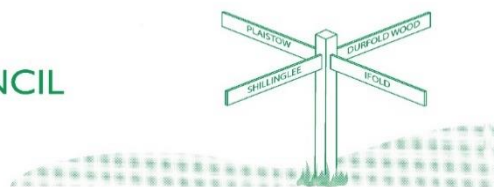


## PLAISTOW AND IFOLD PARISH COUNCIL



Minutes of the Full Meeting of Plaistow and Ifold Parish Council held on **Wednesday 10<sup>th</sup> April 2024** at 19:30, Winterton Hall, Plaistow.

*Minutes to be read in conjunction with the Clerk's report found at the end of these minutes.*

**Present** Cllr. Paul Jordan (Chair of the Parish Council); Cllr. Sophie Capsey (Vice Chair); Cllr. Phil Colmer (Chair of the Finance Committee); Cllr. Rick Robinson; Cllr. Sarah Denyer; Cllr. Jane Price; Cllr. Doug Brown. WSCC Janet Duncton (arrived at C/24/041 and left the meeting after C/24/041). CDC Gareth Evans and Charles Todhunter. No members of the public. Jane Bromley (Clerk & RFO).

**C/24/037**

**Apologies:** Apologies received and accepted from Cllr. Nicholas Taylor.

**C/24/038**

**Disclosure of Interests:** Cllr Jordan declared a non-pecuniary interest in application [PS/22/01735/FULEIA](#) discussed under minute reference (the site being sufficiently distant from the declarers property to have no financial impact).

**C/24/039**

**Minutes:** The Council **RESOLVED** to **APPROVE** the minutes of the meeting held on 13<sup>th</sup> March 2024 which will be **SIGNED** by the Chair of the meeting via Secured Signing, in accordance with Standing Order 12 (g), as a true record and the non-confidential section of the minutes will be published on the Council's website.

**C/24/040** **Public Forum:** No speakers.

**C/24/041** **To receive reports from [County](#) and [District Councillors](#)**

The Council **NOTED** the reports received from County Councillor Janet Duncton and District Councillor Gareth Evans and Charles Todhunter.

Cllr Todhunter and Evans spoke about the progress of the Local Plan which would be submitted for Examination in the very near future and an Adopted Local Plan was expected Spring 2025.

Regarding any concerns with Crouchlands, Lagoon 3 residents should report to the Environment Agency.

Fly tipping was discussed, it was thought the booking system at Refuse Centre

across West Sussex was improving the amount of Fly tipping which was always sorted through for evidence of the perpetrator.

Cllr Capsey asked about Offsetting Credits and Water Neutrality and Cllr Evans considered it would be sometime before the Official Offsetting procedure was established. The Clerk was asked to circulate a copy of the Appeal Decision relating to a Horsham Planning Application DC/22/0301 which set out the difficulties with offsetting well.

Pot Holes were discussed and pot hole patching had begun in Kirdford but had not reached Plaistow and Ifold yet. Cllr Duncton continued to press for assistance for the Parish.

**C/24/042 Neighbourhood Plan**

[See Clerk's Report](#)

The Council **NOTED** the updated Design Code (DC) but a further revision was required with regard photographs included in the Document and any further comments were to be sent to the Clerk by the end of the week 12<sup>th</sup> April 2024. The Neighbourhood Plan (NP) Consultant in the light of the detail of the DC would now update the Table of Queries for the Council with regard to the drafting of the NP.

**C/24/043 Committee minutes & reports**

The minutes and resolutions therein of the Planning Committee dated [12<sup>th</sup> March 2024](#) were **NOTED**.

**C/24/044 Crouchlands:**

[See Clerk's Report](#)

The Parish Council to **RESOLVED** to approve the submission and the attached report to CDC copy to WSCC Highways with regard to application

[PS/22/01735/FULEIA](#)

**C/24/045 Annual Parish Meeting:**

[See Clerk's Report](#)

The Parish Council **RESOLVED** to **APPROVE:**

- A budget for refreshments of £100;
- The agenda as set out with the addition of a second case study speaker and the Church to speak on their re-ordering.

Tasks were allocated to Councillors and a method of obtaining attendees contact details to be available.

**C/24/046 Cyber Security:**

[See Clerk's Report](#)

The Parish Council **RESOLVED**:

- not to progress with Multi Authentication for Councillor emails but to keep this under review.
- to undertake the free Police Cyber training and then review the situation with regard to training.

**C/24/047 Litter Picking Day:**

[See Clerk's Report](#)

The litter picking morning on 27<sup>th</sup> April from 10am had been published on the website and Facebook and posters were being put up. 14 responders had so far joined the event and a few more were needed to fully cover the routes. An email would be sent out via the Newsletter email contact group and further publicity on Facebook would be posted.

