



## 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 12<sup>th</sup> April 2023** at 19:30 at the **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.**

Dated: 5<sup>th</sup> April 2023

Yours faithfully

Catherine Nutting

Clerk & RFO to the Council

### Remote Access

To join the meeting please follow this link:

<https://us02web.zoom.us/j/82922869842?pwd=YUJtZWFWQWV4bDdNcGlvS0lUaTZyQT09>

**Meeting ID: 829 2286 9842**

Please email the Clerk for the password [clerk@plaistowandifold-pc.gov.uk](mailto:clerk@plaistowandifold-pc.gov.uk)

The Zoom meeting may be paused if the Council resolves to exclude the Press and Public from the meeting in accordance with s.1(2) of the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that it may involve the likely disclosure of exempt information.

## MEETING AGENDA

### BUSINESS TO BE TRANSACTED

This agenda, Clerk's Report and appendices can be found on the Parish Council's website: [www.plaistowandifold-pc.gov.uk](http://www.plaistowandifold-pc.gov.uk) | Alternatively, please contact the Clerk for hard copies: [clerk@plaistowandifold-pc.gov.uk](mailto:clerk@plaistowandifold-pc.gov.uk)

Number	Item	Time
1.	<b>Apologies for absence &amp; housekeeping*</b> Recommendation: - To receive and accept apologies for absence.	1 min

*\*In accordance with The Data Protection Act 2018 all attendees of the meeting are hereby notified that the meeting could be recorded as an aide memoire for the Clerk when compiling the minutes. The recordings are held securely and are deleted after the resolution that the minutes are a true and correct record. Members of the public should be aware that being present at a meeting of the Council, or one of its committees or sub-committees, will be deemed as the person having given consent to being recorded (photograph,*

*film, or audio recording) at the meeting, by any person present. Persons who record the parish Council's meetings are reminded that the "Public Forum" period may not be part of the formal meeting and that they should take legal advice themselves as to their rights to make any recording during that period.*

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|----|---|------------|
| 2. | <p><b>Disclosure of interests</b></p> <p><i>See Clerk's Report.</i></p> <p>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 <a href="#">Code of Conduct</a> and the <a href="#">Localism Act 2011</a>, Chapter 7 ss.26 – 37 in relation to matters on the agenda.</p>   | 2<br>mins  |
| 3. | <p><b>Public Forum</b></p> <p><i>See Clerk's Report.</i></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 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 12<sup>th</sup> April 2023. Public Participation shall not exceed 10 minutes, unless directed by the Chairman. A speaker is limited to 5 minutes. Business of the meeting will start immediately following the public forum.</p> | 10<br>mins |
| 4. | <p><b>Minutes</b></p> <p><i>Circulated separately and on the <a href="#">website</a>.</i></p> <p>Recommendation: - To approve the Minutes of the full Parish Council meeting held on 8<sup>th</sup> March 2023 and resolve to sign via Secured Signing in accordance with Standing Order 9(d).</p>  | 1 min      |
| 5. | <p><b>To receive reports from <a href="#">County and District Councillors</a></b></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<br>mins |
| 6. | <p><b>Financial Matters</b></p> <p><i>See Clerk's Report</i></p> <ol style="list-style-type: none"><li>1. <u>Payments and Receipts Analysis</u><br/>Financial Reports for February – March 2023. Includes income and expenditure between 28<sup>th</sup> February – 31<sup>st</sup> March 2023.</li></ol>   | 30<br>mins |

Recommendation: - To receive, review and note the Financial reports and appoint signatories.

2. Finance Committee

- To receive, review and note the minutes of the Finance Working Group meeting dated 05.04.2023
- To receive a verbal update from the Finance Committee meeting dated 12.04.2023
- To note Tranche 1 of the 2023/24 grant payments

3. 2023/24 Budget

To receive and review the 2023/24 final budget and consider the recommendations of the Finance Committee. To resolve to approve the final annual budget.

