



## 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 **Monday 11th April 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: 6th April 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/86893037436?pwd=bIBxOHZib0plVINvQWN0OWJCdXpjQT09>

**Meeting ID: 868 9303 7436**

Please email the Clerk for the password [clerk@plaistowandifold.org.uk](mailto: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](http://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.	<b>Apologies for absence &amp; housekeeping</b> Recommendation: - To receive and accept apologies for absence.	1 min
2.	<b>Disclosure of interests</b> <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 March 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 Monday 11th April 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** 20 mins
- 1. Order for Payments**  
*See Clerk's Report*  
Financial Reports for Year End (31.03.2022) and for April (up to 06.04.2022). Includes income and expenditure since the March 2022 Council meeting on 09.03.2022.  
Recommendation: -  
a. To review the Order for Payments for Year End  
b. To review the Order for Payments for April 2022  
c. Resolve to authorise the expenditure listed
- 2. 2021/22 Year End and Finance Committee Meeting**  
*See Clerk's Report*  
Recommendation: -

- a. To review and note the 2021/22 Budget Forecast Comparison spreadsheet at Quarter 4 / Year End
- b. To note the minutes of the Finance Committee meeting dated 07.04.2022, including the 2022-23 grant awards
- c. Resolve to adopt the Finance Committee's recommendation for the Employer Pension Discretions Policy

**3. Interim Internal Audit Report**

*See Clerk's Report*

Recommendation: - To note the interim Internal Audit report and recommendations.

**4. 2022-2023 Final budget**

*See Clerk's Report*

Recommendation: - To resolve to adopt the Finance Committee's recommendation for the Agreed Annual 2022/23 Budget.

**5. Winterton Hall, Trust and landownership legal investigation**

*See Clerk's Report*

Recommendation: - To note the initial advice obtained from Wellers Hedleys and the initial fee quote and resolve to instruct the firm to further investigate.

**6. Plaistow & Ifold Bus Shelter Oak**

*See Clerk's Report*

Recommendation: - To note the quote for oak timberwork for the Ifold and Plaistow bus shelters and resolve to commission Miliam Limited of Kirdford to undertake the works.

**7. .gov.uk website and email domain**

*See Clerk's Report*

Recommendation: -

- a. To resolve to apply to The Cabinet Office Domain Name Management Team and request to change the Parish Council's website and email domain to .gov.uk
- b. To resolve to enter the minimum 2-year contract

**7. Councillor vacancies**

*See Clerk's Report*

Recommendation: -

- a. To thank Cllr. David Ribbens for 27 years of service as a Councillor

3  
mins

- b. To note Cllr. Jeffery's resignation
- c. To resolve to notify CDC's Returning Officer of two casual vacancies

8. **Legionella**

*See Clerk's Report*

Recommendation: -

- a. To note the risk assessments for the Winterton Hall and Cricket Pavilion
- b. To note the Cricket Pavilion water sample results
- c. To note the works required at the Winterton Hall to mitigate the risks and resolve to financially contribute once quotes have been received.
- d. To resolve to financially contribute towards the legionella duties of a caretaker at the Hall to include the Pavilion.

9. **Litter Pick**

3

*See Clerk's Report*

mins

Recommendation: -

- a. To resolve to adopt the Volunteer Policy and Litter Pick Risk Assessment
- b. To formally ratify the expenditure for 12x litter pick signs
- c. To resolve to commission 6 more signs
- d. To thank Sallie Baker for organising the litter pick

10. **Ukraine**

2

*See Clerk's Report*

mins

Recommendation: -

- a. To resolve to make enquiries to find out how many Parish residents have applied to host a family
- b. To consider and resolve to allocate an emergency budget to support the community

11. **Asset Register**

1 min

*See Clerk's Report*

Recommendation: - To note the updated Asset Register and sums insured.

12. **Spring Newsletter**

1 min

*See Clerk's Report*

Recommendation: - To consider and approve the final draft.

13. **Queen's Platinum Jubilee (QPJ)**

1 min

*See Clerk's Report*

Recommendation: -

- a. To note the minutes of the QPJ Working Group dated 31.03.2022
- b. To note and approve the draft wording of the dedication plaque
- c. To note the quotes for the dedication plaque and resolve to instruct an engraving firm

14. **CDALC Meeting** 1 min

*See Clerk's Report*

Recommendation: - To note any feedback from the meeting on 04.04.2022

15. **Northern Parish's meeting**

*See Clerk's Report*

Recommendation: -

- a. To consider and note the meeting notes
- b. To consider the request to write to CDC challenging the sustainability of development in this Parish area
- c. To consider and resolve to appoint Mrs Burrell to draft the letter considering her expertise/local knowledge gained from drafting the Neighbourhood Plan as Chair of the Steering Group

16. **Highway Matters** 2 mins

Recommendation: -

- a. To receive and resolve to act upon any Highway matters raised by Councillors.
- b. To receive and note an update regarding the TRO applications in Plaistow

17. **Correspondence** 2 mins

*See Clerk's Report*

Recommendation: - To consider any correspondence received not listed as an agenda item for discussion.

- Plaistow & Kirdford Primary School's use of the Pavilion for Summer Fair on Saturday 25th June
- Letter to CDALC from Tim Slaney, Director of Planning - South Downs National Park Authority

18. **Clerk's update & items for inclusion on a future agenda** 2 mins

*See Clerk's Report*

Recommendation: - To receive general updates and resolve to add any matters arising to a future agenda in relation to:

1. Tree surveys

2. Councillor training on 11th May, Kelsey Hall

19. **Meeting Dates** 1 min
- Recommendation: - To note the dates of forthcoming meetings.
- 17th May, Planning & Open Spaces Committee Meeting, 7:30pm – Kelsey Hall, Ifold
  - 18th May, Annual Parish Council Meeting and Annual Assembly, 7:30pm – Winterton Hall, Plaistow
20. **Exclusion of the Press and Public** 1 min
- Recommendation: - To consider and resolve upon whether to exclude the Press and Public from the meeting during the consideration of the following item in accordance with S1(2) of the Public Bodies (Admissions to Meetings) Act 1960 on the grounds that they involve the likely disclosure of exempt information.
21. **To discuss Staffing matters** 5 mins