



**Minutes of the Full Council Meeting held on Wednesday 13th November 2024
at 19:30, Kelsey Hall, Ifold -Large Hall.**

Attendance: Parish Councillors: Paul Jordan (Chair) Sophie Capsey; Doug Brown; Rick Robinson; Jane Price; Andrew Woolf; Phil Comer; Nicholas Taylor. CDCs Gareth Evans (arrived during C/138/2024) & Charles Todhunter; WSCC Janet Duncton (left the meeting after C/134/2024). No members of the public. Jane Bromley, Parish Council Clerk.

C/130/2024 **Apologies for absence:** CDC Gareth Evans apologised he would either be absent or late. Non -attendance Parish Councillor Sarah Denyer.

C/131/2024 **Disclosure of Interests:** None.

C/132/2024 **Minutes: RESOLVED** as approved the Minutes of the Parish Council meeting held on 9th October 2024 and RESOLVED to authorise the Chair to sign them via Secured Signing in accordance with Standing Order 12(g).

C/133/2024 **Public Forum:** No speakers

C/134/2024. **To receive reports from [County](#) and [District Councillors](#)**
See attached reports.

County Councillor Duncton added additionally:

- Child services have received National Awards recently for, amongst others, their fostering and mental health service provision for children.
- The fire service is finding it difficult to recruit retained firemen.
- The budget is not yet finalised for the County.

Cllr Jordan thanked WSCC Duncton for her attendance at the Thank You bench opening event for David Ribbens at the weekend.

District Councillors added additionally:

- CDC Officers believed the Crouchlands appeal decision would arrive before Christmas.
- CDC Todhunter will investigate, when a decision can be inspected on the Foxbridge application and the venue and date for the Oxoncroft appeal hearing.

C/135/2024 **Neighbourhood Plan**
[See Clerk's Report](#)

1. **Recommendation:** - To note the entry in the CDC Local Examination document IDP regarding the upgrades of PROWs between Plaistow and Ifold to Bridleways.

RESOLVED as noted.

2. **Recommendation:** - To discuss the draft chapters circulated by the Consultant and discuss and arrange, if required, a separate Neighbourhood Plan meeting.

RESOLVED to form a Neighbourhood Plan Working Group, proposed by Councillor Jordan, seconded by Councillor Capsey and all in favour, and to adopt the Terms of Reference circulated ahead of the meeting together with the supporting recruitment for community members application (should the need arise). The first meeting to be held on 19th November 2024 at approximately 7.30pm to follow the planning meeting already planned for that evening at Kelsey Hall (small hall). The meeting will not be open to the public.

C/136/2024 **WSALC AGM & Conference 4th November 2024**

[See Clerk's Report](#)

Recommendations: - To note the update from the WSALC conference on various matters.

RESOLVED as noted.

C/137/2024 **Financial Matters**

[See Clerk's Report](#)

1. Financial Reports for October - November 2024

Includes income and expenditure between 16th October – 15th November 2024 (to be circulated separately) and [bank reconciliations to 31st October 2024](#).

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

RESOLVED to approve the bank reconciliations as noted and approve order for payments and appoint Cllr signatories of: Cllrs Taylor; Colmer and Capsey, and to appoint Cllr Woolf to authorise online, the BACs payments as set out in the order for payments.

2. Budget review to 30th September 2024

Recommendation: - To note the [updated budget and reserves](#) against income and expenditure document as a result of the review carried out by the Finance Committee at their meeting on [29th November 2024](#).

RESOLVED as noted.

3. Interim Audit

Recommendation: - To note the date for the Interim Audit on 23rd January 2025 with April Skies via Zoom.

RESOLVED as noted.

4. Precept 25-26

Recommendation: - To note the arrangements for the setting of the precept for 25-26.

RESOLVED as noted.

Recommendation: To discuss the listed projects for inclusion in the draft precept by the Finance Committee at their meeting on 14th January 2025.

RESOLVED to put forward to the Finance Committee to include in the precept calculations a provision for:

- Winterton Hall repairs- details of costs of flooring, doors and lighting to come.
 - Include in the Playground budget currently £2510 a year an additional amount should the roundabout fail of £1450.
 - Include £500 for the inspecting of the Kelsey Hall playpark should it be in place for part of the year.
 - An additional £260 for the wildlife area mapping on the website in addition to the £250 already suggested for the Biodiversity Working Group annual budget.
5. Cyber Insurance premium Renewal £308 (£318 24-25)

Recommendation: To review and resolve upon the cyber insurance quote.

RESOLVED to investigate more fully what cover the insurance provides and if satisfactory as determined by Cllrs Woolf and Robinson then to proceed with payment.

6. [Internal Controls Policy](#)

Recommendation: To note the infringement of the Internal Controls Policy and to consider amending the Policy in line with current Parish Council practice.

RESOLVED as approved to adopt the amendment to the Internal Controls Policy inline with current procedure for review of budget V expenditure.

C/138/2024

Planning:

[See Clerk's Report](#)

Recommendation: to note any update.

