



MINUTES of the Plaistow and Ifold Parish Council Meeting held on **Wednesday 13th May 2020**, via remote conference calling technology.

Present Cllr. Alan Pearson (Chair); Cllr. Sophie Capsey (Vice Chair); Cllr. Phil Colmer; Cllr. James King-Wilson; Cllr. David Ribbens; Cllr. Jerusha Glavin; Cllr. Nicholas Taylor; Cllr. Paul Jordan; Cllr. Paul Reynolds; Cllr. Matthew Hardman and Catherine Nutting (Clerk)

District Cllr. Gareth Evans and County and District Councillor Janet Duncton were in attendance along with Mrs Sara Burrell, Chair of the Neighbourhood Plan Steering Group (NPSG).

No members of the public were in attendance.

C/20/067 **Apologies**
Apologies were received and accepted from Cllr. Nick Whitehouse

C/20/068 **Declaration of interests by Members in matters on the Agenda. To consider and agree any requests for Dispensation.**
Cllr. King-Wilson declared an interest in Policy EE4 of the Neighbourhood Plan (NP). Pursuant to paragraph 7d of the Parish Council's Standing Orders, Cllr. King-Wilson submitted a written request for dispensation to the Proper Officer, in advance of the meeting, to participate in discussions at item 7 of the agenda. The Proper Officer granted dispensation and the rational document is appended to these minutes as Appendix A.

C/20/069 **To receive for confirmation Minutes of the Extraordinary Parish Council Meeting held on 24th March 2020.**
The minutes were unanimously approved as were the minutes of 11th March. The minutes will be signed by the Chair via Secured Clerk & Chair Signing.

C/20/070 **Representations from Members of the Public: To receive and act upon, if considered necessary by the Council, comments made by members of the public either in person, or in writing provided they were sent via email to the Clerk no later than 4pm Wednesday 13th May 2020.**
None received.

C/20/071

To receive reports from County and District Councillors.

Please refer to Cllr. Duncton's and Cllr. Evans' reports appended to these minutes as Appendix B and C respectively.

Cllr. Duncton confirmed that she would investigate the Giant Hog Weed being sprayed along the canal Public Right of Way (PRoW) and report back to the Clerk.

County Cllr.
Duncton

Cllr. Evans confirmed that the Loxwood development had been approved as of 13th May 2020 with a social housing requirement.

C/20/072

To consider recording all meetings & review meeting timetable

The Parish Council unanimously agreed to record all electronic meetings for internal reference purposes only.

Clerk

The monthly scheduled meetings will remain, however they will be reviewed in advance and vacated if necessary.

Wednesday 10th June

Wednesday 8th July

Wednesday 12th August

C/20/073

Neighbourhood Plan

The NPSG's report to the Parish Council is appended to these minutes at D.

The Parish Council resolved to write an official letter to Chichester District Council (CDC), which is appended to these minutes at E. District Cllr. Evans agreed to support the Parish Council to obtain timely responses from CDC's Neighbourhood Planning department. The Parish Council unanimously resolved not to re-new the WordPress NP website and to bring the site 'in house', hosted by TEEC and under the control of the Clerk.

NPSG / Clerk
Cllr. Evans

The Clerk to ascertain the date of CDC's remote Planning Committee meeting which will consider planning application 19/02182/FUL which is supported by Policy EE4 of the NP; (please refer to C/20/046, minutes dated 11th March 2020).

C/20/074

Highways

a. Matters to be reported by Members

A member of the public has raised concerns about the condition of overgrown vegetation along Foxbridge Lane, Ifold and Rickman's Lane, Plaistow particularly given the up surge in cycling and walking. The Parish Council resolved to identify and write to the responsible landowners asking that they address the situation. However, any action must not contravene s.1 Wildlife and Countryside Act 1981.

Cllr. Capsey /
Clerk

Parish roads have been marked for repair by WSCC's Highways department.

b. Traffic Calming Plaistow Road, Ifold update

The Standard Form of Consent for the additional posts and Speed Indicator Device has been signed by the Parish Council and WSCC Highways. Balfour Beatty have confirmed that they remain operational and can complete the works promptly. Balfour Beatty have a standard 12-month warranty on materials and workmanship. However, the posts are designed to last decades unless hit by vehicles, or vandalised. Clerk

c. TRO - Rickmans Lane, update

The matter was deferred to the next meeting.

Chair

C/20/075

Telephone Kiosks

a. The Drive, Ifold

The renovation works have been completed. The Parish Council unanimously approved the Financial Steering Group's (FSG) recommendation to instruct Evans Electrical, as set out in the FSG minutes dated 6th April and appended at F. Billingshurst Emergency and Assistance Team (BEAT) will assist the Parish Council to register the defibrillator with SECAM. Clerk

b. Plaistow

BT have confirmed that the Kiosk outside of The Sun Inn, Plaistow is available for adoption for £1 by the Parish Council under the 'Adopt A Kiosk Scheme'; however, a 90-day full consultation with CDC must take place first. The kiosk is a listed building and therefore any works or change of use may require planning consent from the Local Planning Authority. Clerk

C/20/076

Financial Matters

a. To approve Order for Payment & additional OFPs from March

Agreed and approved and appended at F. Cllr. Ribbens will counter sign via Secured Signing along with the Chair and Clerk. Cllr. Ribbens / Chair / Clerk

b. Internal Audit update

The Annual Internal Audit was completed on 23rd April. The report has been received and noted by the full Parish Council and is appended to these minutes at G. The Auditor did not make any comments or raise any areas for consideration over the coming year.

c. External Audit

The Parish Council unanimously resolved to approve Section 1: Clerk
Annual Governance Statement 2019/20 and then Section 2:
Accounting Statement 2019/20. The AGAR will be signed by the
Clerk and the Chair.

