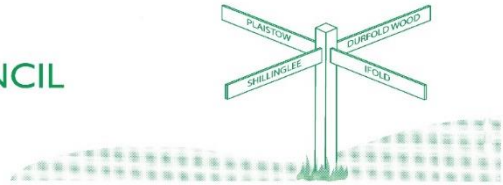


PLAISTOW AND IFOLD PARISH COUNCIL



MINUTES of the Winter & Emergency Plan Committee of Plaistow and Ifold Parish Council held on **Tuesday 10th October 2023** at Winterton Hall, Plaistow.

Present	<p>Cllr. Andrew Woolf; Cllr. Paul Jordan (Chair of the Parish Council); Cllr. Sophie Capsey (Chair of the Planning & Open Spaces Committee); Cllr. Rick Robinson; Cllr. Jane Price and Catherine Nutting (Clerk & RFO).</p> <p>No members of the public were in attendance.</p>	
WEP/23/001	<p>Meeting Chair</p> <p>Committee Members unanimously appointed Cllr. Woolf as the meeting Chair.</p>	
WEP/23/002 Apologies	<p>None.</p> <p>Mr Jon Pearce, Chair of Ifold Estates Ltd was not in attendance.</p>	
WEP/23/003	<p>Disclosure of interests</p> <p>None declared.</p>	
WEP/23/004	<p>Minutes</p> <p>It was RESOLVED to APPROVE the MINUTES of the meeting held on 27th September 2022, which will be signed by the Chair of the meeting via Secured Signing, in accordance with Standing Order 12(g) as a true record. The signed minutes will be available on the Parish Council's website.</p>	<p>Actions: Clerk & Cllr. Capsey</p>
WEP/23/005	<p>Public participation</p> <p>None.</p>	
WEP/23/006	<p>Matters arising from the previous meeting (27.09.2022)</p> <p>a. <u>Salt bin signage</u></p> <p>The Committee AGREED that all salt bin signage is correctly displayed and RESOLVED that no further action is required.</p> <p>b. <u>Resilience webpage</u></p> <p>The Committee NOTED the webpage, which has useful and emergency information. The Committee RESOLVED that it be kept under review and updated when necessary.</p>	

	<p>c. <u>External socket at Winterton Hall for generator</u></p> <p>The cost to purchase a generator capable of powering the Winterton Hall would be disproportionate to the potential risk/likelihood of the hall being used as a full emergency centre. Storage of such a large generator would also be an issue.</p> <p>The Committee RESOLVED NOT to install an external SOCKET.</p> <p>The Committee RESOLVED to compile some BASIC emergency EQUIPMENT for BOTH the Winterton and Kelsey HALLS.</p>	<p>Actions:</p> <p>Cllr. Woolf to write a list of equipment with costs and circulate to Committee.</p>
WEP/23/007	<p>Winter Plan</p> <p>The Committee RESOLVED to APPROVE the draft Winter Plan document, which will be sent to WSCC by the Clerk, along with the contractor's insurance certificate.</p> <p>The Committee RESOLVED that the document should be condensed for maximum usefulness and combined with the Emergency Plan (see WEP/23/008 below). Cllr. Woolf to precise and consolidate the document and circulate to the Committee.</p> <p>The Committee AGREED that Members require each other's contact details for a 'phone tree'. The Clerk to set up a Council WhatsApp group.</p>	<p>Actions:</p> <p>Cllr. Woolf / Clerk</p>
WEP/23/008	<p>Development of Emergency / Resilience Plan, including Op Bridge</p> <p>The Committee discussed that the draft document is too verbose and would be hard to execute - it needs simplifying.</p> <p>The Committee RESOLVED to make the document shorter with concise checklists for likely scenarios e.g., cold weather, electricity, and water outage; a list of basic supplies (see WEP/23/006 (c) above); phone tree and budget.</p> <p>Cllr. Woolf to draft the document and circulate to the Committee.</p> <p>The Committee RESOLVED to ask the community to sign up to volunteer their skills and equipment and identify those to be added to the 'vulnerable list' at the Neighbourhood Plan public meeting on 7th December 2023.</p>	<p>Actions:</p> <p>Cllr. Woolf</p>

WEP/23/009	<p>Winter 2023/24</p> <p>The Committee RESOLVED to purchase the basic emergency equipment in advance of 23/24 winter season (WEP/23/006(c)).</p> <p>The Committee RESOLVED to add the breakup of salt within the salt bins to any future Community Action Day.</p> <p>The Committee to consider dehumidifier boxes for inside the salt bins. Cllr. Price to investigate and circulate to the Committee.</p>	<p>Actions:</p> <p>Cllrs. Robinson & Price</p>																																																																												
WEP/23/010	<p>Committee expenditure review for financial year & Budget review</p>																																																																													
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	<p>The Committee NOTED the end of quarter 2 budget expenditure, which amounts to the Winterton Hall WIFI between April – Oct 2023. The remainder of the financial years’ WIFI costs will be met from the budget. There are sufficient funds for the purchase of emergency equipment and dehumidifiers (WEP/23/006(c) and WEP/23/009).</p> <p>The Committee RESOLVED that £800pa budget was sufficient in 2024/25.</p>																																																																													
WEP/23/011	<p>Date of next meeting</p> <p>12th March 2024, Kelsey Hall, Ifold</p>	<p>Actions:</p> <p>Clerk</p>																																																																												

There being no further business, the Chair closed the meeting at 21:03