



Notice of Meeting of the Parish Council

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 14th June 2023 at 19:30, 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: 7th June 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/85055119701?pwd=Zmdub3VoSkYi95UzMyVmt2WFE4Zz09>

Meeting ID: 850 5511 9701

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.	Apologies for absence & housekeeping* Recommendation: - To receive and accept apologies for absence.	1 min

**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.

2. **Disclosure of Interests** 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.
3. **Minutes** 1 min
See Clerk's Report. Circulated separately and on the [website](#).
Recommendation: - To approve the Minutes of the Annual Parish Council meeting held on 17th May 2023 and resolve to sign via Secured Signing in accordance with Standing Order 12(g).
4. **Public Forum** 10 mins
Recommendation: - To receive and act upon, if considered necessary by the Council, comments made by members of the public in accordance with relevant legislation and the Parish Council's Standing Orders 3(d), (e), (h), (i) – (k). Questions, or brief representations can be made either in person, or in writing provided they were sent via email to the Clerk no later than 4pm Wednesday 14th June 2023. 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.
5. **To receive reports from [County and District Councillors](#)** 10 mins
Recommendation: - To give an opportunity to receive an update from Councillors at a District and/or County level on business and activities that affect Plaistow and Ifold Parish and the local area.
6. **Financial Matters** 10 mins
See Clerk's Report
 1. Financial Reports for May – June 2023 (Payments and Receipts Analysis)
Includes income and expenditure between 11th May – 7th June 2023.
Recommendation: - To receive, review and note the Financial reports and appoint signatories.

2. [Internal Audit](#)

Recommendation: - To receive and note the Internal Audit report for 2022/23 dated 22.05.2023

3. [Annual Governance and Accounting Statement 2022/23](#)

Recommendation: -

- a. To agree the Annual Governance Statement 2022/23. (Section 1 of the Annual Governance and Accountability Return (AGAR))
- b. To agree that the Annual Governance Statement 2022/23 be signed by the Chairman and Clerk.
- c. To agree the Accounting Statement 2022/23 (Section 2 of the AGAR).
- d. To agree that the Accounting Statement 2022/23 be signed by the Chairman.
- e. To note additional information to be submitted to the external auditor in support of the AGAR.
- f. To adopt the dates for the period of exercise of public rights from 16th June – 27th July 2023 inclusive.
- g. To note that the following information will be published on the Parish Council's website no later than 15th June:
 - S1&2-AGAR.
 - Signed declaration that accounts are unaudited and liable to change.
 - A statement explaining how public rights can be exercised.
 - The notice period ((f) above)
 - Contact details of the External Auditor.

7. **Planning Matters**

5 mins

See Clerk's Report

1. [Crouchlands Farm Planning Applications for Rickman's Green Village \(22/03114/FULEIA & 22/03131/OUTEIA \)](#)

Recommendation: - To note the representations submitted to the Local Planning Authority on 5th and 6th June 2023.

2. [Crouchlands Farm Planning Application for Whole Farm Plan \(22/01735/FULEIA\)](#)

Recommendation: - To note and agree the Council's representations regarding the changes to the application.

3. [Lagoon 3](#)

Recommendation: - To note the update regarding the breach of enforcement notice.

4. Housing development and the A27 Strategic Road Network
 Recommendation: - To note CDC's Development Management Team update.
8. **Ratify Clerk's decision(s) – [Scheme of Delegation](#)** 1 min
See Clerk's Report
 Recommendation: - To note and ratify the Clerk's appointment of Steve Tilbury, Planning Consultant, pursuant to paras 3.1.2, 3.1.3 and 3.1.6 of the Scheme of Delegation.
9. **South Downs National Park elections** 2 mins
See Clerk's Report
 Recommendation: - To note the ballot paper and candidates' statements and vote for two (2) Councillor representative to sit on the SDNP Board.
10. **Highway Matters** 5 mins
See Clerk's Report
1. To receive and resolve to act upon any Highway matters raised by Councillors.
 2. To note any updates regarding the School Safety Zone in Plaistow and the TRO application along Rickman's Lane, Plaistow.
 3. To consider the road markings outside the church in Plaistow.
 4. To receive and note the Public Rights of Way Annual Parish Report.
 5. To note WSCC Highway's response to the Parish Council's pothole report, Plaistow Road, Ifold.
11. **Bike racks in Ifold** 5 mins
See Clerk's Report
 Recommendation: - To consider Cllr. Denyer's proposal and resolve next steps to be added to a future agenda.
12. **Correspondence** 1 min
 Recommendation: - To consider adding any correspondence received to a future agenda.
13. **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. Memorial bench in Plaistow
 2. WHMC meeting with AiRS and AGM update
 3. Councillor Vacancies
 4. Neighbourhood Plan

14.

Date of next meetings

1 min

Recommendation: - To note the dates of forthcoming meetings:

- Planning & Open Spaces Committee, 11th July 2023, Kelsey Hall, Ifold
- Finance Committee, 12th July 2023, 7pm, Kelsey Hall, Ifold
- Full Parish Council, 12th July 2023, 7:30pm, Kelsey Hall, Ifold