d. FSG Meeting Minutes & recommendations

The Parish Council approved all recommendations made by the Clerk
Financial Steering Group as set out in the attached minutes at H.

e. Approve 2020/21 budget

The Parish Council unanimously approved the 2020/21 budget as
attached at I.

f. Grant payment update

All 2020/21 Grants were made on 1st May, as set out in the Order
for Payments at appendix F. The Parish Council's website has
information regarding its Grant policy.

g. Insurance renewal including Asset Register update

The Parish Council's insurance is a 3-year policy agreement, which
expires May 2021. However, each year the policy is reviewed before
1st June. The Parish Council resolved to adopt the updated renewal
document, which reflects the revised Asset Register and
consequently increases the sum insured for Street Furniture, Gates
and Fences and the Cricket Pavilion. The Parish Council resolved not
to include natural surfaces in the policy or machinery. A stock-take Clerk
of machinery owned by the Council will be undertaken for future
consideration.

h. Expenditure protocols

The Parish Council's Standing Orders and Financial Regulations do
not provide for individual Members to incur expenditure on behalf
of the Parish Council. All formal letters of instruction for goods
and/or services must come from the Clerk, on behalf of the Council.

C/20/077

Winterton Hall legal investigation

The Parish Council has received initial legal advice from Wellers
Hedley Solicitors regarding the Winterton Hall Trust Deed dated
22.03.1961; see appendix J.

Members agreed that there are various methods to mitigate the
Management Trustees' liability, which can be investigated and no
limit on grant funding awards to the Winterton Hall.

The Parish Council resolved to ascertain the views of the Winterton
Hall Management Committee and find out information about the Clerk
tennis court for future consideration. Cllr. Colmer &

C/20/078	<p>VE Day update including bench dedication & grant</p> <p>The Parish Council sent twelve (12) VE Day 75th Anniversary cards, designed by the children at Plaistow Pre-School, to residents who participated in the war effort between 1939-1945. The Plaistow Ifold and Kirdford Local History Society put together an exhibition to celebrate the lives of those who lived and worked in the three villages during the Second World War, which has been published on the Council's website.</p> <p>The Parish Council commissioned a commemorative bench to mark the occasion and secured a £250 grant from CDC towards the cost. The Parish Council will consider where to place the bench in due course. Members resolved to dedicate the bench to Frank Cooper, a life resident of Plaistow who documented the war.</p>	<p>Cllr. Capsey & Clerk</p>
C/20/079	<p>Lagoon 3 update</p> <p>On 11th February 2020, the Parish Council resolved to write to Ms. Keegan MP and invite her to chair a meeting between the EA, CDC and the Parish Council. Considering the pandemic and current restrictions, the Parish Council resolved to contact Ms Keegan MP in due course, once stability resumes.</p> <p>In the meantime, any concerns relating to the lagoon should be reported to the Parish Council directly.</p>	
C/20/080	<p>Local Community Action Volunteer (LCAV) Scheme Update</p> <p>The LCAV Scheme has been a success. The community has responded admirably and there are over 100 registered volunteers. The Parish has 32 Service Users. Members resolved to continue to promote the LCAV Scheme on social media to ensure that residents know it will continue to operate irrespective of the easing of restrictions. The Parish Council publicly thanked Mrs Evans for her dedication and effort to manage the Scheme on behalf of the Council.</p>	<p>LCAV Scheme Administrator</p>
C/20/081	<p>Newsletter</p> <p>Members of the public can sign up to receive a newsletter on the Parish Council's new website. Cllr. Glavin has begun drafting the initial content for approval.</p>	<p>Cllr. Glavin, Cllr. Reynolds, Chair & Clerk</p>
C/20/082	<p>Clerk's Update including Correspondence (not considered as part of an agenda item)</p> <p>a. Artemis Name a Calf competition</p> <p>The Parish Council resolved not to endorse or promote the</p>	<p>Clerk</p>

competition on social media and to formulate a policy regarding how the Council will support local businesses moving forward.

b. Parish Council's Address

The Parish Council resolved to use the Winterton Hall as its registered address and to provide a secure post-box on the outside of the hall.

c. Contractors operations during the pandemic

Sussex Land Services are operational and are maintaining a normal grass cutting service. Scheduled tree works on the Plaistow Village Green have been postponed until Andrew Gale Tree Surgery Ltd reopens.

d. Lady Hope Playpark

The public consultation has been extended until 15th May 2020. The pre-schools and youth club will promote to their families.

e. Communal vegetable patch

On the 24th March, the Parish Council unanimously resolved to make an appeal on its website and social media for suitable land in the Parish to use as a communal vegetable patch. Central Government guidelines regarding staying at home and social distancing has rendered this approach unsuitable at this time. Members resolved to defer the matter until the next meeting.

f. Website

The Parish Council's new website will shortly be supported by a new 'back end' platform, which will increase its functionality.

g. Policy review & updates including to Media & Communications Policy re publication on website

The Parish Council resolved to amend the Media and Communications policy to include updates made to its website(s). All other policy updates and reviews were deferred until the next meeting.

h. VE Day Contemplation area on Plaistow Village Green and Ifold The Drive entrance

Deferred.