4. CAGNE annual donation

To consider and approve the annual donation (£4) to the CAGNE Aviation Town and Parish Council Forum of which the Parish Council is a member; and consider an increase to £10pa.

5. Children road safety signs for Winterton Hall

To consider and approve the request for children crossing signs.

6. Plaistow Tennis Court

To consider and approve the inclusion of the annual tennis court vegetation management to the Council's ground maintenance contract.

7. Ratify decisions made by Clerk since last meeting

To note and approve the legionella and tennis court cleaning invoices paid by the Clerk.

8. Sessile Oak, Plaistow Village Green

To note and approve the fee quote for the Sessile Oak visual inspection.

9. Coronation plaque and Tree

To consider and approve the quote from Goddard Engineering for the Coronation dedication plaque

7.	<p><b>Neighbourhood Plan</b></p> <p><i>See Clerk's Report</i></p> <p>Recommendation: - To receive and note the Review Report prepared by Colin Smith Planning Ltd and resolve to consider any re-instatement of the NP process at the Council's May meeting.</p>	2 mins
8.	<p><b>Election update</b></p> <p><i>See Clerk's Report</i></p> <p>Recommendation: - To note the Statement of Persons Nominated and the need to co-opt qualified people to fill the remaining seats (3).</p>	1 min
9.	<p><b>Litter pick</b></p> <p><i>See Clerk's Report</i></p> <p>Recommendation: - To note the date of the Spring litter pick and consider the risk assessment for 60mph roads and resolve to continue to include these.</p>	2 mins
10.	<p><b>Highway Matters</b></p> <p><i>See Clerk's Report</i></p> <p>Recommendation: -</p> <ol style="list-style-type: none"> <li>1. To receive and resolve to act upon any Highway matters raised by Councillors</li> <li>2. To note any updates regarding the School Safety Zone in Plaistow and the TRO application along Rickman's Lane, Plaistow</li> <li>3. To note WSCC's revised Speed Limit Policy, which became operational on 5 January 2023.</li> <li>4. To note a report from a MOP regarding the condition of Plaistow Road and resolve to bring this matter to the attention of WSCC Highways Department.</li> </ol>	5 mins
11.	<p><b>The Coronation of His Majesty The King - Saturday 6th May</b></p> <p><i>See Clerk's Report</i></p> <p>Recommendation: - To note the minutes of the Working Group meeting dated 13<sup>th</sup> March and note the requirement (and cost) of first aid cover.</p>	2 mins
12.	<p><b>Correspondence</b></p> <p><i>See Clerk's Report</i></p> <p>Recommendation: - To consider any correspondence received not listed as an agenda item for discussion.</p> <ol style="list-style-type: none"> <li>1. Request from the School to host the summer fair on the village green and use of the Pavilion</li> <li>2. To note Neighbourhood Watch's recruitment drive</li> </ol>	2 mins

13. **Clerk's update & items for inclusion on a future agenda** 3 mins
- Recommendation: - To receive general updates and resolve to add any matters arising to a future agenda.
- To note the need for election candidates to return an expense form
  - To note an update regarding the bus shelters' oak
  - To note the Council's updating response regarding Foxbridge
  - To note Foxbridge Lane closure on 13.04.2023
  - To note update regarding the Queen's Green Canopy (Coxes pond)
  - To note confirmation from BEAT regarding the Parish defibrillators
  - To note Plaistow village green tree work on 21<sup>st</sup> April
14. **Meeting Dates** 1 min
- Recommendation: - To note the dates of forthcoming meetings:
- Planning & Open Spaces Committee meeting, 3<sup>rd</sup> May 2023, Kelsey Hall, Ifold
  - Annual Parish Meeting, 17<sup>th</sup> May 2023, Winterton Hall, Plaistow (7pm)
  - Annual Parish Council Meeting, 17<sup>th</sup> May 2023, Winterton Hall, Plaistow (7:30pm)