



CLERK'S REPORT

BUSINESS TO BE TRANSACTED

Number	Item	Time
1.	<p>Apologies for absence & housekeeping</p> <p>Apologies have been received from Cllrs Taylor, Colmer and County Councillor Janet Duncton.</p>	1 min
4.	<p>Public participation</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 <u>either in person, or in writing provided they were sent via email to the Clerk no later than 4pm Wednesday 8th September 2021.</u> Public Participation shall not exceed 10 minutes, unless directed by the Chairman. A speaker is limited to 5 minutes.</p> <p>A member of the community may join the meeting to confirm that they wish to purchase a new bench for Plaistow village. However, they would like to know where the bench would be most useful. If it is on Parish Council land then the Parish Council will need to give consent and if on Highway or National Trust land, then the Parish Council can assist in seeking the requisite permission to site the bench at the location. Additionally, there will be costs associated with fixing the bench to prevent theft (£50) and the Parish Council may wish to fund this? The Council has budgeted £650 towards benches this financial year.</p>	10 mins
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

County and District Councillor Janet Duncton has sent her apologies. However, she has provided the following update:

Hello, I hope you all had as good a summer as possible and all kept safe. I can't say the weather has been brilliant, but I am sure we made the best of it. Just a few updates especially to those Parish's that meet while I am away. I will be back on the 8th September.

One of our brilliant Foster Parent couples who have been taking in children for 56 years have just exceeded 600 Foster children. My goodness there are some

fantastic people about. Yes, we did celebrate with them for this fine achievement.

Jon Lacey our assistant Chief Fire Officer has landed himself the job of Chief Fire Officer in Suffolk. I have worked with John since I became a County Councillor and know what a fine and dedicated Officer he is, and we all wish him the best of luck.

For those concerned about local Bus transport you may like to go online and fill in the questionnaire. www.yourvoice.westsussex/busbackbetter. You should find it on the website.

Another item that may be of interest to some is Solar to-gether Sussex.

This may be useful to those considering using Solar Panel and the information is available on the WS website at solartogether.co.uk/westsussex. Although I haven't checked it out myself I believe that those interested and who are accepted get good discounts on quality Solar Panels so it's worth taking a look. As with Syrian refugees, West Sussex is fully involved in helping the Afghan refugees and is working closely with the Districts and Boroughs as they always do to help in any way they can. At this time they don't need direct donation and offers of assistance need to go to the resettlement teams when prompted, by them to do so.

Please feel free to contact me on janet.dunton@westsussex.gov.uk or jdunton@chichester.gov.uk

District Cllr. Evans' report will be circulated upon receipt.

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| 6. | Financial Matters | 15
mins |
| | 1. Order for Payments | |
| | Financial Report for July - September (up to 01.09.2021). Includes income and expenditure since the last Council meeting on 14.07.2021. | |
| | Recommendation: - | |
| | a. To review the Order for Payments | |
| | b. To note NatWest's £200 'apology' for poor service and decide which budget to allocate it to | |
| | c. Resolve to authorise the expenditure listed | |

The draft Order for Payment is available via the [website](#).

Further to chasing NatWest in relation to the Council's [letter](#) (approved at the April meeting) regarding amending the Council's registered and correspondence addresses, updating the banking mandate and setting up online banking, they confirmed that the matters had not progressed. By way of an apology, they have paid the Council £200 compensation and have now actioned all requested matters.

The Council needs to consider which budget this £200 should be assigned to. The Clerk suggests Members consider allocating it towards the catering for

the Annual Assembly, so that the community directly benefits from the payment.

2. Financial Committee (FC) update

Recommendation: -

- a. To note the minutes of the FC.
- b. To approve the recommendations of the FC, regarding:
 - (i) taking £50,000 loan
 - (ii) North Singers grant application

The approved minutes of the Finance Committee are published on the [website](#). The minutes were also circulated to all Members on 24th August via email. The minutes set out the rationale behind the following recommendations:

- the Council take the full £50,000 loan at its meeting on 8th September.
- the full Council that it awards the North Singers £250 in conjunction with their grant application.

The loan approval letter and loan comparison spreadsheet can be viewed via the [website](#).

3. To sign the PWLB loan application

Recommendation: - To formally execute the PWLB loan application.

Based on the Financial Committee's recommendation the loan application form needs to be formally executed, via wet signature, by the Chair and RFO. The direct debit mandate form, for the biannual loan/interest repayments (April & September), needs to be executed by the three bank signatories (Cllrs Colmer and Capsey and the Clerk). Owing to Cllr. Colmer's annual leave, he has already signed the form. The loan drawdown date is requested for 20th September.

