



MINUTES of a **Meeting** of the **Full** Plaistow and Ifold Parish **Council** held on **Wednesday 28th April 2021** at **19:30**, via remote conference calling technology (Zoom).

Present Cllr. Paul Jordan (Chair); Cllr. Sophie Capsey (Vice Chair); Cllr. Jerusha Glavin; Cllr. Nicholas Taylor; Cllr. Nick Whitehouse; Cllr. Phil Colmer; Cllr. John Bushell; Cllr. Doug Brown; Cllr. David Griffiths; Cllr. David Ribbens; Mr. Jon Pearce, Chair of Ifold Estates Limited (IEL) Co-opted Member of Planning Committee with no voting rights; Mrs Sara Burrell, Chair of the Neighbourhood Plan Steering Group with no voting rights and Catherine Nutting (Clerk & RFO).

Chichester District [Cllr. Gareth Evans](#) and West Sussex County [Councillor Janet Duncton](#)* were in attendance.

*[Cllr. Duncton](#) is also a Chichester District Councillor for Loxwood Ward

Two (2) Members of the Public were present.

C/21/065 **Apologies**
None.

C/21/066 **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, in relation to matters on the agenda.

None received.

C/21/067 **Minutes**
It was **RESOLVED** to **APPROVE** the minutes of the Full Council Meeting held on 10th March 2021, which will be signed by the Chair via Secured Signing as a true record.

Actions:
Clerk & Chair

C/21/068 **Public participation**
A Member of the Public addressed the meeting in relation to installing gym equipment on Plaistow Village Green. They had previously contacted the Clerk to raise the matter with the Council. Please refer to the [Clerk's Report](#) for further details.

Members agreed that this matter would need significant investigation and financial investment, which was outside the Parish Council's capabilities this financial year (2021/22) owing to the pending improvements to the Lady Hope Playpark and the required loan. However, Members agreed that it is something to be considered in the future.

Cllr. Duncton advised that Fittleworth Parish Council have recently provided public open-air gym equipment and could therefore assist the Parish Council regarding the practical considerations and investigations.

C/21/069

To receive reports from County and District Councillors.

District Cllr. Evans' report is appended to these [minutes at A](#).

County and District Councillor Janet Duncton's report is appended to these [minutes at B](#).

Jon Pearce thanks Cllrs. Duncton and Evans for their help regarding Ifold's superfast broadband.

Cllr. Duncton left the meeting.

C/21/070

Highway Matters

1. Matters to be reported by Members

The potholes along Dunsfold Road, up to the County boundary, need attention. A further report will be made to WSCC Highways. The Parish Council has notified Highways of the broken bollards outside Plaistow Stores. The overhanging trees along Shillinglee Road are within Northchapel Parish; however, the Plaistow and Ifold will make a report in support of Northchapel.

The private roads within Ifold will be resurfaced week commencing 3rd May.

2. Highway project updates

(i) Rickman's Lane, Plaistow Traffic Regulation Order (TRO) application

Please refer to the [Clerk's Report](#), the minutes of the [Steering Group meeting](#) and [speed survey results](#) for further information.

Due to concerns regarding broadening the scope of the TRO application, the Parish Council **RESOLVED** to make one TRO application at a time and to focus on/progress the extension of the

Actions:
Cllr. Capsey

30mph along Rickman's Lane. The Steering Group will consider if the nine (9) letters received in support of the proposal are sufficient, or if more support is necessary for a successful application.

(ii) Community Speed Watch

Please refer to the [Clerk's Report](#) for more details.

Cllr. Brown has set out the Plaistow Road, Ifold [S.I.D data](#), between October 2020 and January 2021, in graph format. This information will be presented at the Kelsey Hall event on 10th July. Cllr. Brown will undertake the CSW training so that he can act as an informed liaison with the CSW Group and feedback data and information to the Parish Council for consideration.

C/21/071

Financial Matters

1. To approve Order for Payments

The Order for Payments were circulated to Members in advance and are appended to these [Minutes at C](#) and [D](#). Both include income and expenditure since the last Council meeting.

It was **RESOLVED** to **APPROVE** the Order for Payments, which will be signed via Secure Signing.

The Clerk will query with CDC why the first instalment of the 2021/22 Precept is higher* than expected.

Actions:
Clerk

Order for
Payments:
Cllrs. Jordan,
Colmer, Taylor,
Bushell

**Since the meeting, CDC has confirmed that, in addition to the first Precept instalment (£46,000), the Parish Council has received a £4,591.13 Community Infrastructure Levy (CIL) payment.*

2. Financial Steering Group – Year End accounts & 2021/22 budget

It was **RESOLVED** to:

- a. **ADOPT** the [MINUTES](#) and **RECOMMENDATIONS** of the **FINANCIAL STEERING GROUP**, dated 8th April
- b. **APPROVE** the **BUDGET** on the basis of a **£40,000 PWLB**
- c. **BUDGET £10,000** expenditure this financial year for **EXPERT ASSISTANCE** regarding **CROUCHLANDS FARM PLANNING** applications.

