PLAISTOW AND IFOLD PARISH COUNCIL

Minutes of the Full Council Meeting of Plaistow and Ifold Parish Council which held on 11th November 2026 at 19:30 at Winterton Hall, Plaistow.

Attendance: Parish Councillors: Andrew Woolf (Chair); Nicholas Taylor, Jane Price; Rick Robinson; Paul Jordan; Sarah Denyer. One member of the public. WSCC Janet Duncton (left the meeting after item PC/147/26). Jane Bromley, Parish Council Clerk.

PC/143/26 **Apologies for absence:** Parish Councillors Sophie Capsey, Doug Brown and Phil Colmer. District Councillors Charles Todhunter and Gareth Evans.

PC/144/26 **Disclosure of Interests in relation to matters on the agenda.** None.

PC/145/26 **Minutes: RESOLVED** 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).

PC/146/26 **Public Forum:** The Chair of Cagne spoke concerning a Civil Aviation Authority Bill (Civil Aviation (Consumer Protection and Regulatory Reform) Bill) which proposes streamlining the process of modernising the airspace but without independent scrutiny. An amendment to the bill has been proposed to require independent scrutiny and the Chair urged individuals to lobby their MPs to support an amendment. The amendment (NC1) would enable an independent aviation ombudsman to review airspace change, flight paths and air navigation. It would give communities a route to be heard.

PC/147/26 **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.

WSCC Janet Duncton was asked whether the refuse centre booking system had had an adverse effect on the dropping of litter. WSCC Duncton said it had not as residents found it easy to use the new system. The District dealt with fly tipping and it was perceived this had increased and WSCC Duncton advised she would find out whether it was the District Council that prosecuted fly tipping and any statistics available for this.

PC/148/26 **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.

RESOLVED as noted and approved. Councillors Jordan, Price and Taylor signed the Order for Payments and Cllr Woolf to authorise 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.

RESOLVED to readopt the Investment Policy

RESOLVED to close the Lloyds accounts and open Barclays Business current and deposit accounts to replace these with dual authority for signing and the same signatories to the account:

The Clerk and Councillors Jordan, Woolf and Colmer.

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 of 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.
- Authorised 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.

RESOLVED as approved.

PC/149/26 **Planning:**

See Clerks Report

a) Neighbourhood Plan (NP):

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

RESOLVED as noted the update and the Clerk will notify the Parish Council when the start date for Regulation 16 is known and advertise accordingly.

b) Dunsfold Regulation 14 Neighbourhood Plan Consultation

Recommendation: To discuss commenting on the Dunsfold Neighbourhood Plan.

RESOLVED to support the Neighbourhood Plan with no specific comments.

PC/150/26 **Biodiversity Working Group Activities:**

See Clerks Report

Recommendation: To receive an update on Biodiversity Working Group activities

DRAFT

and RESOLVE to approve or amend the Risk Assessment for the Event.

- Pittsgate Layby Maintenance Risk Assessment.

Councillor Price reported that the orchard trees at Nell Ball and along the Dunsfold Rd were established well. A Biodiversity Working Group meeting would be held in the spring to discuss projects for the next year and to arrange the Wildlife Walk on 17th April.
RESOLVED as noted the update and to approve the Risk Assessment for the Pittsgate Layby maintenance activity.

PC/151/26 **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.

RESOLVED to set up the Working Group as advised and to approve the Terms of Reference for the group.

PC/152/26 **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.

DRAFT

- Home Working Risk Assessment

Councillor Woolf explained that whilst discussed an employee handbook was not recommended to Full Council nor general training and that specific training would be obtained when required by events.

RESOLVED as approved the new and updated Policies.

PC/153/26 **Clerks update & items for possible inclusion on a later agenda:**

1. Winterton Hall CIO- Title Transfer- Statements of fact were being obtained regarding land obtained following the initial transfer of the main block of the Winterton hall land and possessory title would then be applied for. If obtained a transfer of Title would then be possible to the Winterton Hall CIO.
2. Litter Pick Spring 2027 date for this event - note spring wildlife walk is 17th April. The Litter pick would be 10th April 2027. 10am Plaistow Green after registration.

PC/154/26 **Correspondence:**

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

RESOLVED an allowance to Parish Councillors was not supported.

PC/155/26 **Newsletter Items:** Regulation 16 Consultation. Community Resilience and Active Travel.

PC/156/26 **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.

PC/157/26 **CLOSED SESSION**

PC/158/26 **Employment Matters**.

RESOLVED as approved the draft of the updated employment contract for the Clerk to be signed at the next Full Council meeting.

The meeting closed at 9.25pm

DRAFT