



# Clerk's Report

Full Parish Council meeting, 8<sup>th</sup> February 2023

## BUSINESS TO BE TRANSACTED

- | Number | Item   |
|--------|--|
| 1.     | <p><b>Apologies for absence &amp; housekeeping</b></p> <p>Apologies have been received from Cllr. Jordan. Therefore, the Chair of the meeting will be Cllr. Capsey, as she is the Council's Vice Chair.</p> <p>Apologies have also been received from Cllrs. Whitehouse, Price and Denyer.</p>   |
| 2.     | <p><b>Disclosure of interests</b></p> <p>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).</p> <p>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).</p> |
| 3.     | <p><b>Public Forum</b></p> <p>A representative from <a href="#">Smith Simmons and Partners</a> may attend the meeting to present an emerging development scheme for land opposite the village green in Plaistow.</p> <p>The Parish Council cannot enter pre-application discussion with any party and will not prejudice its objectivity as a Statutory Consultee in the planning process by commenting upon draft proposals in advance of any planning application being formally submitted to the Local Planning Authority.</p> <p>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</p>  |

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**

Approval of the draft minutes of the full meeting held on 11<sup>th</sup> January 2023.

The minutes are published on the [website](#).

Circulated to Members, via email, on 24.01.2023. An amended version was later circulated on 30.01.2023.

Approved minutes shall be signed 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](#)**

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.

6. **Financial Matters**

1. Payments and Receipts Analysis

Financial Reports for January – February 2023. Includes income and expenditure between 05.01.2023 – 03.02.2023.

**To note in particular: -**

RECEIPTS

- Payment by HMRC of the Parish Council's Quarter 3 VAT Reclaim

PAYMENTS

- Transfer of £32,000 from the Parish Council's Current account into its Reserve account in accordance with the resolutions of the Finance Committee ([F/22-23/016\(4\)](#), 14.12.2022 / [F/22-23/022\(3\)](#), 11.01.2023).
- Payment of the annual Post Office grant to Plaistow Youth Club to support the overheads associated with providing the weekly outreach Post Office service, which benefits the whole community. The Parish Council resolved to make this grant payment on 08.12.2021 ([C/21/184\(d\)](#)). The Post Office does not pay for their venue hire and oncosts, as it offers rural outreach

centres as a service to the community and not for profit. The Youth Club has identified the annual cost as being £810 being the weekly hire fee which includes heating, insurance, electricity, storage, and cleaning. The Council makes the payment using its discretionary expenditure powers pursuant to s.137 Local Government Act 1972.

- All other payments explained on the analysis report.

2. Finance Working Group / Finance Committee

Councillors are directed to the Parish Council's website [here](#) to note the [draft minutes of the Finance Committee meeting](#) dated 11.01.2023.

3. Bus Shelter build cost

The WSCC Team will build the two bus shelters in Ifold and Plaistow between 16th Feb – 31st March. The Parish Council has £6,000 in ring-fenced funds to put towards the build costs; from two consecutive years (20-21 & 21-22) of successful grant funding applications to CDC via their 'New Homes Bonus' (NHB) scheme. The total cost for the two shelters is expected to be £9,816.27. When this project was first considered (2019/20), the £6,000 grant funding would have likely covered most, if not all, of the build costs. However, due to the delay in delivering the project (pandemic and then the WSCC Team's redeployment to support the Council's refugee scheme) costs have increased significantly. Due to the continued fluctuation in costs, the WSCC Team have only recently been able to confirm prices, as they begin to place orders for materials.

Therefore, Councillors are invited to approve expenditure from the Council's Community Reserve Fund to meet the deficit – around £4,000. The fund sits at £5,000 and, to date, has £0 expenditure against it.

To note, an 'off the shelf' wooden bus shelter from a supplier such as Littlethorpe costs £7,830 each, plus a delivery cost of £710 and the cost to build the foundations. The cost to construct the two foundations is around £3,000. Therefore, building two shelters via the WSCC Team (material costs only) remains by far the cheapest way of delivering two bus shelters (c.£10,000 cheaper).

Councillors are also invited to endorse the instruction of a Kirdford based wood mill to produce the oak bracing for the shelters. Their quote is only £61 more expensive than the general supplier used by WSCC. At the start of the project and within its NHB grant applications, the Council confirmed its intention to support local businesses and use locally sourced materials wherever possible.

4. [Local Plan Reg 19 Consultation – Northern Parishes joint response](#)

On 18<sup>th</sup> January, the Northern Parishes met to consider Chichester’s Local Plan 2021-2039, which begins its 6-week Regulation 19 public consultation on 3<sup>rd</sup> February. The Council is invited to **note and ratify** the Northern Parishes agreed strategy to seek the advice of Steve Tilbury, Planning Consultant (suggested by WSALC) and consider the merits of preparing a collaborative consultation response.

