



## Minutes of the Full Council Meeting held on Wednesday 16<sup>th</sup> April 2025 at 19:30, Winterton Hall, Plaistow.

**Attendees: Parish Councillors:** Paul Jordan (Chair); Rick Robinson; Andrew Woolf; Sarah Denyer; Jane Price; Doug Brown; Sophie Capsey; Nicholas Taylor.  
CDC Charles Todhunter and Gareth Evans.  
WSCC Janet Duncton.  
Chair of the Plaistow Village Trust.  
Representative from the Loxwood Sports Association.  
26 members of the public.  
Jane Bromley, Parish Council Clerk.

- C/37/2025    **Apologies for absence:** Apologies received and accepted from Parish Councillor Phil Colmer.
- C/38/2025    **Disclosure of Interests:** None.
- C/39/2025    **Minutes: Resolved** to approve the Minutes of the Parish Council meeting held on [19<sup>th</sup> March 2025](#) and resolve to sign via Secured Signing in accordance with S.O. 12(g).
- C/40/2025    **Public Forum:** The Chair of the Plaistow Village Trust spoke concerning C/42/2025 (3). The planning proposal for Land South of Rumbolds Lane. [PS/25/00443/FUL](#) and his [statement is attached](#).
- C/41/2025    **To receive reports from [County](#) and [District Councillors](#)**  
WSCC Janet Duncton added to her report:
- To update the Parish Council, 91% of applicants had received their 1<sup>st</sup> choice in relation to Primary School places.
  - To advise that a resident had complained to her regarding the state of the road between Plaistow and Ifold and WSCC Duncton confirmed Highways had visited the location and were considering resurfacing.
- A query was left with WSCC Duncton as to why Billingshurst Recycling Centre no longer recycled hard plastics and this would be investigated.
- CDC Charles Todhunter advised:
- The CDC Cllrs had been pushing for a meeting between the Parishes and CDC Andrew Frost as to the current position regarding Lagoon 3.

- Regarding Devolution the most recent update was that potentially there would be two Unitary Bodies in West Sussex and one in East Sussex, but a finalisation of proposals was not expected until the autumn.

CDC Gareth Evans advised:

- His surgeries for the month ahead locally were 10<sup>th</sup> May at Ifold Stroes and 24<sup>th</sup> May Onslow Arms.

C/42/2025

### Planning Matters

[See Clerk's Report](#)

1. **Emerging Local Plan** – [Main Modifications consultation to 29<sup>th</sup> May 2025](#).

**RESOLVED.** Councillors would look through the modifications and advise the Clerk of any comments they suggest which would be reviewed at the meeting on 14<sup>th</sup> May 2025 ahead of submission.

2. **Neighbourhood Plan.**

**Recommendation:** - To note the next Working Group meeting is on 23<sup>rd</sup> April 2025 at 7pm Winterton Hall.

**RESOLVED** as noted and the agenda and latest draft had been sent to all Councillors.

3. **Large Scale Development Proposal-** Land South of Rumbolds Lane.

[PS/25/00443/FUL](#)

**Recommendation:** to discuss a response to this application. See minutes from the [Planning Committee Meeting 9<sup>th</sup> April 2025](#) and the draft response from the Planning Committee meeting 9<sup>th</sup> April 2025.

**RESOLVED** to submit the response as drafted to CDC Planning. The Clerk would stay connected with the Case Officer regarding a re-consultation on updated documents.

C/43/2025

### Financial Matters

- 1) [Financial Reports to 31st March 2025 and to 18<sup>th</sup> April 2025](#)

Includes income and expenditure from 21st March 2025 to 31<sup>st</sup> March and from 1<sup>st</sup> April to 18<sup>th</sup> April 2025, the Order for Payment for April 2025 (circulated separately) and [bank reconciliations to 31<sup>st</sup> March 2025](#) as approved and signed by the Finance Committee.

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

**RESOLVED** as noted and approved. Councillors Capsey, Denyer and Taylor appointed to sign the Order for Payments. Councillor Woolf to authorise BACs payments.

- 2) [Budget Report 4<sup>th</sup> Quarter Year End 2024/2025](#)

**Recommendation:** To note the final budget report for 2024/2025 showing the financial position at 31<sup>st</sup> March 2025.

**RESOLVED** as noted.

- 3) [VAT Return to 31<sup>st</sup> March 2025](#)

**Recommendation:** To note the final quarter VAT Return submitted to HMRC.

**RESOLVED** as noted.

- 4) FINAL Internal Audit and Governance Statement and Annual Return (AGAR3)- for 24/25 (documents to be circulated following the Audit on 14<sup>th</sup> April 2025).

