



**Minutes of the Plaistow and Ifold Parish Council Full Council Meeting held on  
Wednesday 15<sup>th</sup> January 2025 at 19:30, Kelsey Hall, Ifold.**

**The meeting changed venue to Winterton Hall and commenced at 19.50.**

**Attendance:** Parish Councillors: Paul Jordan (Chair); Doug Brown; Rick Robinson; Sarah Denyer (arrived during item C/05/2025); Phil Colmer; Andrew Woolf; Sophie Capsey. CDCs Gareth Evans. No members of the public. Jane Bromley, Parish Council Clerk.

C/01/2025 **Apologies for absence:** Apologies received and accepted from Parish Councillors Nicholas Taylor and Jane Price. CDC Charles Todhunter. WSCC Janet Duncton.

C/02/2025 **Disclosure of Interests:** None.

C/03/2025 **Minutes: RESOLVED** to approve the Minutes of the Parish Council meeting held on [11th December 2024](#) and to sign via Secured Signing in accordance with Standing Order 12(g).

C/04/2025 **Public Forum:** No speakers.

C/05/2025 **To receive reports from [County](#) and [District Councillors](#)**

Reports noted and CDC Gareth Evans added:

There is no date for the Foxbridge application to be heard yet as there is still a query re water neutrality.

Cllr Capsey asked whether, the new investment at the Rolls Royce Plant near Chichester, to include their applying for an increased area to be developed, would be conditional upon improved infrastructure for the area? CDC Evans was to inquire.

C/06/2025 **Planning Matters**

See Clerk's Report

1. **Local Plan Examination. Recommendation:** - to note any update.  
The updated NPPF 24 was not expected to affect the result of the Examination.
2. **Neighbourhood Plan. Recommendation:** - To note the updated Plan.  
A meeting to discuss the updated draft Plan, Local Green Spaces and Local Heritage Assets was to be held next week.
3. **Martin Grant Consultation on Planning Proposal for Land at Loxwood Place.**

**Recommendation:** - To note any update.

Loxwood Parish Council were to speak to their Planning Consultant regarding that part of the site on the west closest to the Ifold Boundary.

C/07/2025 **Financial Matters**

See Clerk's Report

1. Financial Reports for December 2024 to January 2025

Includes income and expenditure between 16<sup>th</sup> December – 16<sup>th</sup> January 2025 (to be circulated separately) and [bank reconciliations to 31<sup>st</sup> December 2024](#).

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

**RESOLVED** as noted and approved and to appoint the signatories Cllrs.

Capsey, Robinson and Denyer to sign the order for payments and Cllr Woolf to authorise the bank payments.

2. Budget Against Expenditure at 31<sup>st</sup> December 2024

**Recommendation:** To review the budget spreadsheet reviewed and approved by the Finance Committee.

**RESOLVED** as reviewed.

3. VAT Third Quarter To 31<sup>st</sup> December 2024

**Recommendation:** To note the submitted repayment, claim for £839.82.

**RESOLVED** as noted and that the repayment had been received.

4. Precept 25-26

**Recommendations:** To note the recommendation and calculations from the Finance Committee for the precept 25-26.

Cllr Colmer discussed the thinking of the Finance Committee and proposed a precept of £120,000 which was **RESOLVED** as approved unanimously. The represented no increase in the precept from the current year.

5. Cricket Pavilion Electric Contract from 1<sup>st</sup> March 2025

**Recommendation:** To change provider to Octopus Energy and authorise the two bank signatories to sign the direct debit form.

**RESOLVED** as approved the Octopus quote and to appoint the signatories Cllrs Jordan and Woolf to sign the direct debit form.

6. 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 Ben Law Woodland Management – Chestnut Cleft posts £59.25.for dead hedge structure.

**RESOLVED** as approved.

C/08/2025 **Play Parks**

See Clerks Report

**1. Kelsey Hall Playpark:**

**Recommendation:** - to receive an update on this project.

**RESOLVED** as noted and that an increased overall budget of £24,000 was included in the current year and 25/26 budget. CIL of £9936 would be used to offset this cost.

**2. Lady Hope Playpark:**

**Recommendation:** - to note the update on maintenance.

**RESOLVED** as noted that the inspection had now taken place, and the report would be circulated. The maintenance and repair works/further surfacing works would take place this Friday.

