



MINUTES of the Winter & Emergency Plan Sub Committee of Plaistow and Ifold Parish Council held on **Tuesday 6th October 2020, via remote conference call (Zoom).**

Present Cllr. Nick Whitehouse (meeting Chair); Cllr. Sophie Capsey (Vice Chair of Parish Council); Cllr. Jerusha Glavin; Jon Pearce, Chair of Ifold Estates Limited (IEL) Co-opted Member with no voting rights; Marieta Borreda Cuenca, LCAV Scheme Co-ordinator Co-opted Member with no voting rights and Catherine Nutting (Clerk)

One (1) member of the public.

W/19/012 To appoint a Chair of the Winter & Emergency Plan Sub Committee
Members unanimously voted to appoint Cllr. Whitehouse as meeting Chair.

W/19/013 To receive apologies for absence
Cllr. Matthew Hardman.
Cllr. King-Wilson has resigned from the Parish Council

W/19/014 Declaration of interests by Members in matters on the Agenda. To consider and agree any requests for Dispensation.
None

W/19/015 To appoint new Member(s) to the subcommittee
Members unanimously resolved to appoint Cllr. Glavin to the Winter & Emergency Plan Sub Committee.

W/19/016 To receive for confirmation Minutes of the Meeting held on 19th November 2019 (Cllr. Hardman was Chair) Clerk & Cllr. Hardman
The minutes were unanimously approved and will be signed by the meeting Chair, Cllr. Hardman via Secured Signing.

W/19/017 Representations from Members of the Public: To receive and act upon, if considered necessary by the Subcommittee, comments made by members of the public either in person, or in writing provided they were sent via email to the Clerk no later than 4pm Tuesday 29th September 2020.
A Member of the Public commented on Social Media that Lagoon 3 was conspicuously absent from this meeting's agenda and

highlighted the communities ongoing concerns regarding its potential to become an emergency. Members acknowledged the concerns; however, Lagoon 3 is the remit of the full Parish Council and would therefore not be considered by any of its sub committees including the Winter & Emergency Plan Sub Committee. Lagoon 3 is an agenda item at the next Full Parish Council Meeting on 14th October.

W/19/018

Approve Scheme of Delegation for the W&EP Subcommittee

The full Parish Council approved the Scheme of Delegation at its Extraordinary Meeting held on 24th March 2020 in response to the evolving Covid-19 Pandemic and the need to ensure the continuation of Parish Council operations and business during this period. Please refer to C/20/064(d)1 of the Extraordinary Meeting minutes:<https://plaistowandifold.org.uk/Contents/ContentItems/4fknqc6f0e2nt4cbm32v6bdfms>

Members considered the specific remit of the Winter & Emergency Plan Sub Committee and resolved not to add anything further at this time. The Scheme of Delegation can be found on the Parish Council's website: <https://plaistowandifold.org.uk/policies>

W/19/019

Updated Winter Plan

Clerk

Members resolved to make further improvements the document to ensure that it is comprehensive to include both trees and flooding issues. Plaistow and Ifold Parish Council will take inspiration from other local Parishes documents.

Members of the community will be asked to volunteer and offer any skills and/or equipment via Social Media / Website and the Newsletter.

The updated Winter Plan will be circulated and agreed via email. Cllr. Whitehouse will provide the maps.

W/19/020

Additional Salt Bins in Ifold and salt spreading equipment

Clerk & Mr
Pearce

Three (3) additional Salt Bins have been provided in Ifold; namely at the Chalk Road bus stop, outside the Scout Hut on Foxbridge Lane and at The Ride bus stop. The Parish Council has obtained s.115 Licenses from WSCC Highways for the bins located on their land (verges). Please refer to Appendix A for details. The Salt Bins will be filled by WSCC during October in readiness for the winter season.

