



Clerk's Report

Full Parish Council meeting, 12th July 2023

BUSINESS TO BE TRANSACTED

Number	Item
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1. **Apologies for absence & housekeeping***
Apologies have been received from Cllr. Taylor.

**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**

(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).

At the time of drafting this report, no disclosure of interests have been received from any Member. If a Member becomes aware of an interest in any agenda item, they must notify the meeting (either at the beginning of the meeting, or before the agenda item is discussed).

Members have a positive duty to consider the agenda and notify the meeting if they, or their partner, have a Disclosable Pecuniary Interest (DPI), or other interest in any matter listed. If a Member, or their partner, has a DPI, or any other interest, they are prohibited from participating in the discussion and/or voting. However, a Member can apply in writing to the Proper Officer (Clerk) for dispensation to participate and/or vote in the matter. It is a criminal offence for any Member to withhold disclosure of a DPI without reasonable excuse and/or participate in debate and/or voting (in the absence of dispensation from the Proper Officer).

3. **Minutes**

Approval of the draft minutes of the full Council Meeting held on 14th June 2023.

The draft minutes are published on the [website](#) and were circulated to Members, via email, on 22.06.2023.

Approved minutes shall be signed by the meeting Chair via Secured Signing – a secure and legally recognised digital signing software package - in accordance with Standing Order 12(g). The signed minutes will be published on the website [here](#).

4. **Public Forum**

At the time of drafting this report, no requests to address the meeting have been received.

In accordance with [Standing Orders](#) (SO) 3(e) the public are permitted to make representations, answer questions, and give evidence in respect of any item of business included in the agenda. However, public participation shall not exceed 10 minutes, unless otherwise directed by the Chairman (SO 3(f)). A speaker is limited to 5 minutes (SO 3(g)). The Council is not required to respond and/or debate a matter/question raised during public participation and the Chair can direct a response to be provided (oral/written) by either a Councillor or the Clerk (SO 3(h)). Only one person shall speak at a time and if more than one person wants to speak, the Chair shall direct the order (SO 3(k)). A record of the public participation session shall be included in the minutes (SO 3(t)).

The business of the meeting will resume immediately following the public forum.

5. **To receive reports from [County and District Councillors](#)**

Reports provided in advance of the meeting are published alongside the agenda on the Parish Council's [website](#) and circulated to Members, via email, for advance consideration.

6. **Financial Matters**

1. Financial Reports for June – July 2023 (Payments and Receipts Analysis)

Includes Parish Council's income and expenditure during the period 10th June – 6th July 2023.

To note, no income has been received by the Council during this period.

To note in particular: -

[PAYMENTS](#)

- £42 paid to Geosphere Ltd is the Council's annual subscription to [Parish Online](#), the digital mapping software and asset management tool used by Local Government.

All other payments are self-explanatory/standard monthly payments of the Council.

2. Finance Committee & Working Group – end of Quarter 1

Members are encourage to read the minutes of the Finance Working Group meeting dated 5th July, which will be available [here](#). The Working Group supports

the Finance Committee by considering matters and making recommendations. The Finance Committee meets at 7pm on 12th July.

Any update which deviates from the substantive recommendations of the Working Group will be advised to the Council via the Finance Committee Chair, Cllr. Colmer.

7. **August meeting**

August is a busy time for everyone, and it is typical that the August meeting is vacated. Planning meetings continue as normal (8th & 29th August). However, as always, if there are no applications to be considered then the meeting(s) is vacated.

8. **Code of Conduct**

1. To resolve to adopt the Local Government Association's model Code of Conduct, which the Parish Council's Principal Authority (CDC) has likewise adopted.

The Clerk is undertaking a review of the Council's policies to ensure that the Council has the correct policies in place ([C/23/085, 17.05.2023](#)). Policies govern the way the Council conducts itself lawfully and ensures that in the event of a situation, the Council, its Members and Staff know how to respond. Many of the required policies are available as model documents from NALC / WSALC and therefore require limited amendments.

