



## Clerk's Report

### BUSINESS TO BE TRANSACTED

Number	Item	Time
1.	<p><b>Election of Chair</b></p> <p>Recommendation: - To elect the Chair of the Council for the forthcoming year and to receive the Chair's Declaration of Acceptance of Office.</p> <p>The election of the Parish Council's Chair is the first order of business at the Annual Meeting.</p> <p>The current Chair is Cllr. Paul Jordan who was unanimously appointed by the full Council on 10th March 2021 due to the resignation of the former Chair, Alan Pearson. Any Member can put themselves forward for election at this time; however, in view of Cllr. Jordan's very recent and unanimous appointment, it is presumed that Cllr. Jordan will continue as Chair of Plaistow and Ifold Parish Council.</p> <p>Cllr. Jordan will need to confirm that he is happy to continue as Chair and be nominated and seconded by two Members. Councillors will then vote by signed ballot.</p> <p>The Declaration of Acceptance of Office will be electronically signed (Secured Signing) by the successful candidate during the meeting.</p>	3 mins
2.	<p><b>Election of Vice Chair</b></p> <p>Recommendation: - To elect the Vice Chair of the Council for the forthcoming year and to receive the Vice Chair's Declaration of Acceptance of Office</p> <p>Parish Councils are not obliged to have a Vice Chair, however Plaistow and Ifold have preferred to appoint a Vice Chair.</p> <p>The current Vice Chair is Cllr. Sophie Capsey, who was appointed on 14th May 2019. Due to the pandemic and the resulting emergency Covid-19 legislation, Councils were lawfully permitted to forego their Annual Meeting in 2020. Any Member can put themselves forward for election at this time, including Cllr. Capsey if she would like to continue in this role. Equally, Cllr. Capsey can step down if she so wishes. The candidate(s) will need to be nominated and seconded by two Members with Councillors voting by signed ballot.</p> <p>The Declaration of Acceptance of Office will be electronically signed (Secured Signing) by the successful candidate during the meeting.</p>	3 mins

Recommendation: - To receive Declarations of Acceptance of Office and updated Register of Interest forms from Members (who have not been able to make their Declaration/submit their Register of Interest forms in advance of the meeting). To agree that those Members who are absent and have been unable to make their Declaration/submit their Register of Interest forms should do so before 31 May 2021.

All Members are asked to complete, sign and submit their Declarations of Acceptance of Office and Register of Interest forms in advance of the meeting.

8. **Appointment of Committees, their Chairs, frequency of meetings & Co-Option of non-elected Members** 10 mins

Recommendation: - To appoint Members / Co-Opt non-elected Members to the following Committees:

- Planning & Open Spaces (maximum 8 Members)
- Emergency & Winter Plan (maximum of 6 Members)

To appoint

- Committee Chairs
- Resolve upon the frequency of Committee meetings.
- To consider and resolved upon if necessary, an amendment to the Standing Orders to permit a maximum of 8 Members on the Winter & Emergency Plan Committee.

**Planning & Open Spaces (current membership)**

Cllr. Sophie Capsey	Chair
Cllr. Paul Jordan	The Chair of the PC is an ex officio member of the Planning Committee
Cllr. Nick Whitehouse	
Cllr. Jerusha Glavin	
Cllr. David Griffiths	
Cllr. David Ribbens	
Mr. Jon Pearce	Co-Opted non-elected Member (no voting rights) & Chair of IEL
Mr. David Lugton	Co-Opted non-elected Member (no voting rights) & Parish Tree Warden

The Planning & Open Spaces Committee currently meets every three (3) weeks. This is to ensure that the Parish Council comments on planning applications within the statutory time frame of 21 days.

### Emergency & Winter Plan (current membership)

A meeting Chair is appointed as the first order of business at each meeting.

The Committee meets biannually in March and September, or on other dates as required.

Cllr. Paul Jordan	The Chair of the PC is an ex officio member of the Emergency & Winter Plan Committee
Cllr. Sophie Capsey	The Vice Chair of the PC is an ex officio member of the Emergency & Winter Plan Committee
Cllr. Nick Whitehouse	
Cllr. Jerusha Glavin	
Cllr. John Bushell	
Mr. Jon Pearce	Co-Opted non-elected Member (no voting rights) & Chair of IEL.
Mr. Guy Wicker	Co-Opted non-elected Member (no voting rights) & representative of the Winterton Hall Management Committee - to assist with the current investigations into the Winterton Hall, which is the Parish's emergency building.
Marieta Borreda Cuenca	Co-Opted non-elected Member (no voting rights) & <a href="#">LCAV Scheme</a> Co-Ordinator – appointed during the pandemic to run the LCAV Scheme.

