



Notice of Plaistow & Ifold's Annual Parish Council Meeting

Members of the Council are summoned to attend the Annual Council Meeting of Plaistow and Ifold Parish Council which will be held on **Wednesday 14th May 2025** at **19:30** at the **Kelsey Hall, Ifold**. Members of the Press and Public are welcome to attend in person and to join remotely please contact the Clerk ahead of the meeting.

Dated: 9th May 2025

Yours faithfully

J Bromley

Jane Bromley

Clerk & RFO to the Council

Number	Item	Time
1.	Election of Chair for 2025/26 <i>See Clerk's Report.</i> Recommendation: - To nominate and elect the Chair of the Council for the year ahead and to receive the Chair's Declaration of Acceptance of Office.	3 mins
2.	Election of Vice Chair for 2025/26 <i>See Clerk's Report.</i> Recommendation: - To nominate and elect the Vice Chair of the Council for the year ahead and to receive the Vice Chair's Declaration of Acceptance of Office	3 mins
3.	Delivery by Councillors of their Register of Interest forms. <i>See Clerk's Report.</i> Recommendation: - To formally receive Councillors Register of Interest forms (<i>circulated separately for completion</i>) and to agree that those Members who are unable to submit their forms shall do so by 17 th June.	1 min
4.	Apologies for absence & housekeeping Recommendation: - To receive and accept apologies for absence.	1 min
5.	Disclosure of Interests in relation to matters on the agenda. Recommendation: - To deal with 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 Localism Act 2011 Chapter 7 ss.26 – 37, in relation to matters on the agenda.	1 min

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| 6. | <p>Minutes</p> <p>Recommendation: - To approve the Minutes of the full Parish Council meeting held on 16th April 2025 and Resolve to sign via Secured Signing in accordance with Standing Order 12(g).</p> | 1 min |
| 7. | <p>Public Forum</p> <p>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 <u>either in person, or in writing provided they were sent via email to the Clerk no later than 4pm Wednesday 14th May 2025</u>. 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.</p> | 10 mins |
| 8. | <p>To receive reports from County and District Councillors</p> <p>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.</p> | 10 mins |
| 9. | <p>Adopt the General Power of Competence</p> <p>Recommendation: - To resolve that the Council has met the conditions of eligibility to adopt the General Power of Competence for the forthcoming Council year and to readopt this Power.</p> | 2 mins |
| 10. | <p>Financial Matters</p> <ol style="list-style-type: none"> 1. <u>Financial Reports for April – May 2025 (Payments and Receipts Analysis)</u>
Includes income and payments between 18th April and 17th May 2025 (to be circulated separately) and bank reconciliation to 30th April 2025.
Recommendation: - To receive, review and note the payments, which includes: payments made via Direct Debit; payments made by Debit Card under the Scheme of Delegation para 1.5; and forthcoming BACs payment dated 17th May 2025 and appoint signatories. 2. <u>Bank Signatories</u>
See Clerk's report
Recommendation: To receive, review and approve the bank reconciliations on 30th April 2025 and appoint signatories. 3. <u>Insurance arrangements for 2025/26</u>
See Clerk's Report | 10 mins |

Recommendation: - To renew the Council's insurance policy from 1st June 2025 with Hiscox. The Cyber Policy to be considered in November 2025.

4. Regular payments and budget expenditure

Recommendation: - To consider and approve the list of regular payments as Recommended by the Finance Committee at its meeting on 3rd April 2025 and also to authorise the Clerk to make budget expenditure payments over the course of the year in accordance with [Financial Regulation 5 & 6](#). or [updated Financial Regulations 5& 6](#)

5. Broadband at Winterton Hall See Clerk's Report

See Clerk's report

Recommendation: To accept the quote for the provision of Broadband at Winterton hall from XLN for a two-year contract.

6. Internal Auditor Appointment for 25-26

Recommendation: To reappoint Mike Platten of April Skies as Internal Auditor for the 2025-2026 Parish Council Year.

7. Clerk's Delegated Decisions -[Scheme of Delegation](#):

- To substitute the second quote received for the Kelsey Hall Tree works to facilitate the time scale necessary ahead of the installation of the playground but incurring an additional cost of £200 to £450.
- Purchase of Rechargeable lights to illuminate Silhouette for Beacon Lighting £26.98 from Events Budget £1000.

11. **Administrative Subscriptions & subscriptions to other bodies**

2 mins

1. Recommendation: - To consider and resolve upon continuing the Council's subscriptions with

- Zoom £15.59 pm, Secured Signing £12.00 pm, Rialtas Suite £294 pa, Microsoft £104.99 Microsoft PDF Suite £49.95 pa and TEEC £388.
- NALC & WSALC £704 / SLCC £288 / AiRS £120 / CAGNE £10.

