

Minutes of the Plaistow & Ifold Annual Parish Council Meeting Held On 8th May 2024 7.30pm in Kelsey Hall, Ifold.

Attendance: Parish Councillors: Paul Jordan (Chair); Sophie Capsey; Jane Price; Andrew Woolf; Doug Brown; Rick Robinson; Nicholas Taylor; Sarah Denyer. CDC Charles Todhunter; CDC Gareth Evans (arrived during item C/24/055) Jane Bromley Clerk, No members of the public.

C/24/044. **Election of Chair for 2024/25**

[See Clerk's Report.](#)

Recommendation: - To nominate and elect the Chair of the Council for the forthcoming year and to receive the Chair's Declaration of Acceptance of Office.

RESOLVED. Cllr. Capsey proposed, **Cllr. Jordan** who was willing to stand for **Chair** and all were in favour. The Declaration of Acceptance of Office was signed.

C/24/045 **Election of Vice Chair for 2024/25**

[See Clerk's Report.](#)

Recommendation: - To nominate and elect the Vice Chair of the Council for the forthcoming year and to receive the Vice Chair's Declaration of Acceptance of Office.

RESOLVED. Cllr. Denyer proposed, **Cllr. Capsey** who was willing to stand for **Vice Chair** and all were in favour. The Declaration of Acceptance of Office was signed.

C/24/046 **Delivery by Councillors of their Register of Interest forms.**

[See Clerk's Report.](#)

Recommendation: - To formally receive Councillors Register of Interest forms (*circulated separately for completion*) and to agree that those Members who are absent and/or are unable to submit their forms shall do so by 12th June.

Five Declaration of Interests had been received and the outstanding were promised ahead of the next Full Council meeting 12th June 2024.

C/24/047 **Apologies for absence & housekeeping**

Recommendation: - To receive and accept apologies for absence.

Apology received and accepted from Cllr Colmer.

C/24/048 Disclosure of Interests in relation to matters on the agenda.

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.

No interests declared.

C/24/049 Minutes

Recommendation: - To approve the Minutes of the full Parish Council meeting held on [10th April 2024](#) and Resolve to sign via Secured Signing in accordance with Standing Order 12(g).

The minutes from 10th April Full Council Meeting were **RESOLVED** as approved and to be signed by secure signing by the Chair.

C/24/050 Public Forum

No speakers.

C/24/051 To receive reports from County and [District Councillors](#)

The District Councillor report had been circulated and in addition the lack of the Loxwood Community Shop in the new development was discussed and the lack currently of a tenant for the shop, the importance of the shop both for the immediate and wider community was acknowledged.

The WSCC report had been sent out on 9th April 24 and appended to the April minutes, there were no comments regarding this.

C/24/052 Adopt the General Power of Competence

Recommendation: - To resolve that the Council has met [the conditions of eligibility to adopt the General Power of Competence](#) for the forthcoming Council year.

The Parish Council established eligibility for this Power having more than two thirds of members as elected members and a qualified Clerk and **RESOLVED** to readopt the Power of General Competence for the forthcoming year.

C/24/053 Financial Matters

1. [Financial Reports for April – May 2024 \(Payments and Receipts Analysis\)](#)

Includes income and payments between 16th April and 15th May 2024 [bank reconciliation to 30th April 2024](#).

Recommendation: - To receive, review and note the payments, which includes: Tranche 1 of 2024/25 Grant payments as recommended by the Finance Committee at its meeting on 17th April 2024; payments made via Direct Debit; payments made by Debit Card under the [Scheme of Delegation para 1.5](#); and forthcoming BACs payment dated 15th May 2024 and appoint signatories.

RESOLVED to approve the Order for Payments to 15th May 2024 and signatories Cllrs Woolf and Taylor were appointed. Cllr Woolf would authorise the BACs payments as set up by the Clerk.

Recommendation: To receive, review and approve the bank reconciliations at 30th April 2024 and appoint signatories.

[CB1 Nat West Current Account; CB2 Nat West Deposit Account; CB3 Unity Savings Account.](#)

RESOLVED to approve the bank reconciliations and signatories Cllrs: Wolf and Taylor were appointed.

2. Insurance arrangements for 2024/25

[See Clerk's Report](#)

Recommendation: - [APPENDIX 2.1](#) To renew the Council's insurance policy from 1st June 2024 with Hiscox. The Cyber Policy to be considered in November 2024.