C/20/083

Items for inclusion on the next agenda & in the future

a. Public Right of Way update

Wednesday 3rd June 2020 – Planning Meeting

Wednesday 10th June 2020 – Full Parish Council Meeting

There being no further business, the Chair closed the meeting at 22:22

DISPENSATION REQUEST OF CLLR. KING-WILSON: 13TH MAY 2020

1. Prior to this meeting I received a written request from Cllr. King-Wilson for dispensation to be permitted to take part in the wider discussions regarding the Plaistow & Ifold Neighbourhood Plan (the Plan) at item 7 of the agenda.
2. Cllr. King-Wilson has a Disclosable Pecuniary Interest (D.P.I) in the Plan by virtue of being the landowner of the Brownfield Site referenced in the draft Plan at policy EE 4. The formal address being Little Springfield Farm, Plaistow Road, Ifold, RH14 0TS. Redevelopment of this site is supported by the Parish Council, as outlined at Policy EE 4.
3. The ground on which Cllr. King-Wilson has asked to be permitted to take part in discussions is "*a dispensation is in the interest of persons living in the council's area*" (Standing Order 7(h)(ii)).
4. As Proper Officer of Plaistow and Ifold Parish Council it is my duty to consider any Councillor's application for dispensation. The rules on applying for dispensation are set out in the Parish Council's Standing Orders at item 7.
5. I have previously considered Cllr. King-Wilson's dispensation requests on 14th May, 5th June, 25th June, 17th July and 17th September 2019. Each rationale document forms part of the minutes. I re-evaluate Cllr. King-Wilson's dispensation request on each occasion the Neighbourhood Plan comes before the Parish Council for discussion.
6. In some circumstances, Councillors may be granted a dispensation to enable them to take part in Council business, which would otherwise be prohibited due to their D.P.I. In coming to my decision, I have applied advise from SSALC and the Parish's Monitoring Officer at Chichester District Council and had regard for all the criteria to be applied in determining dispensation requests.
7. Regarding granting dispensation as a mechanism to prevent the business of the Parish Council being frustrated by virtue of being inquorate (s.33(2)(a) Localism Act 2011) I am satisfied that tonight's meeting will remain quorate if I refuse Cllr. King-Wilson's request; therefore, I am not persuaded to grant dispensation on this basis alone.
8. I have considered the following questions:
 - a. Is policy EE 4 fundamental to the Plan?
 - b. Is policy EE 4 being specifically addressed tonight? or any detail within the Plan, which directly, or tangentially, affects policy EE4?
9. Policy EE 4 is not fundamental to the Plan; consequently, it does not cause Cllr. King-Wilson to have a D.P.I. in all matters arising from the Plan. Therefore, a total exclusion from all discussions and/or voting in the decision-making process is not necessary and would be disproportionate.

10. Policy EE 4 is not being specifically addressed at tonight's meeting. In fact, the Parish Council will not be considering and/or voting on any specific issues within the Plan; but rather a general update on the impact of Covid-19 on its Regulation 16 public consultation (which is run by CDC independently of the Parish Council) and receiving a report from the Neighbourhood Plan Steering Group.

11. Consequently, there is little danger that Cllr. King-Wilson's participation in tonight's discussion could undermine public confidence in the decision-making processes of the Parish Council regarding the Plan.

12. I am therefore satisfied that Cllr. King-Wilson's D.P.I in Policy EE4 does not preclude him from participating in item 7 of tonight's agenda. I therefore permit Cllr. King-Wilson's dispensation request.

Appendix B – C/20/071 – County & District Cllr. Duncton’s Report

Chichester District Council is one of the top in the County and the top in Sussex for allocating the Business Grants provided by Government. I think they should be congratulated. Great effort. They are continuing to look after the rough sleepers and the next problem of course is finding them accommodation from the Hotels when things start getting back to some form of normal. They will deal with this I am sure.

We have been asking for a delay to our Local Plan and the Leader and her deputy have been in touch with the department asking for not only a delay in timings but for a possible reduction in the amount of housing required. The Sussex and Greater Brighton Planning Board have joined with us and all the MP’s in Sussex to try and get these delayed timings of one year for the Local Plan and hopefully a look at the 5 year housing Land supply. We can only wish them luck. At the moment it isn’t looking hopeful, but we shall see. They are continuing to hold some meetings that the public can view or listen in on Zoom and to-day they held a Planning meeting so not everything is stopped.

I think you know that Car Park charges have been suspended during this crisis and no decisions as yet but they are trying to talk with the other Councils to find a way forward to help the High Streets when this crisis is over. It would appear that not all Councils in West Sussex stopped Car Parking Charges. West Sussex County Council who has the responsibility for the Shielded Vulnerable which is the most serious category of Vulnerable People in this crisis. I can’t give you exact figures, but I do know that they are all working hard and very few of the Shielded Vulnerable are not receiving the help that they need. Indeed, if any. You hope that all shielded vulnerable are being taken care of and I believe they are.

Many usually working in County Hall are working from home and that is how it will be until we view it safe for people to return to their desks. Of course, Services such as Children’s Services and West Sussex Fire and Rescue are continuing as near normal as possible.

West Sussex was asked to help with people needing to go into care accommodation from Hospital and I am glad to say we were able to find the necessary accommodation for all that we were asked to help which was some 175 and will probably be more as we go forward.

We will of course have to cancel many of our meetings but those that we need to hold we are doing virtually. Next week for instance I am Chairing a Governance committee. That should be interesting. Some items that we would have discussed in normal times are on hold, but we will be discussing the way forward for County meetings and for instance when we will hold our full Council meeting. At the moment the May one is cancelled but we are hoping to be able to hold full Council on the 17th July so watch this space. It may be that meetings like the CLC’s will be kept on hold for some time but again this is something that we will be discussing next Wednesday at Governance. Of course, there is always the issue of motions at full Council that were not dealt with earlier. We have looked through all of these and in total there are only about 5 and none are urgent and some we are asking the motion proposer if they can get the answers they need from the relevant department or Cabinet member. It’s not ideal we know but it’s a case of needs must at the moment.

I just need to mention one more thing. Citizenship ceremonies. We usually have one of these a fortnight and between us my Vice Chairman and I attend and officiate at them all. Of course, this is also on hold and as yet I am not sure how we will catch up with these Citizenship ceremonies, but we will. I see busy times ahead and personally I can’t wait. Please look after yourselves and take care.

Janet Duncton, Chichester District Council Loxwood Ward | West Sussex County Council Petworth division.