C/09/2025 **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: Noted that this was now published and articles from it would be used on Facebook The Newsletter on the website would be advertised via the Church Newsletter. Cllrs thanked Cllr Taylor for all his work on this especially as it was carried out over the Christmas holiday period.
2. Tennis Courts: Noted there was an obligation on the landlord to renew the lease as confirmed by KJ Allard solicitor on reviewing the lease document. The current lease was due to expire in March 2027 and this matter would be taken up again nearer that date.
3. Biodiversity Working Group Dead Hedge Project: Material would be sought from the school and near neighbours to the hedges to fill in the dead hedges.
4. Winterton Hall CIO: This was progressing slowly, but the lack of original deeds and conveyance documents meant the budget for this had increased to a potential £4500 which had been accommodated in the precept calculation.

C/10/2025 **Correspondence**

See Clerk's Report

- The National Trust was to write an article to explain the works occurring at Todhurst Meadow.

C/11/2025 **Items for Church Newsletter.** NT article, Precept, Local Green Spaces Consultation and availability of online Newsletter.

The Bike Rack at Ifold Stores would be advertised again in the spring.

C/12/2025 [Date of next meetings](#)

Recommendation: - To note the dates of forthcoming meetings:

- Neighbourhood Plan Working Group 21<sup>st</sup> January 2025 Winterton Hall 7.30pm
- Planning & Open Spaces Committee 11<sup>th</sup> February 2025 Winterton Hall- 7.30pm
- Full Council 12<sup>th</sup> February 2025 Winterton Hall- 7.30pm.

**PLAISTOW & IFOLD PARISH COUNCIL**  
**DRAFT ESTIMATED PRECEPT/ BUDGET 2025/2026**

**UNCHANGED PRECEPT**

Ref	EXPENDITURE	QTR 3 2024 FORECAST 2024/2025	% Uplift	DRAFT BUDGET INDICATOR 2025/2026	
	STAFF				
	GENERAL ADMINISTRATION	54,870.00	47%	55,670.00	43%
	GRANTS AND DONATIONS	9,947.00	8%	11,577.45	9%
	OTHER PAYMENTS	4,275.00	4%	7,500.00	6%
		5,500.00	5%	2,000.00	2%
	<b>C/FWD</b>	<b>74,592.00</b>		<b>76,747.45</b>	

		B/FWD			
	VILLAGE MAINTENANCE	74,592.00		76,747.45	
4301	Grass Cutting	3,250.00		3,308.00	
4306	Winterton Hall - Repairs & Maintenance	2,154.00		6,000.00	
4307	Playground Repairs & Maintenance (inc Ifold Playpark)	2,510.00		4,800.00	
4308	Tree Surgery	3,000.00		3,000.00	
4309	Notice Boards, Finger Posts and Signage & Assets	1,500.00		4,000.00	
		25,773.00	22%	26,818.00	21%
	PROJECTS				
4107	Ifold Playpark	4,000.00		20,000.00	**
4314	Bus Stop Refurbishment / Maintenance	5,000.00		0.00	
		9,926.00	8%	20,662.00	16%
4317	Foxbridge Development Planning Consultancy	2,000.00		2,000.00	
4318	Planning, Development and Consultancy	2,000.00		3,000.00	
		6,250.00	5%	5,000.00	4%
4800	Neighbourhood Planning Administration	1,000.00	1%	1,000.00	1%
	<b>TOTAL COMMITTED EXPENDITURE</b>	<b>117,541.00</b>	<b>100%</b>	<b>130,227.45</b>	<b>100%</b>

Ref	INCOME	QTR 3 2024 FORECAST 2024/2025	DRAFT BUDGET INDICATOR 2025/2026
1076	PRECEPT	120,000.00	120,000.00
1080	CIL Payments	9,936.00	0.00
1093	Interest Received	1,636.00	0.00
	<b>TOTAL INCOME</b>	<b>131,572.00</b>	<b>120,000.00</b>
	<b>NET UNDER / (OVERSPEND)</b>	<b>14,031.00</b>	<b>(10,227.45)</b>
	<small>C/FWD TO GENERAL RESERVE</small>	<small>10.7%</small>	<small>(8.5%)</small>