The Parish Council had a three -year contract with Hiscox for insurance and the Premium was **RESOLVED** as approved of £1944.07. The question would be asked of the insurers as to how much of the premium relates to public liability cover.

3. Budget against Expenditure: Recommendations from the Finance Committee.

1. **APPENDIX 3.1** [2023/2024 Year End Position](#): The Finance Committee met on 17th April 2024 and noted the year end position expenditure incurred against the budget for the year and recommend this to the Parish Council and for publication on the website.

The Parish Council recognised the underspend against budget for the year of £19168 and that this was mainly due to ongoing projects and budget not yet spent which would be carried forward or Ear Marked for later expenditure. The Parish Council **RESOLVED** the publication of this position on the website.

2. **APPENDIX 3.2** [2024/25 Budget Proposals for 2024/2025](#): The Finance Committee Recommend to the Parish Council that they approve the attach budget proposals for 2024/2025 and publication.

The Parish Council **RESOLVED** to accept the budget proposals for the year 2024/2025 and that they be published on the website.

4. Regular payments and budget expenditure

Recommendation: - To consider and approve the [list of regular payments](#) as Recommended by the Finance Committee at its meeting on 17th April 2024 and also to authorise the Clerk to make budget expenditure payments over the course of the year in accordance with [Financial Regulation 5.6](#).

The Parish Council **RESOLVED** approval of: regular payments to BT; ICO; PWLB; SSE; Smart Numbers; as set out on the attached list and to confer authority to the Clerk to make budgetary expenditure on behalf of the Council for the year.

5. Transfer of funds into Reserve Accounts

[See Clerk's Report](#)

Recommendation: - To approve the transfer of £10,000 into the Council's Reserve Unity Account to increase the deposit in this higher interest account to £56357 and £10,000 to the Nat West Deposit Account to increase this deposit to £28898 leaving approximately £46,000 after May expenses in the Nat West Current Account.

RESOLVED: Cllr Taylor proposed and all were in favour that the Clerk be given the authority to make bank transfers between the three Parish Council accounts (Natwest Current, Natwest Savings and Unity Savings accounts) for the sake of achieving the best advantage for interest generation throughout the year without reference to the Council.

6. Internal Audit:

Recommendation: [To receive and note the Internal Audit Report](#) for 23/24 dated 22nd April 2024.

It was noted that the Internal Audit report mentioned the lack of General Reserves in favour of Ear Marked Reserves and it was decided that this should be discussed at the next Finance Committee meeting on 9th July along with the entire Internal Audit Report.

Recommendation: Noting the Internal Audit Report to review, consider and resolve upon:

The recommendations 6.1 to 6.3 were **RESOLVED** as approved.

6.1 The dates for the period of exercise of public rights from [Monday 3rd June – Friday 12th July 2024](#) inclusive.

6.2 [The Annual Governance Statement 23/24](#) (Section 1 of the Annual Governance and Accountability Return (AGAR) page 4) and to agree that it be signed by the Chair and Clerk.

6.3 [The Accounting Statement 23/24](#) (Section 2 of the AGAR page 5) and that is be signed by the Chair.

7. External Audit:

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

The documents 7.1 to 7.8 were **RESOLVED** as approved for External Audit.

7.1 The [AGAR Annual Return for 23/24](#) duly signed,

7.2 [Bank Reconciliation 23/24](#)

7.3 [Explanation of Significant Variances](#)

7.4 [Internal Auditors Report](#)

7.5 Copy of [Asset Register](#) as approved by the Council at its meeting on [10th April 2024](#)

7.6 [Exercise of Public Rights Form](#).

7.7 [Breakdown of Reserves](#)

7.8 [Reconciliation between boxes 7 & 8](#) of Accounting Statement

C/24/054 **Administrative Subscriptions & subscriptions to other bodies**

1. Recommendation: - To consider and resolve upon continuing the Council's subscriptions.

The subscriptions were **RESOLVED** as approved to continue.

- Zoom, Secured Signing, Rialtas Suite, Microsoft and TEEC during 2024/25
- NALC / WSALC / CDALC / SLCC / AiRS / CAGNE.

2. Recommendation: - To consider subscribing to.

The Purchase of the PDF Standard Suite was **RESOLVED** as approved.

