



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 13th September 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: 5th September 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/86958177520?pwd=TIN3YnBETWxxRGJLa3JoV0d6WHRCdz09>

Meeting ID: 869 5817 7520

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.	<p>Apologies for absence & housekeeping*</p> <p>Recommendation: - To receive and accept apologies for absence.</p> <p><i>*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</i></p>	1 min

	<p><i>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.</i></p>	
2.	<p>Disclosure of Interests <i>See Clerk's Report.</i> 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.</p>	1 min
3.	<p>Minutes <i>See Clerk's Report. Circulated separately and on the website.</i> Recommendation: - To approve the Minutes of the Parish Council meeting held on 12th July 2023 and Extraordinary Meeting regarding the Neighbourhood Plan held on 8th August 2023 and resolve to sign via Secured Signing in accordance with Standing Order 12(g).</p>	1 min
4.	<p>Public Forum 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 <u>either in person, or in writing provided they were sent via email to the Clerk no later than 4pm Wednesday 13th September 2023.</u> 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.</p>	10 mins
5.	<p>To receive reports from County and District Councillors 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.</p>	10 mins
6.	<p>Neighbourhood Plan See Clerk's Report Recommendations: -</p> <ol style="list-style-type: none"> 1. To note the initial funding award 2. To note the letter from CDC's new Housing Delivery Team 3. Initial meeting with Locality & Colin Smith Planning Ltd – to consider and resolve upon the following matters: - 	30 mins

	<ul style="list-style-type: none"> a. the direction of the Neighbourhood Plan b. the main aims/aspirations for the Neighbourhood Plan c. key constraints and challenges as they are known d. the specific issues to be addressed through the Design Code e. the specific questions to be addressed through the Housing Needs Assessment f. issues around development pressures and speculative development in the parish. 	
7.	<p>Local Plan <i>See Clerk's Report</i> Recommendations: - To receive, review and note the Local Plan update.</p>	1 min
8.	<p>Financial Matters <i>See Clerk's Report</i></p> <ol style="list-style-type: none"> 1. <u>Financial Reports for July – September 2023 (Payments and Receipts Analysis)</u> Includes income and expenditure between 7th July – 7th September 2023. Recommendation: - To receive, review and note the financial reports and appoint signatories. 2. <u>External Audit</u> Recommendation: - To receive, review and note the External Auditor's report and Notice of Conclusion of Audit. 3. <u>Internal Audit</u> Recommendation: - To receive, review and note the Internal Auditor's terms of engagement and Interim Internal audit. 4. Gatwick Airport - 2nd runway via a Development Consent Order. Recommendation: - <ol style="list-style-type: none"> a. To consider if the Council supports or opposes Gatwick Airport's plans for a 2nd runway. b. To consider registering an interest in giving evidence to the hearings c. To consider if the CAGNE Aviation Town and Parish Council Forum should register to be party to the PINs hearings? d. To consider making a donation to CAGNE towards the costs of legal fees 	10 mins
9.	<p>Sessile oak tree <i>See Clerk's Report</i> Recommendations: - To receive, review and note the Sessile Oak Tree Condition Report and recommended works.</p>	1 min

10.	<p>Ratify Clerk's Decision(s) since last meeting – Scheme of Delegation <i>See Clerk's Report</i></p> <p>Recommendations: - To note and ratify the following decisions made by the Clerk pursuant to paras 3.1.2, 3.1.3, 3.1.5, 3.1.6 of the Scheme of Delegation: -</p> <ol style="list-style-type: none"> a. Appoint 1st Call for Sessile Oak tree works b. Instruct Kevin Webber to fix pavilion electrics & instal signage c. Parish Council laptop d. Purchase updated Arnold Baker (legal textbook) e. Print 2022 minutes for archive f. Clerk attending Cyber Security training 	2 mins
11.	<p>Policy documents <i>See Clerk's Report</i></p> <p>Recommendation: - To receive and resolve to adopt</p> <ol style="list-style-type: none"> a. the Terms of Reference documents for the Planning and Finance Committees and their Working Groups; and b. the Community Equipment Borrowing policy and T&Cs. 	3 mins
12.	<p>Northern Parishes <i>See Clerk's Report</i></p> <p>Recommendation: - To consider a joint training summit and holding quarterly meetings.</p>	3 mins
13.	<p>Parish defibrillators <i>See Clerk's Report</i></p> <p>Recommendation: - To note the registration of all parish defibrillators and consider making an application for grant funding for another defibrillator.</p>	3 mins
14.	<p>Highway Matters <i>See Clerk's Report</i></p> <p>Recommendation: -</p> <ol style="list-style-type: none"> 1. To receive and resolve to act upon any Highway matters raised by Councillors. 2. To note any updates regarding the School Safety Zone (SSZ) in Plaistow and the TRO application along Rickman's Lane, Plaistow. 3. To resolve to apply for a TRO for 20mph within the SSZ. 	3 mins
15.	<p>Winterton Hall website <i>See Clerk's Report</i></p> <p>Recommendation: - To permit the Winterton Hall to have a page on the Council's website for their own needs.</p>	3 mins
16.	<p>Ifold Play area <i>See Clerk's Report</i></p>	1 min

	Recommendation: - To note the letter sent to all neighbours of the Kelsey Hall.	
17.	<p>Newsletter & Priority & Funding Survey</p> <p><i>See Clerk's Report</i></p> <p>Recommendation: - To receive an update and consider the content of the autumn newsletter.</p>	3 mins
18.	<p>Clerk's update & items for inclusion on a future agenda</p> <p><i>See Clerk's Report</i></p> <p>Recommendation: - To receive general updates and resolve to add any matters arising to a future agenda in relation to: -</p> <ol style="list-style-type: none"> 1. Kelsey Hall's updated hiring protocol 2. Pavilion smart metre 3. WSCC's Book-a-Bus services 4. Bus shelter build in Plaistow and Ifold 5. Receive an update regarding bike rack installation in Ifold 	5 mins
19.	<p>Planning Matters</p> <p><i>See Clerk's Report</i></p> <p>Recommendation: -</p> <ol style="list-style-type: none"> a. To consider new Planning Application(s) <ul style="list-style-type: none"> 23/02010/PA1AA Proposed additional storey above the original floor plan of the single storey dwelling. Everley Plaistow Road Ifold Loxwood Billingshurst West Sussex RH14 0TU b. Oxencroft – to note the inquiry. 	5 mins
20.	<p><u>Date of next meetings</u></p> <p>Recommendation: - To note the dates of forthcoming meetings:</p> <ul style="list-style-type: none"> • Planning & Open Spaces Committee, 10th October 2023, Winterton Hall, Plaistow. 7:30pm • Finance Committee meeting, 11th October 2023, Winterton Hall, Plaistow, 7:00pm • Full Parish Council, 11th October 2023, Winterton Hall, 7:30pm 	1 min