



## 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 11<sup>th</sup> September 2024** at **19:30, Kelsey Hall, Ifold.**

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

Dated: 6<sup>th</sup> September 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](http://www.plaistowandifold-pc.gov.uk) | Alternatively, please contact the Clerk for hard copies: [clerk@plaistowandifold-pc.gov.uk](mailto:clerk@plaistowandifold-pc.gov.uk) | For remote access please contact the Clerk.

### Number Item

1. **Apologies for absence**

RECOMMENDATION: - To receive and accept apologies for absence.

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.

3. **Minutes**

RECOMMENDATION: - To approve the Minutes of the Parish Council meeting held on [10<sup>th</sup> July 2024](#) and resolve to sign via Secured Signing in accordance with Standing Order 12(g). both the non- confidential and confidential minutes.

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 either in person, or in writing provided they were sent via email to the Clerk no later than 4pm Wednesday 11<sup>th</sup> September 2024. 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.

5. **To receive reports from County and District Councillors**

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](#)**

RECOMMENDATION: - To note and ratify the Clerk's decisions:

6.1 To pay for the Winterton Hall Roof repairs in conjunction with approval from the Finance Committee a total sum of £2585 gross, £2154 net. This is £604 greater than the budgeted amount for Winterton Hall and the decision was taken with a view to alleviating financial difficulties due to unexpected costs for Winterton Hall Trust.

6.2 To reduce the cost of the Thank You bench by ordering a bench of Iroko wood instead of Oak at a cost of £1097 net of VAT and carriage opposed to £1538.60 net of Vat and carriage.

6.3 Purchase of a new Plan of the Parish for the Notice Board at Winterton Hall £34 no VAT

6.4 Purchase of archive boxes £26.98 gross. £22.48 net.

7 **Financial Matters**

7.1 Financial Reports for July - September 2024 (Payments and

Receipts Analysis)-Includes income and expenditure between 16<sup>th</sup> July – 15<sup>th</sup> September 2024.

RECOMMENDATION: - To receive, review, ratify ([16<sup>th</sup> July to 15<sup>th</sup> August](#)) and approve ([16<sup>th</sup> August to 15<sup>th</sup> September 2024](#)) the above financial reports and appoint signatories. (3 Cllrs one non- bank signatory).

7.2 Bank Reconciliation for [July](#) and [August](#) 2024:

RECOMMENDATION: - To receive and note the July and August bank reconciliations.

7.3 [Financial Regulations](#):

RECOMMENDATION: - Receive from the Finance Committee and RESOLVE upon the recommended updated New Model NALC Financial Regulations.

7.4 Conclusion of Audit for 23-24: To NOTE the [External Audit Report](#) (page 6) and the Conclusion of the Audit for 23-24 via the publication of the [Notice of Conclusion of Audit](#).

7.5 Internal Auditor: Recommendation to RESOLVE to use the Internal Auditor April Skies for the interim and final internal audits for 24-25 and to authorise the signing of the [engagement letter](#).

7.6 Biodiversity Project Bulbs Purchase- Recommendation to RESOLVE to approve the purchase of biodiversity bulbs as set out in the [Clerk's Report](#) at a cost of £29.44 to be taken from the Ifold Village entrance budget of £500 for 24-25.

8. **Planning Matters**

[See Clerk's report](#)

8.1 Local Plan Examination Registration for participation at the Examination Hearing. Discussion.

8.2 [NPPF proposals Consultation](#) to 24<sup>th</sup> September 2024. Discussion regarding any comments to be made.

9. **Committee minutes & reports**

9.1 RECOMMENDATION: - To note the minutes and

RESOLUTIONS therein of the [16<sup>th</sup> July 2024](#) and [7<sup>th</sup> August 2024](#) Planning and Open Spaces Committee Meeting. Winter & Emergency Committee [9<sup>th</sup> July 2024](#). Finance Committee [9<sup>th</sup> July 2024](#). Biodiversity Working Group Meeting [5<sup>th</sup> September 2024](#).

10. **Neighbourhood Plan**

[See Clerks report.](#)

10.1 DRAFT Neighbourhood Plan. Discussion.

11. **Playparks**

[See Clerks report.](#)

11.1 The Parish Council to consider the recent correspondence from the Kelsey Hall Trustees on the Ifold Playpark land lease.

12. **Correspondence**

[See Clerk's Report](#)

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

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

[See Clerk's Report](#)

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

[13.1 Plaistow Bus Stop](#)

[13.2 Winterton Hall CIO and renovations.](#)

[13.3 Benches and Notice Board renovations](#)

[13.4 Beacon for Plaistow Green.](#)

[13.5 Thank you bench and deep-water signs.](#)

[13.6 PROW definitive map.](#)

[13.7 Securing Plaistow Green from Trespassers](#)

[13.8 Autumn Litter Pick Event.](#)

[13.9 Rescheduling Cyber awareness training.](#)

[13.10 Cyber Risk.](#) Resolution of High-Risk API event and three medium certificate expirations.