- PDF Suite Standard to allow for editing of PDF documents for example for redacting documents for publication on the website at an annual cost of £29.00 net.

C/24/055 **Appointment to outside bodies and roles of responsibility**

[See Clerk's Report](#)

Recommendation: - To consider and appoint Councillors / Co-Opt non-elected Members as the Parish Council's lead representative in the following roles: -

The Parish Council **RESOLVED** to appoint the following members of the Parish Council and Community to the roles.

- Tree Warden – Mr David Lugton
- Footpaths & PROs – Cllr Brown
- Plaistow Village Trust – Cllr Capsey

- Durfold Wood Residence Association – Cllr Price
- Ifold Estates Limited – Mr Jon Pearce Chair of IEL
- Winterton Hall Management Committee – Cllr Colmer
- Kelsey Hall Management Committee - Cllr Colmer
- Highways Lead – Cllr. Capsey
- Website and Social Media – Cllr Denyer
- Community seating – This role is no longer required as the asset audit replaces the position. The Asset Audit to be carried out once a year and to be considered by the Business Plan Working Group for recommendations to the Parish Council.
- Community Speed Watch – If anything arises Cllr Brown has responsibility.
- Neighbourhood Watch / Police Liaison – Cllr Price
- Chichester District Association of Local Councils (CDALC) –Cllr Price.
- West Sussex Association of Local Councils (WSALC) – Cllr Price.
- CDC Northeast Parishes Meeting – Cllr Jordan
- WSCC Local Committee – This was reformed as the Council Local Forum but there have not been any meetings for a while.
- Litter pick – Cllr Robinson
- SDNP Emerging Local Plan – No allocation.

C/24/056 **Appointment of Committees**

[See Clerk's Report](#)

Recommendation: - To appoint Members / Co-Opt non-elected Members to the following Committees and agree the Chair:

The Parish Council **RESOLVED** to appoint the following members of the Parish Council and Community to the Committees.

- Planning & Open Spaces (maximum 8 Members)
Membership was confirmed as:
Parish Councillors: Chair Sophie Capsey; Paul Jordan; Sarah Denyer; Doug Brown; Andrew Woolf. From the community: Jon Pearce and David Lugton.
- Winter & Emergency Plan (maximum of 8 Members)
Membership was confirmed as:
Parish Councillors: Chair Andrew Woolf; Paul Jordan; Sophie Capsey; Jane Price; Rick Robinson. From the community Jon Pearce.
- Finance Committee (maximum of 6 Members)
Membership was confirmed as:
Parish Councillors: Chair Phil Colmer; Paul Jordan; Andrew Woolf; Nicholas Taylor; Rick Robinson.

- HR Committee (maximum of 4 members)
Membership was confirmed as:
Parish Councillors: Chair Andrew Woolf; Paul Jordan; Phil Colmer; Sarah Denyer.

C/24/057 Appointment of Working Groups

[See Clerk's Report](#)

1. Recommendation: - To appoint Members / Co-Opt non-elected Members to the following permanent Working Groups and agree the Chair **or else disband the Group**:

The Parish Council **RESOLVED** to appoint the following members or disband the group as indicated:

- Playpark Working Group
Parish Councillors: Chair Paul Jordan; Doug Brown; Sarah Denyer and Jane Price.
- Newsletter Working Group
Parish Councillors: Chair Nicholas Taylor; Paul Jordan; Jane Price; Sarah Denyer.
- Planning Working Group
Parish Councillors: Chair Paul Jordan; Sophie Capsey; Andrew Woolf; Sarah Denyer. From the community: Sara Burrell; Jon Pearce (IEL) Dave Jordan; Ruth Childs; Raul Reynolds; Andrew Chamberlain.
- Speed Awareness Working Group. This group was disbanded.
- HR Working Group
Parish Councillors: Paul Jordan; Phil Colmer; Chair Andrew Woolf; Sarah Denyer.
- Finance Working Group
Parish Councillors: Chair Phil Colmer; Paul Jordan; Nicholas Taylor; Rick Robinson; Andrew Woolf.
- Business Plan Working Group.
Parish Councillors: Chair Nicholas Taylor; Sarah Denyer; Jane Price; Paul Jordan.

