFFICER**.

**C/21/061**

**Items for inclusion on a future agenda**

It was **RESOLVED** to **ADD** the following matters to the next agenda:

1. Mailchimp, for the Council's use when issuing future E-Newsletters. Cllr. Bushell will update the Finance Steering Group of any reason why the Council might consider a paid subscription to include in the annual budget. However, the free version should be sufficient.
2. It was **RESOLVED** to **SUPPORT** Ifold's bid to achieve superfast broadband by way of publication on the website and Facebook. Please see C/21/047 above. Currently internet speeds in Ifold are some of the lowest in the country. The Scheme has a new 45% increased target with a deadline of end March.

Actions:  
Clerk & Cllr.  
Bushell

<b>C/21/062</b>	<p><b>The appointment of a new Chair of the Council &amp; recruitment of a new Councillor</b></p> <p>Item to be read in conjunction with the <a href="#">Clerk's Report</a>.</p> <p>Cllr. Paul Jordan was nominated by Cllr. Colmer and seconded by Cllr. Ribbens. Members <b>VOTED UNANIMOUSLY IN FAVOUR</b> of appointing Cllr. Jordan as the Parish Council's new Chair. It was <b>RESOLVED</b> to <b>ADVERTISE</b> for a casual <b>VACANCY</b>.</p>	
<b>C/21/063</b>	<p><b>HR Steering Group</b></p> <p>Item to be read in conjunction with the <a href="#">Clerk's Report</a>.</p> <p>It was <b>RESOLVED</b> to <b>APPOINT CLLR. WHITEHOUSE</b> to the Steering Group and hold a meeting week commencing 15th March to include the Clerk's annual appraisal.</p>	<p>Actions: Clerk &amp; HR Steering Group</p>
<b>C/21/064</b>	<p><b>Date of next meetings</b></p> <p>17th March 2021, 19:30 – Winter &amp; Emergency Plan Committee Meeting</p> <p>24th March 2021, 19:30 – Planning &amp; Open Spaces Committee Meeting</p> <p>13th April 2021, 19:30 – Planning &amp; Open Spaces Committee Meeting</p> <p>14th April 2021, 19:30 - Full Parish Council Meeting</p>	<p>Actions: Clerk</p>

There being no further business, the Chair closed the meeting at 21:43



## **Appendix B - C/21/047 – District & WSCC Cllr. Duncton's Report**

Last month I was awaiting County Council on the 12<sup>th</sup> February so that Council Tax precept for County etc would be confirmed. By now you will all know that it has been confirmed and there is a 1.99% increase in Council Tax and the 3% that we are allowed to add for Adult Services making the final total 4.99% increase. The all round increase comes to an extra 20p per day.

We did have several items where of course our income was down like Street Parking and some of the Fees we get for other County Services.

Before we set the budget we had a 44million pound funding Gap that we had to close so you can appreciate what a job it's been with our income and outgoings we deal with close on 1 billion pounds a year. Like you our books have to balance, legally.

Fortunately we are still not closing any of our Libraries and we are still going forward with what other Services we can use the Library buildings for. As I have said before Worthing is our first and probably our biggest Hub and that is going along nicely so we wait and see which of the Libraries will become Hubs for many County Services in the future.

As you already know Covid19 has been a very costly affair for all of us but the Government has been good at re-imbursing us but as ever it has cost more than we have received.

Children's Services is still heading in the right direction. Our Commissioner John Couglin who is also Chief Executive of Hampshire County Council has recommended to the Ofsted department that we should not be put into a Children's Trust as we are making such forward strides to get the very best for the children of West Sussex. This is good news not only for us and the Children of West Sussex but setting up a Children's Trust is a very costly business. We still have to pay.

West Sussex Fire and Rescue is also now out of any criticism that they had from Her Majesty's Inspectorate. Everything they said needed attention and they also set up a special committee made up of an MP and the Chairman of Kent County Fire and Rescue with others have said that everything of concern is now very satisfactory and they as a committee have disbanded.

Whilst talking about WSFR we have just given an approval for a new Fire Station and other facilities included a training hub at a site County own at Broadbridge Heath. Apart from being a state of the art Fire and Rescue centre it will also get income from its training facility from other County F&RS's. At the moment nearly all go to Moreton in Marsh where the Fire Service College is.

Both with District and County I am concerned at the amount of litter we seem to have strewn along all the verge on roads. How on earth you stop people throwing rubbish out of Cars etc I do not know but it really is a filthy habit which is just not on.

The District Council has its Council meeting tomorrow and this meeting will finalise the District Council Budget.

Talks have been taking place with regard Waste Water Treatment etc with Southern Water. At the moment it's pretty hard going with no decisions to report. Because these discussions are so often regarding the south of the District

Talking of rubbish. You will also know that Billingshurst or no other Household Waste & Re Cycling site is closing. Three of our sites are going to require residents booking a time but not Billingshurst. 2 along the Coast and 1 in Horsham will have to be time booked and this is because at certain times the queues are so long they block the roads and the Police have asked us to do something about it. Amazing

isn't it that so many dispose of their rubbish legally and safely and yet others still think let's tip it anywhere.

Before our next meeting on the 19<sup>th</sup> March is our final County Council for this session and because there was so much business at the February meeting all the motions and any extra motions that come in will have to be dealt with at this March meeting. It is of course the last for this session of County Council as election for County are on the 6<sup>th</sup> May as you all know.

I will be quite a day because the Police & Crime Commissioner elections didn't take place in 2020 so they are on the same day along with some District and Borough elections and indeed some Parish Council election. Some D&B as you know have elections nearly every year usually 3 years with elections (in thirds) and one with no election. All these will be done at the same time.

Always busy.

Please let me know if there is anything you need me to look into for you either at County or District Council.

Contact County [janet.dunton@westsussex.gov.uk](mailto:janet.dunton@westsussex.gov.uk)

District Council [jdunton@chichester.gov.uk](mailto:jdunton@chichester.gov.uk)

Janet Dunton

County Councillor Petworth division

CDC District Councillor Loxwood ward

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