



Clerk's Report

BUSINESS TO BE TRANSACTED

- | Number | Item |
|--------|--|
| 1. | <p>Apologies for absence & housekeeping</p> <p>At the time of drafting this report, apologies for absence have been received from Cllrs. Taylor, Whitehouse and Colmer. County and District Councillor Duncton has also sent her apologies.</p> |
| 2. | <p>Disclosure of interests</p> <p>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).</p> <p>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).</p> |
| 3. | <p>Public Forum</p> <p>At the time of drafting this report, no requests to address the meeting have been received.</p> |
| 4. | <p>Minutes</p> <p>On the website.
Circulated to Members via email on 03.08.2022</p> |

Please note, the draft minutes include the Crouchlands Farm presentation and hour-long public Q&A forum. Artemis Land & Agriculture Ltd have asked for some corrections to be made to their responses. Their requested corrections are noted in red beneath the relevant part.

5. **To receive reports from [County and District Councillors](#)**
District Cllr. Evans has provided a report, which is published on the [website](#).

Co-option procedure to fill a casual vacancy

6. **To receive written applications for the office of Parish Councillor and to Co-opt a candidate to fill the existing vacancy.**

The Parish Council has one casual vacancy, which can be filled by way of Co-Option. An application has been received from Mr. Rick Robinson, which was circulated to Members via email on 20th September.

The Parish Council is not obliged to fill the vacancy. It is against the Person Specification that a new Member is appointed (appendix C of the [Co-Option Policy](#)).

7. **To adjourn the meeting to allow candidates to present to the Council (max 5 mins per candidate).**

In accordance with the Co-Option Policy, during the meeting candidates will be given five (5) minutes maximum to introduce themselves to Members, give information on their background and experience and explain why they wish to become a member of the Council. The process will be carried out by adjourning the meeting to allow the candidate to speak.

8. **Exclusion of the Press and Public**

The National Association of Local Councils (NALC) Best Practice advise is that Members' deliberations should be held in public to ensure the business and decision making of the Parish Council is open and transparent. Nevertheless, the NALC/West Sussex Association of Local Councils (WSALC) Co-Option Policy, which the Parish Council has adopted, provides for the exclusion of the press and public (which includes the candidate themselves, if in attendance) due to the inevitable disclosure of confidential information entering the public domain. It is therefore the Clerk's recommendation that the Council resolve to exclude the press and public and candidate(s) (if in attendance) for the duration of any deliberation of the received application(s).

Even if there are no press and/or public present at the meeting, it is advisable to make this resolution, as it means that the Parish Council can lawfully exclude any 'late comers', who would otherwise be admitted to the meeting at this juncture.

9. **Deliberation of candidate(s)**

Subject to the Parish Council's decision above, this element of the meeting can be conducted in either public or private.

If in private, the minute will be minimal and bland: *"Members considered the applicant(s) against the Person Specification"*

10. **Voting by way of signed ballot and results**

The Clerk, acting as Returning Officer, will ask two Members to propose and second each applicant before voting. This does not reflect the way those Members may vote. Each Member will receive a ballot paper. To vote in favour of election, a Councillor must sign their name in the space provided. They leave the space empty if they do not wish to vote for a particular candidate. An 'X', or any other mark, spoils the ballot paper and that Member's vote will be discounted. Members can vote regardless of existing personal friendships, or association. The vote is confidential; the only person privy to Councillors' individual votes is the Clerk, as Returning Officer.

The Clerk collects up the ballot papers and tallies up the votes and advises of the results. If there are more than two candidates being considered, the person with the least votes falls away from the process and Councillors vote for a second time.

To be Co-Opted a candidate needs an absolute majority of votes cast (50% + 1 of the votes available at the meeting); if 'hung' the Chair gets the casting vote. If the votes are evenly split, the Chair's casting vote is not private. The voting results will be appended to the minutes of the meeting.

After the vote has been concluded the Chair declares the successful candidate duly elected and, after signing their Declaration of Acceptance of Office, they may take their seat immediately. However, until they have returned their Declaration of Interests form (up to 28 days from election) they are not permitted to vote.