2. Recommendation: To consider the formation of the following Working Group and appoint members/ recommend the appointment of Co-Opted members and agree the Chair:

The Parish Council **RESOLVED** to form a new working group to be entitled: Parish Biodiversity and Tree Maintenance Working Group with the following Parish Council members: Sarah Denyer; Jane Price; Sophie Capsey and membership from the community would be encouraged. Terms of Reference would be drafted for approval at a later Parish Council meeting and a Chair elected at the first meeting of the Working Group.

C/24/058 Committee / Working Group Terms of Reference

Recommendation: - To consider and approve the Terms of Reference documents for the Council's Committees and Working Groups as listed:

The Terms of Reference for the Committees were **RESOLVED** as readopted.

- [Finance Committee](#)
- [Planning and Open Spaces Committee](#)
- [Winter Emergency Committee](#)
- [HR Committee](#)
- [Playpark Working Group](#)
- [Newsletter Working Group](#)
- [Planning Working Group](#)
- [Speed Awareness Working Group](#). This group was now disbanded.
- [HR Working Group](#)
- [Finance Working Group](#)
- [Business Plan Working Group](#)

C/24/059 2024/25 meeting schedule

Recommendation: - To consider and approve the [2024/25 meeting schedule](#). The Parish Council **RESOLVED** as approved the dates for the Full Council and Committee meetings and Working Group Meeting dates would be set and notified as required.

C/24/060 Standing Orders, Financial Regulations, Code of Conduct & Scheme of Delegation.

Recommendation: - To consider and readopt the following as listed on the [Policies Checklist Table](#): -

The Standing Orders; Financial Regulations, Code of Conduct and Scheme of Delegation were **RESOLVED** as Readopted. It was noted that the Financial Regulations are being updated by NALC and the updated version would be presented to the Full Council when available at a later meeting for adoption.

- Readopt the [Standing Orders](#)
- Readopt the [Financial Regulations](#). Please note NALC are currently updating the Model Financial Regulations and a further review may be required later in the year.
- Readopt the [Code of Conduct](#)
- Readopt the [Scheme of Delegation](#).

C/24/061 Policies

Recommendation: - To consider and adopt the following policies recommended for adoption by the HR Committee at their meeting on [9th April 24](#) and review and consider the Policy Review Timetable for 2024/25

The Parish Council **RESOLVED** to Adopt the following Policies.

- [Staff Recruitment](#) Policy
- [Equal Opportunities](#) Policy
- [Staff Disciplinary](#) Policy
- [Grievance](#) Policy

- [Staff Sickness and Absence](#) Policy.

C/24/062 **Ifold Playpark:**

[See Clerk's Report](#)

Recommendation: - To receive an update on the progress of this project and consider the proposal for an entrance by the Kelsey Hall Management Committee.

The Parish Council **RESOLVED** to approve the new arrangement from Kelsey Hall Management Committee for the entrance to the Playpark and noted that costs were being investigated for this new arrangement together with the fencing of the entire Play area.

The Clerk pointed out that the Ifold Freeholders & Residents Association (IFRA) are organising for Sunday 14th July a day for the whole community where, amongst other things, there will be a BBQ, ice cream and face painting for the children, teas/coffees & cake, local businesses will be invited to showcase their businesses inside the Hall. The Playpark Working Group to consider having a presence at this event to consult upon equipment for the play park and a meeting of the Playpark Working Group would be held in due course, ahead of this event.

C/24/063 **Clerk's update including correspondence & 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. Cyber Police Training- Update. Training scheduled for 23rd July at 7pm in Loxwood Hall and this would be advertised to the public in Plaistow, Loxwood and Wisborough Green in due course as well as Councillors for those Parishes.
2. Tennis Court Cleaning- Update. A quote from prestige had been received and being cheaper than a previous quote for cleaning had been accepted in the net sum of £550 and this would be carried out in the next couple of weeks.
3. Annual Parish Meeting – Update. The organisation was complete. The agenda approved with speakers notified and accepted. Refreshments would be purchased on the day by the Clerk and all members attending ask to arrive at 6.30pm to prepare. Advertising was complete but further Facebook Posts would be sent out and Cllrs to notify neighbours if appropriate.
4. Councillor Vacancies. The Annual Parish Meeting may be an event to attract prospective new members.
5. Neighbourhood Plan. The Parish Council are Recommended to approve the Final Design Code as circulated previously. The Parish Council **RESOLVED** to approve the Final Design Code.

