



# Clerk's Report

Full Parish Council meeting, 14<sup>th</sup> June 2023

## BUSINESS TO BE TRANSACTED

Number	Item	Time
1.	<b>Apologies for absence &amp; housekeeping*</b> Advance apologies have been received from Cllr. Woolf.	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.	<b>Disclosure of interests</b> (As defined under the Plaistow and Ifold Parish Council <a href="#">Code of Conduct</a> and the <a href="#">Localism Act 2011</a> , Chapter 7 ss.26 – 37 in relation to matters on the agenda).	1 min
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At the time of drafting this report, no disclosure of interests have been received from any Member. If a Member becomes aware of an interest in any agenda item, they must notify the meeting (either at the beginning of the meeting, or before the agenda item is discussed).

Members have a positive duty to consider the agenda and notify the meeting if they, or their partner, have a Disclosable Pecuniary Interest (DPI), or other interest in any matter listed. If a Member, or their partner, has a DPI, or any other interest, they are prohibited from participating in the discussion and/or voting. However, a Member can apply in writing to the Proper Officer (Clerk) for dispensation to participate and/or vote in the matter. It is a criminal offence for any Member to withhold disclosure of a DPI without reasonable

excuse and/or participate in debate and/or voting (in the absence of dispensation from the Proper Officer).

3. **Minutes** 1 min

Approval of the draft minutes of the Annual Meeting of the Parish Council held on 17<sup>th</sup> May 2023.

The draft minutes are published on the [website](#) and were circulated to Members, via email, on 22.05.2023.

Approved minutes shall be signed by the meeting Chair via Secured Signing – a secure and legally recognised digital signing software package - in accordance with Standing Order 12(g). The signed minutes will be published on the website [here](#).

4. **Public Forum** 10 mins

At the time of drafting this report, no requests to address the meeting have been received.

In accordance with SO 3(e) the public are permitted to make representations, answer questions, and give evidence in respect of any item of business included in the agenda. However, public participation shall not exceed 10 minutes, unless otherwise directed by the Chairman (SO 3(f)). A speaker is limited to 5 minutes (SO 3(g)). The Council is not required to respond and/or debate a matter/question raised during public participation and the Chair can direct a response to be provided (oral/written) by either a Councillor or the Clerk (SO 3(h)). Only one person shall speak at a time and if more than one person wants to speak, the Chair shall direct the order (SO 3(k)). A record of the public participation session shall be included in the minutes (SO 3(t)).

The business of the meeting will resume immediately following the public forum.

5. **To receive reports from [County and District Councillors](#)** 10 mins

Reports provided in advance of the meeting are published alongside the agenda on the Parish Council's [website](#) and circulated to Members, via email, for advance consideration.

District Cllr. Todhunter has sent his apologies. Loxwood Parish Council has a meeting on 14<sup>th</sup> June; as a Loxwood Parish Councillor, Cllr. Todhunter will attend that meeting instead.

6.

## Financial Matters

10  
mins

1. Financial Reports for May – June 2023 (Payments and Receipts Analysis)

Includes Parish Council's income and expenditure during the period 12th May – 9th June 2023.

To note in particular: -

### PAYMENTS

- £112.35 paid to the Princes Trust – cash donations collected during the Coronation event on 8<sup>th</sup> May on behalf of the charity.
- Second replacement child's swing seat (Wicksteed).
- Annual subscription to the Society of Local Council Clerks (SLCC) as agreed by the Council on 17.05.2023, C/23/077.

All other payments are self-explanatory/standard monthly payments of the Council.

### INCOME

- £112.35 income from Mr & Mrs Nutting – this is the total cash donations collected at the Coronation event on 8<sup>th</sup> May. Donations were counted in the presence of Cllrs. Jordan and Price. This method was agreed to prevent having to pay in loose cash at a bank branch. The total has been paid to the Princes Trust (see above in Payments).
- £107.47 refund from SSE regarding overpayments for Pavilion electricity. An up-to-date meter reading has been submitted.
- £500 grant received from CDC for Coronation expenses.

2. Internal Audit

The Parish Council's end of year (22/23) Internal Audit was completed on 5<sup>th</sup> May 2023 and the report is published on the Council's website [here](#). There were no matters arising from this final audit. The Internal Auditor completed the statutory [certificate](#), which will be sent to the External Auditors as part of the Annual Governance and Accountability Return (AGAR).

