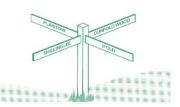
PLAISTOW AND IFOLD PARISH COUNCIL



Notice of Meeting of the Parish Council

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

Dated: 4th September 2025

Yours faithfully,

J Browley 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 | Alternatively, please contact the Clerk for hard copies or remote access: clerk@plaistowandifold-pc.gov.uk

Number Item

1. Apologies for absence

Recommendation: - To receive and accept apologies for absence.

2. **Disclosure of Interests**

Recommendation: - 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 <u>Localism Act 2011</u> Chapter 7 ss.26 - 37, in relation to matters on the agenda.

Minutes

Recommendation: - To approve the Minutes of the Parish Council meeting held on <u>15th</u> <u>July 2025</u> and resolve to sign via Secured Signing in accordance with S.O. 12(g).

4. **Public Forum**

Recommendation: - 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 Standing Orders 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^{th} September 2025. In accordance with Standing Orders 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. To receive reports from <u>County</u> and <u>District Councillors</u>

Recommendation: - 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 1st 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 19th July 2025 to 18th September 2025

Includes income and expenditure from 19th July 2025 to 18th 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 31st July 25 and to 31st 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.
- Recommendation: to receive and approve the recommendations made by the <u>Finance Committee at their meeting on 29th July 2025</u> 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 <u>Data Protection Audit</u> 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 <u>the External Audit report</u> to conclude the 24-25 Audit process with no matters raised.

4) Internal Audit 25-26

Recommendation: to receive the recommendation from the <u>Finance Committee</u> made at their meeting on 29th 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 7th 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) <u>Clerk's Delegated Decisions</u> -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 10th 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. <u>Date of next meetings</u>

Recommendation: - To note the dates of forthcoming meetings:

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