Appendix C – C/20/071 – District Cllr. Evans’ Report

I would like to start my address in paying respect to Revd Pauline Lucas, an incredible, warm and genuine person who did huge amounts for this community and is a massive loss to us all. My thoughts are with her family and those who were closest to her.

Local Updates

- 1) I have been in touch with all Parish’s in the Ward I represent to support the setting up of Covid-19 Community Hubs in order that those that are most vulnerable in the Ward can be supported. I have also signed up as a volunteer to some of these Hubs and organised a mail drop in the Plaistow and Ifold Parish. Contact details of all Hubs have been previously sent to all Parish Council Clerks and I kept sharing them on social media to help spread the word.
- 2) CDC are working hard to solve issues as they arise during this unprecedented time. As District Councillors we have a special ‘hotline’ that we can use for any issues that arise. This is only available to Councillors and not being shared with the public in order to control the flow of traffic. If residents contact the Parish Council with any issues that you don’t know the answer to then please do let me know and I will pick this up on your behalf. Some issues I have been supporting residents in are:
 - Getting CDC to offer clear guidance on the bonfires
 - Clarifying questions / doubts on refuse and recycling collections
 - Action from the Environmental Protection team after a resident was reported to me to be burning Tyres
 - Support for residents surrounding Council Tax
 - Getting advice for local businesses (i.e. farmers, estate agents etc)
- 3) I have been contacted by a resident in the ward who is working tirelessly to make scrubs to support carers within the District. I have been helping to link her up with a team of volunteers and also help her to get these scrubs to the places that need them most. I received an update on Friday 1st May stating “we have had a donation from Billingshurst Scrubbers of 80m of material, they did some fundraising and are buying in bulk. We have made quite a good number now, and are working on Petworth Hospital at the moment, with Loxwood surgery next. Then we will start on Royal Surrey.” The project has a Facebook page called “For the love of scrubs”- if the parish council would like to know more I can send on further details.
- 4) Hogweed – I have had reports of Giant Hogweed growing on the path from the Drive to the Canal. I am looking into this and will report this in due course. If there is any guidance or knowledge about this from the Parish Council I would be grateful for any information.

CDC Updates

- 1) Councillors from the group I represent wrote to the Secretary of State for Housing, Communities and Local Government urging to extend the validity of the current local plan beyond the July deadline. This is an essential delay to enable communities to direct all immediate efforts and attention to the effects of the Coronavirus, prioritising looking after people at this time of need. On this letter we also urged the government to suspend time scales for new planning applications so they can be given due consideration in these challenging times. We fear that not to take these measures may result in unplanned, piecemeal development without infrastructure and in unsustainable locations.

2) From this month CDC has resumed formal meetings such as Full Council, Cabinet and Committee using zoom. If a member of the public wishes to speak or send a question they should contact democraticservices@chichester.gov.uk at least two working days before the meeting or for the Planning meeting there's a specific register form on the CDC website. They will either be able to join the virtual meeting or submit a written statement which will be read out meeting.

Next meetings after today's Planning meeting are

DPIP 14th May

Environmental Panel 18th May

Full Council 19th May

You may also have heard that at today's Planning Meeting that the Loxwood Co-op application was concluded. The decision was to permit with a contribution for social affordable housing.

- 2) All opposition parties at CDC have jointly urged that virtual meetings should not only include questions but also that were conducted in a way that all residents could follow them. We are delighted that formal Council meetings are re-starting in May using Zoom; however we must ensure meetings are open, transparent and participatory. Other Councils including WSCC and Horsham District Council have been using platforms such as youtube to livestream the Zoom meetings from their very first virtual meeting but CDC is not doing that yet. Audios of the meeting are uploaded afterwards – but meetings are not live stream and only those in the zoom meeting can watch them live. We hope that this situation changes from June and zoom meetings are streamed live and open for all residents to watch live as other councils are doing.
- 3) As mentioned from casework I am picking up CDC is continuing to receive reports of bonfires being lit across the district. They will continue sending out further reminders asking residents not to burn any waste under any circumstances during the Covid-19 pandemic. If you are affected by a bonfire, you can report this on the CDC website at: [socsi.in/reportbonfire_6SaLy](https://www.chichester.gov.uk/article/33909/Council-warns-against-bonfires-during-coronavirus-outbreak)
More info: <https://www.chichester.gov.uk/article/33909/Council-warns-against-bonfires-during-coronavirus-outbreak>
- 4) Parking – suspension of parking charges has been extended to June 8
We applaud this decision from CDC as it is a vital move to support essential services during this time.
- 5) Council tax- If you pay Council Tax over 10 Months CDC are considering a change in instalments so that payments will start in June not April. Those that are having issues with payment due to loss of employment or earnings as a result of this pandemic should make contact with CDC as soon as possible. Chichester District is going to be very sympathetic with residents struggling with paying taxes during this crisis. The email is taxation@chichester.gov.uk
- 6) Climate Officer Update: the new CDC Climate Change Officer has now been appointed, Dr. Andrea Smith who started on Monday. Andrea's first tasks will be to finalise the criteria for the Zero Chichester Fund and to develop our interim climate change action plan. This was first proposed by my group colleague Cllr Jonathan Brown last year and I am delighted for him to see his hard work on this become a reality.
- 7) CDC staff and members of the Senior Leadership team were supporting Stonepillow preparing food./ Some Council officers and some councillors are also taking part in the in the [Stonepillow](#)

Little Big Sleep Out on Saturday night to raise funds to support the homeless during the Covid-19 crisis. I am also delighted to join this initiative – the link will be published on my FB Page later this evening and those who decide to sponsor me can help me choose whether I sleep on the shed floor, on a pile of leaves, on a chair or in a tiny old tree house

- 8) You may have heard the excellent news that CDC is one of the top 3 local authorities in the country for getting business grants out to local firms. I kept using my social media to share posts from CDC with the info and contact details for this scheme and to make sure all businesses were aware of how to apply and I am very grateful to all residents who helped share the news as it contributed to the success of this – big round of applause to CDC officers dealing with this programme. The government has allocated £37million to support businesses in the district. Over 3,000 businesses in our district have benefited from this scheme. A very small number of our local businesses have decided for various reasons that they do not wish to access them. This money will be returned to central government

Digital District Cllr Surgeries

In this era of social distancing my face to face surgeries cannot continue for obvious reasons until such a time as these measures are relaxed.

