



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 10th April 2024 at 19:30, Winterton Hall, Plaistow**. 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 if you require remote access please contact the Clerk.

Dated: 5th April 2024

Yours faithfully

J Bromley

Jane Bromley

Clerk & RFO to the Council

MEETING AGENDA

Biodiversity – the Council has a duty to conserve and enhance biodiversity and must consider what policies, objectives, and action it can take, consistent with the exercise of its functions, to further the general biodiversity objective.

Natural Environment and Rural Communities Act 2006, s.40 & Environment Act 2021, s.102

Number	Item	Time
1.	Apologies for absence & housekeeping Recommendation: - To receive and accept apologies for absence.	1 min
2.	Disclosure of Interests 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.	1 min
3.	Minutes Recommendation: - To approve the Minutes of the Parish Council meeting held on 13th March 2024 and resolve to sign via Secured Signing in accordance with Standing Order 12(g).	1 min

4.	<p>Public Forum</p> <p>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 the Parish Council's Standing Orders 3(d), (e), (h), (i) – (k). Questions, or brief representations can be made <u>either in person, or in writing provided they were sent via email to the Clerk no later than 4pm Wednesday 10th April 2024.</u> In accordance with Standing Orders 3(f) and (g), Public Participation shall not exceed 10 minutes, unless directed by the Chair; and a speaker is limited to 5 minutes.</p>	10 mins
5.	<p>To receive reports from County and District Councillors</p> <p>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.</p>	10 mins
6.	<p>Neighbourhood Plan</p> <p>See Clerk's Report</p> <p>Recommendations: - To receive and note the final Design Code (if available this will be circulated separately) and consider the next actions for the Parish Council to produce the draft Neighbourhood Plan (Regulation 14).</p>	5 mins
7.	<p>Committee minutes & reports</p> <p>Recommendations: - To note the minutes and resolutions therein of the Planning Committee dated 12th March 2024.</p>	2 mins
8.	<p>Crouchlands:</p> <p>See Clerk's Report</p> <p>Recommendation: - The Parish Council to RESOLVE to approve the submission of the attached objections report to CDC copy to WSCC Highways.</p>	5 mins
9.	<p>Annual Parish Meeting:</p> <p>See Clerk's Report</p> <p>Recommendations: -</p> <ul style="list-style-type: none"> • To approve a budget for the Annual Parish Meeting for competition prizes (if applicable) and refreshments and advertising. • To agree the agenda. • To allocate tasks for the event to members of the Council. 	5 mins
10.	<p>Cyber Security:</p> <p>See Clerk's report:</p> <p>Recommendations: -</p> <ul style="list-style-type: none"> • To consider the requirement to obtain full cyber security insurance by the ability to multi authenticate login for emails. 	5 mins

	<ul style="list-style-type: none"> To consider undertaking the free training provision offered by the police in conjunction with Loxwood Parish Council. To note the Cyber Risk Policy is a work in progress. 	
11.	<p>Litter Picking Day: -See Clerks Report. For noting.</p>	5 mins
12.	<p>Financial Matters. See Clerk's report. Recommendations:</p> <p>12.1 Financial Reports for 16th March to 31st March 2024 and from 1st April to 15th April 2024 (Order for Payments and Receipts Analysis)</p> <ul style="list-style-type: none"> To ratify and note the financial report for 16th March to 31st March 2024 already signed and paid ahead of the year end. To receive, review and note the financial report for the period 1st April to 15th April 2024 (to be circulated separately) and appoint signatories. <p>12.2 Bank Reconciliations at 31st March 2024: To receive and note the Bank Reconciliations as at 31st March 2024 ahead of the Audit on 22nd April as required by the Internal Auditor and appoint signatories to sign both the reconciliation and the bank statement.</p> <p>12.3 Asset Schedule at 31st March 2024: To approve the asset schedule updated as at 31st March 2024 and to note the under insurance with respect to the marquees stored in the cricket pavilion and propose any action.</p>	2 mins
13.	<p>Clerk's update & items for inclusion on a future agenda See Clerk's Report Recommendation: - To receive general updates and resolve to add any matters arising to a future agenda in relation to: -</p> <ol style="list-style-type: none"> Winterton Hall & Youth Club CIO Tennis Court Cleaning. 	2 mins
14.	<p>Correspondence See Clerk's Report Recommendation: - To consider any correspondence received not listed as an agenda item for discussion.</p>	2 min
15.	<p>Ratify Clerk's Decision(s) since last meeting – Scheme of Delegation para 3.1.3.</p>	

