



Notice of Meeting of the Parish Council

Minutes of the meeting of Plaistow and Ifold Parish Council held on Tuesday 9th September 2025 at 19:30, Winterton Hall, Plaistow.

Attendance **Parish Councillors:** Sophie Capsey (Acting Chair); Sarah Denyer; Jane Price; Nicholas Taylor; Doug Brown; Rick Robinson; Andrew Woolf. CDC Charles Todhunter (left the meeting after P/25/92). WSCC Janet Duncton (arrived during P/25/91 and left after P/25/91). Mark White of White Land Solutions Ltd. (left the meeting after P/25/90). 4 members of the public (left the meeting after P/25/92(1)). Jane Bromley, Parish Council Clerk.

P/25/87 **Apologies for absence:** Apologies received and accepted by Parish Councillors Paul Jordan and Phil Colmer and CDC Gareth Evans. WSCC Janet Duncton would arrive late.

P/25/88 **Disclosure of Interests:** None.

P/25/89 **Minutes: RESOLVED** to approve the Minutes of the Parish Council meeting held on [15th July 2025](#) and resolve to sign via Secured Signing in accordance with S.O. 12(g).

P/25/90 **Public Forum**

A resident asked as to the meaning conclusions of the discussions recorded from the Neighbourhood Plan Working Group Meeting on 1st September 2025.

The Clerk replied that the conclusions arising from discussions from the Working Group meeting as set out in the draft minutes had been shared with the Full Council. Full Council would further discuss the Group's conclusions, since not all the Working Group had been present on 1st September, and then decisions could be made at this meeting.

Mark White from White Land Solutions Ltd presented on the first stage of the emptying of Lagoon 3 at Crouchlands.

Emptying to a depth of approximately half a metre down, would occur in the week commencing 15th September. Liquid matter would be piped onto nearby fields with careful testing of constitution, as the liquid was removed. Odours and noise would be monitored. There would be no tankering away of the contents. Pipes would extend across PROW but there would be ramps to protect PROW users.

This was the first of a many phased emptying, the next in this phasing to occur Spring 2026. A further licence would then be needed to proceed with emptying again in the Autumn 2026 and so on. The whole process was expected to take four years with final in filling and reinstatement of the field in approximately four years time.

P/25/91

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.

CDC Todhunter confirmed the recently adopted Local Plan Policies were now the relevant Policies in terms of Planning.

WSCC Duncton was asked to raise the matter of the gap in the barrier along the roadside and Cox's Pond which had been referred to WSCC Highways by the Clerk for inspection for safety.

P/25/92

Planning Matters

1. Neighbourhood Plan.

Recommendation: - To review the Working Group comments from their meeting on 1st September (circulated previously) and to RESOLVE any actions.

After a brief discussion the Parish Council **RESOLVED** (proposed by Councillor Woolf, seconded by Councillor Capsey and all in favour):

- The change from Policy to Aim of the NDHA Policy
- The removal of Ancient Woodland from LGS designation proposals i.e the Ancient Woodland in the centre of Ifold and that included in the Loxwood Hills Pond LGS.
- To include in the Project Plan two events one in Plaistow and one in Ifold to advertise and ask for any further comments on the Draft NP as recommended by CDC NP Officer Valerie Dobson.

2. Assets of Community Value

[See Clerks report](#)

Recommendation: To consider applications for this designation.

The following properties were **RESOLVED** for application as an Asset of Community Value (proposed by Councillor Woolf seconded Councillor Capsey and all in favour):

- The Sun Inn
- Plaistow Tennis Courts
- Ifold Stores
- And to reconfirm Plaistow Stores.

3. Foxfields

[See Clerks report](#)

Recommendation: To consider the requirements for the PWLB process and agree any action.

Cllr Taylor set out the situation that Foxfields in Plaistow had recently been on the market and an offer from the Plaistow Village Trust (PVT) had been accepted. Funds for the purchase are to be raised by means of pledges by members from the Trust. The PVT would prefer that the Parish Council own the land on behalf of the Parish and would be prepared to sell to them at cost in the future.

The Parish Council **RESOLVED** to discuss this as a Working Group to be made up of full membership of the Parish Council (proposed by Councillor Woolf, seconded by Councillor Capsey, all in favour) The first date for the Working Group to meet would be on 16th September after the Neighbourhood Plan meeting.

4. Crouchlands Lagoon 3

Recommendations: To discuss any actions required following a presentation from Mark White of White Land Solutions Ltd, during the public adjournment on the emptying of Lagoon 3.

The Parish Council **RESOLVED** to advertise the works on the website, Face book and Newsletter.

P/25/93

Financial Matters

1) Financial Reports to 19th July 2025 to 18th September 2025

Includes income and expenditure from 19th July 2025 to 18th September 2025 and the Order for Payment for ratification for August 25 and approval for September 2025 (to be circulated separately) and bank reconciliations [to 31st July 25](#) and [to 31st August 2025](#).

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

RESOLVED and approved and the signatories appointed are Councillors Taylor, Price and Robinson and for BACs authorisation Councillor Woolf.