Cllr. Colmer took the full Council through the Year End accounts, as at 31.03.2021 and the proposed budget for 2021/22. These spreadsheets can be found with the additional documents available on the [website](#).

The Parish Council ended 2020/21 with healthy reserves, as many of the budgeted expenditure did not come to fruition due to the pandemic. The draft budget pulls over some of the previously approved budgets from 2020/21, which remain unspent such as the legal investigations into the Winterton Hall, traffic calming, bus stop refurbishments and the Ifold entrance landscaping project. The proposed budget takes account of the higher grant application amounts, subject to the Council's final approval. It also takes into consideration an annual event, subject to Covid-19 restrictions later in the year and an unspecified new project.

The agreed Precept for 2021/22 is £92,000. The Parish Council has also received £4,591.13 in Community Infrastructure Levy payment and is eligible to apply for £2,158.00 in New Homes Bonus grant funding.

The proposed budget, excluding a loan to fund the Lady Hope Playpark improvements, would result in an **overspend** of £43,140. However, taking into consideration the Council's reserves, the Parish Council would end the financial year with £13,619.26. The draft budget safeguards the usual reserves for village maintenance etc and includes a new reserve of £5,000 for professional expertise when considering the Crouchlands Farm planning applications. Any expenditure this financial year in relation to the Crouchlands Farm planning applications would be met via the general reserves.

The Parish Council has applied for a £50,000 PWLB loan to fund the Lady Hope Playpark improvements. However, once approved, the Council can draw down any loan amount up to £50,000. Members agreed that they did not want to overstate the Council's Year End reserves by taking a larger loan unnecessarily. However, it was agreed that providing more flexibility in the budget was advantageous.

The budget shows various loan scenarios between £20,000 and £50,000. The recommended reserve level is 50% of the annual Precept, which is met by taking a £40,000 PWLB loan. However, of note, the Parish Council's reserves have not sat at this percentage level and the Council has routinely operated with a smaller reserve percentage, which could be maintained by taking a smaller loan.

Members agreed that the Council should budget £10,000 this financial year to meet the cost of instructing transport and planning experts to assist with the Crouchlands Farm planning applications.

Some concern was raised by Members that the proposed budget for

a new project was inadequate.

Councillor Ribbens proposed using a £40,000 loan scenario to set the budget against and this was seconded by Cllr. Nicholas Taylor; the motion was carried. The exact loan amount to be drawn will be reassessed, in line with the budget, at the time it is required.

3. Grant payments

It was **RESOLVED** to:

- a. **ADOPT** the grant payment [RECOMMENDATIONS](#) of the **FINANCIAL STEERING GROUP**, dated 8th April
- b. **PAYMENTS** to be made no later than **30th APRIL**.

4. Leaving Gifts

It was **RESOLVED** to **APPROVE** a bottle of Malt Whiskey for Mr Reynolds and a case of wine for Mr Pearson, to be organised by Cllr. Jordan. The expenditure level to be at the Chair's discretion.

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

The [draft letter](#) was **APPROVED**. The motion was proposed by Cllr. Ribbens and seconded by Cllr. Bushell. It was **RESOLVED** to **AMEND** the registered and correspondence addresses held by NatWest; remove historic signatories and apply for online banking.

C/21/072

Future meetings of the Parish Council after 7th May 2021

Minutes to be read in conjunction with the [Clerk's Report](#)

A [decision](#) was made in the High Court on 28th April 2021 that remote meetings will not be able to continue after 6th May.

The following statement was issued by the National Association of Local Councils:

Responding to today's judgement in the High Court on holding remote meetings, Cllr Sue Baxter, chairman of the National Association of Local Councils (NALC), said:

"I am extremely disappointed that the application to the High Court regarding remote meetings has been dismissed.

"All councils must now return to holding physical meetings from 7 May. This includes around 2,000 local (parish and town) councils with elections who must hold an annual meeting in May following those elections.

"Such physical meetings, to which all members of the public are entitled to attend, will result in both a health risk given the current pandemic and significant additional costs incurred by councils in securing suitable venues which allow social distancing and other safety measures.

"Over the last year, the ability to hold remote meetings has delivered

Actions:

Clerk

extensive benefits including leading to increased participation and engagement by members of the public with their most local council and the decisions they make about their local areas from tackling climate change to improving health and well being and the provision of highly valued local services.

