



Notice of Meeting of the Parish Council

Members of Plaistow and Ifold Parish Council are summoned to attend the Full Council Meeting on **Wednesday 15th April 2026 at 19:30, Kelsey Hall, Ifold.** Members of the Press and Public are welcome to attend.

Dated: 10th April 2026

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 | 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 Localism Act 2011 Chapter 7 ss.26 – 37, in relation to matters on the agenda. |
| 3. | Minutes Recommendation: - To approve the Minutes of the Parish Council meeting held on 11th March 2026 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 Wednesday 15 th April 2026. 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 County and District Councillors 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. **PROW Matters:** [See Clerks Report.](#)

Recommendation: To seek assistance from WSCC Janet Dunton as to meeting with WSCC PROW Office regarding improving PROW connectivity for the Parish.

7. **Planning Matters**

1. [22/02346/OUT](#) Foxbridge Golf Club Foxbridge Lane Plaistow RH14 0LB

Recommendation: - To receive an update following the CDC Committee meeting on 15th April 2026.

2. **Neighbourhood Plan.** [See Clerk's report.](#)

Recommendation: - To receive an update and discuss actions following a meeting with CDC on 9th April following Regulation 14 consultation.

3. **Chichester District Council "Call for Sites"-** [See Clerk's Report.](#)

[Land Availability Assessment - Call for Sites - Chichester District Council](#)

4. **Land North of Rumbold's Lane/ South of Common House Road** [26/00403/FUL](#)

Recommendation: To receive a recommendation from the Planning Committee regarding this application. (Minutes from the Planning Committee Meeting dated 14th April 2026 will be circulated separately ahead of this meeting).

8. **Financial Matters**

- 1) [Financial Reports to 18th March 2026 to 31st March 2026 and Reports 1st April 2026 to 17th April 2026](#) -Includes [bank reconciliations to 31st March 2026](#) and Order for Payments for April for approval and any payments already made for ratification. (To be circulated separately).

Recommendation: - To receive, review and note the financial reports and appoint three signatories for the Order for Payments and a Councillor to authorise bank BACs.

- 2) [VAT Return 4th Quarter to 31st March 2026](#)

Recommendation: To note the VAT return has been submitted and a repayment of £603.75 received.

- 3) [CIL Monitoring Return for 2025 -2026](#)

Recommendation: To approve the CIL Monitoring return for submission to Chichester District Council.

- 4) [Final Internal Audit 2025-2026 Report](#)

Recommendation: To note the results of the final internal audit for the year to 31st March 2026. (to be circulated after the audit on 14th April).

5) AGAR 2025 -2026 (documents to be circulated following the audit on 14th April 2026)

Recommendation: Noting the Final Internal Audit consider, and resolve upon:

- a. The dates for the period of exercise of public rights from Tuesday 3rd June – Monday 14th July 2026 inclusive.
- b. The Annual Governance Statement 25/26 (Section 1 of the Annual Governance and Accountability Return (AGAR) page 4) with regard to the [Smaller Authorities Proper Practices Panel Guidelines 26-27](#) and using [the evidence for compliance document](#) that it be responded to in the positive and signed by the Chair in conjunction with the Clerk as accurate.
- c. The Accounting Statement 25/26 (Section 2 of the AGAR page 5) and that it be signed by the Chair in conjunction with the Responsible Financial Officer as accurate.

6) External Audit:(documents to be circulated following the Audit on 14th April 2026)

Recommendation: To review and approve that the following documents be submitted to Moore's for the 25/6 External Audit.

- a. The AGAR Annual Return for 25/26 duly signed,
- b. Bank Reconciliation 25/26
- c. Explanation of Significant Variances
- d. Internal Auditors Report
- e. Copy of Asset Register as approved by the Council at its [meeting on 11th March 2026](#) Minute reference PC/36/26
- f. Exercise of Public Rights Form.
- g. Breakdown of Reserves
- h. Reconciliation between boxes 7 & 8 of Accounting Statement

7) CCLA Account Opening and Unity Trust Account Closure

Recommendation: Clerk to update regarding the opening of a CCLA account and closure of the Unity Trust Account.

8) 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: -

- To obtain quotes for a S26 letter regarding the Tennis Court Lease, the purchase of Title and Plan for the land the tennis courts occupy £14.00
- To engage Steve Tilbury Consulting to comment both on the Foxbridge planning application submission by a resident and also the Land South of Common Road planning application from the Planning and development Budget.

9. **Tennis Court Land Lease:** [See Clerk's report](#)

Recommendation: To note the update and discuss any further action.

10. **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. Annual Parish Meeting– 29th April 2026. Parish Council Speakers.
2. Brainstorming- Update on actions. **APPENDIX A**
3. Cox's Pond Barrier Gap- Highways to report back at the end of February 2026
4. Flooding along Plaistow Road- Update.

11. **Correspondence**

None.

12. **Items for Church Newsletter.**

13. **[Date of next meetings](#)**

Recommendation: - To note the dates of forthcoming meetings:

- 21st April 2026 7.30pm 21st April 2026 7.30pm Finance Committee- Kelsey Hall
- 29th April 2026 7.30pm ANNUAL PARISH MEETING – Kelsey Hall
- 6th May 2026 7.30pm Planning-Winterton Hall
- 17th May 2026 7.30pm Annual Meeting of the Parish Council- Winterton Hall.

