



Notice of Plaistow & Ifold's Annual Parish Council Meeting

To: All Members of the Parish Council

I hereby give you notice that the Annual Council Meeting of Plaistow and Ifold Parish Council will be held on **Wednesday 17th May 2022** 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: 10th May 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/89896732808?pwd=cG0yQzlxZjVYVUFCS1NqV09LUFhSQT09>

Meeting ID: 898 9673 2808

Please email the Clerk for the password 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 | Alternatively, please contact the Clerk for hard copies: clerk@plaistowandifold-pc.gov.uk

Number	Item	Time
1.	Election of Chair for 2023/24 <i>See Clerk's Report.</i> Recommendation: - To nominate and elect the Chair of the Council for the forthcoming year and to receive the Chair's Declaration of Acceptance of Office.	3 mins
2.	Election of Vice Chair for 2023/24 <i>See Clerk's Report.</i>	3 mins

Recommendation: - To nominate and elect the Vice Chair of the Council for the forthcoming year and to receive the Vice Chair's Declaration of Acceptance of Office

3. **Delivery by Councillors of their Acceptance of Office & Register of Interest forms** 1 min
See Clerk's Report.
Recommendation: - To formally receive Councillors Acceptance of Office & Register of Interest forms; and to agree that those Members who are absent and/or are unable to submit their forms shall do so by 6th June 2023.
4. **Apologies for absence & housekeeping*** 1 min
Recommendation: - To receive and accept apologies for absence.

**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.*
5. **Disclosure of Interests in relation to matters on the agenda** 1 min
See Clerk's Report.
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](#) Chapter 7 ss.26 – 37, in relation to matters on the agenda.
6. **Co-option procedure to fill a vacant seat after the election**
See Clerk's Report.
7. **To receive written application(s) for the office of Parish Councillor and to Co-opt a candidate to fill an existing vacancy.** 1 min
8. **To adjourn the meeting to allow candidates to present to the Council (max 5 mins per candidate).** 5 mins

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| 9. | <p>Exclusion of the Press and Public</p> <p>Recommendation: - To consider whether to exclude the Press and Public from the meeting during the consideration of item 10 below 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. The Press and Public would reconvene at item 11 below.</p> | 2 mins |
| 10. | <p>Deliberation of candidate(s)</p> | 3 mins |
| 11. | <p>Voting and results</p> <p>Recommendation: - If elected, a new Councillor will sign their Declaration of Acceptance of Office and take their seat immediately.</p> | 3 mins |
| 12. | <p>Minutes</p> <p><i>See Clerk's Report. Circulated separately and on the website.</i></p> <p>Recommendation: - To approve the Minutes of the full Parish Council meeting held on 12th April 2023 and resolve to sign via Secured Signing in accordance with Standing Order 12(g).</p> | 1 min |
| 13. | <p>Public Forum</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 the Parish Council's Standing Orders 3(d), (e), (h), (i) – (k). Questions, or brief representations can be made <u>either in person, or in writing provided they were sent via email to the Clerk no later than 4pm Wednesday 17th May 2023</u>. In accordance with Standing Orders 3(f) and (g), Public Participation shall not exceed 10 minutes, unless directed by the Chairman; and a speaker is limited to 5 minutes.</p> | 10 mins |
| 14. | <p>Memorial bench</p> <p><i>See Clerk's Report.</i></p> <p>Recommendation: - To consider the siting and adoption of a memorial bench on Plaistow Village Green, gifted to the community by a member of the public.</p> | 3 mins |
| 15. | <p>To receive reports from County and District Councillors</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 mins |
| 16. | <p>To consider the Crouchlands Farm Planning Applications for Rickman's Green Village</p> <p>To consider applications 22/03114/FULEIA Erection of 108 dwellings & 22/03131/OUTEIA Outline application (with all matters reserved</p> | 15 mins |

except access) for the erection of up to 492 dwellings at Crouchlands Farm Rickmans Lane Plaistow Billingshurst West Sussex RH14 0LE

- To receive and note advisory report from SW Transport Ltd.
- To receive reports and recommendation(s) from the Planning Working Group.
- To consider the application and resolve upon the Parish Council's response.
- To resolve to instruct SW Transport Ltd to support the preparation of the Parish Council's response to traffic issues.
- To resolve to instruct the Planning Working Group to support the full Council, its Planning Committee and Clerk by liaising with the instructed expert and in the preparation of the agreed response.

17. **Adopt the General Power of Competence** 2 mins

See Clerk's Report.

Recommendation: - To resolve that the Council has met the conditions of eligibility to adopt the General Power of Competence.

18. **Financial Matters** 5 mins

See Clerk's Report

1. Financial Reports for April – May 2023 (Payments and Receipts Analysis)

Includes income and expenditure between 1st April and 11th May 2023.

