



Clerk's Report

Full Parish Council meeting, 12th April 2023

BUSINESS TO BE TRANSACTED

| Number | Item | Time |
|--------|--|-------|
| 1. | Apologies for absence & housekeeping* | 1 min |

Advance apologies have been received from Cllr. Robinson.

**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.*

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|----|---|--------|
| 2. | Disclosure of interests <i>(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).</i> | 2 mins |
|----|---|--------|

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. **Public Forum** 10 mins

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

In accordance with [Standing Order](#) (SO) 1(d) 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 (SO1(e)). A speaker is limited to 5 minutes (SO1(f)). 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 (SO1(g)). Only one person shall speak at a time and if more than one person wants to speak, the Chair shall direct the order (SO1(i)). A record of the public participation session shall be included in the minutes (SO1(j)). The business of the meeting will start immediately following the public forum.

4. **Minutes** 1 min

Approval of the draft minutes of the full meeting held on 8th March 2023.

The draft minutes are published on the [website](#) and were circulated to Members, via email, on 15.03.2023.

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 9(d). The signed minutes will be published on the website [here](#).

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.

During this pre-election period, specific restrictions on communications and other activities are in place, as governed by legislation (s.2 Local Government Act 1986, as amended by s.27 LGA 1988). Essentially councils and Councillors should 'not publish any material which, in whole or in part, appears to be designed to affect public support for a political party'. Consequently, the reports are restricted to factual, ordinary business information only.

6.

Financial Matters

30
mins

1. Payments and Receipts Analysis

Financial Report for the Parish Council's expenditure during the period 1st – 31st March 2023. There has been no income in this time.

To note in particular: -

PAYMENTS

- March (half-yearly) loan and interest repayment (Lady Hope Playpark refurbishment)
- Sussex Rural Community Council payment cancelled out of the accounting system, as the payment did not go through the bank; the Clerk is investigating.
- Cllr. Brown's expenses (milage, at 45ppm) for managing the four notice boards
- Wisborough Green PC for 1/4th (£25) of the Planning Consultant's fee for the joint Northern Parishes meeting regarding CDC's Local Plan Reg 19 consultation.
- Steve Tilbury, Planning Consultant support for the Council's Reg 19 response (£350)

2. Finance Committee

The Finance Working Group (FWG) met on 5th April. The Finance Committee will meet on 12th April, before the full Council meeting and provide a verbal update at this juncture if there have been any changes to the recommendations made by the FWG.

Members are strongly encouraged to read the FWG minutes carefully, as the final budget recommendations are for the full Council – only the full Council can make decisions regarding the budget (see below).

The minutes are published on the website [here](#). Please note the 2 appendices: the Year End budget comparison spreadsheet and the recommended final budget for 2023/24.

NB/. After May, the Clerk will provide training to all Councillors on how to accurately read the finance spreadsheets produced; along with other updating training, particularly as the Council will have new Members and have achieved, for the first time, the General Power of Competence (now confirmed).

Please do raise any queries if you are finding it hard to follow the spreadsheets.

2023/24 Grants

The Finance Committee has delegated authority to consider and award Council grant payments. Councillors are directed to note the FWG's grant recommendations and rationale set out in the minutes at item 7 (pages 3 – 5). The Finance Committee will consider these recommendations on 12th and update the full Council if it has made any changes to the recommendations.

A full overview of the grant awards will be published on the website ([here](#)) and appended to the Finance Committee's minutes (after the meeting on 12th); the full Council will be invited to note these documents in May.

3. 2023/24 Budget

Members are strongly encouraged to read the FWG minutes carefully – item 8, page 5 onwards - as the final budget recommendations are for the full Council – only the full Council can make decisions regarding the budget.

The minutes are published on the website [here](#). Please note the 2 appendices: the Year End budget comparison spreadsheet and the recommended final budget for 2023/24.

Attention is drawn to the Tennis Court Maintenance matter on page 6 of the FWG's minutes.

