



## 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 12<sup>th</sup> July 2023 at 19:30, Kelsey Hall, Ifold**. 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: 4<sup>th</sup> July 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/85208862651?pwd=UGxHYkdpdDNQenBGOTdaZXVjcTc4Zz09>

**Meeting ID: 852 0886 2651**

Please email the Clerk for the password [clerk@plaistowandifold-pc.gov.uk](mailto: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](http://www.plaistowandifold-pc.gov.uk) | Alternatively, please contact the Clerk for hard copies: [clerk@plaistowandifold-pc.gov.uk](mailto:clerk@plaistowandifold-pc.gov.uk)

Number	Item	Time
1.	<b>Apologies for absence &amp; housekeeping*</b> 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 Parish Council meeting held on 14<sup>th</sup> June 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 12<sup>th</sup> July 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** 5 mins  
*See Clerk's Report*
  1. Financial Reports for June - July 2023 (Payments and Receipts Analysis)  
Includes income and expenditure between 10<sup>th</sup> June – 6<sup>th</sup> July 2023.  
Recommendation: - To receive, review and note the Financial reports and appoint signatories.

2. Finance Committee & Working Group – end of Quarter 1  
 Recommendation: - To receive and note the Finance Working Group’s minutes (05.07.2023) and any update from the Finance Committee meeting held at 7pm on 12<sup>th</sup> July.
7. **August meeting** 2 mins  
*See Clerk’s Report*  
 Recommendation: - To consider and resolve to vacate the full Council meeting in August.
8. **Code of Conduct** 3 mins  
*See Clerk’s Report*  
 Recommendation: -  
 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.  
 2. To consider nominating a Member to sit as a ‘Parish Member’ on CDC’s Standards Committee
9. **Highway Matters** 2 mins  
*See Clerk’s Report*  
 Recommendation: -  
 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.
10. **Ifold Play area** 3 mins  
*See Clerk’s Report*  
 Recommendation: - To receive, review and ratify the minutes/recommendations of the Playpark Working Group dated 14<sup>th</sup> and 28<sup>th</sup> June 2023.
11. **Priority & Funding Survey** 5 mins  
*See Clerk’s Report*  
 Recommendation: -  
 1. To consider and approve the webpage  
 2. To consider and approve the survey  
 3. To consider and approve the date of the survey
12. **Newsletter** 3 mins  
 Recommendation: - To consider any update/recommendations from the Newsletter Working Group.

13. **Clerk's update & items for inclusion on a future agenda** 5 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. Councillor training (19.07.2023)
2. Cessation of Compass Travel bus service 42
3. Bus shelter build in Plaistow and Ifold
4. Receive an update regarding bike rack installation in Ifold
5. Community Speed Watch – SID data
6. Asset audit
7. CDALC AGM update

14. **Date of next meetings** 1 min

Recommendation: - To note the dates of forthcoming meetings:

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