4. Tree surgery of Sessile Oak on Plaistow Village Green

Recommendation: -

- a. To note the quote from Andrew Gale Tree Surgery
- b. To approve the recommended works
- c. To consider the suggested re-wilding project under the tree

The Parish Council was contacted by a Plaistow resident to advise that the large Sessile Oak tree growing on the boundary of the village green and Common House Lane had recently dropped a further branch and the debris is

interfering with their property. The resident has asked the Parish Council to remove the tree litter. The Parish Council was not officially notified of the branch drop and the road was cleared by residents. However, the tree is growing on Parish Council land is therefore the responsibility of the Council. This is the third substantial branch that this ancient oak tree (c.1645) has dropped in recent months. There are very real health and safety concern - the branches overhang the road and playpark; there is a gap in the hedge where people cut through to the village green from the road and pass directly under the tree canopy and a dilapidated bench situated under the tree. The Clerk contacted four tree surgeons to quote to assess the condition of the tree and to clear the debris:

Sutlieff Tree Services Ltd
Reynolds Tree Care
Andrew Gale
Urban Woodcutters

Neither Sutlieff Tree Services Ltd nor Reynolds Tree Care responded to the Clerk's email. Mr Hayes of Urban Woodcutters and Andrew Gale attended the site along with the Clerk to consider the work.

Given its age, the tree has internal decay within his trunk. The Clerk was advised of a phenomenon called Summer Branch drop (yo-yo periods of intense heat and wet/windy conditions which cause branches to fail). The following recommendations were discussed:

- keep a watching brief – the tree is protected, therefore anything done will have to be justifiable and proportionate and not risk the tree's wellbeing.
- reduce the length of one very long limb which overhangs the playpark slightly (a minor trim to avoid any damage to new equipment and children in the event that the branch fails)
- conduct a decay evaluation to ascertain the amount of internal decay to better inform of the risks and how these can be managed.

Mr Hayes advised that he was not able to undertake the needed decay evaluation to ascertain the longer-term stability of the tree, which is required to plan and mitigate any issues to safeguard both the tree and community. The tree has some evidence of fungal growth which requires further investigation. He advised that he could undertake the recommended branch reduction to reduce the risk to the playpark; however, he verbally confirmed to the Clerk that his price would be the same as quoted by Andrew Gale.

Andrew Gale can undertake the whole works required. His two quotes can be found via the [website](#). The tree has a Tree Protection Order, as well as being an ancient oak. Therefore, the works will require an application to CDC's Tree Officer for approval.

Furthermore, Andrew Gale advised the following to safeguard the root system of the tree and the community:

- re-building the hedge to eliminate the 'cut through';
- removing and not replacing the dilapidated old bench, which sits beneath the tree and re-locating any replacement bench away from the oak;
- ensuring that the zip wire is not constructed under any part of its canopy spread;
- preventing people from walking/sitting under the canopy spread of the tree
- preventing people from walking under the tree thus compacting the ground around its old roots. This is key, as ground compaction around the roots of an ancient tree is not a good idea.
- Not mowing under the tree canopy spread for ground compaction reasons as explained above.

Given the community's appetite for re-wilding, as borne out in the public consultation, the Clerk suggests that the Council consider re-wilding the area under the canopy spread. The land is owned by the Parish Council and so no third-party permission is required. This could be dedicated as part of the Parish Council's Platinum Jubilee celebrations for Her Majesty the Queen next year. Likewise, it can dovetail into the Butterfly Conservation project ongoing in the community. Butterfly Conservation have indicated that they can advise on the area.

The above would:

- protect the tree and public
- mark the Queen's Platinum Jubilee
- satisfy the community's desire to re-wild an area within the Parish

The Clerk suggests that this be the remit of the Platinum Jubilee Steering Group once established.

5. Northern Parishes Meeting

Recommendation: -

- a. To note the minutes of the Northern Parishes Meeting
- b. To consider the request to designate a 'fighting fund'

- c. To consider adding joining the SDNP to ongoing agendas and consulting with the community

The minutes of the Northern Parishes Meeting can be found via the [website](#).

Consensus of meeting attendees centred around the following points:

- The Northern Parishes should join together to lobby CDC regarding matters of concern in handling planning in the district.
- The Northern Parishes should challenge CDC for not having a five-year housing supply and to engage legal advice to this end.
- The Northern Parishes should consider initiating the process to be adopted as part of the South Downs National Park and consult with residents to this end.
- The Northern Parishes to set up a 'fighting fund' of £1,000 each (initially) to finance consultants to look at the uncontrolled development due to lack of 5 -year housing supply and to apply to join the SDNP.

Subject to the Council's general views on the above recommendations, the Clerk advises that the Finance Committee consider the fighting fund at its October meeting and update the Council accordingly on 13th October. However, in principle, there is enough movement in some of the allocated budgets for this financial year to 'find' a hitherto unbudgeted £1,000 to allocate to this fund. For example, the Council has a combined budget of £12,230 for the Winterton Hall, Ifold entrance and bus stop refurbishment projects which is unlikely to be spent in its entirety.