3. Annual Governance and Accounting Statement 2022/23

The Parish Council as a 'smaller authority', with either gross income or gross expenditure of between £25,000 and £6.5 million, must complete Form 3 of the Annual Governance and Accountability Return (AGAR) at the end of each financial year in accordance with

[Proper Practices](#). The AGAR is made up of three parts, (pages 3 to 6) The Parish Council must approve Sections 1 and 2 of the AGAR for the year ended 31st March 2023 no later than 30th June 2023.

The audit will be undertaken by Moore.

The Annual Internal Audit Report 2022/23 (Page 3) has been completed and signed by Mr. M. Platten on 8<sup>th</sup> May and is published on the Council's [website](#).

The Annual Governance Statement is signed on behalf of Council by the Chair and the Clerk (page 4). Members are required to acknowledge their responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements.

The Council has undertaken the following Governance procedures during 2022/23: -

- Submitted to an interim as well as a final Internal Audit
- Implemented the recommendations of the Internal Auditor ([interim report](#))
- Appointed a public Finance Committee which meets at least quarterly
- Keeps under review the system of internal control procedures and practices, which includes the Risk Management Scheme.

The Council is to confirm, to the best of its knowledge and belief, with respect to the accounting statements for the year ended 31st March 2023, that:

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.

**By answering 'Yes' this means that this authority has prepared its accounting statements in accordance with the Accounts and Audit Regulations.**

2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.

**By answering 'Yes' this means that this authority has made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.**

3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.

**By answering 'Yes' this means that this authority has only done what it has the legal power to do and has complied with Proper Practices in doing so.**

4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.

**By answering 'Yes' this means that this authority correctly provided for the exercise of Electors' Rights for the year ended 31st March 2022.**

**The External Auditors reported that the inspection period for 21-22 AGAR was set 1 day longer than required. As acknowledged by the External Auditor, this was a 'trivial breach'. The Internal Auditor stated that it was "an extremely petty point". However, the Council should ensure it sets the inspection period at 30 days in 22-23. The Internal Auditor has confirmed the dates set (16th June – 27th July 2023) comply with the requirements.**

5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

**By answering 'Yes' this means that this authority has considered and documented the financial and other risks it faces and dealt with them properly. This is set out in the Council's Risk Management Scheme / policy documents and insurance.**

6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

**By answering 'Yes' this means that this authority has arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.**

7. We took appropriate action on all matters raised in reports from internal and external audit.

**By answering 'Yes' this means that this authority has responded to matters brought to its attention by internal and external audit.**

8. We considered whether any litigation, liabilities or commitments, events, or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.

**By answering 'Yes' this means that this authority has disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.**

9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee, we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

**By answering 'Yes' this means that this authority has correctly discharged its duty as the sole Trustee of Plaistow Playing Field (Charity number: 305404). There has been no financial activity during this financial year. The playing field is provided free to use. Historically, this section of the AGAR was incorrectly completed; however, this was remedied in 21/22 and the Council is taking action (instructed AiRS) to ensure that the charity is being administered correctly and documentation is up to date with the Charity Commission. This work is ongoing.**

#### Section 2 - Accounting Statements for 2022/23

Members are invited to approve and agree that these be signed by the Chair of the meeting. Members are asked to note that the Accounting Statements (Section 2, pg. 5) will be signed by the Responsible Financial Officer (RFO) prior to presentation to the Council at the meeting.

The period within which the public can exercise their statutory rights to inspect and make copies of the Parish Council's accounting records/relevant documents (on reasonable notice, and at reasonable times) and lodge an objection with the External Auditor is 16th June – 27th July 2023 (inclusive).

Members are asked to note (and adopt in relation to agenda item 6(3)(e)-(g)) that the following will be submitted with the AGAR (emailed to Members in advance of the meeting):

- i. Cash and Investment Reconciliation as at 31st March 2023
- ii. Explanation of the differences between Box 7 and 8 on the AGAR
- iii. Summary and detailed explanation of Significant Variances between 2021/22 and 2022/23

The following information will be published on the Parish Council's website no later than 15<sup>th</sup> June:

- S1 & 2 AGAR.
- Signed declaration that accounts are unaudited and liable to change.
- A statement explaining how public rights can be exercised.
- The notice period.
- Contact details of the External Auditor.