Councillors were advised of this matter via email on 25.01.2023 and an initial meeting with Steve Tilbury took place on 1<sup>st</sup> February. Cllr. Jordan and the Clerk were in attendance. The cost of this meeting will be shared 4 ways, between Plaistow and Ifold, Kirdford, Wisborough Green and Loxwood Parish Council and amounts to about £140 each Council. In budgetary terms, this cost is not specifically considered. However, the amount is small and can be ‘found’ within underspends from other budget headings.

Further to the meeting, the ‘next steps’ are for each Parish to prepare, individually, a Reg 19 consultation responses and direct any queries about the Local Plan and the development allocation to CDC. The Northern Parishes will consider a joint response and, if agreed, can seek the support of Steve Tilbury if required.

Councillors are invited to approve, in principle, the instruction of Steve Tilbury to support Plaistow and Ifold Parish Council’s preparation of its individual consultation response – to act as a ‘critical friend to the response drafted ‘in house’. A budget of £375 is recommended. This will cover the ½ day fee to review the Council’s individual response, and contribute towards any professional involvement in the Northern Parishes joint response, if agreed in due course.

In budgetary terms, this cost is not specifically considered. However, the amount is relatively small and can be ‘found’ within underspends from other budget headings and within the Council’s reserves.

5. Plaistow Village Green, Tree Surgery

On 13th July [\(C/22/103\(2b\)\)](#) the Council resolved to instruct Andrew Gale to undertake a updating Tree Condition Survey of Plaistow Village Green. Due to the public nature of the Village Green, tree condition surveys are required every 18 month – 3 years, depending upon a range of factors including the issues raised in previous reports / the weather in previous seasons / the age of trees and known/suspected diseases e.g., Ash Die Back.

Andrew Gale undertook the survey on 14th October and the report was published on the website [here](#) and reported to the Council at its full meeting on 9<sup>th</sup> November 2022 [\(C/22/139\(4b\)\)](#).

The required works are graded according to their urgency: -

HS2: Within 6 months of the reports date

HS3: Within 12 months of the reports date

HS4: Before the next survey date

On 9th November, the Council resolved to obtain quotes for works identified as HS2 PRIORITY and complete these works within the current financial year. The Clerk will also obtain estimated quotes for works identified as HS3 priority for budgeting purposes in 2023/24.

The Council has received four quotes: -

<b>Contractor</b>	<b>HS2</b>	<b>HS3</b>
C	£ 2,616.00	£ 960.00
E	£1,600	
H	£940	
S	£2,160.00	£1,080.00

The Parish Council's duty to achieve Best Value does not mean it automatically has to instruct the cheapest contractor; other factors should also be taken into consideration when deciding such as overall expertise and known workmanship.

The Council has instructed Contractor H on another matter (works yet to be undertaken – mid February) and has been recommended Contractor E.

7. **Highway Matters**

1. Highway matters raised by Councillors

No matters have been raised in advance of the meeting.

2. Replacement of the finger post in Plaistow

The damaged/missing finger post was raised by Parish Cllr. Capsey at the January meeting. WS County Cllr. Duncton agreed to raise the matter with WSCC Highways ([C/23/005](#)). Highways have reported that the matter is for the Parish Council to address. Therefore, Councillors must consider the need to replace the finger post.

The Clerk recommends that the matter is deferred to ascertain the cost of replacement. However, Members can make an in-principle decision and any expenditure, if required, can take place in the next financial year i.e., after April 2023.

3. School Safety Zone (SSZ) and Rickman's Lane TRO application update

**SSZ**

*I am pleased to say that this scheme was supported very well through the first stage of our consultation.*

*The second stage of consultation is underway and set to end on 03/02/2023, with the hope that all stakeholders will have responded with any comments and their support. After reviewing any comments we receive and chasing stakeholders for a response, we may encounter some slight design changes (although unlikely) to ensure all parties are happy with the scheme.*

*Our last stage of consultation will begin sending out letters to residents within the vicinity of the school safety zone to gain any comments. We typically see some objection from residents based on the fact the signs will flash for a few hours a day, however, it is very unlikely to be a showstopper.*

*We still continue our aim to install and construct these within the summer holidays of 2023. Of course, this is not guaranteed, however*

*that is my aim. I have attached the design for the scheme, this way you can use it to continue progressing your 20mph.*

*If you have any comments / questions please do let me know.*

*Kind Regards,*

*School Safety Zone – Local Transport Improvements Team*

**TRO**

To date, WSCC Highways have not provided an update and have failed to respond to the Clerk's (many) chasing emails. The matter has been raised with County Cllr. Dunton to escalate.

4. Speed and Road Safety Working Group meeting dated 17.01.2023

Councillors to receive and note the minutes of this Working Group meeting, published on the website [here](#). Councillors are recommended to resolve to defer the matters arising to a future agenda for (detailed) consideration.