	Recommendations: - To RATIFY the Clerk's decision to instruct Vexillum Property Maintenance to install the Bike Rack at Ifold Village Stores for a labour and materials quote of £425.16 which together with the cost of the Bike Rack £226.70 and Cycle Helmet Box £27.49 brought the cost of the project to £679.35. The budget for the Project was £600 as agreed at the Full Parish Council Meeting on 9th January 2024 and therefore the Parish Council to note the project represents an overspend of £79.35.	
16.	Newsletter Article Items: The most relevant items from the Council for inclusion in the monthly update to be agreed.	2 mins
17.	<p>Date of next meetings</p> <ul style="list-style-type: none"> • Finance Committee 17th April 2024. Winterton Hall, Plaistow- 7pm • Planning and Open Spaces Committee Meeting 23rd April 2024 (If required) • Annual Parish Council Meeting 8th May 2024 • Planning and Open Spaces Committee Meeting 14th May 2024 • Annual Parish Meeting 22nd May 2024 	1 min

Clerks Report Meeting 10th April 2024

6. Neighbourhood Plan

The Design Code has been produced by AECOM commented upon by Councillors and sent to Colin Smith Neighbourhood Planning Consultant (CS) for coordination with the emerging PIPNP and then sent back to AECOM.

- The non- event consultation closed on 22nd March 2024 and one further resident commented.
- The minutes of the Parish Council meeting in September set out the Parish Council discussion on the Vision and Aims and have been sent to Colin Smith to start the process of preparation of the Plan. A table of further questions for the Parish Council was sent out but is to be updated before the Council comment once the CS has reviewed the Design Code.

8. Crouchlands. The Planning Committee are to consider recommending at their meeting on 9th April:- that the attached draft letter and report objecting to the proposals and commenting upon documents recently uploaded to the CDC Planning Portal for the application below, to be submitted to CDC and WSCC Highways.

[22/01735/FULEIA](#) Crouchlands Farm Rickmans Lane Plaistow Regeneration of Crouchlands Farm, comprising demolition of selected buildings, extension, refurbishment and remodelling of selected buildings and the erection of new buildings to provide up to a total of 8,788 sq. m (including retained / refurbished existing buildings) comprising the existing farm hub (sui generis), a rural enterprise centre (Use Classes E(c), E(e), E(g), C1 and F1(a)), a rural food and retail centre (Use Classes E(a) and E(b)) and a glamping site (Use Class E and sui generis); provision of new hardstanding, pedestrian, cycle and vehicular access, circulation and parking, landscaping including new tree planting, maintenance and improvements to the Public Rights of Way, site infrastructure and ground remodelling.

9. Annual Parish Meeting

The APM will take place on 22nd May 2024 7.30pm at Kelsey Hall Main Hall.

The clerk will purchase wine soft drinks and light refreshments and suggests a budget of £100 for this purpose to cater for approximately 30 people including 10 Councillors. Clerk and the speaker. The speaker will require a projector and screen and the Clerk has access to a projector kindly lent for the event by Loxwood Parish Council.

The Plaistow school have been asked if they would like to participate in an art competition and for ideas of what this might comprise around the theme of biodiversity. The response is awaited.

Consider the purchase of a 1.5m by 1m banner £95 net for advertising in front of Winterton Hall.