11. **Financial Matters**

1. The minutes of the Finance Committee meeting are published on the Council's website [here](#). Members are advised to review the [Clerk's Finance Report](#) prepared for the meeting and note the following resolutions and recommendations: -
 - i. The financial report (Order for Payments) for July - August 2022 was approved (published on the website [here](#)).
 - ii. The future use of the Parish Council's Accounting Programme's Payments and Receipts Analysis Reports in lieu of the Order for Payment going forward.
 - iii. Verification of the bank statements, corresponding reconciliation statements, cash book and balance sheet for Qtr. 1 (April – July 2022) by Cllr. Bushell.

- iv. Review of the 2022/23 Budget Forecast Comparison spreadsheet at Quarter 1 and the various resolutions outlined at F/22-23/008, pages 3 - 5.

There are two (2) spreadsheets published on the [website](#). The original Budget Forecast Comparison spreadsheet was published with the agenda and illustrates the financial forecast without the resolved amendments made during the meeting; the second revised spreadsheet reflects the decisions of the Finance Committee as outlined within the minutes at F/22-23/008, pages 3 - 5. The resolutions of the Finance Committee - highlighted in blue in the updated spreadsheet (column N) - have taken the current end-of-year projection of a closing balance of £155.04 overspend (excluding the loan) to a £17,217.96 underspend (excluding the loan) (L145). Or, including the loan, an uplift from an end-of-year reserve position of £34,584.69 to £51,957.69.

- v. The creation of a Finance Working Group. The groups Terms of Reference document is published on the website [here](#).
- vi. That the Parish Council becomes a member of [Action in Rural Sussex](#) (AiRS). An explanation of AiRS and its benefits to the Parish Council is outlined within the Clerk's Finance Report.

- 2. To receive, review and note the Financial report for August – September 2022. Includes income and expenditure since the Finance meeting on 10.08.2022.

As outlined in the minutes of the Finance Committee meeting (see above) all future reporting of the Council's monthly income and expenditure will be produced by the Parish Council's Accounting Programme in the form of Payments and Receipts Analysis Reports. The reports for August – September, which outline the income and expenditure since the Finance meeting on 10.08.2022, were published on the [website](#) alongside the agenda.

- 3. To receive and note the [External Auditor's report](#) and Certificate 2021/2022

The Internal and External Auditor reports are published on the Parish Council's website ([here](#)), along with the Notice of Conclusion of Audit. This notice has been added to the four notice boards within the Parish. The three Internal Auditor's recommendations have now been executed: -

- i. The Council has obtained a debit card on the Council's bank account
- ii. The Clerk has attended RBS accounting system training
- iii. The Council has correctly stated that it is the sole trustee of the Plaistow Playing Field Charity (charity 305404) on its Annual Return.

The External Auditor has commented that the period of public rights should have been for a single period of 30 working days; however, this year, the Council provided 31 days. This is because the date of publication was disregarded within the 30-day calculation. In future years the date of publication will be included in the 30-day calculation to avoid this 'trivial breach of the regulations' reoccurring.

4. To note option to 'opt out' of the Smaller Authorities' Audit Appointments (SAAA) central external auditor appointment arrangements

All Parish Councils have the option to opt out of the SAAA central external auditor appointment arrangements. However, doing so would require the Parish Council to make its own arrangements to appoint an external auditor, which is lengthy, costly and onerous.

The SAAA has written to ascertain if Plaistow and Ifold PC wish to continue to opt-in. If so, then no action is required and Plaistow and Ifold will remain part of central scheme. If the Parish Council wishes to opt-out, then it must notify the SAAA no later than 28 October 2022. Failure to do so, means automatic opt-in until March 2027.

Subject to the detail outlined below, **the recommendation of the Parish Council's Clerk and RFO** is that Plaistow and Ifold Parish Council should remain 'opted in' to the SAAA central external auditor appointment arrangements

What is SAAA?

Smaller Authorities' Audit Appointments Ltd (SAAA) is an independent, not for profit, limited company established to procure external audit services and appoint external auditors for smaller authorities.

A smaller authority is defined as an authority where the higher of gross annual income or expenditure does not exceed £6.5 million.

Why was SAAA established?

The Local Audit and Accountability Act 2014 established new arrangements for the accountability and audit of local public bodies in England. The

legislation states that for the financial year starting on 1 April 2017, all smaller authorities must appoint their own external auditor.