The Council can consider beginning to canvas the community's views regarding joining the SDNP at the Annual Assembly on 16th October. It could also be added to the September E-Newsletter if felt necessary. Other options include via a free (10 questions or less) survey monkey via social media etc.

7. **Annual Assembly**

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Recommendation: - To note the minutes of the Newsletter Steering Group (NSG) and approve the recommendations.

mins

Please refer to the [draft minutes](#) of the Newsletter Steering Group to consider the recommendations regarding the Annual Assembly, including the various catering options. The Council needs to decide a budget. Please note the Clerk's recommendation to allocate the £200 apology money from NatWest towards the Annual Assembly catering budget. PCSO Billingham has

confirmed that he would be unable to attend; however, Mr Gale and Ms Palmerton have availability on 16th.

8. **September E-Newsletter** 5
Recommendation: - To resolve to approve the recommendations of the NSG. mins

Please refer to the [draft minutes](#) of the Newsletter Steering Group to consider the recommendations regarding the September E-Newsletter. The E-Newsletter can be circulated any time in September.

9. **Lady Hope Playpark update** 3
The works will be undertaken in September. The exact start date has not been confirmed by Redlynch, owing to several school projects which need to complete first (before the start of the school autumn term); however, it is likely to be week commencing 13th September. mins

Redlynch Leisure will ensure that access to the playpark is restricted for the duration of the project to keep everyone safe. The hardcore required for the foundations of the safety matting will be delivered to the side of the playpark, off Common House Lane; which is also where the equipment, including diggers and excavators, will access the playpark via the double gates. Any damage to the green will be made good at the end.

The works will take place in three stages by three different teams. First the removal of the old equipment and ground preparation; second the installation of the new equipment and third the safety matting will be installed under the new and remaining equipment. The areal runway (zip-wire) will be installed at the same time on the upper green. It will run along the hedge of Common House Lane where there is a natural slope and away from the oak tree's canopy spread.

The works will be completed well in advance of the Annual Assembly so that the playpark can be officially opened as part of the event.

The Drive Ifold Entrance Refurbishment project update

The project was halted by the pandemic and social restrictions. However, the Council can begin to revive the dormant project. Further to a meeting with Ms Palmerton on 31st August, the Clerk recommends as follows:

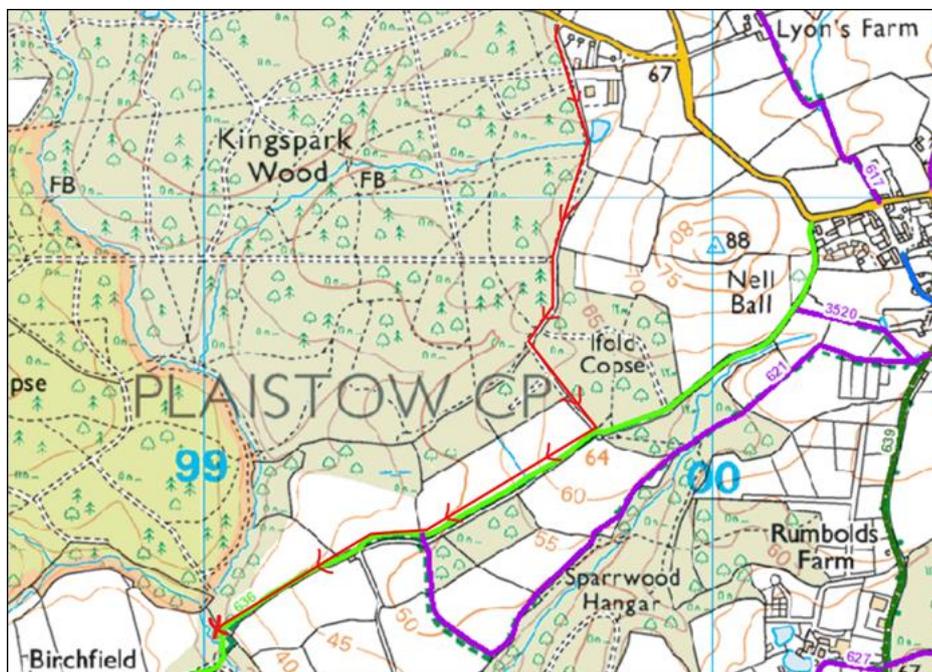
- The project be promoted at the Annual Assembly for more volunteers. Currently, the project has 3 family groups and a further 8 volunteers already signed up to help

