



**Minutes of the Annual Council Meeting of Plaistow and Ifold Parish Council held on
Wednesday 14th May 2025 at 19:30 at the Kelsey Hall, Ifold.**

Attendance: **Parish Councillors:** Paul Jordan (Chair); Rick Robinson; Andrew Woolf; Sarah Denyer; Jane Price; Doug Brown; Sophie Capsey.
CDC Charles Todhunter and Gareth Evans.
No members of the public.
Jane Bromley, Parish Council Clerk.
Non-attendance Parish Councillors: Phil Comer and Nicholas Taylor.

P/25/37 Election of Chair for 2025/26

See Clerk's Report.

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.

RESOLVED as elected Paul Jordan and the Declaration of Acceptance of Office was signed.

P/25/38 Election of Vice Chair for 2025/26

See Clerk's Report.

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

RESOLVED as elected Sophie Capsey and the Declaration of Acceptance of Office was signed.

P/25/39 Delivery by Councillors of their Register of Interest forms.

See Clerk's Report.

Recommendation: - To formally receive Councillors Register of Interest forms (*circulated separately for completion*) and to agree that those Members who are unable to submit their forms shall do so by 17th June.

RESOLVED as noted. The Clerk has received the majority of updated forms. Two members to complete forms by 17th June.

P/25/40 Apologies for absence & housekeeping. None.

P/25/41 Disclosure of Interests in relation to matters on the agenda. None.

P/25/42 **Minutes: RESOLVED** as approved the Minutes of the Full Parish Council meeting held on [16th April 2025](#) and the Chair was authorised to sign them via Secured Signing in accordance with Standing Order 12(g).

P/25/43 **Public Forum:** No speakers.

P/25/44 **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.

See attached reports.

In addition, District Councillors confirmed that travellers illegally parked near Kirdford had until 20th June to vacate the site or else appeal the enforcement notice. The Loxwood TRO for the Skiff Lane speed limit reduction to 40mph proposal was open for consultation 22nd May to 15th June 2025.

Regarding the solar farm proposals part of which is to be accessed along Drungewick Lane, Loxwood, has been the subject of many objections and there is an action group of residents for the Drungewick Lane area. Both Loxwood and Wisborough Green Parish Councils have objected. There is concern in Drungewick Lane over the HGV use of the Lane and the effect on the environment of tankering in water to clean the panels due to water neutrality this seems very unsustainable for 40 years amongst other things.

P/25/45 **Adopt the General Power of Competence**

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.

RESOLVED as adopted.

P/25/46 **Financial Matters**

1. Financial Reports for April – May 2025 (Payments and Receipts Analysis)

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.

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

2. Bank Signatories

See Clerk's report

Recommendation: To receive, review and approve the bank reconciliations on 30th April 2025 and appoint signatories.

RESOLVED as approved the existing signatories to remain for the forthcoming Council year.

3. Insurance arrangements for 2025/26

See Clerk's Report

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

RESOLVED as reviewed and approved for payment the premium of £2037.03.

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](#)

RESOLVED as approved to continue for the forthcoming Council year except for the Zoom subscription payment to be unsubscribed.

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.

RESOLVED to approve the new BT quote at £28.99 monthly.

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.

RESOLVED to reappoint Mike Platten of April Skies to act as Internal Auditor for the Council year ahead.

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.

RESOLVED as noted and approved.

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Administrative Subscriptions & subscriptions to other bodies

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.

RESOLVED to continue the subscriptions for the forthcoming Council year except the Zoom subscription which was to be unsubscribed as it was infrequently used.