**Recommendation:** To receive and note the Final Internal Audit Report for 24/25.  
(To be circulated after the Audit on 14<sup>th</sup> April 2025).

**RESOLVED** as noted and the following actions taken.

- Adjustment for £28.40 VAT on the Blackmoor Nursery Trees Invoice to reflect zero rating of Trees in the first quarter VAT claim in 25/26.
- Adjust Fixed Asset value record on AGAR3 for £500 on Ifold Bus shelter installed 23-24 but paid 24-25 as part of £1000 volunteer invoice.

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

- a. The dates for the period of exercise of public rights from Tuesday 3<sup>rd</sup> June – Monday 14<sup>th</sup> July 2025 inclusive.

**RESOLVED** as noted and approved.

- b. The Annual Governance Statement 24/25 (Section 1 of the Annual Governance and Accountability Return (AGAR) page 4) and to agree that it be signed by the Chair and Clerk.

**RESOLVED** As approved that the responses to questions 1 to 9 on page 4 may be answered in the positive and the Chair authorised to sign.

- c. The Accounting Statement 24/25 (Section 2 of the AGAR page 5) and that it be signed by the Chair.

**RESOLVED** as approved and the Chair authorised to sign.

- 5) External Audit:(documents to be circulated following the Audit on 14<sup>th</sup> April 2025)

Recommendation: To review and approve that the following documents be submitted to Moore's for the 24/5 External Audit.

- a. The AGAR Annual Return for 24/25 duly signed,
- b. Bank Reconciliation 24/25
- c. Explanation of Significant Variances
- d. Internal Auditors Report
- e. Copy of Asset Register as approved by the Council at its meeting on 19<sup>th</sup> March 2025 Minute reference C/31/2025.
- f. Exercise of Public Rights Form.
- g. Breakdown of Reserves
- h. Reconciliation between boxes 7 & 8 of Accounting Statement

**RESOLVED** as approved for submission to the external auditor.

- 6) Grant Applications

See Clerks Report

**Recommendation:** To note the applications approved by the Finance Committee at their meeting on 3<sup>rd</sup> April 2025.

**RESOLVED** as noted.

LOXWOOD SPORTS ASSOCIATION £1000 (£1650 applied for)

PLAISTOW PRE-SCHOOL £2000 (£3000 applied for)

AIR AMBULANCE £500 (£500 applied for)

4 SIGHT £130 (£130 applied for)

KIRDFORD CHURCH £1500 (£1500 applied for ground maintenance in Kirdford).

7) [CIL Monitoring 2024/2025](#)

**Recommendation:** To note the CIL Monitoring report approved by the Finance Committee and submitted to Chichester District Council.

**RESOLVED** as noted.

8) [Budget Calculation 2025/2026](#)

**Recommendation:** To note and approve if appropriate, the Finance Committee recommendations for the budget allocation for the first quarter 2025-2026.

**RESOLVED** as noted.

9) [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: -

**Purchase of Silhouette and Bunting** at a cost of £240 (including delivery). Delivery £25.50 covered by postage budget 25/26 £817.30 Grant approved from CDC for the balance.

**Purchase of Mulch** for Community Orchard fruit trees and hazel. £19.94 from Biodiversity Working Group budget 25/26 £510.

**Purchase of Banners** for Annual Parish Meeting £30.77 & Large one £57.68 from events budget 25/26 £1000

**Purchase of Traffic Film Remover and Algae spray**, spray equipment and sponges £34.44 Algae Spray ££15.99 from notice board and signage budget 25/26 £4000

**Purchase of Duck Crossing Signs** £58.88 net from Notice board and Signage Budget 24/25 £2500 spent £940.

**RESOLVED** as noted.

C/44/2025 **Play Parks**

[See Clerks Report](#)

1. Kelsey Hall Playpark:

**Recommendation:** - to receive an update on this project.

**RESOLVED** as noted and that the agreement letter sent to the Kelsey Hall trustees on 12<sup>th</sup> December 2024 had been approved in writing by the Trustees and that the Trustees were up to date with the progress of the Playpark as imparted by Cllr Robinson at their Users meeting on 14<sup>th</sup> April namely:

- The hedging in the proposed area has been cut back and lower tree branches removed together with a general clear up of vegetation.
- A safety inspection on the trees was carried out in February.
- A tree surgeon had been contracted to remove dead wood from tree canopy following the safety inspection.
- The Playpark plan and equipment are approved as published in the Kelsey Hall newsletter recently.
- The order for the equipment is placed and the deposit to be paid following the Full Council meeting on 16<sup>th</sup> April
- A meeting has been organised with the Playdale Contracts manager on 22<sup>nd</sup> April 3pm and the Chair of Kelsey Hall. The Clerk of the Parish Council and the Playdale Manager Marcus Scott will attend to discuss arrangements for the storage of equipment, access and works to be carried out etc.
- Ahead of works being carried out Kelsey Hall to remove bench and paving slabs and to agree removal of bulbs either by garden club or Biodiversity Working Group to another Ifold location. This to be done by end of May 25.
- The grant application to Chichester District Council for £9000 was successful and will be received once the Playpark is paid for.

