



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 13th December 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: 4th December 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/86889190137?pwd=ZDd6SXN3MGh4RjZrRWpXbTRqTzBxZz09>

Meeting ID: 868 8919 0137

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

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.	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 8th November 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 13th December 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 receive an update from the meetings with AECOM on 14th November and the forthcoming Public Consultation event on 7th December.

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| 7. | <p>Committee minutes & reports</p> <p><i>See Clerk's Report</i></p> <p>Recommendations: - To note the minutes and resolutions therein of the Planning and HR Committees.</p> | 3 mins |
| 8. | <p>Parish Bus Shelters</p> <p><i>See Clerk's Report</i></p> <p>Recommendations: - To note an update from WSCC's Senior Community Solutions Officer regarding the build.</p> | 2 mins |
| 9. | <p>Policies</p> <p><i>See Clerk's Report</i></p> <p>Recommendations: - To adopt the following policy documents: Biodiversity Trees HR Committee Terms of Reference Winter & Emergency Plan Committee Terms of Reference Data Protection Debit Card Use Expenses Freedom of Information Internal Controls Investment Playground Inspection & Maintenance</p> | 5 mins |
| 10. | <p>Risk Management Scheme</p> <p><i>See Clerk's Report</i></p> <p>Recommendations: - To review and adopt the updated Risk Management Scheme.</p> | 2 mins |
| 11. | <p>Cyber security</p> <p><i>See Clerk's Report</i></p> <p>Recommendations: - To review cyber insurance quote assign a Member to join a cyber security audit review meeting with the insurance company.</p> | 3 mins |
| 12. | <p>Laptop</p> <p><i>See Clerk's Report</i></p> <p>Recommendations: - To agree to wipe the old laptops and recycle.</p> | 2 mins |
| 13. | <p>Internal Audit</p> <p><i>See Clerk's Report</i></p> <p>Recommendations: - To receive the Interim Internal Audit report and note/action any recommendations.</p> | 2 mins |
| 14. | <p>Plaistow Pond</p> <p><i>See Clerk's Report</i></p> <p>Recommendations: - To receive an update regarding the railings and damaged wall to consider a quote to survey and repair the jetty to consider quotes for tree management to adopt a Policy and Risk Assessment to approve the purchase of a floatation aid to consider undertaking a general survey of the trees and vegetation.</p> | 10 mins |

15.	Financial Matters <i>See Clerk's Report</i> <ol style="list-style-type: none"> 1. <u>Financial Reports for November – December 2023 (Payments and Receipts Analysis)</u> Includes income and expenditure between 3rd November – 14th December 2023. Recommendation: - To receive, review and note the financial reports and appoint signatories. 2. <u>Fingerpost signs</u> Recommendation: - To consider the quote to replace the fingerpost by the Church and receive an update regarding Dunsfold Road. 3. <u>Winter & emergency kit list</u> Recommendation: - To consider the recommendations from the Winter & Emergency Plan Committee regarding a kit list and approve to increase the Committee's annual budget. To consider a quote for a commercial winter contractor. 4. <u>Bank mandate change</u> Recommendation: - To resolve to undertake all necessary procedures to remove the outgoing Clerk and add the incoming Clerk to all bank mandates for the Council. 5. <u>Unity Bank</u> Recommendation: - To resolve to transfer funds into the new Unity Bank savings account. 6. <u>Tribute bench</u> Recommendation: - To resolve to provide a new community bench in tribute to Mr. David Ribbens to agree a location. 	12 mins
16.	Priorities and funding survey <i>See Clerk's Report</i> Recommendations: - To receive an update regarding the survey and appoint a Priorities Plan Working Group to analyse the results and support the Council to prepare a 3-year business, or Priorities, plan.	5 mins
17.	Newsletter & website 'pop-up' <i>See Clerk's Report</i> Recommendations: - To receive an update as above.	2 mins
18.	Highway Matters <i>See Clerk's Report</i>	2 mins

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.

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| 19. | <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. Council's new phone number2. Tennis court3. Plaistow Playing Field4. 24/25 budget5. Playpark6. Disclosure of Interest Forms security7. Pavilion fire risk assessment | 5 mins |
| 20. | <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 including CDC's Council Tax support scheme Kelsey Hall's new digital meter Local Plan submission Minutes of APCAG AGM Minutes from Sussex Police Op Downsway 2023 End of Season Event.</p> | 1 min |
| 21. | <p><u>Date of next meetings</u></p> <p>Recommendation: - To resolve to change the date for the January meeting to 9th.</p> <ul style="list-style-type: none">• Finance Committee, 9th January 2024, Kelsey Hall, Ifold - 7:15pm• Full Parish Council, 9th January 2024, Kelsey Hall, Ifold - 7:45pm• Planning & Open Spaces Committee, 31st January 2024, Kelsey Hall, Ifold - 7:30pm | 1 min |
| 22. | <p>Exclusion of Press and Public</p> <p><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 23, 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 |
| 23. | <p>Recruitment update</p> | 10 mins |