

Minutes of Plaistow and Ifold Full Council Meeting held on Wednesday 12th November 2025 at 19:45, Winterton Hall, Plaistow.

Attendance **Parish Councillors:** Sophie Capsey (Acting Chair); Rick Robinson; Sarah Denyer; Phil Colmer; Doug Brown; Andrew Woolf; Paul Jordan; Jane Price. CDC Charles Todhunter (left the meeting after item P/25/119); WSCC Janet Duncton (left the meeting after item P/25/19). No members of the public. Jane Bromley Parish Council Clerk.

P/25/115 **Apologies for absence:** Apologies received and accepted from Parish Councillor Nicholas Taylor and CDC Gareth Evans.

P/25/116 **Disclosure of Interests:** None.

P/25/117 **Minutes: RESOLVED** to approve the Minutes of the Parish Council meeting held on [14th October 2025](#) and resolve to authorise the Chair to sign via Secured Signing in accordance with S.O. 12(g).

P/25/118 **Public Forum:** No speakers.

P/25/119 **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.

The Parish Council had contacted the planning office to receive an update on Foxbridge Golf Club application and District Cllr Charles Todhunter would remind the Officer to do this.

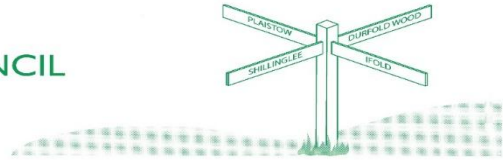
Devolution was discussed with both WSCC and CDC and the dates for election were gone through the mayor to be elected this May 26 and a shadow Unitary election would be in May 27 with the unitary to take over in April 28. A decision on the format of the Unitary had not yet taken place.

P/25/120 **Planning Matters**

1. Neighbourhood Plan.

[See Clerk's Report](#)

- i. **Recommendation:** - To receive an update on the drop in event and discuss Councillor attendance at the event on 26th November.



Attendance was 22 residents at the 29th October drop in event it is hoped more will attend on 26th November. Volunteer Cllrs for the 26th were:

- 26th November 25 -Kelsey Hall, Ifold. – 11am to 1pm – Cllrs Woolf and Price
- and 7.30pm to 9pm- Cllrs Capsey, Woolf and Price.

- ii. **Recommendation:** - To note the quote from Locality for a review and update of the Design Guidelines to the NPPF Dec 24 regulation £1460.11 and consider also updating to remove mention of the Village Design Statement.

RESOLVED as approved.

- iii. **Recommendation:** - To discuss and set a date for a meeting of the Working Group to consider any comments made in the Oct and Nov 25 drop in events and online consultation. Consultation end date 10th December.

RESOLVED to hold a meeting after the Full Council Meeting on 17th December 25.

- iv. **Recommendation:** - To set a date and those to attend, a review of the Historic archives for information relating to additional Non-Designated Heritage Asset properties proposed in the summer consultation and any from the Oct and Nov drop in events and online consultation. A Monday evening of 15th December is proposed.

RESOLVED 15th December at 7pm Kelsey Hall Small Hall. Cllrs Woolf and Jordan and the Clerk would attend, subject to the Chair of the History Society being available.

2. Foxfields

[See Clerk's Report.](#)

Recommendation: - To discuss the potential purchase of this field from Plaistow Village Trust.

Cllr Jordan set out the details of the meeting he held with Plaistow residents ahead of their offering to purchase Foxfields.

Cllr Jordan had expressed that potentially the Parish Council would be interested in purchasing the field but would be unable to move quickly due to the need to both consult with residents and if suitable to raise funds.

Residents therefore went ahead and raised funds and offered for the purchase of the field which has been accepted. The donations for the purchase were in

some anticipation that the Parish Council might reimburse them at some later date.



Cllr Jordan advised the Parish Council that during the meeting there had been no mention of a covenant restricting use and that this put a different perspective on the issue. Whilst the Parish Council fully supported the use of the field by the Football Club at this time, this may not always be the case and any restriction on activities would certainly reduce the appeal to the community as a whole.

