



## Notice of Meeting of the Parish Council

Members of Plaistow and Ifold Parish Council are summoned to attend the Full Council Meeting on **Wednesday 17<sup>th</sup> December 2025 at 19:00, Kelsey Hall, Ifold.** Members of the Press and Public are welcome to attend.

Dated: 12<sup>th</sup> December 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](http://www.plaistowandifold-pc.gov.uk) | Alternatively, please contact the Clerk for hard copies or remote access: [clerk@plaistowandifold-pc.gov.uk](mailto:clerk@plaistowandifold-pc.gov.uk)

- | Number | Item   |
|--------|--|
| 1.     | <b>Apologies for absence</b><br><b>Recommendation:</b> - To receive and accept apologies for absence.  |
| 2.     | <b>Disclosure of Interests</b><br><b>Recommendation:</b> - 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 <a href="#">Localism Act 2011</a> Chapter 7 ss.26 – 37, in relation to matters on the agenda.  |
| 3.     | <b>Minutes</b><br><b>Recommendation:</b> - To approve the Minutes of the Parish Council meeting held on <a href="#">12<sup>th</sup> November 2025</a> and resolve to sign via Secured Signing in accordance with S.O. 12(g).   |
| 4.     | <b><u>Public Forum</u></b><br><b>Recommendation:</b> - 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 <a href="#">Standing Orders</a> 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 17 <sup>th</sup> December 2025. In accordance with <a href="#">Standing Orders</a> 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.     | <b>To receive reports from County and District Councillors</b><br><b>Recommendation:</b> - 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**

**1. Neighbourhood Plan.**

[See Clerk's Report](#)

**Recommendation:** - To receive an update on the preparation of the Neighbourhood Plan 2023-2039.

**2. Foxfields**

[See Clerk's Report.](#)

**Recommendation:** - To receive an update on the situation regarding the potential purchase of this field.

7. **Financial Matters**

- 1) Financial Reports to 17<sup>th</sup> November to 19<sup>th</sup> December 2025 -Includes [bank reconciliations to 30<sup>th</sup> November 2025](#) and the income and Expenditure from 17<sup>th</sup> November 2025 to 19<sup>th</sup> December 2025 which includes Order for Payments for December and Payments already made for Ratification (to be circulated separately).

**Recommendation:** - To receive, review and note the financial reports and appoint three signatories for the Order for Payments and a Councillor to authorise bank BACs

- 2) **Quotes for Playground Maintenance.**

[See Clerks Report](#)

**Recommendation:** To approve a quote for the inspections of Lady Hope and Kelsey Hall Play areas for the year commencing 1<sup>st</sup> February 2026.

- 3) **Quotes for Ground Maintenance:**

[See Clerks Report](#)

**Recommendation:** To approve a quote for the ground maintenance as set out in the specification responded to by the contractors for the three years 2026 to 2028 inclusive.

- 4) **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: -

- To organise and incur the cost of repair of the PC Laptop £47.50
- To pay for the update by AECOM of the Design Guidelines for the NP as per quote previously agreed £1752.13 gross
- To pay for the GEH Maintenance playground repairs as quote and previously approved £220.
- To purchase wire and trees ties for orchard tree planting £26.25
- To purchase Xmas tree and stand for Plaistow Stores £55.98

- To purchase two bottles of wine for volunteers for the new duck house installation and 1 box of chocolates for the resident who watered the Trees at Nell Ball. £25.90
8. **Traffic Calming: -**  
[See Clerks Report](#)  
**Recommendation:** To note the further correspondence with WSCC regarding the 40mph TRO for Shillinglee and that these comments have been forwarded to the residents for any action they may wish to take.
9. **Local Government Reorganisation**  
[See Clerks Report](#)  
**Recommendation:** To approve the response to the consultation as set out in the Clerk's report or otherwise confirm a response.
10. **Tree Works:**  
[See Clerks Report](#)  
**Recommendation:** To note the aerial tree survey carried out on the two oaks at the southern corner of Plaistow Green and approve the recommendation for works.  
**Recommendation:** Subject to the acceptance of the above recommendation, to confirm acceptance of a quote for these works.
11. **Clerk's update & items for inclusion on a future agenda**  
**Recommendation:** - To receive general updates and resolve to add any matters arising to a future agenda in relation to: -
  1. Cox's Pond Roadside barrier. No progress on this WSCC have acknowledged submission of safety alert but there has been no action to date.
  2. Biodiversity Working Group. Verbal update on the Dunsfold Road Orchard and further dead hedge at Plaistow Green.
  3. Replacement memorial tree for Plaistow Green. Verbal update.
  4. Annual Parish Meeting 13<sup>th</sup> May 2026 – Ideas for speakers/presentations.
12. **Correspondence**  
 None.
13. **Items for Church Newsletter and consideration of producing a Newsletter to advertise Regulation 14.**
14. [Date of next meetings](#)  
**Recommendation:** - To note the dates of forthcoming meetings:
  - 5<sup>th</sup> January 2026 7.30pm **Kelsey Hall Small Hall** -Finance Working Group
  - 7<sup>th</sup> January 2026 7pm Winterton Hall -Finance Committee
  - 7<sup>th</sup> January 2026 7.30pm Winterton Hall -Full Council
  - 13<sup>th</sup> January 2026 7.30pm Winterton Hall -Planning Committee.