## 7. **Planning Matters**

5  
mins

1. [Crouchlands Farm Planning Applications for Rickman's Green Village \(22/03114/FULEIA & 22/03131/OUTEIA\)](#)

Further to the Council's resolution to strongly object to the applications (C/23/074, 17.05.2023) the Council's representations were submitted to the Local Planning Authority (Chichester District Council) on 5th and 6th June 2023. They are published on the website [here](#).

2. Crouchlands Farm Planning Application for Whole Farm Plan ([22/01735/FULEIA](#))

The Applicant has made some material changes to the application, most notably the removal of the equestrian centre. The changes are outlined in their letter to the LPA dated 28.04.2023 ([here](#)). A swathe of new documentation became publicly available on [CDC's website](#) on 11<sup>th</sup> May. The Parish Council's Planning Working Group have considered the changes / new information and recommend that it

does not alter the Parish Council’s original strong objection, which was submitted to the LPA in October 2022.

Based on this recommendation, the Planning Working Group have drafted an additional representation, which was circulated to Members in advance of the meeting via email. The Council is invited to agree this updated representation, which will be submitted to the LPA and then made publicly available on the Parish Council’s website.

3. Lagoon 3

The following update will be submitted to CDC’s Planning Committee on 14.06.2023; [item 9 - Schedule of Planning Appeals](#) when the District Council considers the monthly schedule updating the position about planning appeals, litigation and recent planning policy publications or pronouncements.

Prosecutions - continued		
Site	Breach	Stage
Crouchlands – Lagoon 3, Loxwood	Of Enforcement Notice	Not Guilty plea entered on 18 April. Matter adjourned to Trial on 23 August. Initial Prosecution evidence served on the Defendant. More evidence may be served in the meanwhile.

4. Parish/Town Councils have received the following from CDC: -

*Dear Parishes,*

*I am writing to update you on the current situation with new housing development and the issue of mitigating it’s impact on the A27 Strategic Road Network and associated Local Highway Network. Many of you will be aware that since February this year the Council’s Development Management Team has ‘paused’ determination of planning applications for most new dwellings, while we consider the immediate implication of new development on the Council’s ability to mitigate their impact on the A27 through the emerging Proposed Submission Local Plan.*

*We have now received that advice. The Council can present a compelling case that the developments that come forward now*



*should be required to make a suitable level of contribution, in accordance with the strategy set out in [Policy T1](#), in order to provide necessary infrastructure to support the cumulative impact of new housing development, as also required by Policy 9 of the [Chichester Local Plan 2014-2029](#) and Paragraphs 8, 104, 105 and 110 of the [National Planning Policy Framework](#).*

*On the basis of the above advice the Council's Development Management Team will now proceed to continue to determine applications for new housing, that for the past few months have been held up solely on this issue. We will also seek to defend appeals on this basis, where it would not be unreasonable to do so. It is important to note that this is only one consideration in what is likely to be a significant number of other factors to be taken into account on any given planning application. An applicant's agreement to commit to the highways contribution as set out in [Policy T1](#) of the emerging plan does not override any other material considerations that the Council may have regarding the suitability of any particular proposal, and applications will be determined in accordance with an assessment of the harm or benefit that they present.*

The result of this has the potential to be positive for the northern parishes. Development which directly impacted the A27 was affected by the fact that there was no agreed mechanism to mitigate that impact. Had this become embedded, it would have reduced housing delivery in the district – particularly around the A27 – and impacted on Chichester's 5-year land supply. It would have put pressure on areas where there were no (or less) problems relating to the A27. A solution has now been found, via a legal basis for section 106 contributions (collecting financial contributions from future housing schemes to pay towards A27 upgrades); and therefore, development proposals on the A27 corridor can now be considered – all other merits in the balance of course. Theoretically, an applicant in the north of the district now has a reduced argument that their development should be allowed on the basis that "it cannot be built elsewhere".

8. **Ratify Clerk's decision(s) – Scheme of Delegation** 1 min  
Due to the complexity\* of the two Rickman's Green Village applications it became necessary to seek support from a Planning Consultant to ensure the Council's representations were well structured and policy compliant.

