



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 **Tuesday 9th January 2024** at **19:45, Kesley 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 January 2024

Yours faithfully

Catherine Nutting

Clerk & RFO to the Council

Remote Access

To join the meeting please follow this link:

<https://us02web.zoom.us/j/85306879828?pwd=R2pwNWFNzjNXU3VSeTArdGNzRmpKQT09>

Meeting ID: 853 0687 9828

Please email the Clerk for the password clerk@plaistowandifold-pc.gov.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 Report and appendices can be found on the Parish Council's website: www.plaistowandifold-pc.gov.uk | Alternatively, please contact the Clerk for hard copies: clerk@plaistowandifold-pc.gov.uk

Biodiversity – the Council has a duty to conserve and enhance biodiversity and must consider what policies, objectives, and action it can take, consistent with the exercise of its functions, to further the general biodiversity objective.

Natural Environment and Rural Communities Act 2006, s.40 & Environment Act 2021, s.102

Number	Item	Time
1.	Apologies for absence & housekeeping* Recommendation: - To receive and accept apologies for absence.	1 min

**In accordance with The Data Protection Act 2018 all attendees of the meeting are hereby notified that the meeting could be recorded as an aide memoire for the Clerk when compiling the minutes. The recordings*

are held securely and are deleted after the resolution that the minutes are a true and correct record. Members of the public should be aware that being present at a meeting of the Council, or one of its committees or sub-committees, will be deemed as the person having given consent to being recorded (photograph, film, or audio recording) at the meeting, by any person present. Persons who record the parish Council's meetings are reminded that the "Public Forum" period may not be part of the formal meeting and that they should take legal advice themselves as to their rights to make any recording during that period.

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| 2. | <p>Disclosure of Interests</p> <p><i>See Clerk's Report.</i></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 Code of Conduct and the Localism Act 2011 Chapter 7 ss.26 – 37, in relation to matters on the agenda.</p> | 1 min |
| 3. | <p>Minutes</p> <p><i>See Clerk's Report. Circulated separately and on the website.</i></p> <p>Recommendation: - To approve the Minutes of the Parish Council meeting held on 13th December 2023 and resolve to sign via Secured Signing in accordance with Standing Order 12(g).</p> | 1 min |
| 4. | <p>Public Forum</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 the Parish Council's Standing Orders 3(d), (e), (h), (i) – (k). 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 Tuesday 9th January 2024</u>. In accordance with Standing Orders 3(f) and (g), Public Participation shall not exceed 10 minutes, unless directed by the Chairman; and a speaker is limited to 5 minutes.</p> | 10 mins |
| 5. | <p>To receive reports from County and District Councillors</p> <p>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.</p> | 10 mins |
| 6. | <p>Neighbourhood Plan</p> <p><i>See Clerk's Report</i></p> <p>Recommendations: - To receive and note the Design Code Content Sheet.</p> | 3 mins |

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| 7. | <p>Committee minutes & reports</p> <p><i>See Clerk's Report</i></p> <p>Recommendations: - To note the minutes and resolutions therein of the Planning and HR Committees dated 12th December 2023.</p> | 2 mins |
| 8. | <p>Policies</p> <p><i>See Clerk's Report</i></p> <p>Recommendations: - To adopt the Planning Pre-Application Discussion policy, as drafted by Planning Consultant Steve Tilbury.</p> | 1 min |
| 9. | <p>Cyber & banking security</p> <p><i>See Clerk's Report</i></p> <p>Recommendations: - To note the cyber insurance two authentication banking process receive an update regarding draft policy, Member and Clerk training and website/email requirements</p> | 4 mins |
| 10. | <p>Plaistow Pond</p> <p><i>See Clerk's Report</i></p> <p>Recommendations: - To receive an update regarding contractor meeting floatation aid installation consider quote to survey and repair the jetty</p> | 3 mins |
| 11. | <p>Financial Matters</p> <p><i>See Clerk's Report</i></p> <ol style="list-style-type: none"> 1. <u>Financial Reports for December 2023 – January 2024 (Payments and Receipts Analysis)</u>
Includes income and expenditure between 14th December 2023 – 5th January 2024.
Recommendation: - To receive, review and note the financial reports and appoint signatories. 2. <u>End of quarter 3</u>
To receive a verbal update from the Finance Committee (meeting 9th January, 7:15pm). 3. <u>Ifold Bike Rack</u>
To resolve to undertake the project in 2023/2024 and confirm a budget. 4. <u>Grant applications</u>
To note applications received from PCC and Chiddingfold Surgery, to be considered by Finance Committee in April 2024. | 12 mins |

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| 12. | <p>2024/25 Draft budget & Precept</p> <p><i>See Clerk's Report</i></p> <p>Recommendation: - To receive the draft budget and resolve to agree the 2024/25 Precept.</p> | 20 mins |
| 13. | <p>Highway Matters</p> <p><i>See Clerk's Report</i></p> <p>Recommendation: - To receive and resolve to act upon any Highway matters raised by Councillors and to note any updates regarding the TRO applications in Plaistow.</p> | 2 mins |
| 14. | <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. Tennis court 2. Ifold Playpark 3. Lady Hope Playpark service and operation inspection 4. Pavilion fire risk assessment 5. Parish Bus Shelters 6. Fingerpost signs 7. Priorities and funding survey – diarise first meeting. 8. Little Springfield Farm 9. Newsletter 10. Winterton Hall & Youth Club CIO | 5 mins |
| 15. | <p>Correspondence</p> <p><i>See Clerk's Report</i></p> <p>Recommendation: - To consider any correspondence received not listed as an agenda item for discussion.</p> | 1 min |
| 16. | <p><u>Date of next meetings</u></p> <ul style="list-style-type: none"> • Planning & Open Spaces Committee, 18th January 2024, Kelsey Hall, Ifold - 7:30pm • Planning & Open Spaces Committee, 31st January 2024, Kelsey Hall, Ifold - 7:30pm • Planning & Open Spaces Committee, 13th February 2024, Winterton Hall, Plaistow - 7:30pm • Full Parish Council, 14th February 2024, Winterton Hall, Plaistow - 7:30pm | 1 min |

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| 17. | Exclusion of Press and Public
<i>See Clerk's Report</i>
Recommendation: - To resolve to exclude the Press and Public from the meeting during the consideration of item 18, 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. | 1 min |
| 18. | Recruitment update | 10 mins |