



Notice of Meeting of the Parish Council

Members of Plaistow and Ifold Parish Council are summoned to attend the Full Council Meeting on **Wednesday 12th February 2025 at 19:30, Winterton Hall, Plaistow.** Members of the Press and Public are welcome to attend.

Dated: 7th February 2025

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 or remote access: clerk@plaistowandifold-pc.gov.uk

- | 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: - Approve the Minutes of the Parish Council meeting held on 15th January 2025 and resolve to sign via Secured Signing in accordance with S.O. 12(g). |
| 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 15th January 2025.</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. |
| 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. **Planning Matters**

See Clerk's Report

1. **Local Plan Examination. Recommendation:** - to note any update.
2. **Neighbourhood Plan. Recommendation:** - To note any update.

7. **Financial Matters**

See Clerk's Report

1. Financial Reports for January 2025 to February 2025
Includes income and expenditure between 16th January – 16th February 2025 (to be circulated separately) and [bank reconciliations to 31st January 2025](#).
Recommendation: - To receive, review and note the financial reports and appoint signatories for the order for payments and authorising bank BACs payments.
2. Interim Audit
Recommendation: To note the [Interim Audit Report](#) carried out on 23rd January and the recommended action.
3. Review of Risk 2025-2026
Recommendation: To review and readopt or update the following Policies and assessments: -
[Risk Management Scheme](#)
[Playground Inspection Policy and Playground Pond and Cricket Pavilion checklist](#)
[Plaistow Pond Risk Assessment](#)
[Cricket Pavilion Fire Risk Assessment](#)
[Asset Risk Assessment](#) – Works suggested for 2025//2026
[Legionella Policy](#)
[Health & Safety Policy](#)
[Litter Picking Risk Assessment](#)
[Bike Rack Risk Assessment](#)
[Volunteer Policy](#)
[Document Retention Policy](#)
[Cyber Security Policy](#).
4. Playground Inspection Contract 2025/2026 - See Clerks Report
Recommendation: To reappoint existing contractor to carry out inspection and regular maintenance for Lady Hope Playpark for 2025/2026.
5. Clerk's Delegated Decisions -[Scheme of Delegation](#)
Recommendation: To note and ratify the following decision(s) made by the Clerk pursuant to paras 3.1.2, 3.1.3, 3.1.5, 3.1.6 of the Scheme of Delegation: -
 - Authorising the contractors work at £120 to cut back the hedge in the Kelsey Hall new Play area.

8. **Play Parks**

See Clerks Report

1. Kelsey Hall Playpark:

Recommendation: - to receive an update on this project.

2. Lady Hope Playpark:

Recommendation: - to note the update on maintenance and the [inspection report](#).

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

See Clerk's Report Recommendation: - To receive general updates and resolve to add any matters arising to a future agenda in relation to: -

1. Winterton Hall CIO:
2. Crouchlands Entrance Area community orchard.
3. Duck Crossing warning signs.
4. Remedial Work – Plaistow Recreation Ground and Chalk Rd Bus Stop- Volunteers needed.
5. Spring Litter Picking date.
6. VE 80 Celebrations. Thursday 8th May 2025. Lighting the beacon?

10. **Correspondence**

See Clerk's Report

11. **Items for Church Newsletter.**

12. **Date of next meetings**

Recommendation: - To note the dates of forthcoming meetings:

- Planning & Open Spaces Committee 11th March 2025 Kelsey Hall- 7.30pm
- Full Council 12th March 2025 Kelsey Hall- 7.30pm
- Winter & Emergency Plan Committee 18th March 2025 Kelsey Hall 7.30pm