To replace my surgeries, I am available to meet residents remotely through video calls upon request either through Zoom meetings or Video Calls through Skype or Hangout (ID gareth.evans1979@googlemail.com). Get in touch if you'd like to arrange a time to meet up!

Residents can contact me any time on my telephone 07958918056 or email gbevans@chichester.gov.uk. I can also be contacted via my social media handles.

Facebook is @GarethEvansLoxwood Twitter is @GarethEvans79

**Report to Plaistow and Ifold Parish Council Meeting 13 May 2020
Update on the Neighbourhood Plan**

As you are aware the Regulation 16 Consultation being run by CDC came to an end on 30th April 2020, having been extended from 14th April by CDC.

CDC have expressed concern that, due to the pandemic and government advice closing Public buildings including Churches, the hard copies of the NP documents lodge in Plaistow Church and in the CDC Offices were not available to view from 23rd March onward. Therefore the requirement to make these documents available both electronically and in hard copies for 6 weeks consultation has not been met.

CDC are still deciding whether they need to re-run the whole consultation again and when to undertake it. (The opportunity to extend the consultation period has passed) The Neighbourhood Planning Officer is currently taking advice of senior officers.

The Clerk to the Parish Council has offered a solution to CDC, that the copies of the Plan documents are held by her. People needing to see hardcopies, because they cannot access electronic copies, contact her to request the loan of a hard copy. These can then be posted or delivered. Social distancing can be maintained within Govt. guidance. The majority of requests are most likely to come from Parish residents, businesses and landowners and so delivery is quite feasible. Respondents can then write and post their response, if they are unable to access technology . A leaflet drop to Parish households advising of the re-run and how to access hard copies of documents can be made in addition to other electronic advertising, if it is still considered people would not see notice board adverts, following the recent loosening of restrictions. Which Authority carries the cost for this is yet to be agreed but the Parish Council has NP budgetary provision and grants available. The costs would not be excessive and the Clerk can advise further.

CDC normally, when undertaking consultation, publish the responses online when the consultation is completed. The Neighbourhood Planning Officer was preparing to do this but it has been pointed out that this might prejudice another round of consultation, either with residents thinking the consultation has been successfully completed or result in responses to any new consultation being governed by the previous comments and not by the NP documents.

Advice has been sought from Locality (organisation managing Govt grants and providing technical advice on NPs) regarding the Reg 16 consultation. Locality agree that MHCLG direction is limited. The Govt. view to date is for the competent local authorities to decide how they will handle planning processes in the current health crisis. But Locality would recommend a re-running of Reg 16 for 8 weeks,(additional time to allow for postage) and for hard copies to be made available through the Parish Council, as indicated above. Also they agree publishing the current responses now could be confusing and that the responses should be rolled forward into the new consultation. At the end of the second round of consultation CDC would have to process and publish both sets of responses.

Locality consider there is no reason to delay re-running Reg 16 and would assist the PC in prompting CDC to proceed as soon as possible. The Locality representative is meeting with MHCLG in 10 days and will bring the situation to their attention and request LPA are given additional guidance. They will report back.

Locality have also suggested that it may be helpful to have an external organisation such as Intelligent Plans and Examinations Ltd. involved post Regulation 16 to assist with any amendments to the Plan which may be required. Locality will advise further on grant aid for this professional assistance.

It is important to maintain progress on our NP and complete Reg 16 and examination , which will add weight to the Plan policies and ensure the Parish is better placed to manage development and protect our environment. The Local Plan Review is ongoing and slowed but there is no requirement that our Plan has to be delayed as a consequence. Currently the existing Local Plan is the Plan to which our Plan must conform.

Therefore it is recommended the Parish Council work positively and actively to ensure CDC re-run Regulation 16 as soon as possible and also facilitate access to the hardcopies of the documents as outlined above. The Parish Council will need to agree funding of some additional hard copies of documents and printing of a leaflet and delivery to households in the Parish. The PC has already paid for hard copies of the documents and probably another two copies is all that would be required. Consultees and landowners will be contacted by CDC as they undertook previously.

Neighbourhood Plan Website In addition the matter of the Neighbourhood Plan website needs to be considered. The new PC website is now up and running and the current Neighbourhood Plan website domain annual payment is currently due. Rather than host two websites it is an opportunity to move the NP material to be hosted directly by the new PC website. The Clerk would need to be instructed to arrange this transition with the PC website managers and the Neighbourhood Plan co-ordinator. The Clerk will then manage the website as a whole.

Sara Burrell

Chair Neighbourhood Plan Steering Group

PLAISTOW AND IFOLD PARISH COUNCIL



18th May 2020

Valerie Dobson
Principal Planning Officer
East Pallant House, 1 East Pallant
Chichester PO19 1TY

Via email: vdobson@chichester.gov.uk

Dear Ms Dobson,

Regulation 16 Consultation 27th February – 30th April 2020 of the Plaistow and Ifold Parish Neighbourhood Plan

The Regulation 16 Consultation on our Neighbourhood Plan, being run by the District Council, has been interrupted and effectively not completed as a result of the current Coronavirus pandemic and the social distancing measures imposed by Central Government. The closing of public buildings, including our local church, resulted in people being unable to access hard copies of the Neighbourhood Plan documentation from the 23rd March until 30th April. However, electronic copies were still available during this period and responses could still be made until 30th April.