Draft Agenda:

Chair to open the event and welcome and presentation of art work prizes if applicable.

Speakers:

1. Parish Council activities over the last year and plans for the forthcoming year to include a brief assessment of finances. 10 mins
2. Biodiversity in the Parish - A case study of Warnham. David Bridges. 20 to 30 mins
3. Update on the Neighbourhood Plan. 5mins
4. Any questions. 5 mins

Refreshments served.

Allocation of tasks:

- The most important task is advertising the event and posters are available for all to take to put up/post through doors. The event has is advertised in the March Newsletter/ Facebook/Church Newsletter/Notice Boards/Website. Consider a banner?
- Arrive early to set up tables and chairs and refreshments in kitchen/glasses.
- Bring tea towels for washing up after.
- Sweep hall floor after and put away tables and chairs.
- Clear away food etc and wash up.

10. Cyber Security

The measures already put in place regarding dual approval of payments requirement have improved the Council's security to below the **average requirement of seventy** by Coalition are score were **sixty-six January** and **sixty-two February** and will be kept under review.

- The dual authentication for logging into the Councillor email accounts is recommended to the Council to raise the Council's cyber security to the next level of security but is currently unpopular with Councillors. An updated quote was obtained from TEEC.

Microsoft365 Charges

1 x M365 Business Standard @ 10.30p/m/m = 10.30 p/m

15 x M365 Business Basic @ 4.90p/m/m = £73.50 p/m

Management Fees

16 x £1 p/m/m = £16 p/m

1 x £20 standing charge = £20 p/m

Total = £119.80 p/m

Total = £143.76 (inc. VAT) p/m

p/m = Per month

p/m/m = Per month, per mailbox

One-off Migration charge @ £300 + VAT

We would prefer the M365 and management fees to be paid on an annual basis.

This would equate to the charges below.

1st year:

£1725.12 (inc VAT) - Mailbox and Management charges

£360.00 (inc VAT) - Migration charge

Total: £2085.12 (inc. VAT) (annual)

- The insurance costs £318.02 per annum currently but would be reduced with multi factor authentication for emails.
- Cllr Robinson is drafting a Cyber Risk Policy and this will be presented to the Council for approval in due course.
- Cllr Taylor was investigating cyber risk training for Councillors. A quote from Coalition was for £750 for this training, but this could be replaced by the free training presentation offered by the Police. The Clerk suggests this training is shared by Loxwood and that Loxwood North Hall be used for the event as it has a large screen for projection.

11. Litter Picking Event.

The event on 27th April is being advertise on the website/notice boards/face book/email list for this event. Copies of the poster available for Councillors to take and display where possible.

A risk assessment for the event has previously been drawn up together with a volunteers' policy and all are published on the website. The volunteers sign a declaration at the event that they have received an induction talk provided by Cllr Robinson and are aware of the necessary procedure in the event of an emergency.

Community works will be carried out cleaning Road signs if sufficient volunteers are available. A budget of £50 has been allocated for cleaning equipment.

At the time of the event a risk assessment will be conducted on the benches/picnic tables/notice boards and bus stops as part of the annual risk assessment process.

12. Financial Matters:

Financial Reports for 1st April 2024 to 15th April 2024. The order includes payments paid by direct debit previously provided for and future dated payments for approval of payment.

Bank Reconciliations: The [reconciliations to 31st March 2024](#) are to be presented to and signed by the Parish Council ahead of the Audit on 22nd April. They are a check that the cash book balances with the Bank statements and are therefore a matter of fact rather than a matter for financial review which will occur at the Finance Meeting on 17th April 2024 in the Quarterly Budget Review.

Asset Register 2023/2024:

[See the attached asset register as at 31st March 2024.](#)

The total value of assets to be recorded on the Annual Return for the Council increases from £93945.91 to £99221.07 a difference of £5275.16.