The Parish Council always operates in the best interests of the community as a whole, and whilst a green field has been used historically as a football pitch, this may not always be the case. For example, in the event that the Plaistow Football team were disbanded and there was no longer a requirement for a football pitch then it may be appropriate to put it to alternative use. Examples of such use could include allotments, a village car parking area, or the relocation of the tennis court.

RESOLVED the Clerk was asked to write to the residents on this basis.

3. Assets of Community Value

[See Clerks report](#)

Recommendation: To consider any further information that can be submitted regarding evidence of proof of community use of the assets.

RESOLVED [The list of community use of the assets](#) was submitted to Chichester District Council.

P/25/121

Financial Matters

1) [Financial Reports to 16th October 2025 to 17th November 2025](#)

Includes [bank reconciliations to 31st October 2025](#) and the income and expenditure from 16th October 2025 to 17th November 2025 Order for Payment for ratification for November 2025 (to be circulated separately).

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

RESOLVED to note the financial report and approve the payments with Cllrs Capsey, Colmer and Denyer to sign the order for payments and Cllr Woolf to authorise the BACs payments.

2) [Budget Update at 30th September 2025](#)

Recommendation: to approve the budget update as recommended by the Finance Committee from their [meeting on 5th November 2025](#).

RESOLVED as reviewed and approved.



3) Internal Interim Audit

Recommendation: To note the date for the Interim Audit 19th January 2026.

RESOLVED as noted.

4) 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 authorise and settle the invoice for the Scantech printing for the Neighbourhood Plan Event on 29th October and forthcoming event on 26th November 25. £318.00.
- To authorise an electrical inspection of the cricket pavilion which was out of date incurring a fee of £190 and certification for three years.
- To purchase compost and mulch for the orchard trees to be planted in December at a cost of £43.98.

RESOLVED as noted and approved.

P/25/122

Cricket Pavilion- Replacement Fire Extinguishers

- Quote 1. £188.90
- Quote 2. £254.40

Recommendation: To approve the Quote 1 for replacement Fire Extinguishers for the Cricket Pavilion which are several years out of date.

RESOLVED to accept quote 1. For replacement fire extinguishers.

P/25/123

Traffic Calming: - [See Clerks Report](#)

Recommendation: To consider the correspondence from WSCC on the scoring of the Shillinglee TRO application for 40mph.

Recommendation: - To discuss the correspondence from a resident regarding the danger of the sharp bend at The Ride Ifold along the Plaistow/Loxwood Road.

RESOLVED to await a reply from WSCC Highways Officer following his revealing of the scoring used to refuse the application. The residents were to be offered use of

the radar gun to carry out Speedwatch duties, after suitable training and clearance from the Speedwatch leader based in Ifold.

P/25/124

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 WSCC have acknowledged submission of safety alert but there has been no action to date.
2. School car park capacity- A resident has commented the car park is now insufficient for the number of staff, the school has been asked whether this is the case. A reply is awaited.
3. Biodiversity Working Group. Verbal update and date for Orchard trees planting and Plaistow Green dead hedge construction to be organised. 3rd Dec 25 10am Orchard planting. 10am 5th Dec dead hedge making.
4. October Litter Pick Event and date for Spring Event suggestions Saturday 28th March or 11th April? 11th April chosen for this activity.

P/25/125 **Correspondence**

Resident correspondence dealt with under Traffic Calming.

P/25/126 **Items for Church Newsletter.** Biodiversity Working Group activities.NP events and deadline for consultation. Reminder to keep vehicle speed down.

P/25/127 **Date of next meetings**

Recommendation: - To note the dates of forthcoming meetings:

- 9th December 25-7.30pm- Planning Committee -Kelsey Hall – Small Hall
- 17th December 25-7.30pm- Full Council -Kelsey Hall – Small Hall.

The meeting closed at 9.05pm