It is a legal requirement that the Parish Council has a Code of Conduct (Localism Act 2011). It is best practice to adopt the Local Government Association model Code of Conduct, which likewise the Principal Authority (CDC) has adopted. This ensures that the document is up-to-date and helps the Monitoring Officer (Nick Bennett, CDC) whose job it is to apply the Parish Council's Code of Conduct to any complaint situation arising. If Mr. Bennett is already familiar with the document (because CDC and the Parish Council use the same one) then it supports his role in the process.

2. To consider nominating a Member to sit as a 'Parish Member' on CDC's Standards Committee

Mr. Bennett has contacted Parish Councils as follows: -

You will be aware that the Code of Conduct that applies to all Parish Councillors in the District is overseen by Standards Committee. The work of the committee is interesting and includes work to update and improve the policies and arrangements of the local code, potentially sitting in sub committee hearings to consider complaints and generally giving visible public reassurance that behaviour of Councillors is well managed.

Clearly it is vital that Parish perspectives are given a voice, and three representatives from Parishes can sit on the Committee and we now have some vacancies. This is really good timing to join with a new Executive and much changed membership, and with the new committee already agreeing to review the procedures for handling investigations. Meetings are not frequent – one or two a year – supplemented by

occasional standards hearings about particular complaints which the Monitoring Officer (me!) refers to them.

It is possible more time could be spent on listening and advising other Parish Councillors who are the subject of complaints on occasion too.

I would be very grateful if clerks could email me with any persons willing to act as a Parish member of the standards committee. There would then be an appointment process through our new Chair of standards, Cllr Corfield at Standards committee, on Tuesday 17 October at 9.30am. It might be helpful if those putting themselves forward could write a paragraph as to their interest and/or experience in case more applicants than vacancies were received. I would stress though that experience in standards and governance work is not a pre requirement. A calm, analytical person would be absolutely the right person for the role. A sense of humour is occasionally useful too.

Training would be provided, and relevant costs covered but the post is not remunerated.

9. Highway Matters

1. To receive and resolve to act upon any Highway matters raised by Councillors.

None raised at the time of drafting this report.

2. To note any updates regarding the School Safety Zone in Plaistow and the TRO application along Rickman's Lane, Plaistow.

No new update to report since the last meeting in June.

10. Ifold Play area

The survey results can be found on the Parish Council's website [here](#).

Members are encouraged to read the minutes of the two Playpark Working Group meetings dated 14th and 28th June.

Please note the actions of the Playpark Working Group to be ratified by the Council and progressed: -

- Write to direct neighbours of the Kelsey Hall
- Website to be updated with the survey results (done).
- Facebook posts & the Council's summer newsletter to communicate survey results.

11. Priority & Funding Survey

1. To consider and approve the webpage

A link to the draft page has been circulated to Members separately. The page remains 'offline' until approved by Council and the survey is launched.

2. To consider and approve the survey

A link to the draft survey has been circulated to Members separately. The survey remains 'offline' and confidential until approved by Council and it is officially launched.

3. To consider and approve the date of the survey

Due to the approaching summer holidays, the Clerk recommends that the survey is launched in September.

Members are encouraged to remind themselves of the resolution(s) of the Council in February ([C/23/023](#)) and March ([C/23/034\(4\)](#)) 2023 – the Clerk's reports for both meetings (on the website) provides further background information e.g., why the change from Royal Mail to Arun District Council.

12. **Newsletter**

An update from the Chair of the Newsletter Working Group will be provided at the meeting.

13. **Clerk's update & items for inclusion on a future agenda**

See Clerk's Report

Recommendation: - To receive general updates and resolve to add any matters arising to a future agenda in relation to: -

1. Councillor training (19.07.2023)

The Clerk will deliver new Councillor training to anyone who wants to attend (zoom) on 19th July.

2. Cessation of Compass Travel bus service 42

The following information been received: -

I write to inform you that Compass Travel bus service 42 will no longer operate in West Sussex from 23 July 2023. Currently this consists of just one return journey daily on Mondays to Fridays from Loxwood, Ifold and Plaistow to Godalming & Guildford, with little or no use of this service being made by West Sussex residents. Service 42 will continue to run nearby in Surrey running approximately every two hours with all buses running direct from Alfold Crossways to Dunsfold. Loxwood, Ifold & Plaistow will still have alternative Compass Bus services 64 & 69 which continue unchanged.