*\*The way they ‘interlock’ one another, as well as the separate Whole Farm Plan application; and the nuances of the planning system applicable to residential applications in Chichester District due to the less than 5-year land supply; out-of-date development policies within the Local Plan 2014-2029; application of the ‘tilted balance’ (para 11 of NPPF); the status of Chichester’s Interim Position Statement for Housing; the emerging Local Plan 2021-2039, which considered and rejected the site as a strategic development and NPPF policies.*

The document was drafted by the Clerk with support from the Planning Working Group and submitted to Steve Tilbury, Planning Consultant for review and amendment. The Parish Council previously instructed Mr. Tilbury to support its response to the Regulation 19 consultation regarding Chichester’s emerging Local Plan 2021 – 2039. Therefore, Mr. Tilbury was already familiar with the applications.

Pursuant to the Scheme of Delegation, the Clerk has total responsibility for ensuring that the instructions of the Council are carried out in connection with its function as a Local Authority and can make orders, incur expenditure, and process payments within authorised budgets (paras 3.1.2, 3.1.3).

The Council resolved to object to these applications and instructed the Clerk and Planning Working Group to draft its response. It has an approved budget of £16,000 to support its response to the Crouchlands Farm planning applications. The cost of the support was £350.

9. **South Downs National Park Board elections**

2

*Please refer to minute reference [C/23/079, 17.05.2023](#) and para 21 (pgs. 17-18) of the [corresponding Clerk’s Report](#) for background information.*

mins

The election paperwork (ballot paper and [candidates’ statements](#)) was emailed to Members on 05.06.2023.

The Parish Council (rather than individual Members) is invited to vote for two (2) Councillor representative to sit on the SDNP Board. However, since publication of the ballot paper it has come to light that two candidates are also District Councillors and under the rules set down by DEFRA are ineligible to stand as parish council representatives for the SDNPA Board. Therefore, when casting your vote, please disregard the names of Paul Mansfield (West Sussex), and in East Sussex, the name of Graham Amy.

In accordance with Standing Order 3(s) voting shall be either a show of hands or signed ballot. At the request of a Councillor, the Chair can approve voting by way if signed ballot.

10. **Highway Matters**

5

mins

1. Highway matters raised by Councillors

At the time of drafting, none raised to be added to the agenda for specific consideration.

2. School Safety Zone and Rickman's Lane TRO applications update

SSZ - no new update

TRO – the following has been received from WSCC Highways: -

*Please be advised that your application has now passed the Initial Assessment. I am now in the process of requesting Speed Data in order to process a Detailed Assessment, of which the application will be scored against the Traffic Regulation Order application criteria. Whilst I fully appreciate that your application has been supported by Speed Data, the only visible data for Rickmans Lane that I have been able to access on our database relates to 2016. Despite there being no major changes to the road characteristics between 2016 and the present day, it is still best practise to receive up to date speed data to enable us to understand the impact that this implementation could have on vehicular speeds.*

*I can now confirm that I have requested the relevant Speed Data, and I am due to receive this imminently. Once digested, I can begin discussions with our Road Safety Group Manager and carry out a Detailed Assessment. I will be assessing the Speed Data against the newly revised Speed Limit Policy, and deciding if any supporting traffic engineering measures will be required for a successful implementation.*

*I will update you furthermore in due course and thank you for your patience at this time.*

3. To consider the road markings outside the church in Plaistow

This item was requested to be added to the agenda by Cllr. Capsey, who will outline the issue to Members during the meeting.

4. Public Rights of Way Annual Parish Report

The report, covering the period of 01/04/2022 - 31/03/2023, outlines the work West Sussex County Council has completed on rights of way. It does not include items that are the landowner's responsibility.

Cabinet Member for Environment and Climate Change, Deborah Urquhart reports: -

*Over the past year West Sussex County Council (WSSCC) continued to manage the PRow network in West Sussex through its 15-month cycle of inspections and maintenance. Our local Access Rangers and dedicated Parish Path Inspector Volunteers together inspected the network, after which our maintenance contractor delivered any necessary works. Additionally, our Volunteer Rangers, often working with various partners, completed a significant programme to improve steps, bridges, structures and to clear vegetation. We also ran our annual Capital Improvements programme focussing on higher value improvements across the network including surface improvement works and bridge design and replacement. I attach a report that outlines the work completed in your parish between 1 April 2022 – 31 March 2023.*

*Day to day issues with the network should be reported using our online form (available by following this [link](#)). We need to prioritise the many reports of issues around the PRow network made each year. Should you report any issues, any details you can provide, such as photographs, measurements, clear location, type of vegetation, will be greatly appreciated.*

