PLAISTOW AND IFOLD PARISH COUNCIL

Notice of Plaistow & Ifold's Full Parish Council Meeting

Members of the Council are summoned to attend the Full Council Meeting of Plaistow and Ifold Parish Council which will be held on **11th November 2026** at **19:30** at **Winterton Hall, Plaistow.** Members of the Press and Public are welcome to attend in person.

Dated: 6th November 2026

J Bromley Jane Bromley. Clerk & RFO to the Council

Number	Item

1. **Attendance and Apologies for absence & housekeeping**
   Recommendation: - To receive and accept apologies for absence.

2. **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.

3. **Minutes**
   Recommendation: - To approve the Minutes of the Full Parish Council meeting held on 14th October 2026 and Resolve to sign via Secured Signing in accordance Standing Order 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 11th November 2026. In accordance with Standing Orders 3(f) and (g), Public Participation shall not exceed 10 minutes, unless directed by the Chairman.

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. **Financial Matters**
   a) **Financial Reports:-** Income and payments between 18th October and 17th November 2026 (to be circulated separately) and bank reconciliation to 31st October 2026.
   Recommendation: - To receive and review the bank reconciliations and Resolve to approve 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 payments dated 17th November 2026 and appoint signatories to approve the schedule and to authorise the BACS payments.

b) **Investment Policy and Investment Strategy Review**

See Clerks Report

Recommendation: To readopt the Investment Policy without amendment.

Recommendation: That the monies invested in the CCLA account remain in situ. That the current and deposit accounts at Natwest be closed and new Barclays bank current and deposit accounts be opened.

c) **Clerk's Delegated Decisions** -Scheme of Delegation:

Recommendation: To note the delegated decisions for the month.

- Purchase of the Plants and compost for Ifold Conservation Area. £99.96 from the Biodiversity Budget of £1250 with £271 spent at 31st Oct 2026.
- Authorisation the printing of 6 x bound Neighbourhood Plan Submission Documents and appendix for Regulation 16. at a cost of £815.24net. taken from the Neighbourhood Plan Budget of £4000 of which £975 used at 31st Oct 26.
- Authorise 2 x Notice Boards for Pittsgate Layby at a cost of £102 net and an estimated cost for posts post crete and labour of £300 from the Notice Board and Signage Budget of £1000.

7. **Planning:**

See Clerks Report

a) Neighbourhood Plan (NP):

Recommendation: To note the SEA Determination has now been received allowing Regulation 16 to go ahead.

b) Dunsfold Regulation 14 Neighbourhood Plan Consultation

Recommendation: To discuss commenting on the Dunsfold Neighbourhood Plan.

8. **Biodiversity Working Group Activities:**

See Clerks Report

Recommendation: To receive an update on Biodiversity Working Group activities and RESOLVE to approve or amend the Risk Assessment for the Event.

- Pittsgate Layby Maintenance Risk Assessment.

9. **Community Resilience:**

See Clerks Report

Recommendation: To RESOLVE to set up a Community Resilience Plan Working Group to produce the joint CR Plan and agree below the joint Terms of Reference to them be considered by Loxwood Parish Council for approval.

- CRP Working Group Terms of Reference.

10. **HR Policies:**

Recommendation: Following the HR Meeting on 22nd October to approve the following HR Polices updated by NALC and recommended by NALC as a result of the Employments rights Act 2025. (The polices to be provided via a drop box link to Councillors).

10.1 Family-Friendly Policies (parental leave is now a day one right)

- **Paternity Leave & Pay Policy**.
- **Bereaved Partner's Paternity Leave Policy** (up to 52 weeks unpaid leave).

10.2 Sickness Absence Policy
(SSP payable from day one; removal of Lower Earnings Limit.
SSP calculated at 80% of average weekly earnings or flat rate (whichever is lower) from April 2026.)

10.3 Whistleblowing & Harassment Policies
(Sexual harassment now a qualifying disclosure under whistleblowing legislation (April 2026). Requirement from October 2026 for councils to take "all reasonable steps" to prevent harassment, including third-party harassment.)

10.4 Annual Leave Policy
(Holiday record retention (now 6 years).
The Clerk to include the number of full-time equivalent holiday days in the policy.

10.5 Contract of Employment
The Clerks contract of Employment requires updating in line with the new Template NALC Policy.

- Consider the mechanism for this.

The Clerk to complete a draft of this for Full Council to discuss and approve this during closed session.

10.6 Home and Lone Working Polices together with Risk Assessment. These are recommended for completeness and not as part of the ERA25 update.

- Home Working Policy
- Lone Working Policy- Consider mechanism of a risk assessment for lone working.
- Home Working Risk Assessment

11. **Clerks update & items for possible inclusion on a later agenda:**

1. Winterton Hall CIO- Title Transfer- Verbal update.
2. Litter Pick Spring 2027 date for this event - note spring wildlife walk is 17th April.

12. **Correspondence:**

See correspondence from Chichester DC regarding members allowances and suggest a reply.

13. **Newsletter Items:**

14. **Date of next meetings.**

- 17th November 2026 CRP Working Group 7.30pm Winterton Hall.
- 18th November 2026 Connectivity Working Group Alfold Village Centre 7.30pm
- 8th December 2026 Planning Committee 7.30pm Kelsey Hall
- 9th December 2026 Full Council 7.30pm Kelsey Hall.

15. **CLOSED SESSION**

16. **Employment Matters**.

End of meeting.