- The [promotional film](#) be circulated via Facebook
- The Ifold Gardening Club be invited to particulate and to (hopefully) take on the annual maintenance of the area going forward
- If the tree surgeon WoodBe Ltd is unable to continue with the project, to ascertain three quotes including from Andrew Gale and Jamie Naldrett, recommended by Ms Palmerton.
- The bus shelter can remain in situ for the duration of the works if it is not ready to be relocated. The Clerk is making enquiries with WSCC regarding the timescales of the volunteer group.
- The project will have two (2) stages: the clearing and tree planting stage during the winter months (September – February) and the planting stage in Spring (April-May)
- Liaise with Little Acorns Pre-School to invite them to create bug hotels and other habitat
- Organise a volunteer meeting with Ms Palmerton to allocate working ‘teams’ and ‘jobs’ and to cover health and safety and risk assessments
- Chase CDC regarding the status of the Council’s free tree application
- Butterfly Conservation and Ms Palmerton to visit the site mid-September to discuss plants
- Clerk to make further tree and plant grant applications
- Clerk to contact Mr Carter regarding replacing the broken hedge area

10. **Parish Online** 2 mins
- WSALC have set out the options for future licensing arrangements for towns and parishes to access Parish online at the most favourable rate. Please refer to the document on the [website](#). The Council uses Parish Online in terms of planning, asset management and in relation to the Neighbourhood Plan. The annual cost would be £70 under WSALC’s proposal. The Council budgeted £1,000 for annual subscriptions which currently stands at £887.
11. **Publication scheme** 1 min
- s.19(1) Freedom of Information Act 2000 places a duty on public authorities, such as Plaistow and Ifold Parish Council to be proactive and adopt and maintain a Publication Scheme. The Scheme must be approved by the Information Commissioner (s.19(1) FIA 2000). The Information Commissioner has approved model Scheme which, under s.20(2) Freedom of Information Act 2000 2000, can be adopted by the Council without modification. Any changes made to a Publication Scheme must be approved by the Information Commissioner (s.20(2) FIA 2000).
- The Clerk recommends that the Council adopts the IC’s [model scheme](#) without modification.

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| 12. | <p>Working Groups</p> <p>The Clerk has prepared the following policy for the formation and operation of Working Groups & their terms of reference to be approved and adopted by the Parish Council.</p> | 1 min |
| 13. | <p>Covid-19 Shielding</p> <p>If a Member fails throughout 6 consecutive months to attend any meetings of the Council, they automatically cease to be a Councillor and a vacancy arises. However, the Council can approve, in advance, acceptable reasons why a Member may be unable to attend meetings for a prolonged period; for example, due to shielding under advisement because of vulnerabilities and Covid-19.</p> <p>The Council should consider prior approving such a reason for those who may find meeting attendance difficult over the winter months if infection rates increase and/or new variants arise which mean they are unable to meet in person. However, unless the law changes, any Member who attends meetings via zoom does so as a member of the public and has no voting rights.</p> | 2 mins |
| 15. | <p>Neighbourhood Plan update</p> <p>An update from the Neighbourhood Plan Steering Group will be circulated by the Clerk in advance of the meeting and added to the website in due course.</p> | 5 mins |
| 16. | <p>Lagoon 3</p> <p>An update, if any, from District Councillor Evans will be circulated by the Clerk in advance of the meeting.</p> | 3 mins |
| 17. | <p>Correspondence</p> <p>The following was recently received from WSCC Public Rights of Way Team:</p> <p><i>You are probably aware of the long-term closure that has been on BW636 Plaistow due to a broken bridle-bridge.</i></p> <p><i>We currently have a contractor appointed and who is waiting to undertake the bridge installation works, unfortunately we have been let down on the access to the site on the land to the west of the bridge and so we are now trying to make urgent contact with the landowners to the east of the bridge. I have attached a plan below which shows a red line that follows the track and route the contractor needs to be able to access the bridge, this runs from Shillinglee Road to the bridge.</i></p> | 2 mins |

I was wondering if you might be able to help us at all with any information on landowners and more importantly their contact details so that we can make contact and liaise to arrange the access needed and get this scheme delivered before the ground conditions and weather prevent us from doing so.



Many thanks in advance for any help you might be able to provide and please could I ask you to copy my colleague Darryl Hobden into any reply as I am going to be on leave after Wednesday this week.

*Kind Regards,
Mrs Emily Delicata
Senior Rights of Way Officer*

The Parish Council offered the team a suggested landowner to contact, and the PRoW team confirmed that they have written to 3 landowners.

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| 18. | Clerk's update
Please note the following: <ul style="list-style-type: none">a. Cllr. Jeffery is attending the All Parishes meeting on Thursday 9 September 2021 at 5.30pm on behalf of the Council. The meeting will be held via Zoom. | 2
mins |
| 20. | Meeting Dates
All meetings in September will take place at WINTERTON HALL, PLAISTOW
15th September, 19:30 – Winter & Emergency Plan Committee meeting | 1 min |

28th September, 19:30 - Planning & Open Spaces Committee