



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 11th October 2023 at 19:30, 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: 5th October 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/83534626320?pwd=QVVnM0Qxam8wOUZkYldDTzhTMk9YUT09>

Meeting ID: 835 3462 6320

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.	Apologies for absence & housekeeping* Recommendation: - To receive and accept apologies for absence.	1 min

**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*

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.

2. **Disclosure of Interests** 1 min
See Clerk's Report.
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. **Minutes** 1 min
See Clerk's Report. Circulated separately and on the [website](#).
Recommendation: - To approve the Minutes of the Parish Council meeting held on 13th September 2023 and resolve to sign via Secured Signing in accordance with Standing Order 12(g).
4. **Public Forum** 10 mins
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 either in person, or in writing provided they were sent via email to the Clerk no later than 4pm Wednesday 11th October 2023. 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.
5. **To receive reports from [County and District Councillors](#)** 10 mins
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.
6. **Neighbourhood Plan** 5 mins
See Clerk's Report
Recommendations: - To note the updates from the initial meetings with [AECOM](#) and Colin Smith Planning Ltd regarding the Housing Needs

Assessment and Design Code work and public consultation requirements.

7. **All Parishes Meeting** 1 min
See Clerk's Report
Recommendations: - To note the update regarding the Local Plan and information received from CDC at the All-Parishes meeting held on 18.09.2023.
8. **Financial Matters** 10 mins
See Clerk's Report
1. Financial Reports for September – October 2023 (Payments and Receipts Analysis)
Includes income and expenditure between 8th September – 5th October 2023.
Recommendation: - To receive, review and note the financial reports and appoint signatories.
 2. Finance Committee - End Qtr. 2
Recommendation: - To receive a verbal update from the Chair of the Finance Committee.
 3. Asset audit
Recommendation: - To consider the asset audit and works required.
9. **Play areas** 5 mins
See Clerk's Report
Recommendation: -
1. To note the recent closure and recommended course of action.
 2. To note the ROSPA safety inspection report.
 3. To receive and note the minutes of the Play Park Working Group and resolve to approve the recommendations therein, including: -
 - biannual safety inspections
 - the appointment of an alternative inspection company
 - instruction of a maintenance contractor
 4. To note the guidance from the Insurance Company regarding regular 'in house' inspections.
 5. To consider and resolve to approve the appointment of a lay Working Group member.

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| 10. | <p>Cyber security</p> <p>Recommendations: - To receive an update and resolve to approve where necessary policy, training requirements and the Council's IT system including mobile phone and WhatsApp group.</p> | 5 mins |
| 11. | <p>Ratify Clerk's Decision(s) since last meeting – Scheme of Delegation</p> <p><i>See Clerk's Report</i></p> <p>Recommendations: - To note and ratify the following decision(s) 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> <ul style="list-style-type: none"> a. Appoint Evans Electrical to fix the Ifold phone box electrics (defib). b. Restore the Sessile Oak plaque. | 1 min |
| 12. | <p>Policy documents</p> <p><i>See Clerk's Report</i></p> <p>Recommendation: - To receive and resolve to adopt the Community Equipment Borrowing policy and T&Cs.</p> | 2 mins |
| 13. | <p>Chichester Infrastructure Business Plan (IBP)</p> <p><i>See Clerk's Report</i></p> <p>Recommendation: - To note the consultation on the draft IBP and resolved to approve submitted details about Council projects and plans for using Community Infrastructure Levy (CIL).</p> | 3 mins |
| 14. | <p>WSALC Annual General Meeting</p> <p><i>See Clerk's Report</i></p> <p>Recommendation: - To note the invitation to the West Sussex Association of Local Councils AGM, agenda and resolve to confirm that Cllr. Price is the Council's voting representative.</p> | 2 mins |
| 15. | <p>Parish defibrillators</p> <p><i>See Clerk's Report</i></p> <p>Recommendation: -</p> <ul style="list-style-type: none"> 1. To note the update regarding Shillinglee's defib. 2. To consider funding support for Shillinglee's defib. 3. To consider funding a maintenance service of Kelsey Hall's defib. | 3 mins |
| 16. | <p>Highway Matters</p> <p><i>See Clerk's Report</i></p> <p>Recommendation: -</p> <ul 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 TRO applications in Plaistow. | 2 mins |

17. **Clerk's update & items for inclusion on a future agenda** 5 mins
See Clerk's Report
Recommendation: - To receive general updates and resolve to add any matters arising to a future agenda in relation to: -
1. Northern Parishes meeting
 2. Newsletter & Priority & Funding Survey
 3. Councils' biodiversity duty
 4. Ifold conservation area and litter bin
 5. Internal audit
18. **Correspondence**
See Clerk's Report
Recommendation: - To consider any correspondence received not listed as an agenda item for discussion.
1. TfSE Transport Forum meeting
 2. NALC Civility and Respect Project Manager
 3. WSCC Highway's response to Ifold Estates Ltd TRO enquiry
19. **Date of next meetings** 1 min
Recommendation: - To note the dates of forthcoming meetings:
- Planning & Open Spaces Committee, 7th November 2023, Kelsey Hall, Ifold - 7:30pm
 - Full Parish Council, 8th November 2023, Kelsey Hall, Ifold - 7:30pm
 - Planning & Open Spaces Committee, 29th November 2023, Kelsey Hall, Ifold - 7:30pm