



**CLERK'S REPORT**  
**BUSINESS TO BE TRANSACTED**

Number	Item	Time
2.	<p><b>Disclosure of interests</b></p> <p>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 <a href="#">Code of Conduct</a> and the Localism Act 2011, in relation to matters on the agenda.</p> <p>None have been received in advance of the meeting.</p>	2 mins
4.	<p><b>Public participation</b></p> <p>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 <a href="#">Policy</a>. Questions, or brief representations can be made <u>either in person, or in writing provided they were sent via email to the Clerk no later than 4pm Wednesday 13th October 2021.</u> Public Participation shall not exceed 10 minutes, unless directed by the Chairman. A speaker is limited to 5 minutes.</p> <p>Nothing has been received at the time of drafting this report.</p>	10 mins
5.	<p><b>To receive reports from County and District Councillors</b></p> <p>Recommendation: - To give an opportunity to receive an update from Councillors at a <a href="#">District and/or County</a> level on business and activities that affect Plaistow and Ifold Parish and the local area.</p> <p>District Councillor Evans' reports is published on the <a href="#">website</a>. It was circulated to Members via email in advance of the meeting.</p>	10 mins
6.	<p><b>Ifold Play equipment project</b></p> <p>a. To receive an update from the Kelsey Hall Management Committee's (KHMC) AGM</p> <p>A representative of the KHMC will attend the meeting to provide an update from their AGM regarding this project.</p> <p>b. To consider and resolve to approve the recommended next steps set out in the Clerk's Report.</p> <p>Please refer to Reports <a href="#">FC/002/21</a> and <a href="#">FC/004/FC</a>.</p>	10 mins

The Parish Council has the legal power to provide play equipment under Public Health Act 1875, s.164 and Local Government (Miscellaneous Provisions) Act 1976, s.19.

A maximum budget of £740 (4 hours at £185) for a solicitor to draft a licence between the KHMC and Council will be required. However, the drafting will take between 2 – 4 hours.

7. **Financial Matters**

15  
mins

**a. Order for Payments**

Please refer to the [Order for Payments](#).

**b. External Audit**

The External Auditor has completed its review of the Council's Annual Governance and Accountability Return and has found that the Council has conducted itself in accordance with Proper Practices and that there are no causes of concern.

The signed External Audit Report is published on the Council's [website](#), to accompany the Annual Governance and Accountability Return for the year ended 31 March 2021.

The Council has not claimed exemption. Therefore, Regulation 13 of the Accounts and Audit Regulations 2015 stipulate that the following documents must be published on its website:

- (a) The Statement of Accounts and Annual Governance Statement
- (b) The auditor's certificate and opinion
- (c) Any public interest report or other recommendation of the auditor (not applicable)
- (d) A form of Notice of Conclusion of Annual Audit (via website and on the four notice boards).

The notice states that an elector may inspect these documents at all reasonable times and without payment. The address and times when this inspection may be carried out is given on the notice.

**c. Ratification of decisions made by the Clerk**

The Newsletter Steering Group recommended that the Lady Hope Playpark be officially re-opened by Mrs Margaret Edwards and Mrs Carol Krol who retired in July 2021 after dedicating their 40-year careers to leading the Plaistow Pre-School and providing Early Years education to the Parish's children. This recommendation was adopted by the Parish Council on 8th September. Accordingly, the Clerk and Chair commissioned a dedication plaque to be unveiled by the Council at the official re-opening of the Playpark.

The design has been emailed to Members in advance of the meeting. The plaque cost appears on the Order for Payment.

**d. Playpark bin**

The existing litter bin at the Lady Hope Playpark continually gets flagged as a risk due to being broken at the bottom. RoSPA Safety Reports between 2017 – 2021 can be found on the Council's [website](#). The Clerk recommends that the Council purchase a new bin. The Council needs to decide on style (wooden or plastic), size and budget. Councillors have been sent a variety of links to consider via email in advance of the meeting. A budget of £480 has been allocated to Playground Repairs and Maintenance this financial year and has no expenditure against it thus far.

**e. New Homes Bonus (NHB)**

A special meeting of the CDC's Grants and Concessions Panel was held on Wednesday 15th September 2021 to consider applications made to the New Homes Bonus (Parish Allocations) scheme. The Panel were supportive of the Council's bid for £2,158 towards the Safer Bus Stop project. The award is made subject to several standard conditions set out in an Agreement between the Council and CDC. Two copies of the Agreement must be executed by the Council, accepting the terms of the Agreement. It is important that the whole Council is aware of the terms of the Agreement, particularly the restricted use of the monies and the requirement to seek the Grants and Concessions Panel's authorisation for changes to the project.

