



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 March 2022** at **19:30** at the **Kelsey Hall, Ifold**. 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 March 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/83764251168?pwd=TEhIZhGekNlVVF2YW9mTU9WVGg4QT09>

Meeting ID: 837 6425 1168

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 9th February 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 March 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 February - March (up to 03.03.2022). Includes income and expenditure since the February 2022 Council meeting on 09.02.2022.

Recommendation: -

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

2. Annual subscription to the [CAGNE](#) Aviation Town and Parish Council Forum

See Clerk's Report

Recommendation: - To review and reaffirm the Parish Council's membership of CAGNE.

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| 7. | <p>Village Design Statement (VDS)</p> <p><i>See Clerk's Report</i></p> <p>Recommendation: -</p> <ul style="list-style-type: none"> a. To consider the update from Chichester District Council. b. To note the absence of any available grant funding. c. To consider the fee proposal and recommendations from Colin Smith Planning Ltd and resolve to appoint. d. To resolve to appoint a VDS Steering Group. | 15
mins |
| 8. | <p>Football field, Plaistow</p> <p><i>See Clerk's Report</i></p> <p>Recommendation: - To resolve to apply to CDC to list the football field as an Asset of Community Value.</p> | 3
mins |
| 9. | <p>Annual Assembly – Saturday 14th May</p> <p><i>See Clerk's Report</i></p> <p>Recommendation: - To consider the 2022 Annual Assembly and resolve to approve: -</p> <ul style="list-style-type: none"> a. The budget b. Speakers / theme of the event c. Catering | 3
mins |
| 10. | <p>Spring Newsletter</p> <p><i>See Clerk's Report</i></p> <p>Recommendation: - To consider and note the minutes of the Newsletter Steering Group (Appendix B).</p> | |
| 11. | <p>Queen's Platinum Jubilee (QPJ)</p> <p><i>See Clerk's Report</i></p> <p>Recommendation: - To consider and note the minutes of the QPJ Working Group dated 28.02.2022 (Appendix C) and 08.03.2022 (Appendix D) and resolve to: -</p> <ul style="list-style-type: none"> a. Approve the specified expenditure and note the budget b. Purchase a beacon c. Formally invite the guests of honour | 10
mins |
| 12. | <p>Legionella Risk Assessment and Testing</p> <p><i>See Clerk's Report</i></p> <p>Recommendation: - To ratify the decision made by the Clerk to instruct legionella testing and risk assessments of the Winterton Hall and Pavilion to ensure the Council is compliant with the law.</p> | 2
mins |

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| 13. | <p>Highway Matters</p> <p>Recommendation: - To receive and resolve to act upon any Highway matters raised by Councillors.</p> | 2
mins |
| 14. | <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 |
| 15. | <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. Annual meeting dates for 2022/23 (Appendix E) 2. Ash tree at Winterton Hall, Plaistow 3. School's village Easter Egg Hunt – to resolve to approve 4. Winterton Hall insurance 5. Bus shelters update in Ifold and Plaistow 6. 'Tree Through Time' fencing 7. Grounds maintenance – to resolve to include the hedge between the Winterton Hall and shop for cut back 8. Ifold Playpark 9. Traffic Regulation Orders in Plaistow 10. Councillor Planning training – 16th March | 3
mins |
| 16. | <p>Meeting Dates</p> <p>Recommendation: - To note the dates of forthcoming meetings.</p> <ul style="list-style-type: none"> • 15th March, Planning & Open Spaces Committee Meeting, 7:30pm – Kelsey Hall, Ifold • 23rd March, Winter & Emergency Plan Committee Meeting, 7:30pm – Kelsey Hall, Ifold | 1 min |