**Scenario 1.**

**Scenario 2.**

DRAFT BUDGET INDICATOR 2025/2026	DRAFT BUDGET INDICATOR 2025/2026
55,670.00	55,670.00
11,577.45	11,577.45
7,500.00	7,500.00
2,000.00	2,000.00
76,747.45	76,747.45

	VILLAGE MAINTENANCE	76,747.45	76,747.45
	Grass Cutting	3,308.00	3,308.00
	Winterton Hall - Repairs & Maintenance	6,000.00	6,000.00
	Playground Repairs & Maintenance (inc Ifold Playpark)	4,800.00	4,800.00
	Tree Surgery	3,000.00	3,000.00
	Notice Boards, Finger Posts and Signage & Assets	4,000.00	4,000.00
		26,818.00	26,818.00
	PROJECTS		
	Ifold Playpark	20,000.00	20,000.00
	Bus Stop Refurbishment / Maintenance	0.00	0.00
		20,662.00	20,662.00
	Foxbridge Development Planning Consultancy	2,000.00	2,000.00
	Planning, Development and Consultancy	3,000.00	3,000.00
		5,000.00	5,000.00
	Neighbourhood Planning Administration	1,000.00	1,000.00
	<b>TOTAL COMMITTED EXPENDITURE</b>	<b>130,227.45</b>	<b>130,227.45</b>

DRAFT BUDGET INDICATOR 2025/2026	DRAFT BUDGET INDICATOR 2025/2026
123,000.00	125,000.00
0.00	0.00
0.00	0.00
123,000.00	125,000.00
(7,227.45)	(5,227.45)
(5.9%)	(4.2%)

RESERVE POSITION	PROJECTED RESERVES 31.03.2025	PROJECTED RESERVES 31.03.2026
General Reserve	-18,625.04	19,720.96
Movement	38,346.00	24,782.55
	19,720.96	44,503.51
Ring-fenced Reserves		
CIL Payments	9,936.00	0.00
Ring-fenced Reserves	9,936.00	0.00
Earmarked Reserves		
Ifold Playpark Project	10,064.00	0.00
Foxbridge Development Planning Consultancy	3,000.00	1,000.00
Winterton Hall - Repairs & Maintenance	1,000.00	0.00
Village Maintenance	7,000.00	0.00
Earmarked Reserves	21,564.00	1,750.00
Capital Reserves		
Following Years (2025/26) Loan Repayment	10,000.00	4,740.00 (2026/27)
Capital Reserves	10,000.00	4,740.00
31.03.2024		
<b>As at 31.03.2025 &amp; 2026</b>	<b>61,220.96</b>	<b>50,993.51</b>
LOAN OUTSTANDING (Debt) as at 31/03/2026		4,769.12
RESERVES INCLUDING LOAN AS AT 31.03.2026		55,762.63

PROJECTED RESERVES 31.03.2026	PROJECTED RESERVES 31.03.2026
19,720.96	19,720.96
24,782.55	24,782.55
44,503.51	44,503.51
0.00	0.00
0.00	0.00
0.00	0.00
1,000.00	1,000.00
0.00	0.00
0.00	0.00
1,750.00	1,750.00
4,740.00	4,740.00
4,740.00	4,740.00
53,993.51	55,993.51
4,769.12	4,769.12
58,762.63	60,762.63

**Recommended Minimum Reserve (Net Revenue Expenditure-NRE)**

MEMO: Original Budgeted Reserves at 31.03.2025	39,571.00
Projected Underspend	21,649.96

	Current Rate p.a	PRECEPT + £0K Decrease	PRECEPT + £3K Decrease	PRECEPT + £5K Increase
Impact on Council Rate - Band D per Year	32	£106.61	(£2.61)	£1.72
Impact on Council Rate - Band E per Year	72	£130.29	(£3.20)	£2.10
Impact on Council Rate - Band F per Year	211	£153.98	(£3.78)	£2.48
Impact on Council Rate - Band G per Year	410	£177.65	(£4.36)	£2.86
Other, A,B, C & H	102			

PRECEPT + £3K Decrease	PRECEPT + £5K Increase
(£0.02)	£1.72
(£0.02)	£2.10
(£0.02)	£2.48
(£0.02)	£2.86