



## Notice of Meeting of the Parish Council

Members of Plaistow and Ifold Parish Council are summoned to attend the Full Council Meeting on **Tuesday 9<sup>th</sup> September 2025** at **19:30, Winterton Hall, Plaistow**. Members of the Press and Public are welcome to attend.

Dated: 4<sup>th</sup> September 2025

Yours faithfully,

J Bromley Clerk & RFO to the Council

## MEETING AGENDA

This agenda, Clerk's Report and appendices can be found on the Parish Council's website: [www.plaistowandifold-pc.gov.uk](http://www.plaistowandifold-pc.gov.uk) | Alternatively, please contact the Clerk for hard copies or remote access: [clerk@plaistowandifold-pc.gov.uk](mailto:clerk@plaistowandifold-pc.gov.uk)

- | Number | Item   |
|--------|--|
| 1.     | <b>Apologies for absence</b><br><b>Recommendation:</b> - To receive and accept apologies for absence.  |
| 2.     | <b>Disclosure of Interests</b><br><b>Recommendation:</b> - To receive 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 <a href="#">Localism Act 2011</a> Chapter 7 ss.26 – 37, in relation to matters on the agenda.  |
| 3.     | <b>Minutes</b><br><b>Recommendation:</b> - To approve the Minutes of the Parish Council meeting held on <a href="#">15<sup>th</sup> July 2025</a> and resolve to sign via Secured Signing in accordance with S.O. 12(g).   |
| 4.     | <b><u>Public Forum</u></b><br><b>Recommendation:</b> - 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 <a href="#">Standing Orders</a> 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 Tuesday 9 <sup>th</sup> September 2025. In accordance with <a href="#">Standing Orders</a> 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.     | <b>To receive reports from <a href="#">County</a> and <a href="#">District Councillors</a></b><br><b>Recommendation:</b> - 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. **Planning Matters**

1. **Neighbourhood Plan.**

**Recommendation:** - To review the Working Group comments from their meeting on 1<sup>st</sup> September (circulated previously) and to RESOLVE any actions.

2. **Assets of Community Value**

[See Clerks report](#)

**Recommendation:** To consider applications for this designation.

3. **Foxfields**

[See Clerks report](#)

**Recommendation:** To consider the requirements for the PWLB process and agree any action.

4. **Crouchlands Lagoon 3**

**Recommendations:** To discuss any actions required following a presentation from Mark White of White Land Solutions Ltd, during the public adjournment on the emptying of Lagoon 3.

7. **Financial Matters**

1) Financial Reports to 19<sup>th</sup> July 2025 to 18<sup>th</sup> September 2025

Includes income and expenditure from 19<sup>th</sup> July 2025 to 18<sup>th</sup> September 2025 and the Order for Payment for ratification for August 25 and approval for September 2025 (to be circulated separately) and bank reconciliations [to 31<sup>st</sup> July 25](#) and [to 31<sup>st</sup> August 2025](#).

**Recommendation:** - To receive, review and note the financial reports and appoint three signatories for the order for payments and authorising bank BACs

2) Finance Committee Recommendations

1. **Recommendation:** to note the budget forecast comparison for 25-26 at the end of quarter 1, as approved by the Finance Committee.

- [Quarter 1 Budget Forecast.](#)

2. **Recommendation:** to receive and approve the recommendations made by the [Finance Committee at their meeting on 29<sup>th</sup> July 2025](#) with regard to the 25-26 Audit requirement SAPP Assertion 10.

- To approve an [IT Policy for the Council](#)
- To approve an upgrade to the PDF Suite software to PDF Suite Pro which includes a document checker for accessibility. The additional cost being £20 per annum.
- To note the [Data Protection Audit](#) carried out and reviewed by the Data Protection Officer – Satswana.
- To note the Clerk has undertaken training on the audit requirement SAPP Assertion 10.

3) External Audit 24-25:

**Recommendation:** to note [the External Audit report](#) to conclude the 24-25 Audit process with no matters raised.

4) Internal Audit 25-26

**Recommendation:** to receive the recommendation from the [Finance Committee made at their meeting on 29<sup>th</sup> July 2025](#)

- To approve the reengagement of Mike Platten of April Skies as Internal Auditor for 25-26 at a cost of £470 (£455 for 24-25) and to authorise the Clerk to sign the Terms of Engagement.

5) Precept 26-27

**Recommendation:** to note the forthcoming precept calculation process is to begin on 7<sup>th</sup> January 26 with a Finance Working Group meeting. Councillors are asked to consider projects for consideration in this process ahead of this date to allow time to obtain quotes etc.

6) Clerk's Delegated Decisions -[Scheme of Delegation](#)

**Recommendation:** To note and ratify the following decision(s) made by the Clerk pursuant to paras 3.1.2, 3.1.3, 3.1.5, 3.1.6 of the Scheme of Delegation: -  
NONE.

8.

**Tree Works**

[See Clerk's report](#)

1. **Recommendation:** to consider the aerial tree survey carried out by Gale Tree Consultancy and Resolve any actions.
  - Sessile Oak Aerial Tree Survey.
2. **Recommendation:** to note the aerial surveys on the other Oak Trees are still to be carried out and expected to be completed on Monday 10<sup>th</sup> November.

9.

**Play Parks**

[See Clerk's Report](#)

- Ifold Play area
- Lady Hope Play area

10.

**Biodiversity Working Group**

1. Community Orchard- Dunsfold Rd

[See Clerk's report](#)

**Recommendation:** To approve that the Clerk may sign the WSCC Licence to use land along the Dunsfold Rd for a 5 tree small stock apple orchard.

2. Dead Hedge Construction

[See Clerk's Report](#)

**Recommendation:** To approve the construction of a further dead hedge at the far end near Todhurst Meadow in conjunction with Stem Tree Surgeon donating a volunteer day.

11. **80s Tea Party**

**Recommendation:** To receive feedback on this event from Councillor Price.

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

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

1. Cox's Pond Roadside barrier. No progress on this and WSCC Duncton to ask to chase.
2. Cox's Pond fence- To be installed end of September.

13. **Correspondence**

[See Clerks Report](#)

14. **Items for Church Newsletter**

15. [Date of next meetings](#)

Recommendation: - To note the dates of forthcoming meetings:

- Winter and Emergency Group TBC
- NP Working Group- **NOT A PUBLIC MEETING**- 16<sup>th</sup> September 2025-Winterton Hall
- Planning 8<sup>th</sup> October 25 7.30pm Kelsey Hall- Large Hall
- HR Committee 13<sup>th</sup> October 25 7.30pm Kelsey Hall- Small Hall
- Full Council 14<sup>th</sup> October 25 7.30pm Kelsey Hall- Small Hall