9. **Appointment of Steering Groups, their Chairs, frequency of meetings & Co-Option of non-elected Members** 10 mins

*Steering Groups make recommendations to the full Council for its consideration. The full Council can resolve to adopt the recommendations of its Steering Groups. Steering Groups and their Members (including Co-Opted non-elected Members) do not make decisions which bind the Council. However, within the Steering Group itself, all Members can equally participate when formulating the recommendations.*

Recommendation: - To appoint

- Members / Co-Opt non-elected Members\*
- Steering Group Chairs
- Resolve upon the frequency of Steering Group meetings.

Financial Steering Group (\*non-elected Members prohibited from membership)

**Current Membership**

Cllr. Phil Colmer	Chair
Cllr. Paul Jordan	The Chair of the PC is an ex officio member of the FSG
Cllr. David Ribbens	
Cllr. John Bushel	
Cllr. Nicholas Taylor	

HR Steering Group

**Current Membership**

Cllr. Paul Jordan	The Chair of the PC is an ex officio member of the HRSG
Cllr. David Ribbens	
Cllr. Phil Colmer	
Cllr. Nicholas Whitehouse	

VE Day Steering Group

This Steering Group's name should be changed to something more generic. The group was initially set up to over-see the VE Day 75 plans however, they have continued to support other projects such as the Ifold Entrance rejuvenation (ongoing)

**Current Membership**

Cllr. David Ribbens	
Cllr. Sophie Capsey	
Cllr. Jerusha Glavin	
Mr. Jon Pearce	Co-Opted non-elected Member & Chair of IEL.
Mr. David Lugton	Co-Opted non-elected Member & Parish Tree Warden.
Mrs. Sara Burrell	Co-Opted non-elected Member & Chair of the Neighbourhood Plan Steering Group
Mrs. Sallie Baker	Co-Opted non-elected Member

Neighbourhood Plan Steering Group

**Current Membership**

Mrs. Sara Burrell	Chair, Co-Opted non-elected Member Ifold
Mr. Bill Townsend	Co-Opted non-elected Member Ifold

Cllr. Phil Colmer	Ifold
Cllr. Paul Jordan	The Chair of the PC is an ex officio member of the NPSG Plaistow
Cllr. Nick Whitehouse	Shillinglee
Cllr. David Ribbens	Durford Wood
Cllr. Jerusha Glavin	Plaistow
Cllr. David Griffiths	Ifold

Lady Hope Playpark Steering Group

**Current Membership**

Cllr. Paul Jordan
Cllr. Jerusha Glavin
Cllr. Sophie Capsey

10. **Appointment of Members / Co-Opt non-elected Members to roles of responsibility:** 10 mins

Recommendation: - To appoint Members / Co-Opt non-elected Members as the Parish Council's lead representative in the following roles:

Current/former incumbents:

Tree Warden	Mr David Lugton
Footpaths & PRoWs	(previously Paul Reynolds)
Durford Wood Residence Association	Cllr. David Ribbens
Plaistow Village Trust	Cllr. Nicholas Taylor
Ifold Estates Limited	Mr. Jon Pearce
Winterton Hall Management Committee	Cllr. Phil Colmer
Kelsey Hall Management Committee	Cllr. Phil Colmer
Highways Lead	Cllr. Sophie Capsey
Community Speed Watch	Cllr. Doug Brown
Neighbourhood Watch / Police Liaison	Mrs. Caroline Mudford

CDALC	Cllr. Nicholas Taylor
CDC North East Parishes Meeting	(previously Cllr. David Ribbens)
WSCC Local Committee	(previously Cllr. David Ribbens)

12. **Calendar of Meetings for 2021/22.** 1 min  
 Recommendation: - To agree the calendar of meetings for 2021/22.

**Full Council meets on the second Wednesday of the month alternating between the Winterton Hall, Plaistow and Kelsey Hall, Ifold**

June	23rd
July	14th
August	11th
September	8th
October	13th
November	10th
December	8th
January	12th 2022
February	9th
March	9th
April	13th
May (Annual Council Meeting)	11th

13. **Standing Orders and Financial Regulations** 2 mins  
 Recommendation: - To adopt the Standing Orders and Financial Regulations.

14. **Policies** 3 mins  
 Recommendation: - To review and adopt the following [policies](#): Code of Conduct | Media & Communications Policy | LCAV Scheme Administration Policy, Volunteer & Service User Policy and Risk Assessment | Co-Option Policy | Complaints Procedure

17. **Date of next meetings** 1 min  
 23rd June 2021, 19:30 – Full Parish Council Meeting  
**Venue to be confirmed**