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

15. **Date of next meetings**

RECOMMENDATION: - To note the dates of forthcoming meetings:

- Winter & Emergency Committee 24<sup>th</sup> September 2024. Kelsey Hall.
- Finance Committee 8<sup>th</sup> October 2024 7pm. Winterton Hall
- Planning and Open Spaces Committee 8<sup>th</sup> October 2024 7.45pm. Winterton Hall.
- Full Council 9<sup>th</sup> October 2024. Winterton Hall.
- HR Committee 22<sup>nd</sup> October 2024 7pm. Winterton Hall.

**Clerk's Report to the Full Council Meeting on 11<sup>th</sup> September 2024**

**7. Biodiversity Bulbs for Ifold Community Gardens:**

Prices from [www.farmergracy.co.uk](http://www.farmergracy.co.uk) Shipping £4.99

Hyacinthoides non scripta (English bluebells) x 15 £5.85



Anemone white splendor White Anemones x 10 £5.90



Snow drops Leucojum aestivum x 10 £6.90



Scilla rosa 20 £5.80



**Total £24.45 + £4.99 £29.44**

**8. Planning matters**

**Local Plan Examination** -Registration for participation. The date to register for participation has passed, however there was no discussion to be had at the hearing on sites rejected as strategic sites as per Paul Jordan's email:

***"The scope of our examination, and omission sites***

*21. Some representations are concerned with what are known as "omission sites". These are sites which have not been allocated in the Plan for development. However, our role is to examine the soundness of the submitted Plan. It is not part of our role to examine the soundness of sites that are not allocated in the Plan. Consequently, we do not propose to hold a hearing session dealing*

specifically with sites that have not been allocated in the Plan, or to discuss the merits of omission sites at other sessions “.

and therefore, there seems to be nothing further the Parish would want to participate in discussion for. Anyone can attend the hearing to observe.

**NPPF proposals consultation to 24<sup>th</sup> September 2024.** WSALC have circulated a document on the consultation from Steve Tilbury Planning Consultation who describes the background and reason for the questions posed. This document was circulated and whether any questions are to be responded to by the Parish is to be discussed at the meeting.

### **10. Neighbourhood Plan**

The draft plan at the time of sending out the agenda has not yet been received and may well come in between the publication of the agenda and the meeting at which point it will be circulated for discussion on the process of review of this document by the Parish Council. The Consultant has asked whether the Parish Council plan to write the introduction as last time?

### **11. Playparks**

The Trustees of Kelsey Hall have written to the Parish Council requesting that the Playpark to be sited on land leased by the Kelsey Hall Trust not proceed and this correspondence is to be discussed in the meeting for a response.

### **12. Correspondence-**

#### **1. Email: 24<sup>th</sup> July 2024 and response**

Message: Hi I live opposite the school. I'm also a director on the Village Trust. We have a lot of Ducks and Moorhens crossing the road in the Summer on the Pond bend. Would it be possible for the parish council to get some red/ white Duck road signs installed for the future? Many thanks Sean

Email response 24<sup>th</sup> July Clerk

Thank you for your comment which will be circulated to Councillors for consideration.

Regards

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#### **2. Email 16<sup>th</sup> August and response.**

Hi could we please have a littler bin placed on the green at the beginning of the Nell Ball entrance please?

Litter is thrown many time over the small green and it would also encourage people to pick up their Dog Poo.

Kind regards

Email response 28<sup>th</sup> August Clerk

Thank you for taking the time to email regarding the need for a bin at the entrance to Nell Ball.

The land at the entrance is owned by West Sussex County Council and whilst it may be possible for the Parish Council to obtain a licence to position a bin in that area, Chichester District Council who are responsible for rubbish collection are against the provision of further bins in the District due to the cost of collection and disposal of rubbish. The Parish Council has recently tried to persuade Chichester to collect from a bin proposed for a new playground proposed for Ifold but they have referred us to the private sector.

The Parish Council does not have the finances to support private refuse collection in the Parish but they do arrange Litter Picking Days twice a year in the Parish and any accumulation in this area will be addressed on those days.

I am sorry not to be more positive and I will ensure the Councillors are aware of your request.

Regards

### **13. Clerk's update**

#### **13.1 Plaistow Bus Stop**

The bus stop is almost complete and the [website updated](#).

#### **13.2 Winterton Hall CIO**

Correspondence from 12<sup>th</sup> July 24 from AiRS

Hi Sallie

I always advise that halls get a solicitor to check the land title (make sure that what the trust deed says matches what the committee understands to be the boundaries of the land the charity holds). Usually that also means checking the land registration for the same reason. It's also best to get a solicitor to check the pre-merger vesting order (which I will draft) and then to register the land title in the name of the new CIO, just to make sure it's all done correctly (though I have known halls do it).