“Given the government’s apparent support for allowing remote meetings, including their evidence to the Court Hearing, I am appealing to ministers to pull out all the stops over the coming days and weeks to introduce the necessary primary legislation. The Scottish and Welsh Governments have already passed legislation to allow for remote meetings and I urge the Government to follow their lead.”

On the basis of the Judgement, it was **RESOLVED** to:

- a. **SCHEDULE** the **ANNUAL COUNCIL MEETING** for **5th MAY 2021**
- b. **SCHEDULE** the **ANNUAL ASSEMBLY** for a date **AFTER 21st JUNE 2021**
- c. **SCHEDULE** the **NEXT FULL COUNCIL MEETING** for **23rd JUNE 2021**

C/21/073

Review the Scheme of Delegation

Minutes to be read in conjunction with the [Clerk’s Report](#)

It was **RESOLVED** to:

- a. **AMEND** the [SCHEME OF DELEGATION](#) to **INCLUDE** the **WINTERTON HALL** in the remit of the **WINTER & EMERGENCY PLAN COMMITTEE**
- b. **APPROVE** the **SCHEME OF DELEGATION**

C/21/074

Neighbourhood Plan

It was **RESOLVED** to **ADOPT** the [UPDATE](#) from the **NEIGHBOURGOOD PLAN STEERING GROUP**.

Members agreed that it is disappointing that the Village Design Statement (VDS) had been further delayed by CDC; please refer to page 10 of the [Clerk’s Report](#) for details. It was **RESOLVED** to **ASK** District Cllr. **EVANS** to make some enquiries regarding the feasibility of progressing the adoption of the VDS, which is helpful guidance and should be read in conjunction with the Neighbourhood Plan. Members agreed that the two documents should run in tandem and be adopted together.

C/21/075

Crouchlands Farm

Minutes to be read in conjunction with the [Clerk’s Report](#).

The Parish Council has experience instructing and working with

both Colin Smith Planning in relation to the Neighbourhood Plan and Temple Group, who were instructed to support the Council in relation to Crouchlands Bio Gas. Members considered both consultants and agreed to appoint Temple, due to their experience working with the Council in relation to the Crouchlands site.

- a. In relation to the Traffic Expert, **SW Transport Planning Ltd** was proposed by Cllr. Glavin and seconded by Cllr. Colmer. The Council **UNANIMOUSLY RESOLVED** their **APPOINTMENT**.
- b. In relation to the Planning Expert, [Temple Group](#) was proposed by Cllr. Bushell and seconded by Cllr. Glavin. The Council **UNANIMOUSLY RESOLVED** their **APPOINTMENT**.
- c. Sara Burrell agreed to provide assistance to the Parish Council in respect of the forthcoming Crouchland Farm Planning Applications. As Chair of the Neighbourhood Plan Steering Group Sara would comment on the applications both in relation to the Neighbourhood Plan and in the wider planning context. Members welcomed and thanked her for the offer of assistance.
- d. The Council **UNANIMOUSLY RESOLVED** to submit the February 2018 traffic survey results to **CDC** and **HIGHWAYS**, to assist them in considering the EIA scoping request.
- e. The Council **RESOLVED** to **NOTE** the traffic monitoring equipment in Foxbridge Lane and Rickmans Lane, as per the [Clerk's Report](#) (pages 8 & 9).

Members agreed that in relation to the anticipated Crouchlands Farm planning applications a pragmatic approach would need to be taken. The Farm has a future which will involve some rural diversification. The Community should not assume that this is a 'fight'; the proposals may bring about welcomed opportunities for the area and it would be wholly wrong to pre-judge and everyone should remain open minded. The instruction of experts will assist the Council in ensuring that the plans for the site are in keeping with the area and bring about positive change. The Council agreed that future public meetings may be required as the applications are received and the matter progresses.

Cllr. Brown notified Members of the concerns of a MOP regarding the impact of a competition standard equestrian center in terms of noise, light pollution, and the large equestrian lorries.

C/21/076

Correspondence

Actions:

Minutes to be read in conjunction with the [Clerk's Report](#), page 9.

Clerk

1. Request for new litter bin on Common House Lane, Plaistow: The Council **RESOLVED** to **NOTE** that, at the current time, a new litter bin cannot be provided by CDC due to reduced resources, social distancing measures and amended operational working procedures.
2. Kelsey Hall's [annual event](#) on 10th July: The Council **RESOLVED** to **ATTEND** the event. Cllrs. Brown, Glavin and Jordan will assist the Clerk.
3. DLBP Ltd have send the Council a letter of thanks for feedback regarding the Crouchlands Farm Whole Farm Plan community consultation.
4. CDALC AGM update: The Council's suggested amendments to the Constitution were overlooked by the CDALC Clerk and were not circulated to Members. The unamended Constitution was adopted; however, it will be reviewed in July.

