



## 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 8<sup>th</sup> November 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: 25<sup>th</sup> 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/84758692158?pwd=dHZwL29Fai9rSkVCUG5vbKfVak9XZz09>

**Meeting ID: 847 5869 2158**

Please email the Clerk for the password [clerk@plaistowandifold-pc.gov.uk](mailto: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](http://www.plaistowandifold-pc.gov.uk) | Alternatively, please contact the Clerk for hard copies: [clerk@plaistowandifold-pc.gov.uk](mailto:clerk@plaistowandifold-pc.gov.uk)

**Biodiversity** – the Council has a duty to conserve and enhance biodiversity and must consider what policies, objectives, and action it can take, consistent with the exercise of its functions, to further the general biodiversity objective.

*Natural Environment and Rural Communities Act 2006, s.40 & Environment Act 2021, s.102*

Number	Item	Time
1.	<b>Apologies for absence &amp; housekeeping*</b> 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 11<sup>th</sup> October 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 8<sup>th</sup> November 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.

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| 6.  | <p><b>Neighbourhood Plan</b></p> <p><i>See Clerk's Report</i></p> <p>Recommendations: - To consider the Parish's housing issues to be addressed by the Housing Needs Assessment and note the initial comments regarding the Design Statement.</p>  | 15 mins |
| 7.  | <p><b>Meeting minutes &amp; reports</b></p> <p><i>See Clerk's Report</i></p> <p>Recommendations: - To note the minutes and resolutions therein of the Finance Committee; Winter &amp; Emergency Plan Committee; Northern Parishes; WSALC AGM and APCAG.</p>  | 3 mins  |
| 8.  | <p><b>Policies</b></p> <p><i>See Clerk's Report</i></p> <p>Recommendations: - To adopt the following policy documents: Biodiversity, Trees, and Legionella.</p>  | 2 mins  |
| 9.  | <p><b>Ifold Conservation area</b></p> <p><i>See Clerk's Report</i></p> <p>Recommendations: - To consider and approve, in principle, an annual biodiversity budget for 2024/25; appoint a biodiversity Lead Councillor; to consider and approve increasing the Ifold Conservation area budget for 23/24 to allow handover; to consider and approve the need for signage; to consider and approve hosting a community biodiversity talk.</p> | 10 mins |
| 10. | <p><b>Plaistow Playing Field</b></p> <p><i>See Clerk's Report</i></p> <p>Recommendations: - To receive an update regarding the Council becoming the Sole Trustee.</p>  | 2 mins  |
| 11. | <p><b>Winterton Hall &amp; Youth Club CIO</b></p> <p><i>See Clerk's Report</i></p> <p>Recommendations: - To receive an update regarding the creation of a CIO.</p>   | 2 mins  |
| 12. | <p><b>Tennis Court</b></p> <p><i>See Clerk's Report</i></p> <p>Recommendations: - To receive an update from the Youth Club and consider amending the terms of the grant funding.</p>   | 3 min   |

13. **Financial Matters** 8 mins  
*See Clerk's Report*
1. Financial Reports for October – November 2023 (Payments and Receipts Analysis)  
Includes income and expenditure between 6<sup>th</sup> October – 2<sup>nd</sup> November 2023.  
Recommendation: - To receive, review and note the financial reports and appoint signatories. To note the first consultant payment regarding the Neighbourhood Plan.
  2. CIL  
To receive an update regarding amount outstanding.
  3. Fingerpost signs  
Recommendation: - To consider the quote for works and appoint a contractor.
  4. Winter & emergency kit list  
Recommendation: - To consider the recommendations from the Winter & Emergency Plan Committee regarding a kit list and approve to increase the Committee's annual budget.
  5. Parish defibrillators  
Recommendation: - To consider applying for grant funding for a new defibrillator at Kelsey Hall.
  6. Community minibus  
Recommendation: - To consider a proposal for a community minibus scheme and determine what further investigations are necessary.
  7. Councillor Planning Training  
Recommendation: - To consider quotes and agree to Members of the Planning Committee attending Pre-Application training.
  8. Council phone contract  
Recommendation: - To consider quotes and agree to appoint a contractor to provide the Council's telephone services.

14. **Highway Matters** 2 mins  
*See Clerk's Report*  
Recommendation: - To receive and resolve to act upon any Highway matters raised by Councillors and to note any updates regarding the TRO

applications in Plaistow.

15. **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. Supporting You event
  2. Newsletter, including website availability & Priority & Funding Survey
  3. Litter pick
  4. Playpark
  5. Police meetings
  6. Home Start Chichester District AGM
  7. Councillor vacancies
16. **Correspondence** 1 min  
*See Clerk's Report*  
Recommendation: - To consider any correspondence received not listed as an agenda item for discussion.
17. **Date of next meetings** 1 min  
Recommendation: - To note the dates of forthcoming meetings:
- Planning & Open Spaces Committee, 29<sup>th</sup> November 2023, Kelsey Hall, Ifold - 7:30pm
  - Planning & Open Spaces Committee, 12<sup>th</sup> December 2023, Winterton Hall, Plaistow - 7:30pm
  - Finance Committee, 13<sup>th</sup> December 2023, Winterton Hall, Plaistow - 7:00pm
  - Full Parish Council, 13<sup>th</sup> December 2023, Winterton Hall, Plaistow - 7:30pm
18. **Exclusion of Press and Public** 1 min  
*See Clerk's Report*  
Recommendation: - To resolve to exclude the Press and Public from the meeting during the consideration of item 19, 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.
19. **Staffing matters** 10 mins