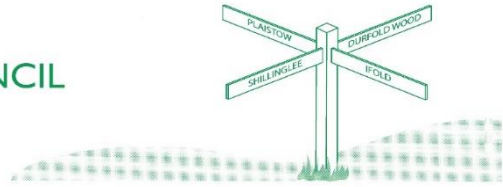


PLAISTOW AND IFOLD PARISH COUNCIL



MINUTES of the Winter & Emergency Plan Committee of Plaistow and Ifold Parish Council held on **Wednesday 27th April 2022** at Kelsey Hall, Ifold.

Present Cllr. Paul Jordan (Chair of the Parish Council); Cllr. Sophie Capsey (Chair of the Planning & Open Spaces Committee); Cllr. Whitehouse; Cllr. Glavin; Mr. Guy Wicker, Co-opted Member (no voting rights); Mr. Jon Pearce, Co-opted Member (no voting rights) and Catherine Nutting (Clerk & RFO).

There were three (3) members of the public in attendance.

WEP/22/001 Apologies were received and accepted from Cllr. John Bushell.
Apologies

WEP/22/002 **Meeting Chair**
Committee Members unanimously appointed Cllr. Capsey as the meeting Chair.

WEP/22/003 **Disclosure of interests**
No interests were declared.

WEP/22/004 **Minutes** Actions:
Clerk & Cllr.
Whitehouse
It was **RESOLVED** to **APPROVE** the **MINUTES** of the meeting held on **17th March 2021**, which will be signed by the Chair of the meeting via Secured Signing, in accordance with Standing Order 9(d), as a true record. The signed minutes will be available on the Parish Council's [website](#).

WEP/22/005 **Public participation**
None received either in advance, or during the meeting.

WEP/22/006 **Updated Winter Plan** Actions:
Cllr. Glavin &
Mr. Pearce
Cllr. Glavin and Mr Pearce updated the meeting regarding the ongoing work to update and amend the Winter Plan document. The task is almost complete.

WEP/22/007 **Parish Salt Bins and salt spreading equipment** Actions:
Clerk
a. allocate handheld salt dispenser to named people within Winter Plan

The Committee RESOLVED to allocate the handheld salt dispensers to each bin rather than a named person ensuring that a dispenser is available to anyone at the time of need. The dispensers have been distributed to each salt bin.

- b. removal of yellow salt bin from within the Preschool garden complex

Cllr. Whitehouse to remove and dispose of the bin. It is not in-keeping with the Parish area - bright yellow, as opposed to dark green - and is therefore unable to be reused elsewhere.

- c. update salt bin signage & winter plan information

Information will be added to the Winter Plan document. The signage will be updated by the Clerk.

- d. Winter Plan information added to website

Links to WSCC and other websites with Winter Plan/Emergency information have been added to the Parish Council's website, under '[Useful Links](#)' tab. This includes WSCC , routes.

WEP/22/008

Winter 2022/23

The Committee RESOLVED to have the Winter Plan document finalised and published on its website in advance of the winter season.

The Committee RESOLVED to contact the Winterton Hall's electrician Mr. Webber and obtain a quote to install an external socket for the use of a generator in case of an emergency and the hall were to be used as the Parish's emergency hub/center.

Action:
Clerk

WEP/22/009

Winterton Hall, Plaistow

The Committee NOTED that there were no updates at this time.

WEP/22/010

Development of Emergency / Resilience Plan including Ukrainian Refugees

Cllr. Glavin and Mr. Pearce are working to prepare an Emergency / Resilience Plan.

The Committee RESOLVED to utilise the Parish Council Newsletter / Parish News / Social Media to ask people to specify what equipment/training they have which could be called upon / help in an emergency.

The Committee NOTED the efforts of the Petworth Ukrainian Relief

Actions:
Clerk

Hub, which is collecting, sorting, and delivering donations to Ukraine. The Committee RESOLVED to ascertain how many host families reside in the Parish and consider what support is required.

- | | | |
|-------------------|--|-----------------------|
| WEP/22/011 | Committee expenditure review for financial year & Budget review
In 2021/22 the W&EP Committee did not incur additional expenditure other than the monthly WIFI costs at the Winterton Hall. The agreed annual budget was £1,300 and the end of year expenditure was £395
The 2022/23 budget is £1,000 - £360 for the annual WIFI cost and £640 for other expenditure. | Actions:
Clerk/RFO |
| WEP/22/012 | Items to be added to the next meeting agenda
None specified. | |
| WEP/22/013 | Date next meeting
September 2022, to be confirmed. | Actions:
Clerk |

There being no further business, the Chair closed the meeting at 20:33