The Parish Council is asked to confirm:

- a. It accepts the recommendation to add the annual tennis court vegetation maintenance to the Sussex Land Services annual contract (see below).
- b. Continue to support the annual cleaning of the court.
- c. To provide the money* sought for the resurfacing works on this occasion, upon the condition that the Youth Club puts in place a strategy to increase the tennis court's use within the community, to be agreed by the Parish Council before the money is paid.

Councillors are directed to note that a Member of the Public recently contacted the Council enquiring about all-weather provision within the Parish: -

“Just wondered who I should put an idea to on the parish council about getting an all-weather playing area for the kids in the village. I’m sure it will be a no go with the current fund situation, but it dawned on me whilst visiting the one in Godalming the other day that there isn’t even a single football goal in the village for the kids to play on. I spent my childhood playing on the village football pitch where I grew up. I’m the current age of computer games and internet kids need outdoor spaces more than ever to entice them outside. Look how great the attached photo is of the one in Godalming. Appreciate your assistance.”

The school and Pre-School could be encouraged to make better use of the facility, as well as information, promotion and membership schemes.

**The PC has the legal power to provide and/or support the provision of recreational facilities such as tennis courts (s.19, Local Government (Miscellaneous Provisions) Act 1976).*

4. CAGNE annual donation

The Parish Council is a Member of the [CAGNE](#) Aviation Town and Parish Council Forum. This forum is run by Councillors to engage and consult with town and parish councils and is independent from its lobbying activity. Each year it charges members a ‘renewal donation’ of £4 towards the running of the website and online meetings, which the PC is invited to attend.

At the recent CAGNE AGM, it was proposed that the £4 should be increased to £10. At present the Forum website costs are subsidised by the donations made by the public, received by CAGNE’s separate lobbying group. CAGNE would like to know the PC’s views on whether the council would be willing to increase the annual donation in 2024.

If the Council wishes to take this opportunity to consider its ongoing membership of CAGNE, then the Clerk advises that this matter be

deferred until the May meeting, after the election period, when the newly elected Members can join the discussion.

5. Children road safety signs for Winterton Hall

Following the Speed Awareness public meeting held 10th January 2023, the Youth Club has asked the Council for a CHILDREN CROSSING SLOW Heavy Duty Pavement Safety Sign.

The Clerk advises that if the PC is so minded agreeing to this request / expenditure, then purchasing a sign for the use of all Winterton Hall users e.g., Pre-School / Youth Club / events e.g., Coronation; School Fair; Easter Scramble etc. / private parties etc., this would be a better use of public funds. Similarly, the sign would be the property of the PC (rather than a specific group) and could be provided to other organisations when needed e.g., the school. The Youth Club have agreed that these are sensible and workable considerations and would support a 'community sign'.

Loxwood Road remains open when children cross from Winterton Hall to the village green to access the play park. This crossing activity is undertaken routinely during the week (working day and evenings) by various groups.

The Parish Council has the lawful power to spend money on road signage warning of a danger (Road Traffic Regulations Act 1984, s.72).

The cost is dependent on size: -

£177.45 – A1 size

£229.95 – 30" x 40"

£240.45 – A0 size



In terms of budget, the Council's recommended 2023/24 budget has £1,860.00 against Notice Boards, Finger Posts and Signage – although the Council is reminded to note that the forthcoming asset audit and recent 'adoption' of the traditional finger post signs is likely to require some expenditure within the year. However, there *may* be some underspend within the Coronation budget and other budgets are likely to yield some bandwidth throughout the year.

6. Plaistow Tennis Court

To consider and approve the inclusion of the annual tennis court vegetation management in the Council's ground maintenance contract.

See point 3 (pg. 4) above for details.

7. Ratify decisions made by Clerk since last meeting

To note and approve the legionella and tennis court cleaning invoices paid by the Clerk.