The Clerk continued to contact the Consultants regarding progressing the Neighbourhood plan and they had been invited to the Annual Parish Meeting to take in any Biodiversity Comments for the NP Biodiversity Aim.

6. To note an update regarding the bus shelters. The Plaistow bus shelter had not progressed due to a lack of Transport for the volunteers currently.
7. School Safety Zone & Shillinglee and Dunsfold Rd TRO applications. Few comments had been received and further efforts would be made to achieve comments by contact with the school to suggest that parents comment on the proposed 20mph in the school zone and Facebook postings.
8. Winterton Hall and Youth Club CIO formation. No further progress with this.
9. Bike Rack- Update. Cllrs Price and Denyer to look at the new proposed location for the Bike Rack at the Ifold Stores, to ensure safety was not an issue. If they were able to confirm this then the Contractor would be contacted to meet with Cllr Denyer to assess the new location and reconfirm his quote and select a date for its installation, otherwise the matter would be brought back to the Council.

C/24/064 **Exclusion of the public and press:**

The Parish Council RESOLVED to exclude the public and press from the next item on the agenda.

C/24/065 **Staff Matters- Confidential.**

The Parish Council RESOLVED the Clerk had successfully passed her probationary review.

C/24/066 **Reconvene the meeting.**

C/24/067 **Date of next meetings and items for monthly update.**

Recommendation: - To note the dates of forthcoming meetings and agree items to be included in a church newsletter update to be published June:

Noted by the Parish Council.

- Planning Committee, 14th May 2024, Kelsey Hall, Ifold.
- Annual Parish Meeting, 22nd May 2024, 7.30pm, Kelsey Hall, Ifold.
- Planning Committee, 11th June 2024, Winterton Hall, Plaistow.
- Full Parish Council, 12^h June 2024, 7:30pm, Winterton Hall, Plaistow.

Items for the Newsletter would be sent out for approval by email from the Clerk.

The meeting closed at 9.07pm

Clerk's Report to accompany the Minutes of the Full Parish Council Meeting on 8th May 2024

1. Election of Chair

Election of Chair for 2024/25

s.15 & s.83, Local Government Act 1972 | Standing Order (SO) 5(e) (f) & (i)

The first business to be transacted at the Annual Parish Council Meeting must be the election of the Chair for the forthcoming year.

Nominations for the position of Chair will be made at the Meeting.

Cllr. Jordan, as the out-going Chair, must preside at the beginning of the meeting, until this initial business is concluded.

As the presiding Chair, Cllr. Jordan is permitted to vote – including for himself if he is standing for re-election – and has a casting vote in the case of an equality of votes.

Following the election, the elected Chair will be required to complete a Declaration of Acceptance of Office as prescribed under the Local Elections (Declaration of Acceptance of Office) Order 2012, SI 2012/1465. This is in addition to their Declaration of Acceptance of Office as a Councillor required prior to the start of the meeting.

The Clerk will provide the newly appointed Chair with the form at the meeting.

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2. Election of Vice Chair for 24/25

s.15 & s.83, Local Government Act 1972 | Standing Order (SO) 5(e) & (g)

The Parish Council *can* appoint one of its elected Members as a Vice Chair; however, there is no legal requirement for a Council to have a Vice Chair. If the Parish Council's Chair is unable to attend a meeting, the Vice Chair automatically presides if present.

Plaistow and Ifold Parish Council has historically elected a Vice Chair and therefore, in accordance with Standing Order 5(e), the Council is permitted to elect its Vice Chair immediately after electing a Chair.

Nominations for the position of Vice Chair will be made at the Meeting. It is not necessary for the Vice Chair to execute a Declaration of Acceptance of Office in relation to their specific role as Vice Chair (on a prescribed form); however, it is good practice for them to do so.

The Clerk will provide the newly appointed Vice Chair with the form at the meeting

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3. Delivery of Register of Interest Forms

In accordance with s.30 Localism Act 2011, Members must, within 28 days of taking office, declare their disclosable pecuniary interests by completing the appropriate form.

Members took office on 9th May; therefore, the 28-day deadline to complete and return these forms is 6th June.

The Clerk has provided Councillors with this form in advance of the meeting.