You have stated that it is likely the Consultation will need to be re-run to avoid any risk of legal challenge. The Parish Council has offered a solution to the problem of access to hardcopies within Government guidelines during a new Consultation. The Parish Council is happy to hold a number of hard copies and for these to be loaned out as requested; either being sent by post or delivered. The vast majority of requests for hard copies of the documents would come from local residents and landowners and the Parish Council is confident this can be managed efficiently. Although it may be advisable to extend a new Consultation period for an extra 2 weeks to allow for delays in delivery / return. It is anticipated that the number of such requests would be low, with most people having access to the internet. The new Consultation and access to documents of course can be advertised by the usual means by the District Council. It therefore only requires the printing of some additional copies of the documents.

The Parish Council considers that a second Consultation period can easily be set up and run to meet legislation requirements and within Government health guidelines. The Parish Council is very concerned that yet more time is being lost in completing Regulation 16; two years have already elapsed in trying to complete just this Consultation. We therefore ask that the District Council deal

with this matter as quickly as possible and commence a new round of Consultation without delay. The Parish Council will assist in any way it can to facilitate this process and advise our residents, as needed.

We would of course expect that all responses made under the initial Reg 16 Consultation, completed on 30th April, would be amalgamated with those received during the second Consultation, so that people do not have to repeat what they have already submitted.

It is now two weeks since the ending of the Consultation and the District Council have been aware of the new health guidelines for several weeks prior to that date; therefore we do expect a decision shortly from you for the new round of Consultation.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'Catherine Nutting', with a stylized flourish at the end.

Catherine Nutting
Clerk & RFO to Plaistow and Ifold Parish Council

c.c. Mr Andrew Frost, Head of Planning, Chichester District Council / Dave Chapman, Locality and District Counsellor Gareth Evans

Appendix F – C/20/076a – Order for Payments

Schedule of receipts and order for payments for April-May 2020

To be approved at the Parish Council meeting on 13.05.2020

Agenda Item: 10a

The signed original document is filed in the Accounts file, YE 31/03/21

RECEIPTS

Payer:	Detail:	Cost Centre/Code	Amount:
CDC	Precept – first instalment for 2020/21	100/1076	£46,500
		Total	£46,500

PAYMENTS

Payee:	Detail:	Cost Centre/Code	Amount:
Peter J Consultants	Internal Audit	102/4115	£211.25
Balfour Beatty	Provide and install 4x 3m posts & 2x new 30mph signs and relocate 6x 30mph signs	301/4313	£1,528.69
Sussex Land Services	Grass cutting in April 2020	301/4301	£404.40
Silverback Studios	Print & design cost for VE Day 75th anniversary cards		£120.00
WSCC	Salary & Oncosts for April 2020	101 / 4101	£5,203.92
Ralph Restorations	Restoration of the BT Telephone Kiosk at The Drive, Ifold		£2,910.00
Winterton Hall	Hall charges for PC meetings and Village Tea Club meetings between 01.04.2019 – 31.03.2020	102/4137	£174.75
Miss C E Nutting	Ink & Printing plan up to 28.04.2020		£7.99
Miss C E Nutting	Zoom subscription 30.04.2020 – 30.05.2020		£14.39
Miss C E Nutting	Mileage – 16.04.2020: agenda publication & 29.04.2020: LCAV Scheme letter delivery		£7.02
Miss C E Nutting	Working from Home Allowance for April 2020		£18.00
		Total	£10,600.41

EXPENDITURE TO BE RATIFIED – paid since last Parish Council Meeting:

Payee:	Detail:	Cost Centre/Code	Amount:
WSCC	Salaries for March 2020	101 / 4101	£8,419.06
CDC	Litter bin emptying between 01.04.2019 – 31.03.2020	301/4302	£87.36
Sussex Land Services	Grass cutting for March 2020	301/4301	£404.40

WSALC Ltd	WSALC Subscription 2020/21 & NALC Subscription 2020/21	102/4120	£646.88
TEEC	Web hosting between Jan 2020 – March 2021	102/4142	£180
TEEC	First payment for new Website build (50% - final payment upon sign-off)	102/4142	£750.00
Kelsey Hall	Annual Grant Payment		£1,500
Plaistow Pre-School	Annual Grant Payment (s.137)		£650
Little Acorns Pre-School	Annual Grant Payment (s.137)		£450
Billingshurst Community Transport Ltd	Annual Grant Payment (s.137)		£350
Plaistow Youth Club	Annual Grant Payment (s.137)		£1,500
Ifold & Plaistow Scout & Guide Group	Annual Grant Payment (s.137)		£2,000
BEAT	Annual Grant Payment (s.137)		£1,000
Home Start Chichester	Annual Grant Payment (s.137)		£1,220
PCC	Annual Grant Payment		£1,000
The North Singers	Annual Grant Payment (s.137)		£200
		Total	£20,357.70

Total receipts £ 46,500.00

Total expenditure £ 30,958.11

Signed by Chair:..... Date:

Signed by Councillor: Date:

Signed by Clerk/RFO: Date:

Schedule of receipts and order for payments for March 2020

To be approved by the Chair & Chair of Financial Steering Group for Year End

To be approved at the Parish Council meeting on 08.04.2020

Agenda Item: TBC

The signed original document is filed in the Accounts file, YE 31/03/20

RECEIPTS

Payer:	Detail:	Cost Centre/Code	Amount:
		Total	£00.00

PAYMENTS

Payee:	Detail:	Cost Centre/Code	Amount:
		Total	£00.00

EXPENDITURE TO BE RATIFIED – paid since last Parish Council Meeting:

Payee:	Detail:	Cost Centre/Code	Amount:
Arun District Council	Covid-19 Parish Leaflet Printing		£66.56
Bankline	Account fee	102/4140	£2.40