P/25/48

Appointment to outside bodies and roles of responsibility

See Clerk's Report

RESOLVED to appoint the following Councillors / Co-Opt non-elected Members as the Parish Council's lead representative in the following roles: -

- Tree Warden – Mr. David Lugton
- Footpaths & PRowS – Cllr, Doug Bray
- Plaistow Village Trust – Cllr. Sophie Capsey.
- Durfold Wood Residence Association – Cllr Jane Price.
- Ifold Estates Limited – Mr. Jon Pearce.
- Winterton Hall Management Committee – Cllr. Phil Colmer
- Kelsey Hall Management Committee -Cllr. Phil Colmer.
- Highways Lead – Cllr. Sophie Capsey
- Website and Social Media – Cllr Sarah Denyer.
- Community Speed Watch – Cllr. Doug Bray
- Neighbourhood Watch / Police Liaison – Cllr. Jane Price
- Chichester District Association of Local Councils (CDALC) – Cllr. Jane Price
- West Sussex Association of Local Councils (WSALC) – Cllr. Jane Price
- CDC Northeast Parishes Meeting – Cllr. Paul Jordan
- Litter pick – Cllr. Rick Robinson.

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Appointment of Committees

See Clerk's Report

RESOLVED to appoint the following Members / Co-Opt non-elected Members to the following Committees with the agreed Chair indicated below:

- Planning & Open Spaces (maximum 8 Members)
Cllr. Sophie Capsey (Chair); Cllr. Doug Brown; Cllr. Paul Jordan; Cllr. Sarah Denyer; Cllr. Andrew Woolf.
- Winter & Emergency Plan (maximum of 8 Members)
Cllr. Andrew Woolf (Chair); Cllr. Paul Jordan; Cllr. Sophie Capsey; Cllr. Rick Robinson; Cllr. Jane Price; Mr. Jon Pearce.
- Finance Committee (maximum of 6 Members)
Cllr. Phil Colmer (Chair); Cllr. Paul Jordan; Cllr. Nicholas Taylor; Cllr. Rick Robinson; Cllr. Andrew Woolf.
- HR Committee (maximum of 4 members)
Cllr. Andrew Woolf (Chair); Cllr. Paul Jordan; Cllr. Phil Colmer; Cllr. Sarah Denyer.

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Appointment of Working Groups

See Clerk's Report

RESOLVED to appoint the following Members / Co-Opt non-elected Members to the following permanent Working Groups indicated below **or else disband the Group**:

- Playpark Working Group- Cllrs Denyer; Price; Brown; and Jordan.
- Newsletter Working Group- Cllrs Taylor; Denyer; and Price.
- Planning Working Group- Disbanded.
- Speed Awareness Working Group- Disbanded.
- HR Working Group- Cllrs Woolf; Denyer; Jordan; and Colmer.
- Finance Working Group- Cllrs Colmer; Jordan; Taylor; Robinson; and Woolf.
- Business Plan Working Group- Cllrs Taylor; Jordan; Denyer; and Price.
- Parish Biodiversity Working Group-Cllrs Denyer; Capsey; Price; and Community representative Sallie Baker.

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Committee / Working Group Terms of Reference

RESOLVED to 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](#)
- [HR Committee](#)

- [Playpark Working Group](#)
- [Newsletter Working Group](#)
- [Planning Working Group](#)
- [HR Working Group](#)
- [Finance Working Group](#)
- [Business Plan Working Group](#)
- [Biodiversity Working Group](#)

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[2025/26 meeting schedule](#)

RESOLVED to approve the 2025/26 meeting schedule.

P/25/53

Standing Orders, Financial Regulations, Code of Conduct & Scheme of Delegation.

RESOLVED to adopt/readopt the following: -

- [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](#).

P/25/54

Policies

RESOLVED to readopt the following policies.

[Media and Communications Policy](#)

[Dignity at Work Policy](#)

[Playground Inspection & Maintenance Policy](#)

[Grant Awarding Policy](#)

[Co Option Policy](#)

[Biodiversity](#)

[Pond Policy](#)

[Pre Application Discussion Policy](#)

RESOLVED to update the following Policy to be presented at the June Full Council meeting for approval:

[Pensions Discretion Policy](#)

P/25/55

Ifold Playpark:

See Clerk's Report

Recommendation: - To receive an update on the progress of this project.