Both the Parish Council and Chichester District Council (CDC), as principal authority, must publish Councillors' Disclosure of Interest forms on their websites. The principal authority's Monitoring Officer is responsible for officially holding the Parish Council's Register of Interests for inspection.

Councillors are advised to note:

s.34, Localism Act 2011 makes it a criminal offence to withhold disclosure and/or to fail to disclose any pecuniary interests within 28 days of taking office. Penalties include a fine up to level 5 on the standard scale and potential disqualification from being a councillor for up to 5 years.

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10.2 Financial Matters- Insurance

A renewal quote has been received for 24/25 and the attached document sets out the cover proposed.

Comparison:

Paid 23/24: £1935.09

Quote 24/25: £1944.07

The increase due to an increase in premium taxes we have a three year agreement (expiring May 2025). The cover with increases for inflation of insurance cover is set out below and other policy changes are set out in the attached document of Policy Changes.

	<u>24/5</u>	<u>23/4</u>
Total Buildings	66543.00	61049.00
Gates and fences	8390.00	7915.00
Fixed outside equipment	961.00	907.00
Street furniture	86599.00	81697.00
War memorials Playground equipment Sports surfaces	62927.00	59365.00
Other surfaces	35701.00	33680.00
General content	3761.00	3548.00
Garden equipment	481.00	454.00
Excess £250.00		

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10.4 Financial Matters- Transfer of Funds into Unity Bank Account and the Nat West Deposit Accounts.

Available funds at the year-end were £71991. 50% of the precept will be received shortly £60,000.

Current total in Unity is £46357 the remaining balance shared between the two Natwest Accounts £23878 in the deposit account and £1756 in the current account. A transfer has since occurred as approved in the order for payments 1st April to 15th April 2024 of £5000 to the current account.

After the precept payment the current account will increase to approximately £66,000 after payments and the Clerk's recommends to keep working capital of £46,000 and £10,000 be transferred to each of the deposit accounts.

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12. Appointment to Outside Bodies

The following appointments were made in May 2023:

- Tree Warden – Mr. David Lugton; Has expressed a willingness to continue for 24/25
- Footpaths & PRowS – Cllr. Doug Brown
- Plaietow Village Trust – Cllr. Sophie Capsey; the Council agreed that the lead representative should be a member of Planning Committee.
- Durford Wood Residence Association – Cllr. Jane Price

- Ifold Estates Limited (IEL) – Mr. Jon Pearce, Chair of IEL was invited for appointment. Has expressed a willingness to continue for 24/25
- Winterton Hall Management Committee/Trustee – Cllr. Phil Colmer
- Kelsey Hall Management Committee liaison – Cllr. Phil Colmer
- Highways Lead – Cllr. Sophie Capsey
- Website and Social Media – Cllr. Sarah Denyer
- Community Seating – Cllr. Nicholas Talyor
- Community Speed Watch – Cllr. Doug Brown
- Neighbourhood Watch / Police Liaison – Cllr. Jane Price
- Chichester District Association of Local Councils (CDALC) – Cllr. Jane Price
- West Sussex Association of Local Councils (WSALC) – Cllr. Jane Price
- CDC Northeast Parishes Meeting – Cllr. Paul Jordan
- WSCC Local Committee – a Member to be appointed as required.
- Litter pick – Cllr. Rick Robinson

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13. Appointments of Committees

The following Committees were constituted in May 2023

Planning & Open Spaces (maximum 8 Members)

- Cllr. Sophie Capsey, **Committee CHAIR**
- Cllr. Paul Jordan
- Cllr. Andrew Woolf
- Cllr. Sarah Denyer
- Cllr. Doug Brown
- Mr. David Lugton, **Parish Tree Warden**, Co-opted Member with no voting rights. Willing to stand again.
- Mr. Jon Pearce, Ifold Estates Limited representative, Co-opted Member with no voting rights . Willing to stand again.

