



Notice of Meeting of the Parish Council

Members of the Council are summoned to attend the Meeting of Plaistow and Ifold Parish Council to be held on **Wednesday 10th July 2024 at 18:30, WINTERTON HALL, PLAISTOW.**

Members of the Press and Public are welcome to attend **in person.**

Dated: 5th July 2024

Yours faithfully

J Bromley

Clerk & RFO to the Council

MEETING AGENDA

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 | For remote access please contact the Clerk.

Number	Item	Time
1.	Apologies for absence RECOMMENDATION: - To receive and accept apologies for absence.	1 min
2.	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 Chapter 7 ss.26 – 37, in relation to matters on the agenda.	1 min
3.	Minutes RECOMMENDATION: - To approve the Minutes of the Annual Parish Council meeting held on 12th June 2024 and resolve to sign via Secured Signing in accordance with Standing Order 12(g). both the non-confidential and confidential minutes.	1 min
4.	Public Forum 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 Wednesday 10th July 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.	10 mins

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. **Ratify Clerk's decision(s) – [Scheme of Delegation](#)** 2 mins
 RECOMMENDATION: - To note and ratify the Clerk's decisions:
 6.1 Insurance premium £1994.07 as per quote approved C/24/053 on 22nd May 2024.
 6.2 The payments of the Millpond Jetty down payment and final payment £2490.38 on 28th May and £5810.89 on 27th June 2024 as per quote dated 8th January 2024 Option 2 approved by the Council on 9th January 2024 C/24/012.
 6.3 The purchase of two Deep Water Signs for Coxes Pond Plaistow at a net cost of £96.25.
 6.4 The purchase and installation of fluorescent strips on the Bike Rack at Ifold stores at a net cost of £37.22.
 6.5 The purchase of a roll up banner display for the 14th July Playground consultation event. Net cost of £72.00.
7. **Financial Matters** 2 mins
 7.1 Financial Reports for June - July 2024 (Payments and Receipts Analysis)_Includes income and expenditure between 16th June – 15th July 2024. *(To be circulated separately)*
 RECOMMENDATION: - To receive, review and approve the above financial reports and appoint signatories.
 7.2 [VAT Return for the period 1st April to 30th June 2024.](#)
 RECOMMENDATION: - To review and note the submitted VAT return for the period to 30th June 2024.
 7.3 [Bank Reconciliation for June 2024.](#)
 RECOMMENDATION: - To receive and note the June bank reconciliations.
 7.4 [QUOTE for Thank You bench:](#)
 RECOMMENDATION: - To review and comment upon or approve the purchase of a Thank You bench for retired Cllr Ribbens 27 years service.
8. **Tree Inspections** 5 mins
[See Clerks report.](#)
 8.1 Tree Inspection quotes:
 RECOMMENDATION: - To consider the quotes received and RESOLVE to authorise the work to proceed where required.

- Plaistow Green
 - Coxes Pond
 - Winterton Hall
 - Kelsey Hall new play area.
9. **Planning Matters** 5 mins
[See Clerk's report](#)
- 9.1 Public Rights of Way
 RECOMMENDATION: To purchase a PROW definitive map for this area for £36 to identify any unregistered paths.
- 9.2 Crouchlands Planning Applications.
 RECOMMENDATION: - To note the three applications have been listed for appeal the date of the appeal is noted on the Inspectorate website as October 2024 the appeal is to be a hearing format and to discuss any action to be taken.
- 10.. **Committee minutes & reports**
- 10.1 RECOMMENDATION: - To note the minutes and RESOLUTIONS therein of the [11th June 2024](#) Planning and Open Spaces Committee Meeting.
11. **Policies** 5 mins
[See Clerk's report](#)
- 11.1 RECOMMENDATION: - The adoption or readoption after amendment of the following Polices:
- [Freedom of Information and publication scheme](#). Re adoption.
 - [Retention of documents Policy](#). Adoption.
 - [Data Protection Policy](#). Readoption.
 - [General Privacy Policy](#). Readoption.
 - [Health and Safety Policy](#). Adoption
 - [Complaints Procedure Policy](#). Readoption.
12. **Neighbourhood Plan** 2 mins
[See Clerks report](#).
- 12.1 Timetable for Draft Regulation 14 Neighbourhood Plan.
 RECOMMENDATION: - To note the updated timetable for the production of the Regulation 14 Plan.
13. **Playparks** 5 mins
[See Clerks report](#).
- 13.1 RECOMMENDATION: - To note the update on the Ifold Playpark project and the consultation period for play equipment from 14th July to 31st August 2024 [on the website](#) and advertised accordingly.