This expenditure was within the 2022/23 approved budget. The Clerk has delegated power to make orders, incur expenditure and process payments within authorised budgets under para 3.1.3 of the [Scheme of Delegation](#). Councillors were made aware of the payments (before Year End) via email. The payments are listed in the Financial Report for March (point 1. Pg.3 above).

8. Sessile Oak, Plaistow Village Green

In May 2022, Gale Tree Consultancy undertook a Tree Condition Report of the ancient Sessile Oak on Plaistow Village Green. The report and its findings/advise was accepted by the Council on [08.06.2022, C/22/090](#). This included the recommendation that a ground level visual assessment of the crown structure, which extends over Common House Lane, should be undertaken every twelve months.

The Council is asked to note the fee quote from Gale Tree Consultancy to undertake this assessment (please note the PC reclaims VAT):

The following recommendations made in TCR-297-22:

Tree Condition Report

- *Undertake a single standalone assessment of tree T530 Sessile oak assessing external features in line with the Visual Tree Assessment (VTA) method described by Mattheck & Breloer (Body Language of Trees, Department of the Environment Research for Amenity Trees publication No. 4 1994)*
- *Does not include the use of invasive decay detection equipment or any form of climbed assessment; if these are necessary, they will be stated within the report findings*

- *Produce a report detailing the assessments findings including any recommendations for work*

Sub-total: £100.00

Vat @ 20% £ 20.00

Total: £120.00

9. Coronation plaque and Tree

To consider and approve the quote from Goddard Engineering for the Coronation dedication plaque

At the time of drafting this report, the quote remains outstanding.

7. **Neighbourhood Plan (NP)** 2 mins

Members have received a copy of the Review Report prepared by Colin Smith Planning Ltd. Full consideration of the report and any re-instatement of the NP process will either be considered at the Council's May meeting; or during an Extraordinary meeting, following the pre-election period. At the time of drafting this report, details about cost, timescales and grant funding remain outstanding.

8. **Election update** 1 min

The Statement of Persons Nominated and the Notice of Uncontested Election have been published on the Parish Council's website ([here](#)); on the Plaistow and Ifold Noticeboards and on Facebook.

To confirm, the Parish will not have a contested election. Eight (8) candidates were nominated for election and the Parish Council has 11 seats. Therefore, all 8 candidates will be duly elected Councillors for Plaistow and Ifold after 4th May. Although there are insufficient candidates for an election, a quorum has been achieved.

Currently serving Councillors will stand down on 9th May, at which time the newly elected Members will take their seats.

The Council has 3 remaining vacant seats. Legislation requires that the Parish Council shall co-opt qualified people to fill the remaining seats, which should normally be done at the first meeting of the Parish Council - the Annual Parish Council Meeting on 17th May. If this cannot be achieved by 17th May, the Council has 7 weeks from 9th May by which to fill these seats by Co-Option. If the vacancies have not been filled within that seven-week period, then it will be necessary for CDC to set a date for a further election to fill those

vacancies. The full cost of this election will be borne by the Parish Council. If, following an election period, any seat(s) remain vacant the Parish Council shall continue to seek to co-opt qualified people for 'as long as it takes'.

9. **Litter pick**

2

The Spring Litter Pick will take place on Saturday 29th April, 10am.

mins

Please refer to the Parish Council's website for details, including the updated Risk Assessment ([here](#)).

To consider the risk assessment for 60mph roads and resolve to continue to include these.

History: -

The Council resolved, in principle ([14.12.22, C/22/159\(4\)](#)), to facilitate 12 new road signs, subject to WSCC/CDC being able to provide signage under their 'Working in Partnership' scheme.

WSCC & CDC are unable to provide signage.