8. **Priorities and Funding Survey**

On 11<sup>th</sup> January, the Council resolved to conduct a budget / activity consultation ([C/23/008 & C/23/009](#)). Members have been assisting the Clerk to draft this consultation, which will be launched via the Parish Council's website in due course.

Members are recommended to approve notification via Royal Mail's 'Door-to-Door' service – cost c.£200 (although the Clerk is waiting for final pricing from Royal Mail). This service will ensure every household in the Parish receives notification of consultation.

Members are also recommended to approve additional articles for the leaflet, to include information about the Crouchlands Farm planning applications and the Chichester Local Plan.

9. **The Coronation of His Majesty The King - Saturday 6th May**

It is recommended that the Council resolves to establish a Working Group to begin the community preparations for this momentous event. Therefore, Councillors are invited to nominate themselves to join the Group and agree to invite members of the community / local groups to join as well.

10. **Playpark Working Group**

The Ifold play area public consultation concluded on 31<sup>st</sup> January. The consultation received 96 responses, which is a 19% response rate (of the 500

leaflets delivered to Ifold households). Typical national survey response rates are between 5% - 30%; therefore, the Council can be confident that this is a respectable response – higher – rate.

The initial data shows that 77% were supportive of a play area at the Kelsey Hall and 21% unsupportive; 2% were ‘other’ – which will need further analysis to ascertain if their position was supportive or against the proposal. However, the initial results show that the majority of people would like to see a play area established.

The results will be carefully analysis by the Play Park Working Group in due course and presented in full to the Council at a later date.

## 11. Correspondence

1. WSALC’s response to the Council’s query regarding the cost of a Councillor recruitment film

*To put the measures the Board of WSALC are taking to raise the profile of local councils into context, the following should be taken into account:-*

- *In 2015 and 2019 across West and East Sussex only 10% local councils had contested elections.*
- *The vast majority had insufficient numbers to fill seats and had to resort to co-option.*
- *The objective is to attract people who can represent all sectors of the community.*
- *The Board of WSALC has allocated up to £10,000 for the project and given that nominations close in early April a six person working party has already met with a production company to map out the approach. Our aim is to have a version for various types of social media by mid February.*
- *The cost will be shared with East Sussex ALC, giving a base of 230 councils. If the whole £10,000 is spent it represents just £43 per council.*
- *We have also received a report analysing routes into the 20-30 and 30-40 age groups and how to attract their interest. Distribution will be through the most current social media, including Twitter, Instagram, Facebook, You Tube, LinkedIn and WhatsApp.*
- *Since the 2011 elections we have relied on NALC’s ‘Become a councillor – make a difference’ message but now we hope a targeted, professional, example-based approach will be effective. Good practice and achievements will be filmed on location with councillors setting the scene.*



*Douglas Denham St Pinnock  
Chairman, West Sussex Association of Local Councils*

2. Request from Plaistow Pre-School to use the Pavilion and Green for the Maypole Fete on 1st May.

3. Sussex Police - Summer Road Safety Virtual Briefing event, 13th March

*Sussex Police are hosting a Summer Road Safety Virtual Briefing event on Monday 13<sup>th</sup> March 2023. This will be facilitated by ACC Simon Dobinson, alongside colleagues from our Local Divisions and Roads Policing Unit.*

*For this event, we would like to invite an appropriate representative from all Town and Parish Councils across Sussex. We will look to record this event and share if you are unable to attend or wish to share afterwards. Due to the number of potential attendees, we ask that numbers are limited to one representative from each Council.*

*The event times are 1800-1900hrs and will be held on the MS Teams platform. Please use this link at the bottom of this email to join the meeting.*

*Where possible we will attempt to address any questions raised, during the event at the time using the comments sidebar. If we are not able to answer in the meeting (data not readily available) we will provide an answer in due course to the requestor.*

*Following the event, if there are any questions that you would like to ask please can you email [summerroadsafety2022@sussex.police.uk](mailto:summerroadsafety2022@sussex.police.uk). This specific event email address will be monitored until Friday 24<sup>th</sup> March.*

*We look forward to seeing you then*

4. WSCC's draft budget for 2023/24

Details of WSCC draft budget for 2023/24 has been published on the Parish Council's virtual notice board on its website [here](#). Further information can be found on WSCC's own website [here](#).

5. CDC's 'Warmer Homes' grant funding

Details of this grant funding scheme has been published on the Parish Council's virtual notice board on its website [here](#).

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

- Tender for the grass cutting contract - The deadline for submission is 1<sup>st</sup> March. The Council will consider and appoint a contractor at its March meeting.
- To note the Neighbourhood Plan Training on 7th March, 6:30pm Kelsey Hall, Ifold
- To note the Chichester Local Plan Reg 19 consultation
- To note the deferment of the Winter & Emergency Plan Committee meeting