Miss C E Nutting	HP ink and printing plan up to 27.03.2020		£7.99
Miss C E Nutting	Zoom monthly account fee between 31.03.2020 – 29.04.2020		£14.39
Shaw & Sons Ltd	Book of Condolence & additional pages		£129.60
Defibshop	Defib and heated case for BT Kiosk at The Drive Ifold	2019/20 NHB Grant	£1,770.00
		Total	£1,990.94

Total receipts £ 00.00.00
Total expenditure £ 1,990.94

Signed by Chair:..... Date:
Signed by Chair of FSG:..... Date:
Signed by Councillor: Date:
Signed by Clerk/RFO: Date:

SECOND Schedule of receipts and order for payments for March 2020
To be approved by the Chair & Chair of Financial Steering Group for Year End

To be approved at the full Parish Council meeting on 13.05.2020

Agenda Item: TBC

The signed original document is filed in the Accounts file, YE 31/03/20

RECEIPTS

Payer:	Detail:	Cost Centre/Code	Amount:
		Total	£00.00

PAYMENTS

Payee:	Detail:	Cost Centre/Code	Amount:
		Total	£00.00

EXPENDITURE TO BE RATIFIED – paid since last Parish Council Meeting:

Payee:	Detail:	Cost Centre/Code	Amount:
Streetmaster	Cavendish 1800 Iroko bench & VE Day panel, bolts, straps and delivery	4312/301	£813.60
Defibshop	BT Telephone Kiosk, Ifold Defibrillator signs (internal & external)	1081/100 EMR: 325	£36.00
		Total	£849.60

Total receipts £ 00.00.00
Total expenditure £ 849.60

Signed by Chair:..... Date:
Signed by Chair of FSG:..... Date:
Signed by Councillor: Date:
Signed by Clerk/RFO: Date:

**PLAISTOW & IFOLD PARISH COUNCIL
Internal Audit & Annual Return 31/03/2020**

In accordance with my Internal Audit Plan, Controls and Procedures have been tested, with Fraud and Risk Issues reviewed - these are well managed, as set out in the Governance and Accountability for Local Councils Practitioners’ Guide 2019 and meet the needs of the Council. I would only comment by exception. I confirm that I do not have any role within the Council. I will carry out my duties without bias and follow the Public Sector Internal Audit Standards 2012 - to enable the Council to comply with these Standards, plus the Accounts & Audit Regulations 2015.

There are not any matters to raise – well done.

Peter Frost
Peter J Consultants
23/04/2020

Finance Steering Group

MINUTES of Plaistow and Ifold Parish Council’s Finance Steering Group Meeting held on 6th April 2020, 19:30, via remote conference call (Zoom).

Present Cllr. Phil Colmer (FSG Chair); Cllr. Nicholas Taylor, Cllr. David Ribbens; Cllr. Paul Reynolds and Catherine Nutting (Clerk & RFO)

1. Apologies

Received and accepted from Cllr. Allan Pearson (Chair of the PC)

2. Declarations of Members’ Interests.

Cllr. Ribbens declared an interest in 1st Ifold Scout Group and the North Singers, which both receive grant funding from the Parish Council.

Cllr. Colmer declared a pecuniary interest in Balfour Beatty who are the Parish Council’s appointed highways contractor for the installation of signage posts along Plaistow Road, Ifold.

Catherine and Cllr. Ribbens declared a personal acquaintance with Mr Chris Evans, electrician of Evans Electrical through the Scouting movement/mutual friends.

3. End of year 2019/2020

The accounts have been closed following Year End (31st March 2020).

Two final Order for Payments have been reviewed and signed by Cllrs. Pearson, Colmer, Taylor and the RFO in relation to end of year invoices received after 11th March 2020. Authorisation pursuant to section 4.1 of the Parish Council’s Financial Regulations and sections 3.1.3, 3.1.18 and 3.1.31 of the Parish Council’s Scheme of Delegation. These Order for Payments will be presented to the full Parish Council at its next meeting, anticipated 13th May.

Cllr Colmer and the RFO will present the Parish Council’s accounts to the Internal Auditor by end April 2020.

Please refer to appended documents:

A - Budget-Actual Comparison at 31 March 2020

B - Updated Draft Budget Precept 2020-21

These documents were reviewed by the Steering Group, particularly the updated 2020/21 draft budget.

The Parish Council has closing reserves of £35,192.26. This is a £13,312.26 increase on the forecast closing reserves. However, some budgeted items for 2019/20 remain outstanding, namely the restoration of the Ifold telephone kiosk and instillation of a defibrillator; Ifold Traffic Calming initiative; new website and an adjustment for the Clerk’s annual overtime and backdated mileage and working from home allowance.

Therefore, these ‘roll over’ budgetary items have been included in a revised draft 2020/21 budget, as per the third column in appendix B.

The FSG recommend the following budgetary adjustments for 2020/21:

Cllr.
Colmer
& RFO

1) Increase the Tree Surgery budget – the Parish Council has received Andrew Gale Tree Surgery Ltd’s quote in relation to the works required on Plaistow Village Green further to the recent Tree Survey Report, which exceeds the original budget. The new budget provides for additional contingency.

2) The cost of the VE Day commemorative bench has been met by the 2019/20 budget, despite being an unbudgeted item, due to an accumulative underspend in other budgeted items. Therefore, the FSG recommends that the 2020/21 bench budget remains intact to meet the cost of additional seating in 2020/21.

3) The Lady Hope Playground budget has been reduced by £5,000 to allocate a budget for the Ifold Village Entrance Landscaping project. This is based on several factors including (a) cost estimates received from play equipment companies (b) budgeted Public Works Loan interest payments calculated to start April 2020 (c) grant receipts for both the playpark and landscaping projects and (d) Ifold Estate Ltd agreeing to fund some of the landscaping project.