Recommendation: - To receive, review and note the Financial reports, including Tranche 1 of 2023/24 Grant payments and appoint signatories.

2. Insurance arrangements for 2023/24

See Clerk's Report

Recommendation: - To renew the Council's insurance policy with Hiscox and consider and agree a cyber insurance policy.

3. Regular payments and budget expenditure

See Clerk's Report

Recommendation: - To consider and approve the list of regular payments and authorise the Clerk to make such payments over the course of the year in accordance with Financial Regulation 5.6.

4. HS3 Tree works on Plaistow Village Green

See Clerk's Report

Recommendation: - To note the updated quote from Sawing Heights Tree Surgery and the date of works.

5. Transfer of funds into Reserve Account

See Clerk's Report

Recommendation: - To note the transfer of £10,000 into the Council's Reserve Account

19. **Administrative Subscriptions & subscriptions to other bodies** 2 mins

See Clerk's Report

Recommendation: - To consider and resolve upon continuing the Council's subscriptions with

- Zoom, Secured Signing, Rialtas Suite and TEEC during 2023/24
- NALC / WSALC / CDALC / SLCC / AiRS / CAGNE

20. **Appointment to outside bodies and roles of responsibility** 3 mins

See Clerk's Report

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

- Tree Warden
- Footpaths & PRowS
- Plaistow Village Trust
- Durfold Wood Residence Association
- Ifold Estates Limited
- Winterton Hall Management Committee
- Kelsey Hall Management Committee
- Highways Lead
- Website and Social Media
- Community seating
- Community Speed Watch
- Neighbourhood Watch / Police Liaison
- Chichester District Association of Local Councils (CDALC)
- West Sussex Association of Local Councils (WSALC)
- CDC Northeast Parishes Meeting
- WSCC Local Committee

21. **South Downs National Park elections** 2 mins

See Clerk's Report

Recommendation: - To consider nominating a Councillor representative to sit on the SDNP Board.

22. **Appointment of Committees** 5 mins

See Clerk's Report

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

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

- Finance Committee (maximum of 6 Members)

23. **Appointment of Working Groups** 5 mins
See Clerk's Report
 Recommendation: - To appoint Members / Co-Opt non-elected Members to the following permanent Working Groups and agree the Chair:
- HR Working Group
 - Playpark Working Group
 - Finance Working Group
 - Newsletter Working Group
 - Planning Working Group
24. **Committee / Working Group Terms of Reference** 2 mins
See Clerk's Report
 Recommendation: - To consider and approve the Terms of Reference documents for the Council's Committees and Working Groups.
25. **2023/24 meeting schedule** 1 min
See Clerk's Report
 Recommendation: - To consider and approve the 2023/24 meeting schedule.
26. **Standing Orders, Financial Regulations, Code of Conduct & Scheme of Delegation** 3 mins
See Clerk's Report
 Recommendation: - To consider and adopt the following: -
- a. NALC model Standing Orders
 - b. NALC model Financial Regulations
 - c. CDC's model Code of Conduct
 - d. Scheme of Delegation
27. **Policies** 5 mins
See Clerk's Report
 Recommendation: - To consider and adopt the following [policies](#) and approve the Policy Review Timetable for 2023/24
1. Media & Communications Policy
 2. Co-Option Policy
 3. Complaints Procedure
 4. Publication Scheme
 5. Asset Register
 6. Volunteer Policy
 7. Pension Discretion Policy
 8. Dignity at Work Policy
 9. Playground Inspection & Maintenance Policy

10. Working Group Policy & Terms of Reference

28. **Coronation Children's Party & Litter Pick** 3 mins
See Clerk's Report
Recommendation: - To receive an update regarding the two events.
29. **Correspondence** 1 min
Recommendation: - To consider adding any correspondence received to a future agenda.
30. **Clerk's update & items for inclusion on a future agenda** 3 mins
See Clerk's Report
Recommendation: - To receive general updates and resolve to add any matters arising to a future agenda in relation to:
1. Election expense forms
 2. Councillor Training
 3. Councillor Vacancies
 4. Neighbourhood Plan
 5. Winterton Hall Trust Advice meeting
 6. To note Sessile oak ground level visual assessment on 11th July
 7. To note an update regarding the bus shelters
 8. Children's Crossing sign
 9. School Safety Zone & Rickman's Lane TRO application
 10. WSCC Highways update
 11. Letter of Variation to the West Sussex Pension Fund Pooling Agreement
31. **Date of next meetings** 1 min
Recommendation: - To note the dates of forthcoming meetings:
- Planning & Open Spaces Committee, 13th June 2023, Winterton Hall, Plaistow
 - Finance Committee, 14th June 2023, 7pm, Winterton Hall, Plaistow
 - Full Parish Council, 14th June 2023, 7:30pm, Winterton Hall, Plaistow