Members are referred to the draft Agreement available on the [website](#) and to clauses 2.1.4 and 2.1.5 in particular. The meeting minutes must record the Council's acceptance and understanding of the conditions.

**8. Lady Hope Playpark**

2  
mins

Works began on 22nd September. The project is on schedule to be completed in time for the official re-opening at the Annual Assembly on 16th October 2021. The safety surfacing within the playground itself will be completed by 7th October and a small team will undertake snagging / safety inspection and making good the area on 8th October. The zipwire will be finalised week commencing 11th October. The concrete must set for a week before Redlynch can complete the installation.

To note, in 2020 90.91% of playpark consultation respondents called for additional seating and picnic tables. In June 2021, 65% of public consultation respondents said they were interested, or very interested in seating and benches in the community open spaces. The Playpark Steering Group

discussed situating additional seating outside the playpark. However, this may need to be revised owing to the risk the Sessile Oak poses and the re-wild area. Therefore, the Council should consider updating the existing table within the playpark and providing another one. It is proposed that the Steering Group take a view once the Playpark re-opens and the available space can be considered. A recommendation will then be made to Council in due course.

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| 9.  | <p><b>Annual Assembly</b></p> <p>Please visit the dedicated Annual Assembly <a href="#">webpage</a> for the full details of the event, including agenda, menu, and posters. Children from Plaistow and Kirdford Primary have begun submitting their artwork for the competition.</p>   | 5<br>mins |
| 10. | <p><b>Neighbourhood Plan</b></p> <p>A report from the NP Steering Group will be circulated to Members and published on the website upon receipt.</p>   | 3<br>mins |
| 11. | <p><b>E-Newsletter</b></p> <p>Cllr. Bushell has emailed all groups in receipt of grants from the Parish Council and everyone who completed the public consultation and specified that they wished to be contacted by the Council to remind people to sign up to receive the E-Newsletter. As a result, there has been a large influx of sign-ups. The approved E-Newsletter was circulated via email during the weekend of 9th/10th October and is published on the <a href="#">website</a>.</p>   | 2<br>mins |
| 12. | <p><b>The Drive, Ifold Entrance Refurbishment project update</b></p> <p>The original tree surgeon who attended site meetings in 2020 with Ms Palmerton and Ifold Estates Ltd has been unable to continue with the project due to work commitments. The Clerk contacted Andrew Gale and Jamie Naldrett of Naldrett Tree Services, recommended by Angela Palmerton, to quote for the project. The project tree work needs to be completed first, before all other elements of the project can begin. Therefore, it is imperative that the tree work is undertaken imminently. Andrew Gale advised that his timescales were mid spring 2022 and therefore declined to quote. Mr. Naldrett attended a site meeting with the Clerk and discussed the project requirements with Ms Palmerton to prepare his quote of £780. He has availability on 22nd November to complete the works. It is therefore recommended that the Council instruct Mr. Naldrett. The project has a budget of £4,000. IEL have agreed to financially contribute towards the project. The project is also utilising grants (New Homes Bonus / free trees from CDC and plants from Butterfly Conservation).</p> | 2<br>mins |

The Clerk will organise a meeting between the volunteers and Ms Palmerton to discuss the job specifications and complete a risk assessment. Once the tree work is completed, the ground clearance works can begin November/December.

13. **Queen's Platinum Jubilee Steering Group** 2 mins
- a. To formally set up the Steering Group and appoint Members.
  - b. To resolve to agree the project remit of the Steering Group.
- It is recommended that the QPJ Steering Group take up the project management of the Plaistow Village Green Re-Wilding area under the Sessile Oak.
14. **Highway Matters** 5 mins
- a. **Matters to be reported by Members.**
- None received in advance of the meeting.
- b. **Road works**
- Roadworks are beginning along Dungate/Dunsfold Road on 18.10.2021 and are due to be completed within a maximum of 5 days.
- Rickman's Lane was due to be closed on 30th September for road maintenance; however, this did not take place due to poor weather conditions. A new date has not been set.
- c. **Bridleway closure**
- PLAISTOW: Public Bridleway No. 636 (part) – Temporary Closure Notice (Issue no. 29357)
- The closure continues to be necessary due to an unsafe bridge, however, works to install the new bridge are hoping to commence week beginning 27th September 2021. The route will continue to be closed from 1st October 2021 for 21 days or until the works are completed.
15. **West Sussex Association of Local Councils (WSALC) & Chichester District Association of Local Councils (CDALC)** 5 mins
- a. To receive an update regarding the [CDALC AGM](#).
- Members are asked to consider the several queries underlined within the document and to express their thoughts at the meeting in relation to these matters.
- b. To note the WSALC's AGM [agenda](#), [minutes](#), [report and accounts](#).

