



MINUTES of the **Plaistow & Ifold's Annual Parish Council Meeting** held on **Wednesday 5th May 2021** at **19:30**, via remote conference calling technology (Zoom).

Present Cllr. Paul Jordan (Chair); Cllr. Sophie Capsey (Vice Chair); Cllr. Jerusha Glavin; Cllr. Nicholas Taylor; Cllr. Nick Whitehouse; Cllr. Phil Colmer; Cllr. John Bushell; Cllr. Doug Brown; Cllr. David Griffiths; Cllr. David Ribbens; Mr. Jon Pearce, Chair of Ifold Estates Limited (IEL) Co-opted Member of Planning Committee with no voting rights; Mrs Sara Burrell, Chair of the Neighbourhood Plan Steering Group with no voting rights and Catherine Nutting (Clerk & RFO).

Chichester District [Cllr. Gareth Evans](#) and West Sussex County [Councillor Janet Duncton](#)* were in attendance.

*[Cllr. Duncton](#) is also a Chichester District Councillor for Loxwood Ward

District Councillor Gareth Evans was in attendance.

No Members of the Public were present.

C/21/082

Election of Chair

Action:
Clerk

Cllr. Paul Jordan confirmed that he was happy to continue serving as the Parish Council's Chairman. No other Councillor nominated themselves for election.

Cllr. Jordan was proposed by Cllr. Taylor and seconded by Cllr. Colmer.

Cllr. **JORDAN** was **UNANIMOUSLY ELECTED CHAIR** and tendered his Declaration of Acceptance of Office, which will be added to the website.

C/21/083

Election of Vice Chair

Action:
Clerk

Cllr. Sophie Capsey confirmed that she was happy to continue serving as the Parish Council's Vice Chair. No other Councillor nominated themselves for election.

Cllr. Capsey was proposed by Cllr. Taylor and seconded by Cllr. Glavin.

Cllr. **CAPSEY** was **UNANIMOUSLY ELECTED VICE CHAIR** and tendered her Declaration of Acceptance of Office, which will be added to the website.

C/21/084	Declarations of Acceptance of Office & Register of Interests It was RESOLVED to PERMIT any Member who had not submitted their Declarations of Acceptance of Office and updated Register of Interest forms in advance of the meeting to do so before 31 May 2021. The updated forms will be added to the website.	Action: Clerk
C/21/085	Apologies for absence & housekeeping There were no apologies for absence.	
C/21/086	Disclosure of interests 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, in relation to matters on the agenda. None received.	
C/21/087	Minutes It was RESOLVED to APPROVE the minutes of the Full Council Meeting held on 28th April 2021, which will be signed by the Chair via Secured Signing as a true record.	Actions: Clerk & Chair
C/21/088	Public participation 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 . <u>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 5th May 2021.</u> Public Participation shall not exceed 10 minutes, unless directed by the Chairman. A speaker is limited to 5 minutes. None	
C/21/089	Appointment of Committees, their Chairs, frequency of meetings & Co-Option of non-elected Members <u>Planning & Open Spaces (maximum 8 Members)</u>	Action: Clerk

It was **RESOLVED** to **APPOINT**:

- Cllr. Sophie Capsey, **Committee CHAIR**
- Cllr. Paul Jordan
- Cllr. Nick Whitehouse
- Cllr. Jerusha Glavin
- Cllr. David Griffiths
- Cllr. David Ribbens
- Mr. Jon Pearce, Ifold Estates Limited representative, Co-opted Member with no voting rights
- Mr. David Lugton, **Parish Tree Warden**, Co-opted Member with no voting rights

Meetings of the Planning & Open Spaces Committee shall take place every three (3) weeks at 7.30pm; additional meetings may be convened if required. This is to ensure that the Parish Council comments on planning applications within the statutory time frame of 21 days.

Winter & Emergency Plan Committee

It was **RESOLVED** to **AMEND** the **STANDING ORDERS** to permit a maximum of **EIGHT (8) MEMBERS**.

It was **RESOLVED** to **APPOINT**:

- Cllr. Sophie Capsey
- Cllr. Paul Jordan
- Cllr. Nick Whitehouse
- Cllr. Jerusha Glavin
- Cllr. John Bushell
- Mr. Jon Pearce, Ifold Estates Limited representative, Co-opted Member with no voting rights
- Mr. Guy Wicker, Winterton Hall Management Committee representative, Co-opted Member with no voting rights
- Mrs Marietta Borreda Cuenca, [LCAV Scheme](#) Coordinator, Co-opted Member with no voting rights.

Meetings of the Winter & Emergency Plan Committee shall take place biannually in March and September at 7:30pm; additional meetings may be convened if required. A meeting Chair to be appointed as the first order of business at each meeting.

C/21/090

Appointment of Steering Groups, their Chairs, frequency of meetings & Co-Option of non-elected Members

Action:
Clerk

Financial Steering Group

It was **RESOLVED** to **APPOINT**:

- Cllr. Phil Colmer, **Steering Group Chair**
- Cllr. Paul Jordan
- Cllr. Nicholas Taylor
- Cllr. David Ribbens
- Cllr. John Bushell

Meetings of the Finance Steering Group shall take place every quarter (as a minimum) and may be convened more frequently throughout the year to consider specific financial matters such as setting the Precept/drafting the annual budget/considering grant application and reviewing the Internal and External Audit.