2) Finance Committee Recommendations

1. **Recommendation:** to note the budget forecast comparison for 25-26 at the end of quarter 1, as approved by the Finance Committee.

- [Quarter 1 Budget Forecast](#).

RESOLVED as noted.

2. **Recommendation:** to receive and approve the recommendations made by the [Finance Committee at their meeting on 29th July 2025](#) with regard to the 25-26 Audit requirement SAPP Assertion 10.

- To approve an [IT Policy for the Council](#)

RESOLVED as approved.

- To approve an upgrade to the PDF Suite software to PDF Suite Pro which includes a document checker for accessibility. The additional cost being £20 per annum.

RESOLVED as approved.

- To note the [Data Protection Audit](#) carried out and reviewed by the Data Protection Officer – Satswana.

RESOLVED as noted

- To note the Clerk has undertaken training on the audit requirement SAPP Assertion 10.

RESOLVED as noted.

3) External Audit 24-25:

Recommendation: to note [the External Audit report](#) to conclude the 24-25 Audit process with no matters raised.

RESOLVED as noted.

4) Internal Audit 25-26

Recommendation: to receive the recommendation from the [Finance Committee made at their meeting on 29th July 2025](#)

- To approve the reengagement of Mike Platten of April Skies as Internal Auditor for 25-26 at a cost of £470 (£455 for 24-25) and to authorise the Clerk to sign the Terms of Engagement.

RESOLVED as approved.

5) Precept 26-27

Recommendation: to note the forthcoming precept calculation process is to begin on 7th January 26 with a Finance Working Group meeting. Councillors are asked to consider projects for consideration in this process ahead of this date to allow time to obtain quotes etc.

RESOLVED as noted.

6) 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: -
NONE.

P/25/94

Tree Works

[See Clerk's report](#)

1. **Recommendation:** to consider the aerial tree survey carried out by Gale Tree Consultancy and Resolve any actions.
 - Sessile Oak Aerial Tree Survey.

RESOLVED to carry out the works as recommended in the report.

2. **Recommendation:** to note the aerial surveys on the other Oak Trees are still to be carried out and expected to be completed on Monday 10th November.

RESOLVED as noted.

P/25/95

Play Parks

[See Clerk's Report](#)

- Ifold Play area
- Lady Hope Play area

RESOLVED as noted and to remove the picnic bench at Lady Hope Play area which Councillor Taylor confirmed was currently broken and may present a safety hazard. The bench would be replaced in due course. The removal would coincide with the sorting out and disposal of unwanted items from the Cricket Pavilion cupboard.

P/25/96

Biodiversity Working Group

1. Community Orchard- Dunsfold Rd

[See Clerk's report](#)

Recommendation: To approve that the Clerk may sign the WSCC Licence to use land along the Dunsfold Rd for a 5-tree small stock apple orchard.

RESOLVED to carry forward and reconsider once confirmation was received from CDC as to whether the community orchard grant fund was reinstated this year.

2. Dead Hedge Construction

[See Clerk's Report](#)

Recommendation: To approve the construction of a further dead hedge at the far end near Todhurst Meadow in conjunction with Stem Tree Surgeon donating a volunteer day.

RESOLVED as noted

P/25/97

80s Tea Party

Recommendation: To receive feedback on this event from Councillor Price.

Councillor Price reported that there were approximately 40 attendees and all were very appreciative of the event which was very enjoyable.

P/25/98

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. Cox's Pond Roadside barrier. No progress on this and WSCC Duncton to ask to chase.
2. Cox's Pond fence- To be installed end of September.
3. Litter pick to be on 18th October 2025.

RESOLVED as noted.

P/25/99

Correspondence

[See Clerks Report](#)

RESOLVED to reply that speed data obtained at the time of the recent extension of the 30mph limit to the village boundary, suggest a TRO as suggested by the resident would not be successful. WSCC Highways have strict criteria as set out in their response to a recent application for a 30mph limit through Shillinglee which was unsuccessful. However, if residents wish to submit their own Traffic Regulation Order application, then this would be supported by the Parish Council.

Proposed by Councillor Capsey and seconded by Councillor Taylor all in favour that it was **RESOLVED** that a Durfold Wood 30mph TRO application through Durfold Wood was supported by the Parish Council, currently it was national speed.

P/25/100

Items for Church Newsletter.

Crouchlands Lagoon 3, Litter pick date, Parish Councillor vacancies. 80s Tea Party.

P/25/101

[Date of next meetings](#)

Recommendation: - To note the dates of forthcoming meetings:

- Winter and Emergency Group following the 9th Full Council meeting.
- NP Working Group- **NOT A PUBLIC MEETING**- 16th September 2025-Winterton Hall
- Planning 8th October 25 7.30pm Kelsey Hall- Large Hall
- HR Committee 13th October 25 7.30pm Kelsey Hall- Small Hall
- Full Council 14th October 25 7.30pm Kelsey Hall- Small Hall

The meeting closed at 9.30pm