C/21/077

Clerk's update

The Council **RESOLVED** to **ADOPT** the [CLERK'S REPORT](#) (pages 10-13) and **NOTE** the **UPDATES** regarding:

- a. Emergency tree work in Plaistow
- b. Vacancy update
- c. HRH The Duke of Edinburgh
- d. Website Quiz – analytics of the data can be found on the website [here](#) and [here](#)
- e. PWLB loan application update (as per the FSG Mins, item 4)
- f. VDS
- g. New Homes Bonus
- h. CIL payment

Cllr. Jordan updated Members regarding his investigations into providing gym equipment on the Green in Plaistow and installing a toilet at the Cricket Pavilion. Fitness equipment would be a substantial expense for the Council with a single unit costing around £8,000 and multi equipment fitness set ups costing in the range of £21,000 – £30,000. There would also be annual servicing and health and safety inspection costs. It was agreed that public fundraising

could be used to assist the project and the Kelsey Hall in Ifold could be considered as a potential location.

The Pavilion is a Council asset, which has a small annual running cost. The facility is significantly underused. A toilet would make it more viable, and it could be hired out, including to fitness groups. Southern Water have provided maps of the mains and wastewater pipes in the area. The venture would require the consent of the National Trust, who own the lower Green under which the pipes would need to be laid. The cost to connect to the public sewer, as well as the works to the pavilion etc would be in the region of £18,000.

Members discussed the need to install a disabled facility, which would come with its own requirements in terms of size and level access to the Green and the possibility for the need to provide a changing area.

In principle Members were supportive of the idea but agreed that more information was required before decisions could be made.

It was **RESOLVED** that the **CLERK** would **INVESTIGATE** the **LOGISTICS** of the following **PROJECTS** and **REPORT** back:

- a. installing a toilet at the Pavilion
- b. extending the Common House Lane layby, which has been previously highlighted as a potential project for both CIL and NHB funding

C/21/078

Items for inclusion on a future agenda

IEL asked the Council to consider applying to WSCC Highways to implement a 'no right turn' from Chalk Road onto the Plaistow Road.

Actions:
Clerk

C/21/079

Exclusion of the Press and Public –

The Council **RESOLVED** to **EXCLUDE** the Press and Public from the meeting during the consideration of **C/21/080 (Clerk's annual appraisal update)** 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.

C/21/080

Clerk's annual appraisal update

Members received an overview of the Clerk's annual appraisal on 16th March and **RESOLVED** to **APPROVE** the following **RECOMMENDATIONS**:

- a. The Council to fund the Clerk's annual membership of the

Actions:
Clerk

[Society of Local Council Clerks](#)

- b. The Clerk to undertake CiLCA studies on Wednesdays.

C/21/081	Date of next meetings	Actions:
	5th May 2021, 19:30 – Annual Parish Council Meeting & Planning & Open Spaces Committee Meeting	Clerk
	23rd June full PC 2021, 19:30 – Full Parish Council Meeting	
	26th May 2021, 19:30 - Planning & Open Spaces Committee Meeting	

There being no further business, the Chair closed the meeting at 21:32

Appendix B - C/21/069 – District & WSCC Cllr. Duncton’s Report

In this period of purdah you have to be so careful what you say before you are hauled over the coals or some such.

However, I can assure you if there had been any occurrence that would be affecting Plaistow & Ifold or indeed any of my Parish’s I can assure you I would have said. I don’t want you to think nothing is going on.

To be clear. All the subjects I usually update you on like Children’s Services, Fire & Rescue, Highways, Libraries and Social Services are all going along quite smoothly at the moment with consultation out on the buildings that in the past have been used as Children & Family Centres. These have been closed for the last 18 months and that with an increased workload to help families in need so you have to ask yourself are these buildings needed anyway.

Some are poorly used and all that County own of course cost the normal amounts in maintenance etc. Some we don’t own the buildings so those who do will keep them open for other purposes as well. Children and families in West Sussex are more in need than ever but do they need a building or are we getting a better job done by visiting them in their own surroundings. I think we are.

On top of that I have said before that our Libraries none of which are to be closed must serve other purposes and for instance, in Worthing the Library is now a complete County hub for whatever Service you need and other Libraries are being looked at. Even Petworth Library will and does take other Services and at the moment the Police have an office in the building.

Highways of course are always a problem with the endless Potholes. All I can do is report every single one that either I see or is reported to me. We do now have a machine to deal with them which in my opinion is doing a much better job.

Janet Duncton
County Councillor Petworth division
CDC Councillor Loxwood ward

Contact County janet.dunton@westsussex.gov.uk
District Council jdunton@chichester.gov.uk

[Back to top](#)