



**Minutes of the Meeting of Plaistow and Ifold Parish Council held on Wednesday 11th
September 2024 at 19:30, Kelsey Hall, Ifold.**

- Attendance:** Parish Councillors: Paul Jordan (Chair) Sophie Capsey (arrived during C/101/2024); Doug Brown; Sarah Denyer; Rick Robinson; Jane Price: Nicholas Taylor. CDCs Gareth Evans (arrived during C/107/2024 and left during C/109/2024). CDC Charles Todhunter. No members of the public. Jane Bromley Parish Council Clerk.
- C/97/2024 **Apologies for absence:** Apologies received and accepted from Parish Councillors Andrew Woolf and Phil Colmer and WSCC Janet Duncton.
- C/98/2024 **Disclosure of Interests:** None.
- C/99/2024 **Minutes :** The Minutes of the Parish Council meeting held on [10th July 2024](#) were **RESOLVED** as approved for the Chair to sign via Secured Signing in accordance with Standing Order 12(g).
- C/10/2024 **Public Forum:** No speakers
- C/101/2024 **To receive reports from [County](#) and [District Councillors](#).**
Cllr Todhunter confirmed the venue for the Crouchlands appeal hearing to start on 1st October 24 at 10am or 10.30am is the Avisford Park Hotel, Arundel. The Appeal documents are on the website planning pages under appeals. All who objected to the application should receive details direct.
Cllr Todhunter to confirm when Foxbridge Golf Club planning application is to be determined.
- C/102/2024 **Ratify Clerk's decision(s) – [Scheme of Delegation](#)**
RESOLVED to ratify the Clerk's delegation decisions.
- 102.1 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.
- 102.2 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.
- 102.3 Purchase of a new Plan of the Parish for the Notice Board at Winterton Hall £34 no VAT
- 102.4 Purchase of archive boxes £26.98 gross. £22.48 net.

C/103/2024 **Financial Matters**

103.1 Order for Payments 16th July to 15th September 2024

RESOLVED to ratify the order for payments for [16th July to 15th August](#) and approve the order for payments for [16th August to 15th September 2024](#) and appoint the signatories Cllrs Brown, Capsey and Taylor.

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

RESOLVED as noted the July and August bank reconciliations.

103.3 [Financial Regulations](#):

RESOLVED to adopt the recommended updated New Model NALC Financial Regulations.

103.4 Conclusion of Audit for 23-24:

RESOLVED as noted 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](#).

103.5 Internal Auditor:

RESOLVED to use the Internal Auditor April Skies for the interim and final internal audits for 24-25 and to authorise the Clerk to sign the [engagement letter](#).

103.6 Biodiversity Project Bulbs Purchase:

RESOLVED 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.

C/104/2024 **Planning Matters**

[See Clerk's report](#)

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

The Council noted the hearing would not be considering Omitted sites and felt they therefore had no contribution to make and had not registered to speak.

104.2 [NPPF proposals Consultation](#) to 24th September 2024. Discussion regarding any comments to be made.

RESOLVED to support or comment upon CDC comments to the NPPF that were relevant to the Parish and this matter was delegated to Cllr Capsey and the Clerk.

C/105/2024 **Committee minutes & reports**

RECOMMENDATION: - To note the minutes and RESOLUTIONS therein of the [16th July 2024](#) and [7th August 2024](#) Planning and Open Spaces Committee Meeting. Winter & Emergency Committee [9th July 2024](#). Finance Committee [9th July 2024](#). Biodiversity Working Group Meeting [5th September 2024](#).

RESOLVED as noted.

C/106/2024 **Neighbourhood Plan**

[See Clerks report.](#)

DRAFT Neighbourhood Plan. Discussion.

The Council **RESOLVED** to complete the introduction to the Neighbourhood Plan in response to the Consultant's query.

C/107/2024 **Playparks**

[See Clerks report.](#)

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

After much discussion it was **RESOLVED** to arrange a meeting with the Trustees to discuss their decision to not proceed with the Playpark and Cllr Woolf and the Clerk would attend.

C/108/2024 **Correspondence**

[See Clerk's Report](#)

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

RESOLVED to purchase Duck Crossing warning signs to be made with a design from the school and the display he signs during Spring and Summer.

C/109/2024 **Clerk's update & items for inclusion on a future agenda**

[See Clerk's Report](#)

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

[109.1 Plaistow Bus Stop](#)

The Shelter was complete apart from the roof and the WSCC Officer would be asked for a time frame for this.

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

The Clerk would obtain quotes for the registering of the Title and attempt to contact the agent with regard to the youth club land lease. Renovations required were noted some were long term matters.

[109.3 Benches and Notice Board renovations](#)

The renovations were complete and the invoice received.

[109.4 Beacon for Plaistow Green.](#)

To be erected on 15th September with the basket and the basket would be monitored for rust damage.

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

Thank you bench arriving on 18th September and 23rd September had been set aside to fix the bench and erect the signs. A quote to be issued by the Odd Job man and authorised if reasonably by the Clerk. Cllr Price would ask the retired Cllr whether 10am 9th November was convenient for the "opening" of the bench.

[109.6 PROW definitive map.](#)

The map had been received and Cllrs were looking at the map which was advertised on the website.

[109.7 Securing Plaistow Green from Trespassers](#)

The National Trust were to be asked how they dealt with trespassers, as the area vulnerable on the Green to illegal access was owned by them. NT would be asked for an appropriate reporting telephone number.

[109.8 Autumn Litter Pick Event.](#)

To go ahead on Saturday 9th November from 10.30am.

[109.9 Rescheduling Cyber awareness training.](#)

Plaistow and Ifold were keen to re host this if Loxwood Parish Council would join them as hosts.

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

The website host TEEC would be asked to look into the re-registrations required.

C/110/2024 **Newsletter Article Items:** To list items considered appropriate for the newsletters (Email, Church Newsletter and Facebook) as well as website publicity. Biodiversity Autumn article. Litter pick date. Thank you bench. Beacon.

C/111/2024 **Date of next meetings**

RECOMMENDATION: - To note the dates of forthcoming meetings:

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

The meeting closed at 9.01pm

Clerk's Report to the Full Council Meeting on 11th September 2024

103.6 Biodiversity Bulbs for Ifold Community Gardens:

Prices from 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

104 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 24th 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.

106. 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?

107. 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.

108. Correspondence-

1. Email: 24th 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 24th July Clerk

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

Regards

2. Email 16th 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 28th 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.

109. Clerk's update

109.1 Plaistow Bus Stop

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

109.2 Winterton Hall CIO

Correspondence from 12th July 24 from AiRS

Hi

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 charityI 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 2nd 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 2nd August but this was cancelled due to Covid infection the new date for the meeting is 11th and the Clerk will verbally update Parish Council at this meeting.

109.3 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.

109.4 Beacon for Plaistow Green

The beacon is to be erected on the green on 15th 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.

109.5 Thank you bench and deep-water signs

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

109.6 PROW Definitive Map

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

109.7 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.

109.8 Autumn Litter Pick

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

109.9 Rescheduling Cyber Awareness Training. Discussion

109.10 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.