It was acknowledged that having approximately 10,000 authorities establishing correct procedures and appointing their own auditors for the first time would generate significant challenges. To assist smaller authorities find and appoint an external auditor, the Secretary of State at the then Department of Communities and Local Government (DCLG) specified SAAA as a sector led body with powers to procure and appoint auditors and set audit fees for smaller authorities in compliance with the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015, and the Local Audit (Smaller Authority) Regulations 2015.

SAAA has undertaken a comprehensive and robust procurement tender exercises in both 2016 and 2021 which has resulted in the appointment of external auditors in a cost-effective way that has resulted in significant financial savings for the smaller authority sector.

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms.

The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, the SAAA has contacted all Councils to advise of the option to opt-out of the next round of 5-year audit appointments. All authorities must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period.

All authorities require an appointed external auditor.

During the previous 5-year period all smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor.

Opting out

Opting out is a significant decision which requires careful consideration; to assist authorities considering opting out, guidance has been developed to

clarify what opting out means in practice. This detailed information can be found at <https://www.saaa.co.uk/guidance.html>

Key implications are:

- an opted-out authority regardless of size (including exempt authorities) must appoint an appropriate external auditor;
- the appointed auditor must be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales).
- an opted-out authority must convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA;
- an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise;
- an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations;
- any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by 30 November 2022 will have an external auditor appointed for it by the Secretary of State through SAAA. This will result in additional costs of £300 which will have to be met by the authority.

12. Decisions made by delegated power since 13th July 2022 for ratification

- i. continue the Council's engagement for the provision of internal audit services in 2022-23

Pursuant to paras 3.1.2 and 3.1.15 of the [Scheme of Delegation](#), the Clerk provided written agreement accepting the terms of engagement of April Skies Accounting Ltd to supply Mike Platten to act as internal auditor to Plaistow and Ifold Parish Council for 2022-23 financial year at a cost of £375, plus travel ([C/22/013\(2\), 9th February 2022](#)).

- ii. upgrade the Council's web and email hosting package

The increased number of Parish Council email addresses required has caused the Council to move from TEEC's standard package of support (£20pm) to its premium package (£36pm), which includes unlimited email accounts (rather

than the cap of 15). Council policy requires that all Councillors, staff, Co-Opted members, and those participating in Working Groups have a Parish Council email account. This is for GDPR and Freedom of Information purposes. The creation of a Planning Working Group with 9 members (7 of whom required a new Council email address) caused the Council to exceed the 15 limit and therefore required an upgrade to its hosting package. This increase to the 'Website Maintenance, Internet and Email Management' budget has been approved by the Finance Committee and accounted for in the updated Budget Forecast Comparison spreadsheet.

The Premium hosting package includes all the benefits from the Standard package plus unlimited email accounts, secure email, web-based client, Virtual Clerk support (in case the Council is without a Clerk for a period), monthly OWASP Site security Scanning and using chosen domain.

13. **Highway Matters**

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

At the time of writing this report, no Member has raised a specific issue to be reported to WSCC Highways Department. Cllr. Capsey is Lead Member for Highways.

2. To consider a Shillinglee resident's request for a TRO to implement a 30mph on Shillinglee Road

The Council has received the following query/request from a Shillinglee resident: -

For a while now a number of residents in Shillinglee have felt that we sometimes witness vehicles using this part of Shillinglee Road at rather too high a speed than we consider to be safe.

Bearing in mind that there have been at least two successful applications to WSCC Highways for reductions in speed limit on Plaistow Parish roads (40 down to 30 in Ifold and 30 on Rickmans Lane), some of us have wondered if the same process could be started up here, leading to a speed reduction on Shillinglee Road one day.

One or two of us have already written to WSCC Highways but without really getting anywhere so I wondered if there is anything the PC could do to help.

Look forward to hearing your advice when you get a moment.

The Clerk recommends that this matter is budgeted for / progressed in 2023/24. A public consultation will be needed in the first instance, and a speed survey. The matter will require advice from WSCC Highways, and possibly a transport consultant in terms of signage and the area's designation (it is not a village and is currently a 60mph through road). The Council is currently committed to various TRO applications within Plaistow in 2022/23. It is recommended that these TROs are achieved before the Council considers TROs in Shillinglee. This matter can be factored into the 2023/24 budget setting exercise undertaken by the Finance Committee later in the year.