The following information / guidance was issued by CDC: -

- *Litter picking highway verges can be a high-risk activity.*
- *Past fatalities in other parts of the country have prompted a national review and the production of industry guidance for those conducting work of any kind on or near the highway.*
- *Risk assessments must be produced for each activity and that traffic management should be deployed.*
- *Work can only be completed by qualified operatives using specified signage and equipment.*
- *CDC is unable to provide signage for volunteer groups and advise them not to litter pick highway verges.*
- *Contact your insurers about the work you have planned.*
- *CDC work with many parish councils and volunteer groups, but most choose low risk sites such a community spaces or footpaths, leaving the high-risk roads to CDC.*
- *CDC street cleaning service covers the entire district (300+ square miles) and clears fly tips, dead animals, empty litter and dog bins, sweep roads, remove abandoned cars and litter pick highways (of which there is around 7,000KM). A team of 20 staff completes this work.*
- *The team inspect every parish once a year and conduct an additional annual check of all road verges in order to determine the priorities. When parish monitoring finds work that needs to be completed, it is scheduled and completed as soon as possible.*

- *CDC inspected Plaistow and Ifold in Nov 2022 and Jan 2023 and on both occasions, it was looking clean.*
- *This is not unusual across the district as many groups and individuals are keen to keep their environments clean...and are perhaps not restricted by the same health and safety requirements as CDC.*
- *Thanks to their efforts CDC can deal with more hazardous work such as litter picking high speed roads or removing fly tips that contain hazardous waste.*
- *If the community identifies street cleaning work, please report it to CDC - [Street care and cleaning: Chichester District Council](#)*

The Parish Council has a full [Risk Assessment](#) for the litter pick, which is lodged with its Insurance Company and published on the website. It is provided to all volunteers in advance of each 'pick'.

Most routes within the Parish are 60mph: -

Route: Shillinglee Road

Route: Dunsfold Road

Route: Out of Plaistow towards Foxbridge Lane

Route: Foxbridge Lane

Route: Loxwood Road

The Risk Assessment recognises concealed entrances, no pavements, sharp bends, and poor visibility.

The Insurance Company has advised: -

Where litter picking near roads is undertaken by volunteers on behalf of the Parish Council we strongly recommend the following safety measures are included in the risk assessment and explained to the volunteers.

1. *Work should be restricted to adults only*
2. *Signage or cones are in place to alert motorists of the activity*
3. *Hi- vis clothing is worn by all participants*
4. *If possible, a "look out" is appointed to monitor traffic movement*
5. *No litter picking should be undertaken on the road itself*
6. *No personal music players or ear/headphones should be used*

The Risk Assessment reflects this guidance.

Industry guidance* for those conducting work of any kind on or near the highway - as highlighted by CDC – has indicated the following:

1. "Timing activities when traffic flows are least hazardous can be an important risk control measure if properly managed".
2. "The first step in deciding what risk control measures should be applied (if any) is to conduct a suitable and sufficient risk assessment"
3. Safety zones – 1.2m on 60mph roads and 0.5 on other roads
4. Working in pairs ("look out")

*[WISH & Safety at Street Works and Road Works, A Code of Practice](#)

The recommended 'safety zone' of 1.2m is unlikely to be achievable.

The Parish Council is asked to consider the [litter pick route information](#), consider the risk assessment, and resolve to continue to include the 60mph roads.

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| 10. | Highway Matters | 5 mins |
| | <ol style="list-style-type: none"> 1. To receive and resolve to act upon any Highway matters raised by Councillors. | |

None raised by Members in advance of the meeting.

2. To note any updates regarding the School Safety Zone (SSZ) in Plaistow and the TRO application along Rickman's Lane, Plaistow
 - SSZ: No further update regarding the ongoing consultation process
 - Rickman's Lane TRO application: email received from WSCC: -

Please be advised that I have been passed your details with regards to your Traffic Regulation Order application for Rickmans Lane, Plaistow. I have recently taken over as the Area Traffic Engineer, as the previous officer retired. I have had a brief overview of your original enquiry (3073415) – I appreciate that your application was made some time ago and I can fully understand your frustrations with the process so far. I have inherited this application at the right time as West Sussex County Council have recently updated our Speed Limit Policy. The next step will be to assess your application, and use this against our newly updated Policy. Thank you for your patience throughout

this process so far; I endeavour to respond to you with the outcome of an Initial Assessment as soon as possible.