1. Crouchlands Appeal Hearing,
2. Local Plan Examination.

RESOLVED to note the update given during District Councillor reports for Crouchlands and additionally that a letter from the Examiner for the Local Plan is expected on 17th December 2024.

C/139/2024

Play areas

[See Clerk's Report](#)

Recommendation: To note and discuss.

1. Proposed Ifold Playpark: Update.

RESOLVED as noted the Kelsey Hall Management Trustees are positively considering the provision of the Playpark to be located at Kelsey Hall after initial concerns regarding the length of the lease triggering a disposal of land in Charity terms. The

Clerk was to ask the Kelsey Hall Committee Chair after the next Committee meeting if any progress had been made as to a decision.

Recommendation: To review and resolve upon the Vita Play quote for repair and expansion to surface.

2. Ladyhope Playground: Quote re surfacing and zip wire repairs £462 gross.

RESOLVED as approved.

C/140/2024

Winter Resilience:

[See Clerk's Report](#)

Recommendation: To note the update.

RESOLVED as noted all contracts now in place to provide emergency snow clearance for critical routes through the Parish this winter.

C/141/2024

Ratify Clerk's Decision(s) since last meeting – [Scheme of Delegation](#)

Recommendations: - 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: -

1. The purchase of bulbs for the Ifold Community Garden Biodiversity working Group project at £27.29 gross.

2. Sending on behalf of the Parish Council, a letter to A Frost in conjunction with the Chair, thanking them for their representation against the Crouchlands appeal as previously circulated, consider publishing the letter on the website.

3. Cancelling the subscription for the plaistowandifold.org domain name at £7.99 annually as this had been redirected to the current website now for some time.

Query embedded links in the current website, however.

4. Purchase of Blue Green Algae signs at £36.04 gross and items for thank you bench opening ceremony totalling £2 gross cups, £5.99 gross Ribbon.

RESOLVED as approved. The Parish Council would like the Thank You letter sent to CDC, regarding their defence of their Crouchlands Planning decision, added to the website.

C/142/2024

Winterton Hall

[See Clerk's Report](#)

Recommendation: - To receive the three quotes for registration of Title to the Trustees of the CIO of Winterton Hall and the Resolve to proceed with one solicitor.

1. Registration of Title quotes.

RESOLVED to engage the solicitor Kevin Allard to register the title deeds for Winterton Hall.

2. Renovations.

Recommendation: - To note any update with regard to the renovation of Winterton Hall Renovations.

RESOLVED to note that the Winterton Hall Committee do not want to proceed with any alterations to the layout of the hall but instead deal with repairs as issues arise only.

3. Tree Survey Winterton Hall

Recommendation: - To review the Gale Tree Report and the recommendations for works and Resolve any action to be taken:

- (a) General Good practice: Greengage T1. Prune around phone cables.
- (b) Within 12 months Greengage T2: Remove deadwood.

RESOLVED to proceed with works as highlighted in the summer of 2025.

C/143/2024

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. Winter Newsletter. To consider a publication in the new year once a decision on Crouchlands was known.
- 2. Autumn litter pick 9th November and Thank you bench "opening".
A successful event but the Clerk to make sure all who wish to attend are registered. The Face Book advert did not indicate this and regrettably some attendees had to be turned away.
- 3. Securing Plaistow Green from trespassers.

RESOLVED as received the report from the Clerk and to keep in mind for the future should a continued problem arise.

- 4. Tennis Courts: The wording of the lease to be investigated as a reference to being "written outside the 1954 Landlord Tenant act" meant the landlord was obliged to r renew the lease.
- 5. Cyber Training:

RESOLVED as noted the training to take place online on 20th November at 2pm. And all Councillors who expressed an interest have the link for the meeting.

- 6. Biodiversity Working Group:

RESOLVED to proceed with a wildlife area map for the website at a cost of £260 to be included in the budget for next year (25-26) it which will require the community to participate by notifying the Parish Council of wildlife areas in their gardens or land areas.

- 7. WSCC Volunteers group: Safer Bus Stops project. Thank you letter and donation.

RESOLVED as approved the letter thanking the volunteers as set out in the Clerk's report and a donation of £1000 to be made to the group.

Consider further projects for the volunteers.

RESOLVED as noted the useful resource the volunteers are and to consider their involvement in future projects.

C/144/2024

Correspondence

[See Clerk's Report](#)

RESOLVED as noted the correspondence regarding the increased level of dog fouling in the Parish and to publish a request to clean up after your dog in the newsletter and Face book and to point out that dog bags can now be put in general bins.

C/145/2024

Items for Church Newsletter. Clean up after your dog; Crouchlands- awaiting decision; Litter pick and Thank You bench opening; Plaistow Bus shelter and thanks to WSCC Volunteers.

C/146/2024

Date of next meetings

Recommendation: - To note the dates of forthcoming meetings:

- Planning & Open Spaces Committee, 19th Nov 2024, Kelsey Hall, Ifold - 7:30pm followed by NP Working Group.
- Full Council 11th December Winterton hall- 7.30pm
- Finance Working Group Budget Setting 17th December Winterton Hall- 7.30pm

The meeting closed at 9.10pm