3. To consider the Community Speed Watch (CSW) Team's request for help to promote and recruit more operators

The latest data summary is published on the Parish Council's website [here](#).

The CSW Team have requested further help from the Parish Council to promote and recruit more CSW operators. The Clerk is currently liaising with Ifold Estates Ltd to consider what, if any, joint working can be achieved moving forward. IEL have recently implemented SIDs within the estate. IEL have welcomed the suggestion of a joint Zoom meeting between the CSW, Parish Council and IEL – and any other interested party - to consider ideas for bolstering engagement for CSW across the Parish and focus attention on road and traffic safety generally. One suggestion is to form a Parish Youth Council to consider a variety of matters that are common to various Parish groups (PC/IEL etc), such as speed and road safety, and feed back to these groups. The Clerk has suggested, in the first instance, to organise a Zoom meeting and progress from there. Any suggestions/feedback from this meeting would be researched and added to a future agenda for the Parish Council's consideration.

14. **Playpark matters**

1. To note the RoSPA Playpark inspection and recommendations

The 2022 safety inspection of the Lady Hope Playpark in Plaistow is published on the Parish Council's website [here](#). Some remedial works have been recommended. The Clerk is liaising with Redlynch regarding matters which concern the newly installed equipment. The Playpark Working Group are aware of the highlighted remedial works and have undertaken some actions

e.g., Cllr. Brown has fixed the gate (failing self-close spring) and the fence uprights. The Playpark Working Group undertake a monthly inspection of the Playpark and highlight any issues which need addressing. A Playpark Working Group meeting is scheduled for 8th November to review the progress of remedial works and will feed back to the full Council thereafter.

2. To receive and note the minutes of the Playpark Working Group Meeting dated 13th July 2022 and subsequent progress update

The minutes of the [Playpark Working Group Meeting](#) and appended documents ([draft schematic](#) and [Kelsey Hall Management Committee requirements](#)) were published on the website alongside the meeting agenda. Please note, the schematic is for illustrative purposes only. It shows the type and quantity of equipment the area *could* host. Its purpose is to: - 1). Test that the site is capable of being developed into a play area 2). Manage future design expectations. It does not indicate that Redlynch will be instructed for the works – the project will have to go out for tender in due course.

Since the meeting, the Next Steps have been progressed as follows: -

- KHMC have confirmed that the play area does not conflict with their insurance.

Email from Allied Westminster (a specialist Village Hall insurer) on 18th July: -

Further to your email below, I confirm if the playground equipment is the responsibility of, maintained and insured by the Parish Council and you have written confirmation of this, then it will not have any effect on the hall insurance. The village hall insurance will not provide any cover in respect of liabilities to do with the playground equipment, as it is not your responsibility.

- A meeting between the Clerk and IEL has been organised in October to discuss access from Chalk Road.
- Preparation of the lease is underway. The matter has been referred to the legal department of the Parish Council's Insurance Company for drafting. (Please refer to [C/21/164](#), page 3 -4 of the minutes of the full PC meeting dated 13th October 2021)
- The public consultation, including letters to the direct neighbours of the Kelsey Hall, will be drafted, and reviewed by the Playpark Working Group at their meeting on 8th November. The Parish Council's Autumn

Newsletter will be used to promote the consultation and project – likely to be published in November.

15. **Civility and Respect Pledge**

Matters to be considered and resolved upon under this agenda item: -

- Signing up to Civility and Respect Pledge.
- Adopting the NALC model Dignity at Work policy.
- Writing to Gillian Keegan MP asking her to support the registered Early Day Motion (EDM) calling for the government to establish an appropriate and effective sanctions mechanism to deal with local councillors who have been found guilty of bullying and harassment following an independent investigation.
- Appointing a Councillor to attend the (New) Code of Conduct (online) training on 19th October.

