



## 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 via **remote conference call (Zoom)** on **Wednesday 28th April 2021** at **19:30**. 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.**

Dated: 19th April 2021

Yours faithfully

Catherine Nutting

Clerk & RFO to the Council

To join this meeting please follow the link:

<https://us02web.zoom.us/j/85964911996?pwd=WGRvOGs2em5kaklmMHBGcm55L0NuQT09>

**Meeting ID: 859 6491 1996**

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

The Zoom link is also available on the Parish Council's website: <https://plaistowandifold.org.uk/>

### BUSINESS TO BE TRANSACTED

Appendices can be found on the website.

Number	Item	Time
1.	<b>Apologies for absence &amp; housekeeping</b> Recommendation: - To receive apologies for absence.	1 min
2.	<b>Disclosure of interests</b> 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 Localism Act 2011, in relation to matters on the agenda.	2 mins
3.	<b>Minutes</b> <i>Circulated separately and on the <a href="#">website</a>.</i> Recommendation: - To approve and sign the Minutes of the Full Council Meeting held on 10th March 2021.	1 min

4. **Public participation** 10 mins  
 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 28th April 2021. Public Participation shall not exceed 10 minutes, unless directed by the Chairman. A speaker is limited to 5 minutes.
5. **To receive reports from County and District Councillors** 10 mins  
 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.
6. **Highway Matters** 3 mins
1. **Matters to be reported by Members**  
 Recommendation: - To receive and resolve to act upon any Highway matters raised by Councillors
  2. **Highway project updates**
    - (i) **Rickman's Lane, Plaistow TRO application**
    - (ii) **Community Speed Watch**  
 Recommendation: - To receive general updates and resolve to act upon any matters arising
7. **Financial Matters** 20 mins
1. **Order for Payments**  
 Financial Report for March (up to 31.03.2021) [See Appendix A](#)  
 Financial Report for April 2021 See Appendix B  
 Both include income and expenditure since the last Council meeting.  
 Recommendation: -
    - a. To note the Order for Payments
    - b. To approve the expenditure listed
  2. **Financial Steering Group – Year End accounts & 2021/22 budget**  
 Recommendation: - To receive the minutes of the FSG Meeting (see Appendix C) and resolve to act upon the recommendations therein, including consideration of the Year End accounts, as at 31.03.2021 (Appendix D) and the proposed draft budget for 2021/22 (Appendix E).

### 3. Grant payments

Recommendation: - To receive the grant payment recommendations from the FSG ([Appendix F](#)) and resolve to make payment on or before 30.04.2021.

### 4. Leaving Gifts

Recommendation: - To receive and resolve to act upon recommendations from the Chair for leaving gifts for former Councillors Alan Pearson and Paul Reynolds.

### 5. To amend the Council's banking details and signatories

Recommendation: - To resolve to amend the registered and correspondence addresses held by NatWest; remove historic signatories and apply for online banking.

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| 8.  | <b>Future meetings of the Parish Council after 7th May 2021</b><br>Recommendation: - To consider and resolve to<br>(i) schedule the Annual Parish Council Meeting for 5th May 2021<br>(ii) schedule the Annual Assembly for a date after 21st June 2021   | 2 mins |
| 9.  | <b>Review the Scheme of Delegation</b><br>Recommendation: - To review the current <a href="#">Scheme of Delegation</a> and resolve to amend where necessary to include adding the Winterton Hall to the remit of the Winter & Emergency Plan Committee  | 5 mins |
| 10. | <b>Neighbourhood Plan</b><br>Recommendation: - To receive an update from the Neighbourhood Plan Steering Group  | 2 mins |
| 11. | <b>Crouchlands Farm</b><br>Recommendation: -<br>(i) To consider and resolve to appoint a Traffic and Planning Consultant(s) to assist the Parish Council when responding to the Crouchlands Farm planning applications.<br>(ii) To note that traffic monitoring equipment has been installed on poles in Foxbridge Lane and Rickmans Lane.                      | 5 mins |
| 12. | <b>Correspondence</b><br>Recommendation: - To consider any correspondence not listed as an agenda item for discussion, including:<br>1. Request for new litter bin on Common House Lane, Plaistow<br>2. Kelsey Hall's <a href="#">annual event</a> on 10th July<br>3. DLBP Ltd – letter of thanks for feedback re Crouchlands Farm Whole Farm Plan consultation | 1 min  |

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| 13. | <p><b>Clerk's update</b></p> <p>Recommendation: - To receive general updates and resolve to act upon any matters arising</p> <ol style="list-style-type: none"> <li>1. Emergency tree work in Plaistow</li> <li>2. Vacancy update</li> <li>3. HRH The Duke of Edinburgh</li> <li>4. Website Quiz</li> <li>5. PWLB loan application update</li> <li>6. New Homes Bonus</li> </ol> | 2 mins |
| 14. | <p><b>Items for inclusion on a future agenda</b></p> <p>Recommendation: - To notify the Clerk of any matters to be added to a future agenda.</p>   | 1 min  |
| 15. | <p><b>Exclusion of the Press and Public –</b></p> <p>Recommendation: - To consider whether to exclude the Press and Public from the meeting during the consideration of item XX below in accordance with S1(2) of the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that it may involve the likely disclosure of exempt Information.</p>                        | 1 min  |
| 16. | <p><b>Clerk's annual appraisal update</b></p> <p>Recommendation: - To receive an update from the Clerk's appraisal and resolve to act upon any matters arising</p>   | 3 mins |
| 17. | <p><b>Date of next meetings</b></p> <p>5th May 2021, 19:30 – Annual Parish Council Meeting &amp; Planning &amp; Open Spaces Committee Meeting</p> <p>12th May 2021, 19:30 – Full Parish Council Meeting</p> <p>26th May 2021, 19:30 - Planning &amp; Open Spaces Committee Meeting</p>   | 1 min  |