



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 28th September 2022** 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: 20th September 2022

Yours faithfully

Catherine Nutting

Clerk & RFO to the Council

Covid-19 security measures

To join the meeting please follow this link:

<https://us02web.zoom.us/j/87932707396?pwd=YlI3dGVmZERwQXJlbTFHMTkxdkJvQT09>

Meeting ID: 879 3270 7396

Please email the Clerk for the password clerk@plaistowandifold-pc.gov.uk

The Zoom link is also available on the Parish Council's website: <https://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: 07798631410 | Plaistow and Ifold Parish Council, Winterton Hall, Plaistow, RH14 0PX

Number	Item	Time
1.	Apologies for absence & housekeeping Recommendation: - To receive and accept apologies for absence.	1 min
2.	Disclosure of interests <i>See Clerk's Report.</i>	2 mins

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. | <p>Public Forum</p> <p><i>See Clerk’s Report.</i></p> <p>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 28th September 2022. Public Participation shall not exceed 10 minutes, unless directed by the Chairman. A speaker is limited to 5 minutes. Business of the meeting will start immediately following the public forum.</p> | 10
mins |
| 4. | <p>Minutes</p> <p><i>Circulated separately and on the website.</i></p> <p>Recommendation: - To approve the Minutes of the full Parish Council meeting held on 13th July 2022 and resolve to sign via Secured Signing in accordance with Standing Order 9(d).</p> | 1 min |
| 5. | <p>To receive reports from County and District Councillors</p> <p>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 |
| <p>Co-option procedure to fill a casual vacancy</p> <p><i>See Clerk’s Report.</i></p> | | |
| 6. | <p>To receive written applications for the office of Parish Councillor and to Co-opt a candidate to fill the existing vacancy.</p> | 1 min |
| 7. | <p>To adjourn the meeting to allow candidates to present to the Council (max 5 mins per candidate).</p> | 10
mins |
| 8. | <p>Exclusion of the Press and Public</p> <p>Recommendation: - To consider whether to exclude the Press and Public from the meeting during the consideration of item 9 below in accordance with S1(2) of the Public Bodies (Admissions to Meetings) Act 1960 on the grounds</p> | 2
mins |

that it may involve the likely disclosure of exempt information. The Press and Public would reconvene at item 9 below.

- | | | |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 9. | Deliberation of candidate(s) | 5
mins |
| 10. | Voting by way of signed ballot and results
Recommendation: - If elected, a new Councillor will sign their Declaration of Acceptance of Office and take their seat immediately and participate in the remainder of the meeting. | 3
mins |
| 11. | Financial Matters
<i>See Clerk's Report</i> <ol style="list-style-type: none">1. To receive the minutes of the Finance Meeting (10.08.2022) and note the resolutions and recommendations2. To receive, review and note the Financial report for August – September 2022. Includes income and expenditure since the Finance meeting on 10.08.2022.3. To receive and note the External Auditor's report and Certificate 2021/20224. To note option to 'opt out' of the Smaller Authorities' Audit Appointments (SAAA) central external auditor appointment arrangements | 8
mins |
| 12. | Decisions made by delegated power since 13th July 2022 for ratification
<i>See Clerk's report</i>
Recommendation: - To note the use of the Scheme of Delegation to: <ol style="list-style-type: none">i. continue the Council's engagement for the provision of internal audit services in 2022-23ii. upgrade the Council's web and email hosting package | 1 min |
| 13. | Highway Matters
<i>See Clerk's report</i>
Recommendation: - <ol style="list-style-type: none">1. To receive and resolve to act upon any Highway matters raised by Councillors.2. To consider a Shillinglee resident's request for a TRO to implement a 30mph on Shillinglee Road3. To consider the Community Speed Watch (CSW) Team's request for help to promote and recruit more operators | 5
mins |

14.	<p>Playpark matters</p> <p><i>See Clerk's report</i></p> <p>Recommendation: -</p> <ol style="list-style-type: none"> 1. To note the RoSPA Playpark inspection and recommendations 2. To receive and note the minutes of the Playpark Working Group Meeting dated 13th July 2022 and subsequent progress update 	3 mins
15.	<p>Civility and Respect Pledge</p> <p><i>See Clerk's report</i></p> <p>Recommendation: - To consider signing up and adhering to the Civility and Respect Pledge</p>	2 mins
16.	<p>Correspondence</p> <p><i>See Clerk's Report</i></p> <p>Recommendation: - To consider any correspondence received (not listed as an agenda item for discussion).</p> <ul style="list-style-type: none"> - South Downs West Sussex Parish workshop, Tuesday 18th October 	2 mins
17.	<p>CDALC Northern Parishes Update</p> <p><i>See Clerk's Report</i></p> <p>Recommendation: - To receive and note the meeting record of Cllr. Taylor</p>	2 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. The death of Her Majesty, Queen Elizabeth II 2. Councillor vacancy 3. Queen's Platinum Jubilee fundraising update 4. Tree survey 5. Email migration 6. Consultation on the draft Chichester Infrastructure Business Plan (IBP) 	6 mins
19.	<p>Meeting Dates</p> <p>Recommendation: - To note the new meeting schedule and dates of forthcoming meetings and Councillor training.</p> <ul style="list-style-type: none"> • <u>Tuesday</u> 11th October, Planning & Open Spaces Committee Meeting, 7:00pm – Winterton Hall, Plaistow • <u>Tuesday</u> 11th October, Finance Committee Meeting, 8:00pm – Winterton Hall, Plaistow 	1 min

- 12th October, Full Parish Council Meeting, 7:00pm – Winterton Hall, Plaistow

20.	<p>Exclusion of Press and Public <i>See Clerk's Report</i></p> <p>Recommendation: - To 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.</p>	1 min
21.	<p>Staffing matters</p>	5 mins