The further items included on the asset register during 2023/2024 are listed below:

Additions During 2023/2024	Purchase Value	Insurance value
Marquee x 3 (acquired previously date unknown)	450.00	450.00
Salt bin (acquired previously date unknown)	500.00	500.00

Bench acquired 2023 near Zip		
Wire Village Green	1030.00	1030.00
Lap Top August 23	597.96	597.96
Bike Rack March 2023	217.20	650.00
Bus Shelter Ifold	4080.00	8000.00
	6875.16	£11227.96
Disposals During 2023/2024		
Brick Bus Shelter	500.00	6400.00
Dell Lap Top 2003	600.00	700.00
HP Laptop 2018	500.00	700.00
Total Adjustment.	£5275.16	£3427.96

The only area of under insurance is in respect of outside equipment cover for the three marquees stored in the cricket pavilion. The Parish Council to consider insuring these items.

13. Clerk's Update and future matters for the agenda

- Winterton Hall and Youth Club CIO- The project is currently with AIRS and no further update has been produced.
- Cleaning the Tennis Court at Winterton Hall. Quotes are being obtained for this.

14. Correspondence

1. From: (Member of public) Sent: Tuesday, March 19, 2024, 3:35 PM

To: clerk@plaistowandifold-pc.gov.uk

Subject: Self and Custom Build (S&CB)

Dear Jane

I am in the process of seeking support and common cohesion and working together for Self and Custom Build from northern area PCs as CDC only understand the numbers on their Register as signifying proof of demand, notwithstanding that such an assumption is incorrect anyway as highlighted by recently 'won' appeals.

Could you therefore please advise me: -

- (1) If Plaistow and Ifold PC has a Neighbourhood Plan which supports S&CB, centre stage?
- (2) Whether your PC have formally advised CDC of your wish to see more SCB in your Parish as to best retain your village character and uniqueness?
- (3) Of your PC's chair of planning and his/her contact number?
- (4) Of the CDC required new housing numbers for the Parish?

Are there any other northern or even southern PC's you think worth contacting in support of S&CB?

Kind regards,

Clerk to member of public: The P&INP is an emerging document, William. The Parish Council has engaged consultants to look at housing need and to draw up a Design Code.

As you will be aware today's Ifold originated from a self-build movement, with families crafting their own homes and making changes as needed and continues to this day with

larger plots giving way to construction in gardens where space allows. The Parish has therefore contributed a great deal to the S & CB movement.

The housing allocation for P&I Parish is not yet finalised as the Local Plan is an emerging Plan but it is thought the figure for housing allocations in Plaistow and Ifold will be around 20 which is insufficient to allocate sites for S & CB, but these will emerge through windfall development.

You will be able to find contact details for the Councillors on our website.

Regards

2. Email From David Sorton Kirdford and Plaistow PCC 27-03-2024

I am the Secretary of the Parochial Church Council of the parish of Kirdford with Plaistow, and am involved in the proposed re-ordering of Holy Trinity church in Plaistow. This is a project that has been around for quite a while, but was scuppered a few years ago when our parish priest, Pauline Lucas passed away suddenly, to be followed by Covid and all that entailed. We are just now getting our act together to make some positive progress.

We thought that the council would be interested in our plans, and I've attached a "soft" copy of the brochure we are planning to distribute within the Kirdford, Plaistow and Ifold district which sets out the rationale for the project and outlines our plans. We are asking for comments and suggestions from the community before finalising our thoughts.

Our architect has been asked to start informal discussion with the Planning Office at Chichester to see what planning constraints may be imposed before we make a formal application for consent to our plans, and we thought that members of the council might be interested in discussing these with us and, hopefully, offering support when an application is made. A display of the current outline plans is available in the church at Plaistow, and we will refer to the proposals during the meeting to elect churchwardens at 7.30pm. on 17th April in the Sun Inn in Plaistow which will precede our Annual Parochial Church Meeting (APCM) that evening, and to which members are cordially invited.

With best wishes,

David Sorton *Secretary Kirdford with Plaistow PCC*