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Finance Committee (maximum of 6 Members)

- Cllr. Phil Colmer, **Committee CHAIR**
- Cllr. Paul Jordan
- Cllr. Nicholas Taylor
- Cllr. Rick Robinson
- Cllr. Andrew Woolf

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Winter & Emergency Plan Committee (maximum of 8 Members)

- Cllr. Jane Price, **Committee CHAIR**
- Cllr. Paul Jordan
- Cllr. Sophie Capsey
- Cllr. Rick Robinson
- Cllr. Andrew Woolf
- Mr. Jon Pearce, Ifold Estates Limited representative, Co-opted Member with no voting rights

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HR Committee (maximum 4 members)

- Cllr. Paul Jordan
- Cllr. Andrew Woolf
- Cllr. Phil Colmer
- Cllr. Sarah Denyer

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14. Appointment of Working Groups

The following members were appointed in May 23

Playpark Working Group

- Cllr. Sarah Denyer
- Cllr. Doug Brown
- Cllr. Paul Jordan

Finance Working Group

- Cllr. Phil Colmer
- Cllr. Paul Jordan
- Cllr. Nicholas Taylor
- Cllr. Rick Robinson
- Cllr. Andrew Woolf

Newsletter Working Group

- Cllr. Sarah Denyer
- Cllr. Nicholas Talyor
- Cllr. Jane Price

Planning Working Group

- Cllr. Paul Jordan
- Cllr. Sophie Capsey
- Cllr. Andrew Woolf
- Cllr. Sarah Denyer
- Mr. Jon Pearce (IEL)
- Mrs. Sara Burrell- Indicated willingness to stand for 24/25
- Mr. Dave Jordan – Indicated willingness to stand for 24/5
- Mrs. Ruth Childs
- Mr. Paul Reynolds
- Mr Andrew Chamberlain – Indicated willingness to stand for 24/25

HR Working Group

- Cllr. Phil Colmer
- Cllr. Paul Jordan
- Cllr. Andrew Woolf

Business Plan (Priorities Plan) Working Group.

- Cllr. Sarah Denyer
- Cllr. Nicholas Talyor
- Cllr. Jane Price

- Cllr. Paul Jordan

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19. Ifold Play Park

1. The Lease for the use of the land by the PC for the Playpark area is being drawn up by Surrey Hills solicitors as approved at the last Full PC Meeting.

The Clerk has met with two playground providers EIBE and Playdale Ltd and one estimate has been received for 3 items of play equipment and a surface around each item an approximate cost with installation of £18438.31 as an estimate. The second quote is awaited.

Quote 1.

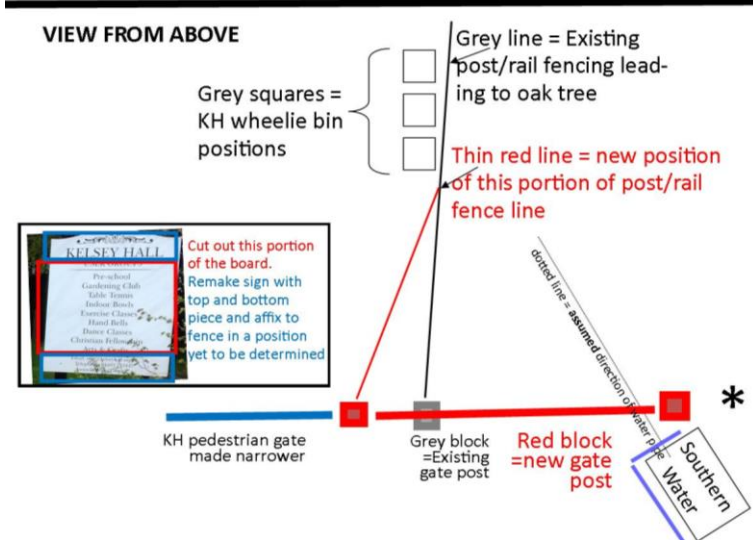
I have worked on a guide price for you for the items below, installed with a bonded mulch surface with stone base.

The price for this comes to £18,438.31 plus vat.



3. There is a problem with the proposed entrance in that there is a water meter inspection cover placed directly in front of where it would be meaning users would need to walk over the cover which is slightly depressed into the ground and is opened regularly and often left slightly ajar and therefore presents a hazard where one accident has already taken place with someone reading the notice board from there. The meter inspection could be re located and an application to SSE Water would need to be made at a cost of £540 they may then approve in which case if they do the PC will be required to undertake the works and have them inspected after at their cost. Cllr Price suggested an alternative entrance fenced in from the front gate and then into the play area on the right and this was proposed to the Kelsey Hall Caretaker who was to take the idea to the committee. The committee have proposed the following:

A fence surround will also be required and a gate at the entrance. Two quotes have been requested and three will be obtained.