The Parish now has nine (9) Salt Bins. The following link shows the location of the Salt Bins (and also the gritting route in the Parish, see W/19/021 below):

https://www.google.com/maps/d/u/1/viewer?ll=51.06727707206442%2C-0.5519540025951741&z=13&mid=1J8fk1sv-HyCPyyTfjsggUF1Q8dS_8IjB

The other six (6) do not need replenishing. Mr Pearce agreed to

undertake a Salt Bin audit and update the document produced by Cllr. King-Wilson in 2019; please see Appendix B.

Members unanimously agreed to purchase two (2) salt spreaders with wheels for use at the Winterton Hall and Scout Hut. These will be stored at their respective locations. Additionally, Members resolved to purchase handheld salt spreaders for each Salt Bin, which can be issued to the allocated Salt Bin volunteer at the beginning of the winter season. However, the Clerk will ascertain the cost of the salt delivery (to fill the three new bins in Ifold) before finalising the order for the handheld equipment.

W/19/021 Winter 2020/21 including WSCC Highways treatment of school bus route Clerk

Members unanimously agreed that it is imperative that gritting of the local school bus route is maintained (Plaistow Road and Rickmans Lane). More families will be driving their children to school along this route due to the Pandemic and year on year there is an increase in houses in the Parish area.

Members resolved to firstly ascertain if the route has been removed from the 2020/21 Precautionary Network. If so, Members resolved to action the decision of the Full Parish Council on 10th December 2019 and write to WSCC Highways Department to impress the importance of maintaining the service. The Parish Council will advise the local schools to also write and mobilise parental support. Likewise, the Parish Council will invite District Councillors Evans and Duncton to support its endeavours (C/19/167 b, 10th December 2019).

W/19/022 Development of Emergency Plan Clerk

Members resolved to continue to develop a Major Incident Emergency Plan. The Clerk will liaise with neighbouring Parishes to produce the document. Likewise, Members will look at their own company Emergency Plans to see what elements can be incorporated.

W/19/023 Installation of WIFI in the Winterton Hall, Plaistow Clerk / Cllr. Glavin

Installation of WIFI at the Winterton Hall will continue as per the Full Parish Council's resolution on 10th December 2019, C/19/171.

W/19/024 Emergency generator at the Winterton Hall, Plaistow Clerk

Members resolved to ascertain the cost / obtain quotes to install a socket into the consumer unit at the Winterton Hall to be used by a generator and install a socket outside. The Clerk will liaise with the Winterton Hall Management Committee. Cllr. Whitehouse confirmed that he has three (3) generators which could be used in an emergency.

W/19/025	<p>LCAV Scheme update</p> <p>The Local Community Action Volunteer (LCAV) Scheme was launched in April in response to the Pandemic and received a positive community response. The Scheme has more volunteers than those requesting support. Demand for the Scheme's services reduced over the summer months; however, activity has picked up again as more people are quarantining and/or shielding. As a result, the LCAV Scheme Administrator is checking the emails daily: lcav.scheme@plaistowandifold.org.uk</p> <p>Some volunteers have come off the list, as they are no longer furloughed and therefore unavailable to support a 'buddy'. Members agreed to promote the Scheme on Social Media and in the forthcoming Newsletter.</p>	Clerk & LCAV Scheme Administrator
W/19/026	<p>Subcommittee expenditure review for this financial year</p> <p>The Clerk will circulate a cost spreadsheet to Members, including the cost of the WIFI installation at the Winterton Hall and the salt spreading equipment.</p>	Clerk
W/19/027	<p>Budget request review</p> <p>The annual budget of £600 is considered sufficient. It is noted that the 2019/20 annual budget was unspent.</p>	RFO
W/19/028	<p>Clerk's Update</p> <p>None to note.</p>	
W/19/029	<p>Items to be added to the next meeting agenda</p> <p>To review and update all emergency numbers in public domain (website).</p>	Clerk & Cllr. Capsey
W/19/030	<p>Date of next meeting</p> <p>Date in March 2021 to be arranged.</p>	Clerk

There being no further business, the Chair closed the meeting at 20:53

Appendix A: W/19/020 – s.115 Licence from WSCC Highways

Appendix B: W/19/020 – Salt Bins Audit