12. **Appointment to outside bodies and roles of responsibility**

5 mins

See Clerk's Report

Recommendation: - To consider and appoint Councillors / Co-Opt non-elected Members as the Parish Council's lead representative in the following roles: -

- Tree Warden –
- Footpaths & PRowS –
- Plaistow Village Trust –
- Durfold Wood Residence Association –
- Ifold Estates Limited –
- Winterton Hall Management Committee –
- Kelsey Hall Management Committee -
- Highways Lead –
- Website and Social Media –
- Community Speed Watch –
- Neighbourhood Watch / Police Liaison –
- Chichester District Association of Local Councils (CDALC) –
- West Sussex Association of Local Councils (WSALC) –
- CDC Northeast Parishes Meeting –
- Litter pick –

13. **Appointment of Committees** 5 mins

See Clerk's Report

Recommendation: - To appoint Members / Co-Opt non-elected Members to the following Committees and agree the Chair:

- Planning & Open Spaces (maximum 8 Members)
- Winter & Emergency Plan (maximum of 8 Members)
- Finance Committee (maximum of 6 Members)
- HR Committee (maximum of 4 members)

14. **Appointment of Working Groups** 5 mins

See Clerk's Report

1. Recommendation: - To appoint Members / Co-Opt non-elected Members to the following permanent Working Groups and agree the Chair **or else disband the Group**:

- Playpark Working Group
- Newsletter Working Group
- Planning Working Group
- Speed Awareness Working Group.
- Finance Working Group
- Business Plan Working Group
- Parish Biodiversity Working Group.

15. **Committee / Working Group Terms of Reference** 5 mins

Recommendation: - To consider and approve the Terms of Reference documents for the Council's Committees and Working Groups as listed:

- [Finance Committee](#)
- [Planning and Open Spaces Committee](#)
- [Winter Emergency Committee](#)

	<ul style="list-style-type: none"> • HR Committee • Playpark Working Group • Newsletter Working Group • Planning Working Group • Speed Awareness Working Group. • Finance Working Group • Business Plan Working Group • Biodiversity Working Group 	
16.	<p>2025/26 meeting schedule</p> <p>Recommendation: - To consider and approve the 2025/26 meeting schedule.</p>	1 min
17	<p>Standing Orders, Financial Regulations, Code of Conduct & Scheme of Delegation.</p> <p>Recommendation: - To consider adopting and readopt the following: -</p> <ul style="list-style-type: none"> • Adopt the Updated Standing Orders • Adopt the Updated Financial Regulations. Please note NALC are currently updating the Model Financial Regulations and a further review may be required later in the year. • Readopt the Code of Conduct • Readopt the Scheme of Delegation. 	5 mins
18.	<p>Policies</p> <p>Recommendation: - To consider readoption of the following policies for the year ahead or instead set up a Working Group to review.</p> <p>Media and Communications Policy</p> <p>Pensions Discretion Policy</p> <p>Dignity at Work Policy</p> <p>Playground Inspection & Maintenance Policy</p> <p>Grant Awarding Policy</p> <p>Co Option Policy</p> <p>Biodiversity</p> <p>Pond Policy</p> <p>Pre Application Discussion Policy</p>	10 mins
19.	<p>Ifold Playpark:</p> <p>See Clerk's Report</p> <p>Recommendation: - To receive an update on the progress of this project.</p>	2 mins
20.	<p>Planning:</p> <p>a) Land South of Rumbolds Lane, Plaistow. PS/25/00443/FUL - 15 no. dwellings and associated works. Land South of Rumbolds Lane.</p>	10 mins

Recommendation: To consider the previous submission by the Parish Council and the Report circulated from the Council's Planning Consultant and consider the further draft response to this application.

b) CDC Local Plan 2021-2039

Recommendation: To receive any update on the Local Plan from the District Councillors.

c) Neighbourhood Plan:

Recommendation: To receive the update in the Clerks report.

d) Emerging Local Plan – [Main Modifications consultation to 29th May 2025.](#)

Recommendation: Councillors to advise the Clerk of any comments they would like to make on the consultation.

21. **Clerk's update including correspondence & items for inclusion on a future agenda.** 5 mins

See Clerk's Report

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

1. Tennis Court Cleaning- Update
2. Annual Parish Meeting – Feedback
3. Councillor Vacancies- Two vacancies to fill.
4. Shillinglee TRO applications. Update.
5. Winterton Hall Title Registration. Update.
6. Coxes Pond water testing. Date for inspection either 8th May or 6th June.
7. Coxes Pond Roadside barrier near steps to pond. WSCC Highways to inspect. Update requested from WSCC Highways
8. Coxes Pond fencing between Pond and field. Verbal report.
9. Trees:
 - Works at Winterton Hall Pre- school.
Quote from Sussex and Surrey Tree Surgery £75
quote from STEM £100.
 - Ash Trees overhanging the Plaistow School car park from the pond area, to be surveyed and if works needed to be undertaken by the school
10. [Uniting of Kirdford and Plaistow Church with Wisborough Green.](#)- Feedback.
11. School Fete. Biodiversity Working Group Stand. Update.
12. Chalk Rd Bus shelter area. Cllr Denyer to update.

22. **Date of next meetings and items for monthly update.** 2 min

Recommendation: - To note the dates of forthcoming meetings and agree items to be included in a church newsletter update to be published June:

- Planning Committee, 10th June 2025, 7.30pm Kelsey Hall, Ifold.
- Full Parish Council, 17th June 2025, 7:30pm, Kelsey Hall, Ifold.