**C/24/048 Financial Matters:**

[See Clerk's Report](#)

The Parish Council **RESOLVED** to **RATIFY**:

- the financial report for [16<sup>th</sup> March to 31<sup>st</sup> March 2024](#) already signed and paid ahead of the year end.

The Parish Council **RESOLVED** to **APPROVE**:

- the financial report for the period [1<sup>st</sup> April to 15<sup>th</sup> April 2024](#) and appointed Cllrs Capsey; Woolf and Colmer as signatories.
- the [Bank Reconciliations at 31<sup>st</sup> March 2024](#) and appointed Cllrs Capsey; Woolf and Colmer as signatories.
- [Asset Schedule at 31<sup>st</sup> March 2024](#): and noted the under insurance with respect to the marquees stored in the cricket pavilion as their value was under the excess value.

**C/24/049 Clerk's update & items for inclusion on a future agenda**

[See Clerk's Report](#)

- Winterton Hall & Youth Club CIO. AIRS were progressing this.
- Tennis Court Cleaning. Quotes for this were awaited.
- Ifold Play Park proposal. The problem with the drain cover and the entrance to the proposed Play area was discussed and it was agreed that the Clerk would contact Southern Water to discuss the issue and meet with Kelsey Hall Ltd to discuss any possible alternative arrangement.

**C/24/050 Correspondence**

[See Clerk's Report](#)

The correspondence was **NOTED** and the Church were to attend the Annual Parish Meeting on 22<sup>nd</sup> May 2024.

**C/24/051 Ratify Clerk's Decision(s) since last meeting – [Scheme of Delegation](#) para 3.1.3.**

The Parish Council **RESOLVED** 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 9<sup>th</sup> January 2024](#) and therefore the Parish Council to note the project represents an overspend of £79.35.

**C/24/052 Newsletter Article Items:**

The suggestions were:

Crouchlands Update; Annual Parish Meeting; Litter Picking; Tennis Court Hire.

**C/24/053 Date of Next Meetings:**

- Finance Committee 17<sup>th</sup> April 2024. Winterton Hall, Plaistow- 7pm
- Planning and Open Spaces Committee Meeting 23<sup>rd</sup> April 2024 (if required)
- Annual Parish Council Meeting 8<sup>th</sup> May 2024
- Planning and Open Spaces Committee Meeting 14<sup>th</sup> May 2024
- Annual Parish Meeting 22<sup>nd</sup> May 2024.

**The meeting closed at 21.00**

## Clerk's Report 10<sup>th</sup> 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 22<sup>nd</sup> 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 9<sup>th</sup> 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 22<sup>nd</sup> 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. No response to date.

Banner to be designed on line x4 at a cost of approx. £25 for the four settlement areas.

### Draft Agenda:

*Chair to open the event and welcome.*

*Speakers:*

*Refreshments served.*

---

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. *Biodiversity in West Grinstead- Case Study Rachel Richards*
4. *Update on the Neighbourhood Plan. 5mins*
5. *Any questions. 5 mins*

---

Allocation of tasks: The following g tasks have been allocated.

- 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 cleaning clothes.
- 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, sixty-two March** 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.

**1st Year Total: £2085.12** (inc. VAT) (annual)

- The insurance costs £318.02 per annum currently but would not be reduced substantially if at all 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 27<sup>th</sup> 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.

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 1<sup>st</sup> April 2024 to 15<sup>th</sup> 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 31<sup>st</sup> March 2024](#) are to be presented to and signed by the Parish Council ahead of the Audit on 22<sup>nd</sup> 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 17<sup>th</sup> April 2024 in the Quarterly Budget Review.

**Asset Register 2023/2024:**

[See the attached asset register as at 31<sup>st</sup> 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:

<b>Additions During 2023/2024</b>	<b>Purchase Value</b>	<b>Insurance value</b>
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
	<b>6875.16</b>	<b>£11227.96</b>
<b>Disposals During 2023/2024</b>		
Brick Bus Shelter	500.00	6400.00
Dell Lap Top 2003	600.00	700.00
HP Laptop 2018	500.00	700.00
<b>Total Adjustment.</b>	<b>£5275.16</b>	<b>£3427.96</b>

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.

- Ifold Play Area entrance to be investigated in terms of relocating the drain cover.

#### 14. Correspondence

**1. From: (Member of public) Sent: Tuesday, March 19, 2024, 3:35 PM**  
**To: [clerk@plaistowandifold-pc.gov.uk](mailto: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 17<sup>th</sup> 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

Draft