Like all Town and Parish Councils up and down the Country, Plaistow and Ifold has been approached by the National Association of Local Councils (NALC), Society of Local Council Clerks (SLCC) and One Voice Wales (OVW) and asked to add this matter to an agenda and discuss civility and respect and sign up to pledge that Plaistow and Ifold Parish Council will:

The Pledge

- treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:
 - Has put in place a training programme for councillors and staff
 - Has signed up to the Code of Conduct for councillors
 - Has good governance arrangements in place including staff contracts and a dignity at work policy
 - Will seek professional help at the early stages should civility and respect issues arise
 - Will commit to calling out bullying and harassment if and when it happens
 - Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the Local Council Award Scheme
 - Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate

NALC, SLCC and OVW seek to start a culture change for the local council sector. Unfortunately, throughout the sector, there are growing concerns about the impact bullying, harassment, and intimidation are having on local (parish and town) councils, councillors, clerks and council staff and the resulting effectiveness of local councils. NALC, SLCC, OVW and county associations (such as West Sussex Association of Local Councils (WSALC)) have responded to this by setting up a Civility and Respect Working Group to oversee the Civility and Respect Project.

Civility means politeness and courtesy in behaviour, speech, and in the written word. Showing respect can be by listening and paying attention to others, having consideration for other people’s feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The ‘Civility and Respect Pledge’ has been launched and is easy to sign up to via the website here. Taking the Pledge is done online.

Signing up is a simple process, which requires councils to register online and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
<p>Our council has put in place a training programme for councillors and staff</p> <p>The Clerk has recently achieved qualified status by completing CiLCA.</p> <p>Councillors undertake training – the next sessions are organised for 11th and 12th October 2022.</p>	
<p>Our council has signed up to Code of Conduct for councillors</p> <p>The Parish Council has adopted and adheres to the Code of Conduct, which is published on its website here</p>	

<p>Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.</p> <p>The Clerk has a NALC model contract in place and, consequently, the Council has adopted the national agreement on Local Government terms and conditions of employment (called 'the Green Book').</p> <p>The Council submits to both an Interim (mid-year/optional) and Annual (mandatory) independent Internal Audit, which ensures that good governance arrangements are in place. The Council is encouraged to adopt the NALC model Dignity at Work policy.**</p>	
<p>Our council will commit to seeking professional help in the early stages should civility and respect issues arise.</p>	
<p>Our council will commit to calling out bullying and harassment when if and when it happens.</p>	
<p>Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme</p> <p>Signing this pledge and ensuring the requisite best practice NALC model policies are in place – ongoing – is the first step to the Council considering applying for accreditation via the Local Council Award Scheme – something it can consider in 2023/24.</p>	
<p>Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.</p> <p>The NALC, SLCC and OVW Civility and Respect Working Group has identified a significant number of changes and improvements considered vital to provide support to help reduce and manage the issues related to bullying and harassment in the sector. These factors have been organised into six project workstreams that will deliver on</p>	

the [mission statement](#) – Training, Governance, Intervention, [Legislative](#), Collaboration and Enabling.

Regarding Legislative, in January 2019 The Committee on Standards in Public Life undertook a review of Local Government Ethical Standards and produced a report comprising 26 recommendations for legislative changes.

The resulting recommendations included:

- The ability for the principal authority to impose sanctions on a parish councillor following a review.
- The ability for a local authority to suspend councillors.
- Mandatory training for clerks.

The lobbying of the government to implement these, and other recommendations, is ongoing within NALC and SLCC. The Civility and Respect project, spearheaded by the Civility and Respect Working Group, will highlight the continuous action taken to progress these and other legislative changes.

Councils are being encouraged to write to their MP asking that they support the registered Early Day Motion (EDM) calling for the government to establish an appropriate and effective sanctions mechanism to deal with local councillors who have been found guilty of bullying and harassment following an independent investigation.

The suggested letter to Gillian Keegan MP is published on the website [here](#).

EDMs are motions submitted for debate in the House of Commons for which no day has been fixed. Whilst few are debated, many attract a great deal of public interest and media coverage. They are used to put on record the views of individual MPs or to draw attention to specific events or campaigns. By attracting the signatures of other MPs, they can be used to demonstrate the level of parliamentary support for a particular cause or point of view. The more MP's that support an EDM, the more likely it is to get discussed in parliament.