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20. Clerk's Update

1. **Cyber Police Training-** Update. This has been booked for 23rd July in North Hall Loxwood in conjunction with Loxwood PC and will be advertised to residents in due course. Wisborough Green have also been asked and they are advertising to their residents as the Councillors have already received training.

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2. Tennis Court Cleaning- Update.

A £3000 reserve for this is included in the draft budget with a Reserve for Maintenance to include the Tennis Court of £2000.

During the Finance Committee Meeting we were considering the cost of cleaning the tennis court to set this budget and I am still awaiting a quote to be supplied by Prestige Tennis courts who have been used in the past.

Quote 1. A grant application in November 22 which didn't go ahead for payment due to the unknowns in terms of lease position at that time I believe, set out the quote details obtained from Prestige at that time:.

“£577 net to pressure clean and seal the Youth Club Floor.

Regarding the location of the play area entrance in relation to the manhole cover of the water meter. Please find attached a schematic which provides compromise between the KHMC original suggested location and the PC's recent suggested scenario. The schematic includes a revision of the KHMC information board. Please can you confirm that the PC will organise the amendment of this board and the relocation of it, which will form part and parcel of the whole process of creating the play area.

£3480 to Fully pressure wash the tennis court surfaces and apply moss and algae treatment. Carry out minor repairs to the court surface using 2mm resin stone if needed.

Colour spray the tennis court surface dark green applying three coats of non-slip acrylic sports paint. Paint white tennis lines to the surface. Two football circles. One set of netball lines

The tennis court is in quite a bad state and is used by the wider community.”

Prestige have not been able to be contacted this year both the Clerk and youth club have tried.

Quote 2. Academy sports have quoted **£640 net** to pressure clean and can book us in for two weeks time.

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3. Annual Parish Meeting – Update.

- Please take further leaflets for posting in Neighbours letter boxes.
- Speakers all primed.
- Draft statement for Chair sent out.
- Brief summary of position of the Neighbourhood Plan to be imparted- Andrew Woolf.
- Task all allocated and Jane P to bring projector screen and Clerk the projector and laptop.
- Clerk to arranged refreshments.
- Contact details forms to be available for those who wish to complete to be placed on the Chairs at the meeting printed.

Suggested agenda:

MEETING AGENDA

BUSINESS TO BE TRANSACTED

Item

Minutes

Recommendation: - To approve the Minutes of the 2023 Annual Assembly of the Parish Meeting held on [17th May 2023](#). The Parish Council’s Chairman Report constitutes the formal minute.

Parish Council Report- Chair of the Parish Council

Biodiversity –

- **David Bridges from Wild Warnham Initiative.**
- **Cllr. Rachel Richards from West Grinstead Parish Council Initiatives in Partridge Green.**

Plaistow and Ifold Church – Reordering presentation.

Neighbourhood Plan – Update by the Chair of the Parish Council.

Any further questions?

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4. **Councillor Vacancies.** A plan for recruitment to be discussed at a later meeting.
5. **Neighbourhood Plan.** NP Consultant has been asked to complete a table of queries updated post Design Code. Clerk to suggest a meeting with the Council to discuss Biodiversity Aim and linking in with Loxwood Parish Council's policies/aims. The Parish Council have received the Final Design Code circulated previously and are recommended to approve the document.

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6. **To note an update regarding the bus shelters.** The Van used by the WSCC Volunteer Group has a problem and as such the work has been delayed and a polite email for an update has been sent.

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7. **TRO Consultation responses.** The Consultation in the Spring Newsletter has given rise to the comments summarised below.

School Safety Zone & Shillinglee and Dunsfold Rd TRO applications. Proposed TRO Area	Support/ Object/ Part & Part	Notes
Dunfold Rd	1 support 2 object	
Shillinglee	4 support /2 part & part	Support 30 mph with a short 20mph section. TRO up to Shillinglee signs. TRO only West of Stillards House.
School 20mph Zone	2 support	

To be discussed on a later agenda.

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8. **Winterton Hall and Youth Club CIO formation.** No further update from AiRS.
9. **Bike Rack.** The original location chosen for the position of the Bike Rack is not currently available and alternative locations have been considered around the Bus Shelter but these were thought not to be appropriate. The Ifold Store owner has suggested the location next to the new fence in the photos below and Councillors to discuss this.