RESOLVED that the update has been received and all agreed the work to date on the play area looked good.

P/25/56

Planning:

a) Land South of Rumbolds Lane, Plaistow. PS/[25/00443/FUL](#) - 15 no. dwellings and associated works. Land South of Rumbolds Lane.

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.

RESOLVED to submit to CDC Planning the response drafted by the Planning Consultant to Object to the planning application.

b) CDC Local Plan 2021-2039

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

Received during item P/25/44.

c) Neighbourhood Plan:

Recommendation: To receive the update in the Clerks report.

RESOLVED as received and that a Working Group meeting would be arranged in due course following assessment of further Local Green Spaces on 28th May 25.

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.

The Clerk advised:

An area that effects Plaistow and Ifold is the weak language with regard to foul water connections.

“Water Quality and Wastewater: Development proposals will be permitted that demonstrate:

~~f) compliance with position statements that may be agreed with partners in relation to wastewater; and g) compliance with the Surface Water and Foul Drainage and Wastewater Management Supplementary Planning Document or future replacement~~

f) that they will connect to the public foul sewer. Alternatives will only be considered if it is demonstrated that all options for connection to the public foul sewer have been explored and that such connection is not possible.”

A response could be made to suggest, if no foul sewer connection is possible then development should be paused to allow infrastructure upgrades to be made to allow this, if alternative arrangements have a local amenity impact.

RESOLVED to make the comment as recommended.

P/25/57

Clerk's update including correspondence & 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. Tennis Court Cleaning- Update. Spraying the perimeter of the Tennis courts to remove weeds was thought necessary and would be arranged. General cleaning of the surface was not thought necessary after inspection by Cllrs.
2. Annual Parish Meeting – Feedback. An average turn out for APM.12 for the APM but around 50 for the Beacon Lighting which although low was probably due to other events on that night. Thanks to all cake makers and the Beacon Fuel supplier and lighter, Fred Goddard. Thanks, had also been sent to the WACT speaker and the WSCC Duncton for attending.
3. Councillor Vacancies- Two vacancies to fill. The Shillinglee representative would be sent details of the vacancies as it would be good to have a Cllr based in Shillinglee.
4. Shillinglee TRO applications. Update. This had been submitted and WSCC confirmed that a process would now be followed to include a three-week consultation and the whole process would take about 12 months. A project page had been opened on the website for this.
5. Winterton Hall Title Registration. Update. The process of registration without original documents was being followed this would take more time than with the correct documents.
6. Coxes Pond water testing. Date for inspection 6th June.
7. Coxes Pond Roadside barrier near steps to pond. WSCC Highways to inspect. Update requested from WSCC Highways and not yet received.

8. Coxes Pond fencing between Pond and field. Verbal report. The fence between the pond area and the neighbouring field was leaning towards the pond. It was a rusty fence. A quote would be obtained for a replacement. Legal advice was to be sought from NALC as to the claim on ownership of this area by the community despite it being registered to another body, given that the Parish Council had maintained it for over 40 years.

9. Trees:

- Works at Winterton Hall Pre-school.

Quote from Sussex and Surrey Tree Surgery £75

quote from STEM £100.

The Quote from Sussex and Surrey Trees was accepted.

- 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

Approval would be given by the Parish Council.

10. [Uniting of Kirdford and Plaistow Church with Wisborough Green.](#) - Feedback.

No comments from the Parish Council.

11. School Fete. Biodiversity Working Group Stand. Update. The Group intended to have a stand at the school fete on 21st June and were gathering items for the stand. There would be a cost tot his as a parish map was to be purchased and also wildflower seeds for a hand out.

12. Chalk Rd Bus shelter area. Cllr Denyer to update. Nothing to update at this time.

P/25/58

Date of next meetings and items for monthly update.

Items for the Newsletter: APM report; Shillinglee TRO; NP; Playpark.

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.

RESOLVED As noted.

The meeting closed at 9.08pm

DRAFT