



Notice of Meeting of the Parish Council

To: All Members of the Parish Council

I hereby give you notice that a Full Meeting of Plaistow and Ifold Parish Council will be held on **Wednesday 9th February 2022** at **19:30** at the **Winterton Hall, Plaistow**. All Members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the Meeting as set out hereunder. **Members of the Press and Public are welcome to attend in person.**

Dated: 3rd February 2022

Yours faithfully

Catherine Nutting

Clerk & RFO to the Council

Covid-19 security measures

Public and Press are encouraged to join this meeting remotely via Zoom:

To join the meeting please follow this link:

<https://us02web.zoom.us/j/84549341267?pwd=VmFiQTVBUEVVQm44cFNrbHB6RmlDZz09>

Meeting ID: 845 4934 1267

Please email the Clerk for the password clerk@plaistowandifold.org.uk

The Zoom link is also available on the Parish Council's website: <https://plaistowandifold.org.uk/>

The Zoom meeting may be paused if the Council resolves to exclude the Press and Public from the meeting in accordance with s.1(2) of the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that it may involve the likely disclosure of exempt information.

MEETING AGENDA

BUSINESS TO BE TRANSACTED

This agenda, Clerk's Reports and appendices can be found on the Parish Council's website: www.plaistowandifold.org.uk | Alternatively, please contact the Clerk for hard copies: 01403 871 652 | Plaistow and Ifold Parish Council, Winterton Hall, Plaistow, RH14 0PX

Number	Item	Time
1.	Apologies for absence & housekeeping Recommendation: - To receive and accept apologies for absence.	1 min
2.	Disclosure of interests <i>See Clerk's Report.</i>	2 mins

Recommendation: - To deal with any disclosure by Members of any disclosable pecuniary interests and interests other than pecuniary interests, as defined under the Plaistow and Ifold Parish Council [Code of Conduct](#) and the [Localism Act 2011](#), Chapter 7 ss.26 – 37 in relation to matters on the agenda.

3. **Minutes** 1 min

Circulated separately and on the [website](#).

Recommendation: - To approve the Minutes of the full Parish Council Meeting held on 12th January 2022 and resolve to sign via Secured Signing in accordance with Standing Order 9(d).

4. **Public participation** 10 mins

Recommendation: - To receive and act upon, if considered necessary by the Council, comments made by members of the public in accordance with relevant legislation and Plaistow and Ifold Parish Council's Policy. Questions, or brief representations can be made either in person, or in writing provided they were sent via email to the Clerk no later than 4pm Wednesday 9th February 2022. Public Participation shall not exceed 10 minutes, unless directed by the Chairman. A speaker is limited to 5 minutes.

5. **To receive reports from [County and District Councillors](#)** 10 mins

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.

6. **Financial Matters** 10 mins

1. Order for Payments

See Clerk's Report & [Appendix A](#)

Financial Report for December - February (up to 03.02.2022). Includes income and expenditure since the December 2021 Council meeting on 08.12.2021.

Recommendation: -

- a. To review the Order for Payments
- b. Resolve to authorise the expenditure listed

2. Appoint an Internal Auditor

See Clerk's Report

Recommendation: -

- a. To consider the recommendations of the Financial Committee
- b. Resolve to appoint a new Internal Auditor

3. Instruction of SW Transport Planning Ltd

See Clerk's Report

Recommendation: -

- a. To consider the traffic calming measures sought within Plaistow village
- b. Resolve to appoint SW Transport Planning Ltd to support the Parish Council with its Traffic Regulation Order (TRO) applications

4. 'Take Your Litter Home' signage

See Clerk's Report

Recommendation: -

- a. To consider and resolve upon the request of Durfold Wood Residence Association for 2 litter signs along the Dunsfold/Dungate Road.

7. **Recommencement of public meetings** 2 mins
See Clerk's Report
Recommendation: -
- a. To consider the local case level of Covid-19 and national guidance
 - b. Resolve to recommence regular public meetings
8. **Neighbourhood Plan** 30 mins
See Clerk's Report & Minutes of the Neighbourhood Plan Steering Group (NPSG)
Recommendation: -
- a. To consider the recommendations of the Neighbourhood Plan Steering Group
 - b. To resolve to withdraw the Plan from examination
 - c. To resolve to continue to prepare a Neighbourhood Plan for the Parish
 - d. To resolve to modify the Plan in order that it can meet the requirements of water neutrality and ensure that the other policies benefiting the community can be retained
 - e. To resolve to withdraw the Village Design Statement from CDC and amend accordingly to become a Design Code for inclusion within the Plan
 - f. To resolve to apply for all available grant funding
 - g. To resolve to continue to instruct Colin Smith Planning Ltd to assist and support the re-drafting of the Plan

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| 9. | <p>Policies</p> <p><i>See Clerk's Report</i></p> <p>Recommendation: - To consider and resolve to adopt the following policies:</p> <ol style="list-style-type: none"> a. Tree Management Policy b. Playground Inspection and Maintenance Policy c. Playpark Steering Group Terms of Reference | 1 min |
| 10. | <p>Cllr. David Ribbens' Retirement in April 2022</p> <p><i>See Clerk's Report</i></p> <p>Recommendation: - To resolve to begin the Councillor vacancy procedure and notify the Returning Officer at CDC.</p> | 3
mins |
| 11. | <p>Highway Matters</p> <p>Matters to be reported by Members.</p> <p>Recommendation: -</p> <ol style="list-style-type: none"> a. To receive and resolve to act upon any Highway matters raised by Councillors. b. To receive an update regarding a blocked drain along Shillinglee Road. | 2
mins |
| 12. | <p>Correspondence</p> <p><i>See Clerk's Report</i></p> <p>Recommendation: - To consider any correspondence not listed as an agenda item for discussion and resolve to add any matters arising to a future agenda for consideration.</p> | 2
mins |
| 13. | <p>Clerk's update & items for inclusion on a future agenda</p> <p><i>See Clerk's Report</i></p> <p>Recommendation: - To receive general updates and resolve to add any matters arising to a future agenda in relation to:</p> <ol style="list-style-type: none"> 1. The Drive, Ifold bus stop regeneration project including bench renovation 2. Ash tree at Winterton Hall, Plaistow 3. Queen's Platinum Jubilee Steering Group | 3
mins |
| 14. | <p>Meeting Dates</p> <p>Recommendation: - To note the dates of forthcoming meetings.</p> <ul style="list-style-type: none"> • 23rd February, Planning & Open Spaces Committee Meeting, 7:30pm – Winterton Hall, Plaistow • 9th March, Full Parish Council Meeting, 7:30pm – Kelsey Hall, Ifold | 1 min |