- c. To resolve to appoint the Clerk as [Proxy](#) to attend the AGM and vote on behalf of the Parish Council.

The Council should consider how to instruct the Clerk to vote on the following matters:

#### ORDINARY RESOLUTIONS

Agenda Item 1(a): Election of Joint Presidents

Agenda Item 3: Minutes of the Annual General Meeting

Agenda Item 5: To Adopt the Accounts for the Year Ended 31 March 2021

Agenda Item 7: Election of Representatives to the National Association 2021/2022

Voting options: For | Against | Vote withheld

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| 16. | <b>Cycling events within the Parish</b><br>Recommendation: - To receive and consider a report from Cllr. Capsey regarding cycle events and races within the Parish. | 3<br>mins |
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Cllr. Capsey asked that this matter be included on the agenda. Cllr. Capsey will update the meeting regarding issues raised within the community.

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| 17. | <b>South Downs National Park (SDNP)</b><br>On 8th September 2021, the Council resolved to:<br>C/21/143(e) - APPROVE IN PRINCIPLE to seek to adjoin the entire Parish to the SDNP. The matter to become a standing agenda item and seek to consult with the community in due course. | 3<br>mins |
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The Council should consider how it wishes to progress this. Before any meaningful public consultation can take place, the Council will need to prepare sufficient documents and information to advise the community on the pros/cons/requirements/timescales/prospects of success etc of this proposal. This information will need to be published in advance on the website / Facebook / Parish News / E-Newsletter etc so that the community understands what they are considering.

In the first instance, it is recommended that the Council appoints a Lead Member for this matter and that they make enquiries with Kirdford Parish Council to find out how *they* began this process and what information they ascertained etc.

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| 18. | <b>Correspondence</b> | 2<br>mins |
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Recommendation: - To receive correspondence not listed as an agenda item above.

There is no correspondence to note that has not already been listed above.

19.

**Clerk's update**

3  
mins

a. Lagoon 3 update

Please read the [Report to Council](#) for full update on the meeting which took place on 5th October.

b. Public consultation results

The results and a consultation article penned by Cllr. Bushell have been added to the Parish Council's [website](#).

c. Northern Parishes Meeting update

The meeting agreed that it was up to the individual Parish's to pursue fully joining the SDNP rather than it being a matter to be considered by this forum. The meeting acknowledged that the forum had no legal status and was more akin to a Steering Group to support each other and feedback information and recommendations to the respective full Councils. Kirdford Parish Council have already instructed a legal team to issue a Letter Before Action regarding their concerns with CDC's Enforcement abilities. Wisborough Green Parish Council is not yet minded to contribute to the 'fighting fund' until there is a clearer objective for the expenditure.

d. Meeting venues

Meeting have returned to face-to-face and both halls have WIFI capabilities. Therefore, the Council will resume its equal split between Ifold and Plaistow. However, for simplicity the venue split is worked out monthly i.e., in October all meetings are in Plaistow; in November all meetings are in Ifold etc. The meeting timetable for Full Council and Planning can be found [here](#).

However, using the website is the best way to keep up to date. Please use the [drop-down-boxes](#) to filter the meetings to the correct year and month.

e. WSCC Winter Services

WSCC has confirmed that after reviewing last winter's service there is no change for winter 2021/22. Winter gritting routes can be viewed on their [website](#). Zoom into your area and then click on the gritter icon to show the routes. These are highlighted in 2 colours, click on the route and it will show a description.

f. Society of Local Council Clerks (SLCC) national survey

The first national survey of the local council sector for 30 years was launched in September. This significant piece of research will look at every aspect of the work of a Clerk and how Councils operates and has the potential to influence changes in local government. The Clerk has completed the survey on behalf of the Council.

21.           **Meeting Dates** 1 min
- Planning & Open Spaces Committee, 20th October 2021, 7:30pm – Winterton Hall, Plaistow
  - Planning & Open Spaces Committee, 9th November 2021, 7:30pm – Kelsey Hall, Ifold
  - Full Parish Council, 10th November 2021, 7:30pm – Kelsey Hall, Ifold
  - Winter & Emergency Plan Committee, 17th November 2021, 7:30pm – Winterton Hall