I would hold off for now though until I have more clarity about the process needed for the Charity Commission side of things. As I said, it may be easier to merge the two charities first as that will simplify the land question as it will all be under one charity. If you do it now, the solicitor will probably want to look at the piece of land the youth club is partly built on which potentially belongs to the charity ....I will chase the Charity Commission again in August when I get back from hols and I can suggest a solicitor who is reasonably priced, if needed.

Hope this helps & sorry for the delays with the transfer to a CIO. We'll get there!

Angela

**Angela Milligan**  
**Community Buildings Advisor**

#### **Email 2<sup>nd</sup> Sept 2024 Clerk**

Dear Alison

Any update from the Charity Commission.

#### **Email AIRS 03-09-2024**

Thanks for your email. I'm afraid we're still waiting for clarification on the new process from the Charity Commission. The person we have been dealing with has been ill, then on holiday so not easy to get hold of them and our chief ACRE person who usually follows up on this kind of thing has also been tied up with other matters. There also seem to be conflicting views about what the changes mean, depending on which case officer you get. So, all a bit of a dog's dinner!

I think given where we are we should just go ahead and register the CIO and hope that its purpose is wide enough to encompass the youth club without changing it down the line.

By the time the CIO is registered we will hopefully either have further guidance on the process from the CC or, if not, we will just use the old process and they can tell us what else we need to do.

Hope that sounds ok.

Many apologies again for the very long delay with this. I'll let you know when the CIO application has gone in and also if I need anything else at this stage.

Angela

AIRS

### **Winterton Hall Renovations**

The Clerk was due to meet the Chair and Vice Chair of Winterton Hall Committee on 2<sup>nd</sup> August but this was cancelled due to Covid infection the new date for the meeting is 11<sup>th</sup> and the Clerk will verbally update Parish Council at this meeting.

### **13.3 Benches and Notice Board Renovations**

The sanding and preserving (not varnishing) of the Notice Boards and Benches specified is complete. The Lettering came off during the renovations as they were peeling, and these will be replaced in due course by stick on lettering to match the previous version.

### **13.4 Beacon for Plaistow Green**

The beacon is to be erected on the green on 15<sup>th</sup> September however the Engineer has warned against leaving the metal beacon part in situ as he says it will rust and deteriorate. The Parish Council to discuss.

### **13.5 Thank you bench and deep water signs**

Delivery of bench on 18<sup>th</sup> September. Odd job man will concrete in at the same time as erecting the deep water signs.

### **13.6 PROW Definitive Map**

The map has been purchased and an announcement is on the website to canvass for any suggestions for [applications for PROWs](#)

### **13.7 Securing Plaistow Green from Trespassing**

The Clerk has researched means of restricting access to the Green. Bollards and knee high fencing with removal bollards for access are widely used but may not be suitable for the setting. More environmental and aesthetic restrictions could be achieved via landscaping and planting which has its own difficulties. The Parish Council to discuss this.

### **13.8 Autumn Litter Pick**

A date to be chosen for this event in order that it can be publicised. Last year the autumn date was 11<sup>th</sup> November 23 the comparable date would be Saturday 9<sup>th</sup> November 24.

### **13.9 Rescheduling Cyber Awareness Training.** Discussion

### **13.10 CYBER Risk scan findings 1 High and three medium Score 62.**

Discussion as to action regarding the recommendations.

Recommendations:

High Risk API

Description

We have detected that one of your Google API key has been exposed. This key is a crucial access credential that allows your applications to interact with Google services. If this key is compromised, it could potentially be misused to access your Google

services, leading to unauthorized data access, quota theft, or other security breaches. Addressing this is crucial for maintaining the security and integrity of your application and its interactions with Google services.

#### Recommendations

- **Revoke and Regenerate:** Immediately revoke the exposed API key via the Google Cloud Console to prevent any misuse. Then, generate a new API key and update your applications with this new key to restore secure access to Google services.
- **Review Account Activity:** Monitor your Google Cloud account for any unusual or unauthorized activities. Check the usage reports for spikes or anomalies that could indicate misuse of your API key.
- **Strengthen Security Practices:** Update your security practices to protect your digital assets. This includes regularly rotating API keys, implementing least privilege principles for key access, and securing keys in a safe environment away from public access.
- **Educate Your Team:** Inform your team about the incident and the importance of handling API keys securely. Conduct training sessions on security best practices, particularly in managing and storing sensitive credentials.
- **Prepare for Incident Response:** Update your incident response plan to include scenarios involving the exposure of critical credentials like API keys. Ensure that your team is prepared with clear steps for mitigating potential impacts.
- **Stay Informed:** Keep up-to-date with the latest security advisories and best practices from Google and other credible sources. Regular information updates can help you proactively protect your applications and data.
- **Consult IT Professionals:** If you are unsure about how to proceed, seek advice from IT security professionals. They can provide guidance and help secure your network.

#### Medium Risk Certificates Expiring

##### Description

The host is serving a certificate which has already expired.

##### Recommendations

- Purchase or generate a new SSL/TLS certificate to replace the existing one.