[The EDM motion](#) has attracted 13 cross-party signatories to date and states: -

Motion text

That this House notes with deep concern convincing evidence collected by the Association of Local Council Clerks showing that, far from being untypical, the toxic behaviour by Parish Councillors in Cheshire exposed online in December 2020, is endemic in a significant minority of Town and Parish Councils; deplores the departure from their roles of dozens of part-time and full-time Clerks, as a result of bullying by Councillors who face negligible sanctions for such misbehaviour; regrets the anguish thus generated and the substantial cost to the public purse arising from settlements following breakdown in employer and employee relations; and calls on the Government to establish an appropriate and effective sanctions mechanism, including financial penalties, to deal with local Councillors found guilty of such misconduct.

**The Dignity at Work policy is the first of a series of new or revised governance documents which are being developed by the project team. The documents have been reviewed by a focus group made up of clerks, councillors, monitoring officers, and county associations.

The Dignity at Work policy will replace any previous bullying and harassment policy. It encompasses behaviours beyond bullying and harassment and zero-tolerance to deal with concerns before they escalate. It has been produced with supporting guidance because it is essential that any commitment to the policy is applied in practice.

The wording has been suggested to demonstrate a council's commitment to promoting dignity and respect where they have signed up to the Civility and Respect Pledge.

The latest Newsletter regarding the Civility and Respect project can be found [here](#), which includes suggested training for Councillors and the Clerk with a 50% discount being offered until the end of 2022.

The Clerk will attend the following online training on 28th September and suggests that a Lead Member – to be agreed by the Council – attends on 19th October (7 pm, 120 minutes).

****The (New) Code of Conduct****

Delegate fee £15

This session is aimed at Members and officers of local councils who have adopted the new Local Government Association (LGA) Code of Conduct for members (as endorsed by NALC and SLCC) **or who are considering adopting it**. It will look at key aspects of the code, the practical implications of working with it and look at the guidance which sits alongside it. This is an interactive session where attendees will be invited to ask questions about any aspect of the code, as the session aims to help people understand how to effectively implement the code at a local level.

16. **Correspondence**

- South Downs West Sussex Parish workshop, Tuesday 18th October

The Parish Council has received the following correspondence. Councillors are asked to consider attendance and, if so, agree a representative.

Dear Clerk

The upcoming South Downs **West Sussex** Parish workshop will be held on **Tuesday 18th October** at **The Memorial Hall, Midhurst** from 6:00-8:30pm.

The agenda is currently being finalised and we will share this with you in the coming weeks. Tea and coffee will be served on arrival from 6:00pm and the meeting will commence at 6:30pm, ending with a question and answer session, so plenty of time to ask questions of the SDNPA officers.

To book a place at the meeting please reply to this email, or send your request to eventbookings@southdowns.gov.uk along with the name and email address for the representatives from your parish council. Please can I ask that Parishes only request a **maximum of two places per parish**, so we can manage the numbers attending and ensure adequate time for all to engage in the Question and Answer session. To ensure Councillors get the meeting information in time, please send the necessary details of those attending to eventbookings@southdowns.gov.uk **before 5pm on Monday 10th October**.

At this year's workshops we will have a display area so Town and Parish Councils can display details of local projects which may be of interest to other Parish Councils. We are using this display area to help Town and Parish Councils share best practice and inspire each other to deliver projects which contribute to enhancing the towns and villages of the National Park. If you have any content that you wish to share with your fellow parishes or community groups please email this to eventbookings@southdowns.gov.uk **before 5pm on Monday 10th October, or bring it along on the night**.

Any material presented during the parish meeting will be made available on our webpage following the last workshop.

We look forward to hearing from you.

17. **CDALC Northern Parishes Update**

Cllr. Taylor attended the Chichester District Association of Local Councils (CDALC) Northern Parishes Meeting on 1st September 2022. The notes taken at the meeting have been published alongside the agenda [here](#).

CDALC has suffered from a lack of engagement from the northern parish councils of the district. This meeting was called to find out why and to see what CDALC could do to encourage greater engagement.

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

1. The death of Her Majesty, Queen Elizabeth II

An update will be provided at the meeting, if necessary.