Further to a query raised by Cllr. Price to WSCC regarding the impact upon residents of Durfold Wood, which will have no bus service; and by removing all public transport from the area, Durfold Wood and the surrounding road becomes even more isolating for people who cannot drive, the following information was provided: -

Firstly, perhaps I should explain how bus services are provided. Under the 1985 Transport Act bus operators can run bus services whenever and wherever they like so long as they can do so profitably, and these 'commercial' services make up some 85% of the bus network in West Sussex. Whilst the County Council can financially

support bus services where these are not provided commercially, the budget is strictly limited. In addition, as a result of ever-decreasing funding from central Government the total spending for bus services in West Sussex was reduced by around £300,000 per annum in April 2019. Regrettably that meant some services had to be reduced in frequency or in a few cases withdrawn altogether, and it was at this time that West Sussex County Council funding was withdrawn from service 42. Compass Travel have continued to operate the service 42 diversion via Plaistow & Loxwood without West Sussex County Council financial support from 2019 until now, but the low passenger numbers mean that they can no longer do so. When spending public money, the County Council has to be seen to demonstrate value for money, and to financially support bus services we need evidence of reasonable patronage for the tax payers money spent. Unfortunately, numbers using service 42 were so low that it was difficult to justify the funding, and I am not sure that we ever found a passenger boarding the bus at Durfold Wood.

3. Bus shelter build in Plaistow and Ifold

The the build has begun! The local oak, supplied by Miliam Ltd in Kirdford, has been delivered to the Team's workshop for the initial stage. Darren Rolfe and his Team expect to be on site (Plaistow and Ifold) from mid-July onwards. The disruption to neighbours (deliveries/noise etc) is anticipated to be minimal. The Team will use a small concrete mixer and hand tools. The greatest noise will be a generator; however, this will not be in continuous use. The shelters are due to be completed by September, subject to any further unforeseen delays outside of anyone's control.

Neighbours of the shelter in Plaistow will receive a letter from the Parsh Council updating them on the project (hand delivered by Paul and Nicholas) in the coming days.

4. Receive an update regarding bike rack installation in Ifold

Update from Cllr. Denyer: -

I have been researching different bicycle rack options for outside Ifold Stores. [Attached](#) is some info relating the research, costs and pro's/con's. Wooden covered bike storage (mini shed) options start in excess of £3K, so I have focused on a more basic cost-effective options.

Having had a few chats with cycling enthusiasts it appears the 'toast rack' type bike stands are preferable so that bikes can be leant up against something solid, preventing bikes falling like dominoes, getting damaged etc. Both the wheels and frames can be secured to the rack, which is important if you have quick release wheels, as other rack types only secure a wheel, then the rest of the bike can be stolen.

Craig has suggested the location of the rack, shown in pics in the attachment.

Another good suggestion was that a heavy duty plastic box be provided and perhaps secured to the ground with brackets, for cycle helmet storage

(a good cycle helmet is £40-50 so they can be as desirable as the bikes to take).

5. Community Speed Watch – [SID data](#)

The meeting is asked to note the up-to-date Speed Indicator Device (SID) data (May 2023). This has been passed to Sussex police and a traffic op invited / suggested along Plaistow Road under their Op Downsway (the force's response to anti-social driving and speeding).

6. [Asset audit](#)

The asset spreadsheet has been circulated to Members and individual Councillors assigned to various assets. Some have returned their completed review already. The data will be entered into a central spreadsheet for overall review at the September meeting. This information will assist the Council to prepare its 3-year business plan – alongside the results of the Priority and Funding Survey.

7. [CDALC AGM update](#)

Cllr. Price attended the meeting. The draft minutes can be found [here](#). Cllr. Price will provide a further verbal update where necessary at the meeting.

14. **Date of next meetings**

Recommendation: - To note the dates of forthcoming meetings:

- Planning & Open Spaces Committee, 29th August 2023, Winterton Hall, Plaistow
- Planning & Open Spaces Committee, 12th September 2023, Kelsey Hall, Ifold – 7pm
- Winter & Emergency Plan Committee, 12th September 2023, Kelsey Hall, Ifold – 7:45pm
- Full Parish Council, 13th September 2023, Kelsey Hall, Ifold – 7:45pm