



Notice of Meeting of the Parish Council

To: All Members of the Parish Council

I hereby give you notice that a Full Meeting of Plaistow and Ifold Parish Council will be held on **Wednesday 14th July 2021** 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: 8th July 2021

Yours faithfully

Catherine Nutting

Clerk & RFO to the Council

Covid-19 measures

Public and Press are encouraged to join this meeting remotely via Zoom:

<https://us02web.zoom.us/j/86728669976?pwd=bkYrTGIEY29OejcyelpYYVRkT1FCUT09>

Meeting ID: 867 2866 9976

Please email the Clerk for the password clerk@plaistowandifold.org.uk

The Zoom link is also available on the Parish Council's website: <https://plaistowandifold.org.uk/>

BUSINESS TO BE TRANSACTED

Appendices & Clerk's Report can be found on the website.

Number	Item	Time
1.	Apologies for absence & housekeeping Recommendation: - To receive apologies for absence.	1 min
2.	Disclosure of interests 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, in relation to matters on the agenda.	2 mins
3.	Minutes <i>Circulated separately and on the website.</i> Recommendation: - To approve and sign the Minutes of the full Parish Council Meeting held on 23rd June 2021.	1 min

4. **Public participation** 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 Plaistow and Ifold Parish Council's [Policy](#). 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 July 2021. Public Participation shall not exceed 10 minutes, unless directed by the Chairman. 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. *Appended to the Agenda at [A](#) and [B](#) and published on the website.*
6. **Financial Matters** 10 mins
- 1. Order for Payments**
- Financial Report for June - July (up to 08.07.2021) See [Appendix C](#). Includes income and expenditure since the last Council meeting on 23.06.2021.
- Recommendation: -
- a. To review the Order for Payments
 - b. Resolve to authorise the expenditure listed
- 2. Financial Steering Group (FSG) update**
- Recommendation: -
- a. To note the minutes of the final FSG meeting.
 - b. To consider the end of Quarter 1 budget report.
 - c. To approve the recommendations of the FSG.
 - d. To note the reviewed Bank Reconciliations.
 - e. To approve any recommended movement of unspent/available amounts to other budget headings/earmarked reserves.
- 3. To receive a PWLB application update**
- 4. Tree surgery at Winterton Hall**
- Recommendation: -
- a. To note the [quote](#) from Andrew Gale Tree Surgery

b. To consider the merits of the Parish Council meeting the whole quote.

7. **Amend Standing Orders and Financial Regulations** 2 mins
Recommendation: -
a. To resolve to amend the Standing Orders and Financial Regulations to permit Minutes and all other official Parish Council documentation to be signed by a secure electronic package as well as via wet signature.
b. To resolve to amend the Standing Orders and Financial Regulations to permit the Chairman, in consultation with Councillors, to decide if voting will be by poll or show of hands in relation to a particular matter.
c. To resolve to amend the Standing Orders to create a Financial Committee.
8. **Highway Matters** 2 mins
1. Matters to be reported by Members.
Recommendation: -
a. To receive and resolve to act upon any Highway matters raised by Councillors.
9. **Neighbourhood Plan update**
Recommendation: - To receive and resolve to act upon an update from the Neighbourhood Plan Steering Group including any resultant unbudgeted expenditure recommended by the Steering Group.
10. **August full Council meeting** 1 min
Recommendation: - To resolve to vacate the 11th August meeting.
11. **Lagoon 3** 3 mins
Recommendation: - To receive an update regarding the progress of the LPA's enforcement action.
12. **Register of Interest forms** 1 min
Recommendation: - To resolve to require that all Members submitted their updated Register of Interest forms to the Clerk.
13. **Correspondence** 2 mins
Recommendation: - To receive correspondence not listed as an agenda item above.

21. **Clerk's update** 2 mins
Recommendation: - To receive general updates and resolve to act upon any matters arising.
- a. Kelsey Hall event (rescheduled) on 24th July
 - b. Meeting venues
 - c. Add Planning Tracker to website – update regarding recommendation from the Planning & Open Spaces Committee
22. **Items for inclusion on a future agenda** 1 min
Recommendation: - To notify the Clerk of any matters to be added to a future agenda.
23. **July Meeting Dates** 1 min
All meetings in September will take place at WINTERTON HALL, PLAISTOW
18th August, 19:30 – Planning & Open Spaces Committee
8th September, 19:30 – Full Parish Council Meeting
15th September, 19:30 – Winter & Emergency Plan Committee meeting
29th September, 19:30 - Planning & Open Spaces Committee