2. Councillor vacancy

Cllr. Glavin's recent move out of the area has caused a casual vacancy to arise. CDC provided Parish Electors 14 working days to call a by-election (18th Aug – 7th September). A by-election was not called (10+ electors must write to CDC requesting that a by-election be called to fill the vacancy). Therefore, the vacancy can be filled by way of Co-Option after an initial advertisement period of 4 weeks, in accordance with the Council's [Co-Option policy](#). The vacancy was posted on the Parish Council's website, Facebook page and notice boards on 7th September. The advertisement has already generated enquiries. The closing deadline is 4pm on 5th October. The Co-Option meeting will take place on 12th October – the next full Council meeting – which means that the newly elected Councillor can benefit from the Councillor training being held after the full meeting on 12th October.

3. Queen's Platinum Jubilee fundraising update

The Winterton Hall teas and cakes made £211.85.

The money has been split equally (£106) between the two current [DEC appeals](#) :-

Ukraine Humanitarian Appeal

Afghanistan Crisis Appeal

Donations could only be whole amounts and the Council cannot retain charitable funds. Therefore, the Council's precept has incurred an additional 15p to round up from £211.85 to £212.

The money made on the bar and via collection buckets has been donated to the DEC directly by the Winterton Hall Management Committee, who kindly ran the bar.

4. Tree survey

In accordance with the Council's resolution ([C/22/103\(2\) 13/07/2022](#)) a Tree Condition Report for Plaistow Village Green has been booked for 14th October.

5. Email migration

All Councillors now have a new email address: -

[name].[surname}@plaistowandifold-pc.gov.uk

6. Consultation on the draft Chichester Infrastructure Business Plan (IBP)

The Parish Council has been invited to comment on the draft Chichester Infrastructure Business Plan (IBP). (The IBP is distinct from the Infrastructure Delivery Plan (IDP) for the Local Plan Review). This document has been sent to Councillors via email in advance of the meeting.

The consultation runs for six weeks from 13 September 25 October 2022. In particular, the Council has been asked to check the details about the projects and provide any updates, especially the projects prioritised for CIL funding. The project list is detailed in Appendix A (from pg. 38)

Plaistow and Ifold listed projects are (pg.58): -

The suggested update for the consultation is amending the listed timescales (see red below).

Install a bus shelter with seating outside the Sun Pub, Plaistow	By request of the elderly community at the well used bus stop in the centre of the village.	2020-2022 Short term (2023-2028)	New Homes Bonus (NHB) and Parish Council	CIL	Update timescale to 2023/24 This project is dependent upon the availability of WSCC Community Team – currently supporting Afghan and Ukrainian refugees (prior to that, in support of the Pandemic). The Clerk is in regular contact for updates.
Install a public toilet at the Cricket Pavilion on Plaistow Village Green.	Many clubs and residents use the village green and would benefit from a public toilet.	2021-2026 Short term (2023-2028)	Parish Council & NHB.	CIL & other	No change – the timescale is appropriate
Installation of play equipment, Ifold.	Play equipment required in Ifold identified via Neighbourhood Plan process.	2022-2023 Short term (2023-2028)	PC precept plus Ifold Residents Association	CIL	Update timescale to 2023/24

The purpose of the IBP is to keep the identified infrastructure needed to support the development in the adopted Local Plan to 2014-2029 up to date. The IBP prioritises infrastructure provision and phasing; identifies funding sources and responsible delivery agencies and prioritises the projects to be funded solely or partly from the Community Infrastructure Levy (CIL). The IBP is a ‘living’ document which concentrates on the next five years infrastructure requirements. This is reviewed and rolled forward each year to ensure that it is kept up to date.

19. Meeting Dates

Please note the new [meeting schedule](#) and dates of forthcoming meetings and Councillor training.

- Tuesday 11th October, Planning & Open Spaces Committee Meeting, 7:00pm – Winterton Hall, Plaistow
- Tuesday 11th October, Finance Committee Meeting, 8:00pm – Winterton Hall, Plaistow
- 12th October, Full Parish Council Meeting, 7:00pm – Winterton Hall, Plaistow

20. **Exclusion of Press and Public**

Due to the confidential nature of discussing employment/staffing issues, the Council shall resolve to exclude the Press and Public from the meeting during the consideration of item 21, 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.

21. **Staffing matters**

Members will receive separate and confidential information about this matter. A confidential minute will be taken.