4. **2020/21 Grant payments**

Please refer to appendix C, Grant Applications Summary Sheet 2020/2021.

The Parish Council has up to £13,736.32 to spend on s.137(4)(a) Local Government Act 1972 grants. These are payments where the Parish Council does not have a specific legal power, or duty to incur expenditure. Some grant requests fall outside of s.137, as the Parish Council has a power/duty to act. These are noted in red in appendix C; in these cases, there is no financial limit on how much the Parish Council can spend.

The FSG reviewed all the grant requests and makes the following recommendations:

1) Grant awards as recorded as ‘Approved’ in Appendix C (based upon requested amount and prior budgetary consideration). These will be paid by 30th April 2020 as per the Grant Award Policy.

2) Only payments to be made where a request has been received – those groups who did not submit a timely grant request can apply in Tranche 2 (6th June 2020) as per the Parish Council’s published Grant Awarding Policy.

3) The accumulative s.137 grant awards in Tranche 1 is £7,020. The £6,500 remainder (up to the statutory annual limit of £13,736.32) to be ringfenced for future payments to support the community during Covid-19 lockdown; either in Tranche 2, or for future consideration by the Parish Council once more is known about the effects to community groups.

5. **Allotments**

The legislation under which allotments are provided is the Allotments & Small Holdings Act 1908.

Provision of allotments is one of the few **duties** a Parish Council must perform and if approached in writing by **six** (6) electors it must use its best endeavours to secure land for that purpose.

Land can be rented, purchased by the Parish Council or by asking the District Council to use its compulsory purchase powers to acquire the land (this power exists under s.39 of the above Act) any costs falling upon the DC will be charged to the PC.

Clerk

If land is to be purchased, borrowing approval can be sought from the Secretary of State and a capital sum borrowed for up to 50 years from the Public Works Loans Board. The land need not be in the parish but could be in an adjoining parish; alternatively, the land can be rented from a local landowner.

The FSG recommends that for general knowledge purposes the process of acquiring land is further investigated; however, the matter need not be progressed at this time as the Parish Council has not received six (6) written requests from electors.

Clerk

6. **Policies (Data Protection / Freedom of Information / Vulnerable Persons)**

The FSG recommends that the Clerk and Cllr. Taylor work on the Policies together and circulate to the full Parish Council for approval / adoption at its meeting in May 2020.

Cllr.

Taylor

& Clerk

7. **Financial implications of Covid-19**

In addition to increasing the s.137 grant budget up to the maximum annual award amount of £13,736.32 in 2020/21, the FSG also recommends a Coronavirus contingency budget of £3,000. This additional funding has, in part, been met by an adjustment to the 'roll over' Traffic Calming budget (see below at 8).

8. **Imminent project budgets 2019/20 – 2020/21**

The FSG discussed the budget implications regarding the following projects and adjusted Appendix B accordingly:

Ifold Telephone kiosk

£3,850.26 – received as 2019/20 New Homes Bonus (NHB) (ring-fenced)

£895 - Defibrillator (Paid 2019/20) – part of the original budgeted figures in NHB application form

£580.00 - Heated cabinet (Paid 2019/20) – part of the original budgeted figures in NHB application form

£30.00 -Signage (Paid 2019/20) – unbudgeted project expenditure

£2,345.26 – remainder of NHB award 'rolled over' into 2020/21 budget

£2,865 - Kiosk Renovation, Ralph Restorations – part of the original budgeted figures in NHB application form

-£519.74 – foreseen project overspend from original NHB award amount and pledged by the Parish Council in the NHB grant application form

Electrician Estimates

K. Webber Electrician £520 estimate, please see Appendix D

Evans Electrical £414, please see Appendix E

The electrician cost was always foreseen as necessary expenditure to compete the project, however, was unbudgeted at the time of making the NHB grant application.

Therefore, the Parish Council needs to budget in 2020/21 around £1,000 to complete the project.

The FSG recommends the Parish Council instruct Evans Electric to undertake the installation of the defibrillator. This is based on cost, being VAT registered (the Parish Council can claim back VAT) and feed back from Ralph Restorations.

Traffic Calming

£15,000 – original 2019/2020 budget

£2,300 – Winterton Hall heaters

£600 – Winter & Emergency Plan Committee budget

£12,100 New project budget

£1,920 - Traffic Consultant fee & road survey (paid 2019/20)

£10,180

Agreed Traffic Calming expenditure (2020/21)

£3,150 – devise / cable / 3x brackets (this figure probably includes VAT)

£1,273.91 + VAT

£5,000 – adjusted Traffic Calming budget for 2020/21

Tree Works in Plaistow (and generally)

£1,750 – Original 2020/21 budget for Tree Surgery

£2,350 (+ VAT) – quoted tree works for Plaistow Green further to tree survey

£3,000 – Adjusted 2020/21 Tree Surgery annual budget

Website

£1,250 – web build fixed quote to be paid 2020/21

£120 – 12-month hosting and email (Jan 2020 – Jan 2021)

9. **AOB**

Enquiries have been made to review the Trust Deed of the Winterton Hall. Awaiting on quote for legal fees / additional expenditure and suggested way forward. *

Cllr.
Taylor

The Lady Hope Playpark public consultation will conclude end of April 2020. The project will be reviewed after this date.

10. **Date of next meetings**

TBC further to preparing the end of year accounts and submission to Internal Auditor

Clerk

There being no further business, the Chair closed the meeting at 21:05 hours.

** Since the meeting some expenditure has been incurred in relation to initial investigations regarding the Winterton Hall by a firm of Solicitors contacted by Cllr. Taylor. The Parish Council is awaiting the invoice for payment. There is a dispute that authority was given to incur these costs on behalf of the Parish Council.*

Appendix I – C/20/076e – Approved Budget

Please refer to the separate Excel spreadsheet.

Appendix J – C/20/077 – Winterton Hall Legal Advice