13.2 RECOMMENDATION: To review the redraft of the lease and agree the length of the lease request to be put forward to the Trustees.

13.3 RECOMMENDATION: To note and discuss the likely ongoing costs of the Ifold Playpark.

13.4 RECOMMENDATION: Lady Hope Playpark: - To note the maintenance update.

14. **Correspondence**

[See Clerk's Report](#)

RECOMMENDATION: - To consider adding any correspondence received to a future agenda or resolve through discussion.

15. **Clerk's update & items for inclusion on a future agenda**

3 mins

[See Clerk's Report](#)

RECOMMENDATION: - To receive general updates in relation to: -

15.1 Plaistow Bus Stop

15.2 Cyber Security Presentation 23rd July 2024

15.3 Tennis Court Cleaning.

15.4 Winterton Hall CIO

15.5 Biodiversity Working Group Meeting.

15.6 Chalk Road Bus Stop and Benches and Notice Board renovations

15.7 Beacon for Plaistow Green.

16. **Newsletter Article Items:**

1 min

To list items considered appropriate for the newsletters (Email, Church Newsletter and Facebook) as well as website publicity.

17. **Date of next meetings**

1 min

RECOMMENDATION: - To note the dates of forthcoming meetings:

- Planning & Open Spaces Committee, 16th July, Kelsey Hall, Ifold
- Cyber presentation 23rd July 2024 7.30pm Loxwood, North Hall.
- Planning and Open Spaces 7th August Winterton Hall, Plaistow, 10th September, Kelsey Hall Ifold. 7.30pm
- Biodiversity Working Group Meeting 4th or 5th September 2024 TBC. Winterton Hall.
- Full Parish Council, 11th September 2024, 7:30pm, Kelsey Hall, Ifold.

Clerk's Report to the Full Council Meeting on 10th July 2024

8. Tree Inspections

The risk assessment requires trees are inspected every 18 to 36 months and a quote has been obtained from the same contractor that carried out the last review. The quotes contain recommendations for timing of this work from the previous report as noted below:

- Plaistow Green- October 2025- Quote £350
- Sessile Oak-Spring 2025 – Quote £450
- Coxes Pond- Due -Spring 2025- Quote £250
- Winterton Hall- Summer 2024- Quote £200
- Kelsey Hall new play area- Not carried out before- Quote £250

9. Planning matters

9.1 – The new cut- off date for registering PROW footpaths was recently published. These are permissive paths that due to duration of use would qualify for adoption. If there are opposing factions such as landowners, this may require a legal hearing of the case for adoption as is the case with a footpath in Loxwood. Evidence will be required to support any application that it has been used for a significant period. If approved the path will then be added as a PROW definitive map. [Adding to the definitive PROW map](#). The cut- off date for admissions to this 1st January 2031 under the [Countryside and Rights of Way Act 2000](#). A copy of the definitive map is available for £36 from Legal Services at County Hall to be able to identify any in our Parish that require consideration for this approach.

9.2 Crouchlands Planning Appeal. To note the appeal listing for October and consider the Parish Council's approach to this hearing.

11. Policies

Following RESOLUTION in the December 2023 minutes and also carrying out the [Data Protection Audit](#) with the Data Protection Officer commenting as shown on the audit spreadsheet: the following policies have been reviewed and updated by the Clerk for approval or further amendment and adoption by the Parish Council.