3. To note WSCC's revised Speed Limit Policy, which became operational on 5 January 2023.

In April 2022, an Executive Task and Finish Group was convened by the WSCC Cabinet Member for Highways and Transport to review the County Road Safety Strategy. The initial priority agreed was to review and revise the West Sussex Speed Limit Policy, which became operational on 5 January 2023.

In summary, the main changes to how a speed limit will be assessed includes:

- removal of the reliance on average speeds or development frontage to determine suitability for a speed limit
- focus on the functional use of the road, especially non-motorised vulnerable road users (pedestrians, cyclists, equestrians) to help set an appropriate speed limit and support the January 2022 changes to the Highway Code
- guidance on the wider use of 20mph speed limits, including near schools
- consideration of a range of supporting measures to gain respect for the speed limit, to include both engineering and behavioural type measures – however, these are not mandatory, and a lower speed limit is not necessarily dependent on them being provided.

There are currently no proposals for a countywide review of speed limits, so any potential changes will only be considered via one of the current mechanisms e.g., via TROs or Community Highway Scheme (CHS).

Any application will still be subject to the relevant criteria and prioritisation mechanisms. For example, a Community TRO must not cost more than £3,000 to implement and a Community Highways Scheme should demonstrate a wider contribution to the West Sussex Local Transport Plan themes.

If applications are prioritised for delivery, they will be programmed into the forward capital programme. Please note that, if traffic

calming measures are required, schemes will be delivered over two years as they will need to be designed in year one and delivered in year two.

In addition to community requests for changes to speed limits, the County Council will continue to consider the introduction of more appropriate speed limits through local development schemes and as part of highway improvement projects where appropriate.

If your community wishes to apply for a change to a speed limit, please speak with your County Councillor and the local Area Highways Team, who will be able to provide advice on the best way to proceed.

The PC has resolved to make a TRO application for a 20mph speed limit within the centre of Plaistow, around the schools (within the SSZ zone), which will be submitted by the Council once confirmation is provided by WSCC that the SSZ has been approved.

Residents of Shillinglee and Durfold Wood have approached the Parish Council for support to make TRO applications to lower the speed limits along Shillinglee Road and Dunsfold Road. The Parish Council has resolved to support residents in this regard once the TRO applications are concluded within Plaistow, and on a first-come-first-served basis due to the financial implications.

However, the revised Speed Limit Policy – particularly the removal upon the reliance on average speeds – may have made the application process cheaper. Previously, the requirement to demonstrate average speeds cost the Parish Council c.£1,000 - £1,500 per TRO application.

The Clerk proposes to make enquiries regarding the practical application of this new policy; if there are no cost *per se* in the application process, then there is no barrier for the Parish Council to make these applications without undue delay as it removes budgetary restraints.

After the election period, the Council will consider the outcomes from the speed awareness public meeting held on 10th January 2023 and the recommendations of the Speed and Road Safety Working Group. Please refer to Full Council minute [C/23/022\(4\), 08.02.2023](#) by way of

an *aide-mémoire*. The revised policy may support some of the recommendations moving forward.

4. To note a report from a MOP regarding the condition of Plaistow Road and resolve to bring this matter to the attention of WSCC Highways Department.

I am not sure how to notify WSCC Highways about Plaistow Road, as this is much more than reporting one pothole. The road- as you drive in the direction towards Loxwood, appears to be crumbling away on the left-hand side on the corner as you drive out of the dip. I fear it is a potential accident spot as you now need to drive almost in the middle of the road, around this corner and beyond, with cars coming against and some at speed who are going down into the dip. You can't always see oncoming cars at this spot too. I am sure it is not only me who is concerned about this section of Plaistow Road. Ideally the road needs to be resurfaced, as it is more than potholes along this section. Many thanks

The Clerk has advised the MOP how to contact Loxwood PC (as this part of the road falls within Loxwood Parish; as well as WSCC Highways and Cllr. Duncton. However, Plaistow and Ifold Parish Council can support the prompt address of this issue, by also writing to WSCC Highways with its concerns.