**Recommendation:** - to approve the [Conditions of the Grant](#) for £9000 offered by CDC towards this project.

The Parish Council approved the conditions for the grant sent by CDC and **RESOLVED** that the Chair might sign the agreement.

2. Lady Hope Playpark:

**Recommendation:** - to note any update. Nothing to report.

C/45/2025

**Plaistow Recreation Ground Use by Loxwood Sports Association U8s**

**Recommendation:** To approve the lease arrangement for the U8 LSA football team for the use of Plaistow recreation Ground (attached).

**RESOLVED** as approved and for the Chair to sign the document.

It was confirmed by a representative of the LSA at the meeting that a designated parking area for home and visitor parents would be made clear at each match and that should the pitch be too muddy for use and alternative pitch elsewhere would be used.

C/46/2025

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

[See Clerk's Report](#) Recommendation: - To receive general updates and resolve to add any matters arising to a future agenda in relation to: -

1. CIO: Title Transfer. This matter is still progressing.
2. Crouchlands Entrance Area community orchard. Owner identified and does not want an orchard there. Noted by the Council.
3. Cricket Pavilion: To note the two quotes received for preservation works to the cricket pavilion and authorise the Clerk to approve one quote if appropriate.

**RESOLVED.** The quote from Tasman Carpentry for £1735 for the renovation was accepted.

4. Spring Litter Picking. 5<sup>th</sup> April 2025. A successful event in addition this year Rumbolds Lane was cleared, Rickmans Lane into Kirdford and the Shillinglee litter pickers join in with the main village event to clear in conjunction with the main village litter pickers Shillinglee Road from Dunsfold Road to Shillinglee centre.
5. APM & VE 80 Celebrations. Thursday 8<sup>th</sup> May 2025.  
Cake Makers: Cllrs Price, Woolf and Denyer.  
Marshalls for the event at the Beacon. Cllrs Capsey and Jordan.  
Cllr Price to supply a gazebo and projector screen  
Cllr Capsey posts to secure beacon area.  
Torches to be brought along.  
Cllr Jordan and Woolf to speak at the event.  
Advertisement via email and Facebook  
Clerk to buy refreshment.  
Silhouettes to be put up.
6. Coxes Pond water testing. Quote requested £120 net  
**RESOLVED** as approved.
7. Coxes Pond Roadside barrier near steps to pond. WSCC Highways to inspect.  
Noted.
8. Shillinglee TRO application. Submitted see attached.  
Noted.
9. Tree works and surveys:  
Recreation Ground £350  
Coxes Pond £250  
**RESOLVED** as approved.  
Sessile Oak ground and canopy survey now due £475net  
Further details needed as to why so expensive.  
Minor Tree Works. Preschool area Quote £TBC  
Tree budget 2025/2026 £3000.
10. Tennis Courts Cleaning.  
Cllr Price would check the courts to see if cleaning was necessary.
11. Tennis Courts. Application as an Asset of Community Value.  
**RESOLVED** not to proceed.

C/47/2025     **Correspondence**

None to consider at point of publication of the agenda. The Clerk point out that police services were planning to hold a road show at North Hall Loxwood and Plaistow and Ifold would be notified of this event.

C/48/2025     **Items for Church Newsletter.** U8s using Plaistow Green. New Finger post on the green.VE80 and APM. Ducks crossing be aware. Successful litter picking event.

C/49/2025     [Date of next meetings](#)

Recommendation: - To note the dates of forthcoming meetings:

- N. Plan Working Group Meeting 23<sup>rd</sup> April 2025- Winterton Hall 7pm
- Biodiversity Working Group Meeting 30<sup>th</sup> April 2025- Winterton Hall 7pm
- Annual Parish Meeting 8<sup>th</sup> May 2025- Winterton Hall 7.30pm
- Planning & Open Spaces Committee 13<sup>th</sup> May 2025 -Kelsey Hall 7.30pm
- Full Council 14<sup>th</sup> May 2025 -Kelsey Hall 7.30pm.

**The meeting closed at 21.10**