- [Freedom of Information and Publication Scheme](#). Two separate Policies amalgamated and updated.
- [Retention of Documents Policy](#). A new policy.
- [Data Protection Policy](#). Updated to include the Data Protection Officer.
- [General Privacy Policy](#). Updated re contact information.
- [Health and Safety Policy](#). A new Policy.
- [Complaints Procedure Policy](#). No amendments recommended.

12. Neighbourhood Plan

The draft plan is to be received from the consultants on 26th July. The Clerk will circulate this for comments which will be consolidated for review and discussion at the Parish Council meeting on 11th September and thereafter comments sent back to the consultant for comment and then a meeting.

13. Playparks

Ifold Playpark

The Playpark working group are to consult on the equipment for of the Playpark at Kelsey Hall at a family event at Kelsey Hall on 14th July and thereafter online on the website until 30th August. This will be published via the Church Newsletter, Facebook and PC Email list as well as on the website. A banner with the PC name has been purchased and posters printed by Cllr Brown. Comment forms will be available at the event and are on the website.

The Draft Lease (circulated separately) has been updated to include the Trustees Statement as previously mentioned and the title plan now updated for the area. The length of the lease to be determined and then the lease sent to the Trustees. The solicitor has recommended a lease length of 10 years but 15 would be the life of some of the play equipment so 15 years should be considered.

The ongoing costs for the playground have been quoted as estimates as follows:

1. Ground maintenance grass and leaves £620 per annum
2. Play inspection and basic maintenance: £637 (dependent on equipment chosen).
3. Tree maintenance – will vary. One off inspection £250
4. Bin- Method of rubbish disposal to be resolved as CDC will not supply or collect a new bin. The Trustees have been asked if rubbish can be put in their dustbin, but we may still need a container in the playground initially to empty not the dustbin Trustees yet to confirm this is acceptable and there may be a cost involved.
5. The bench in the play area was gifted to Kelsey Hall some time ago and is rotten. It will need replacing and the Hall would like it repositioned out of the playground. If there is to be a bench in the playground a further bench would need to be purchased.

Lady Hope Playpark

Vita Play have been asked to go ahead with the repairs quoted £345net and agreed last month to the Zip Wire, the roundabout bearings to be kept under review. The picnic table and bench have been sanded and preserved. At the June playground inspection, a maintenance issue was highlighted by Councillors Denyer and Taylor with the gate latch at the further end from the road and will be looked at by the Clerk and Odd Job Man.

14. Correspondence- Use and renovations of cricket nets:

Email 2nd July 2024

We've just moved into the xxxxxxxx, coming from just up the road in Chiddingfold.

My son xxxxxx is a keen cricketer and we wanted to ask if you would permit us to clean up and repair the old cricket practice net? We'd cover any costs.

Reply 3rd July 2024

Thank you for your email and the Parish Councillors consider it would be very nice to have the nets back in use and please do go ahead and use them and thank you for your offer to cover any costs.

There have been problems in the past with vandalism, but we hope that has now passed. The

resident who used to run the Plaistow cricket club is xxxxxxxx xxxxxxxxxxxx

and if there were any possibility of resurrecting this the Parish Council would be very supportive.

15. Clerk's update

15.1. Plaistow Bus Stop- In progress.

15.2. Cyber Security presentation 23rd July 2024 7.30pm. Loxwood Councillors will introduce the presenter and compare the evening as required. Refreshments available on entry and at the end.

15.3. Tennis Court Cleaning. Completed and invoice on its way.

15.4. Winterton Hall CIO. No update.

15.5. Biodiversity Working Group either of the dates of 4th and 5th September are proposed. Residents will be contacted once Cllrs confirm attendance.

15.6. Chalk Road Bus Stop- Maintenance. The renovation works are complete.

Benches and Notice Board renovations. To be completed over the summer, quote to be issued.

15.8. Beacon for Plaistow Green. The 80th D Day celebration was missed for Beacon Lighting, but the Beacon is to be put in place by Goddard Engineering as planned this month a budget of £400 exists.