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| 11. | The Coronation of His Majesty The King - Saturday 6th May | 2 |
| | Please read and note the Working Group minutes . | mins |

The agreed budget of £1,000 has not been reduced by £450, to reflect CDC's grant which covers the cost of the magician, due to the requirement to provide first aid cover. Unfortunately, St. John's Ambulance is unable to attend the event. Team Medic – who covered both Parish Council's Jubilee celebrations in June 2022 – have quoted £434.00.

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| 12. | Correspondence | 2 |
| | <ol style="list-style-type: none">1. Request from the School to host the summer fair on the village green and use of the Pavilion <p><i>Please could we officially ask the Parish Council if we may hold the school summer fair on the village green again on Saturday 1st July. We're looking for a rerun of last year's event, which was very</i></p> | mins |

successful hence our request and could we possibly use the pavilion for power/water and borrow the gazebos again please?

2. To note [Neighbourhood Watch's recruitment drive](#)

13. **Clerk's update & items for inclusion on a future agenda**

3

Recommendation: - To receive general updates and resolve to add any matters arising to a future agenda. mins

- To note the need for election candidates to return an expense form
ALL elected Councillors are required to complete a Return of Election Expenses form, even if there is a nil return. This must be completed and returned to the Returning Officer by 1 June 2023. Failure to send in a Return of Expenses (even a nil return) or Declaration by the above date constitutes an illegal practice, and knowingly making a false declaration constitutes a corrupt practice.
- To note an update regarding the bus shelters' oak
The oak beams have been made in readiness for the shelters and can be moved to the farm used by the WSCC Team for free storage until the shelters are built. The cost for couriering the beams is £80. However, before the beams are stored, the Parish Council needs to consider the likelihood of the shelters being built in 2023 and if there are any other options available / worth considering. The build has been further delayed until July 2023, although this is not guaranteed. The Clerk and Cllr. Jordan are putting together an updated full build cost for the Council to consider, including the feasibility and cost of paying for the build.
- To note the Council's updating response regarding Foxbridge
On 29th March, the Planning Committee resolved to approve the Council's response to the additional documents submitted by the applicant.
- To note [Foxbridge Lane closure](#) on 13.04.2023
This closure is necessary to allow Balfour Beatty to undertake urgent signage repairs on behalf of WSCC. The notice has been published on Facebook.

- To note update regarding the Queen's Green Canopy (Coxes pond)
Cllr. Taylor investigated the feasibility – before the application window closed at end of March. Unfortunately, it was not an option. The smallest 'pack' size for the most suitable trees was 105 trees. The 'urban' pack, which included smaller trees such as crab apples, was 15 trees. The application required specific grid reference for the planting, so donating any unused trees was not available.
- To note confirmation from BEAT regarding the Parish defibrillators
BEAT own Durfold Wood's Defib and the one outside the school in Plaistow. Kelsey Hall's device is owned by Secamb, but BEAT looks after it.
The Ifold phone box Defib was purchased by the Parish Council, however BEAT is happy to include it in their assets if this would support the Parish Council.
- To note Plaistow village green tree work on 21st April
The HS2 work will take place on Friday 21st April.

14.

Meeting Dates

1 min

Recommendation: - To note the dates of forthcoming meetings:

- Planning & Open Spaces Committee meeting, 3rd May 2023, Kelsey Hall, Ifold
- Annual Parish Meeting, 17th May 2023, Winterton Hall, Plaistow (7pm)
- Annual Parish Council Meeting, 17th May 2023, Winterton Hall, Plaistow (7:30pm)