*Over the summer the County Council will again run a Surface Vegetation Clearance Programme – landowners are responsible for side and overhead vegetation.*

*During the past year several parish councils have taken proactive steps to enhance their local PRow, which path users have greatly appreciated. Should any council wish to involve themselves in managing their local paths, please do mention this to your local Access Ranger.*

*I include an advice note on our [Capital Programme](#) and how these works are prioritised and also an [advice note on developer contributions](#) and how these can support enhancements to your local PRow network. Hopefully this is helpful and gives you a better understanding of how we manage the network and how the Parish Council can support.*

*Our Countryside Management Team still supports the 'Think, Share, Be Aware' campaign which promotes responsible behaviours in the*

countryside. Details can be found on our [website](#) and if you want to use something similar in your shared spaces, such as parks or open spaces, our Countryside Management Team would be happy to discuss this with you and can be contacted at [countryside@westsussex.gov.uk](mailto:countryside@westsussex.gov.uk)

5. WSCC Highway’s response to the Parish Council’s pothole report, Plaistow Road, Ifold.

During the meeting on 12.04.2023, the Council instructed the Clerk to report a pothole along Plaistow Road, Ifold near the junction with Chalk Road ([C/23/055\(1\)](#)). On 12.05.2023, the Council received the following response from WSCC Highways Department: -

*Your enquiry has been updated by our Highways Team.*

**Enquiry Number:** 3230581

**Street:** PLAISTOW ROAD, LOXWOOD (E: 503163.92, N: 130470.2)

**Subject:** Potholes

*We have investigated your enquiry and it is not currently at a level where it would be scheduled for immediate repair, but we will continue to monitor it through our routine inspections. For further information about how West Sussex Highways assesses when a defect needs to be repaired please see our [Highway Inspection Manual](#) or if your enquiry relates to potholes please see our [website](#).*

- |     |   |           |
|-----|---|-----------|
| 11. | <p><b>Bike racks in Ifold</b></p> <p>This matter has been added to the agenda at the request of Cllr. Denyer. The proposal(s) will be outlined at the meeting and the Council can consider ‘next steps’ (if any) to be added to a future agenda.</p>  | 5<br>mins |
| 12. | <p><b>Correspondence</b></p> <p>None to note, which has not been specifically considered as a separate agenda item.</p>   | 1 min     |
| 13. | <p><b>Clerk’s update &amp; items for inclusion on a future agenda</b></p> <ol style="list-style-type: none"> <li>1. <u>Memorial bench, Plaistow</u><br/>The bench will be delivered by StreetMaster and installed by Mr. Luck on Monday 12<sup>th</sup> June.</li> <li>2. <u>WHMC meeting with AiRS and AGM update</u></li> </ol> | 3<br>mins |

A meeting between the Winterton Hall Management Committee, Youth Club, Parish Council and Action in Rural Sussex (AiRS) was held on 18.05.2023. The notes are available on the website [here](#).

Parties will undertake the actions arising over the coming weeks: -

- WH to update the Charity Commission website with the correct Trustees.
- Both Youth Club (YC) and WH to hold committee meetings (separately) to discuss and agree the way forward – either as separate Charitable Incorporated Organisations (CIO) or to become one CIO.
- The YC to make enquiries regarding the identity of its Custodian Trustee.
- The PC to find out from the PC’s webhosting company (TEEC) about the possibility of hosting a page for the WH.
- The PC to register the WH with HM Land Registry.
- AiRS to advise on fees to support the setup of CIOs.

Following the meeting, the WHMC have agreed it will pursue becoming a CIO.

The Winterton Hall’s AGM was held on 23.05.2023 and the minutes are on the website [here](#).

3. Councillor Vacancies

2 vacancies remain and are to be filled by Co-option.

4. Neighbourhood Plan

The Government funding window has not yet opened for 2023/24. Once it does, the Council will hold an Extraordinary Meeting to consider its position to re-instate the Neighbourhood Planning process.

14.

**Meeting Dates**

1 min

- Planning & Open Spaces Committee, 11<sup>th</sup> July 2023, Kelsey Hall, Ifold
- Finance Committee, 12<sup>th</sup> July 2023, 7pm, Kelsey Hall, Ifold
- Full Parish Council, 12<sup>th</sup> July 2023, 7:30pm, Kelsey Hall, Ifold