HR Steering Group

It was **RESOLVED** to **APPOINT**:

- Cllr. David Ribbens, **Steering Group Chair**
- Cllr. Phil Colmer
- Cllr. Paul Jordan
- Cllr. Nick Whitehouse

Meetings of the HR Steering Group shall take place annually (as a minimum) to undertake the Clerk's appraisal and may be convened more frequently throughout the year if required.

Neighbourhood Plan Steering Group

It was **RESOLVED** to **APPOINT**:

- Mrs Sara Burrell, **Steering Group Chair & Co-Opted Member**
- Mr. Bill Townsend, Co-Opted Member
- Cllr. Paul Jordan
- Cllr. David Ribbens
- Cllr. Phil Colmer
- Cllr. Nick Whitehouse
- Cllr. Jerusha Glavin
- Cllr. David Griffiths

Meetings of the Neighbourhood Plan Steering Group shall take place as required throughout the year.

Lady Hope Playpark Steering Group

It was **RESOLVED** to **APPOINT**:

- Cllr. Paul Jordan
- Cllr. Sophie Capsey
- Cllr. Jerusha Glavin

Meetings of the Lady Hope Playpark Steering Group shall take place as required throughout the year.

Newsletter Steering Group

It was **RESOLVED** to **APPOINT**:

- Cllr. Jerusha Glavin, **Steering Group Chair**
- Cllr. Doug Brown
- Cllr. John Bushell
- Cllr. Nicholas Taylor

Meetings of the Newsletter Steering Group shall take place bi-annually (as a minimum) in advance of publication and may be convened more frequently throughout the year if required.

It was **RESOLVED** to **DISBAND** the **VE DAY 75 Steering Group** and convene project/event specific steering groups as required.

C/21/091

Appointment of Members / Co-Opt non-elected Members to roles of responsibility:

Action:
Clerk

It was **RESOLVED** to **APPOINT** the following Members / Co-Opt non-elected Members as the Parish Council's lead representative in these specified roles:

- Tree Warden – Mr. David Lugton
- Footpaths & PRowS – Cllr. Doug Brown
- Plaistow Village Trust representative – Cllr. Sophie Capsey
- Durfold Wood Residence Association – Cllr. David Ribbens
- Ifold Estates Limited – Mr. Jon Pearce
- Winterton Hall Management Committee – Cllr. Phil Colmer
- Kelsey Hall Management Committee – Cllr. Phil Colmer
- Highways Lead – Cllr. Sophie Capsey
- Community seating representative – Cllr. Sophie Capsey
- Community Speed Watch representative – Cllr. Doug Brown
- Neighbourhood Watch / Police Liaison – check with caroline to see if this is still applicable - Mrs Carolyn Mudford
- CDALC representative – Cllr. Nicholas Taylor
- CDC Northeast Parishes Meeting representative – ad hoc appointment as meetings arise.
- WSCC Local Committee – ad hoc appointment as meetings arise.

C/21/092

Administrative Subscriptions

Action:
Clerk

It was **RESOLVED** to **CONTINUE** subscribing to the following

administrative tools:

- Zoom
- Secured Signing

The motion was proposed by Cllr. Bushell, seconded by Cllr. Ribbens and carried unanimously.

C/21/093	Calendar of Meetings for 2021/22. It was RESOLVED to AGREE the calendar of meetings for 2021/22. Please see appendix A .	Action: Clerk
C/21/094	Standing Orders and Financial Regulations It was RESOLVED to ADOPT the STANDING ORDERS and FINANCIAL REGULATIONS . The motion was proposed by Cllr. Colmer, seconded by Cllr. Ribbens and carried unanimously.	Action: Clerk
C/21/095	Policies Further to a review, it was RESOLVED to ADOPT the following POLICIES : <ul style="list-style-type: none">• Code of Conduct• Media & Communications Policy• LCAV Scheme Administration Policy, Volunteer & Service User Policy and Risk Assessment• Co-Option Policy• Complaints Procedure The motion was proposed by Cllr. Capsey, seconded by Cllr. Glavin and carried unanimously.	Action: Clerk
C/21/096	Correspondence Recommendation: - To consider adding any correspondence received to a future agenda. None to note.	
C/21/097	Items for inclusion on a future agenda It was RESOLVED to ADD the following matters to a future AGENDA : <ul style="list-style-type: none">• Dangerous potholes frequently referred to the Parish Council along Dunsfold Road, Plaistow – to ask WSC Councillor Duncton to support action.• Summer E-Newsletter – compile article ideas and convene a Steering Group meeting	Action: Clerk

C/21/098

Date of next meetings

22nd June 2021, 19:30, Winterton Hall, Plaistow - Planning & Open Spaces Committee Meeting

23rd June 2021, 19:30, Winterton Hall, Plaistow – full Parish Council Meeting

Actions:

Clerk

There being no further business, the Chair closed the meeting at 20:08