



Notice of Meeting of the Parish Council

Members of Plaistow and Ifold Parish Council are summoned to attend the Full Council Meeting on **Wednesday 16th April 2025 at 19:30, Winterton Hall, Plaistow.** Members of the Press and Public are welcome to attend.

Dated: 11th April 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 receive 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 19th March 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 16th April 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. **Emerging Local Plan** – [Main Modifications consultation to 29th May 2025](#).

2. **Neighbourhood Plan.**

Recommendation: - To note the next Working Group meeting is on 23rd April 2025 at 7pm Winterton Hall.

3. **Large Scale Development Proposal-** Land South of Rumbolds Lane.
[PS/25/00443/FUL](#)

Recommendation: to discuss a response to this application. See minutes from the [Planning Committee Meeting 9th April 2025](#) and the draft response from the Planning Committee meeting 9th April 2025 (attached).

7. **Financial Matters**

1) [Financial Reports to 31st March 2025 and to 18th April 2025](#)

Includes income and expenditure from 21st March 2025 to 31st March and from 1st April to 18th April 2025, the Order for Payment for April 2025 (to be circulated separately) and [bank reconciliations to 31st March 2025](#) as approved and signed by the Finance Committee.

Recommendation: - To receive, review and note the financial reports and appoint signatories for the order for payments and authorising bank BACs

2) [Budget Report 4th Quarter Year End 2024/2025](#)

Recommendation: To note the final budget report for 2024/2025 showing the financial position at 31st March 2025.

3) [VAT Return to 31st March 2025](#)

Recommendation: To note the final quarter VAT Return submitted to HMRC

4) [FINAL Internal Audit and Governance Statement and Annual Return \(AGAR3\)- for 24/25](#) (documents to be circulated following the Audit on 14th April 2025).

Recommendation: To receive and note the Final Internal Audit Report for 24/25. (To be circulated after the Audit on 14th April 2025).

Recommendation: Noting the Final Internal Audit consider, and resolve upon:

- a. The dates for the period of exercise of public rights from Tuesday 3rd June – Monday 14th July 2025 inclusive.
- b. The Annual Governance Statement 24/25 (Section 1 of the Annual Governance and Accountability Return (AGAR) page 4) and to agree that it be signed by the Chair and Clerk.
- c. The Accounting Statement 24/25 (Section 2 of the AGAR page 5) and that it be signed by the Chair.

5) [External Audit:](#)(documents to be circulated following the Audit on 14th April 2025)

Recommendation: To review and approve that the following documents be submitted to Moore's for the 24/5 External Audit.

- a. The AGAR Annual Return for 24/25 duly signed,
- b. Bank Reconciliation 24/25
- c. Explanation of Significant Variances
- d. Internal Auditors Report
- e. Copy of Asset Register as approved by the Council at its meeting on 19th March 2025
Minute reference C/31/2025.
- f. Exercise of Public Rights Form.
- g. Breakdown of Reserves
- h. Reconciliation between boxes 7 & 8 of Accounting Statement
- 6) Grant Applications
See Clerks Report
Recommendation: To note the applications approved by the Finance Committee at their meeting on 3rd April 2025.
- 7) CIL Monitoring 2024/2025
Recommendation: To note the CIL Monitoring report approved by the Finance Committee and submitted to Chichester District Council.
- 8) Budget Calculation 2025/2026
Recommendation: To note and approve if appropriate, the Finance Committee recommendations for the budget allocation for the first quarter 2025-2026.
- 9) 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: -
Purchase of Silhouette and Bunting at a cost of £240 (includes delivery). Delivery £25.50 covered by postage budget 25/26 £817.30 Grant approved from CDC for the balance.
Purchase of Mulch for Community Orchard fruit trees and hazel. £19.94 from Biodiversity Working Group budget 25/26 £510
Purchase of Banners for Annual Parish Meeting £30.77 & Large one £57.68 from events budget 25/26 £1000
Purchase of Traffic Film Remover and Algae spray, spray equipment and sponges £34.44 Algae Spray £15.99 from notice board and signage budget 25/26 £4000
Purchase of Duck Crossing Signs £58.88 net from Notice board and Signage Budget 24/25 £2500 spent £940.

8. **Play Parks**

See Clerks Report

1. Kelsey Hall Playpark:

Recommendation: - to receive an update on this project.

Recommendation: - to approve the [Conditions of the Grant](#) for £9000 offered by CDC towards this project.

2. Lady Hope Playpark:

Recommendation: - to note any update.

9. **Plaistow Recreation Ground Use by Loxwood Sports Association U8s**

Recommendation: To approve the lease arrangement for the U8 LSA football team for the use of Plaistow recreation Ground (attached).

10. **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. CIO: Title Transfer
2. Crouchlands Entrance Area community orchard. Owner identified and does not want an orchard there.
3. Cricket Pavilion: To note the two quotes received for preservation works to the cricket pavilion and authorise the Clerk to approve one quote if appropriate.
4. Spring Litter Picking. 5th April 2025.
5. APM & VE 80 Celebrations. Thursday 8th May 2025.
6. Coxes Pond water testing. Quote requested £120 net
7. Coxes Pond Roadside barrier near steps to pond. WSCC Highways to inspect.
8. Shillinglee TRO application. Submitted see attached.
9. Tree works and surveys:
Recreation Ground £350
Coxes Pond £250
Sessile Oak ground and canopy survey now due £TBC
Minor Tree Works. Preschool area Quote £TBC
Tree budget 2025/2026 £3000.
10. Tennis Courts Cleaning.
11. Tennis Courts. Application as an Asset of Community Value.

11. **Correspondence**

None to consider at point of publication of the agenda.

12. **Items for Church Newsletter.**

13. [Date of next meetings](#)

Recommendation: - To note the dates of forthcoming meetings:

- N. Plan Working Group Meeting 23rd April 2025- Winterton Hall 7pm
- Biodiversity Working Group Meeting 30th April 2025- Winterton Hall 7pm
- Annual Parish Meeting 8th May 2025- Winterton Hall 7.30pm
- Planning & Open Spaces Committee 13th May 2025 -Kelsey Hall 7.30pm

- Full Council 14th May 2025 -Kelsey Hall 7.30pm.