



Minutes of the Full Council Meeting held on Wednesday 12th February 2025 at 19:30, Winterton Hall, Plaistow.

Attendees Parish Councillors: Paul Jordan (Chair); Sophie Capsey; Rick Robinson; Andrew Woolf; Sarah Denyer; Jane Price; Doug Brown; Nicholas Taylor; Phil Colmer. CDC Charles Todhunter and Gareth Evans (arrived during C/16/2022). WSCC Janet Dunton (arrived during C/16/2025 left after C/17/2025). One Member of the public. Jane Bromley Parish Council Clerk.

C/13/2025 **Apologies for absence:** None.

C/14/2025 **Disclosure of Interests:** None declared.

C/15/2025 **Minutes: RESOLVED** to approve the Minutes of the Parish Council meeting held on 15th January 2025 and resolve to sign via Secured Signing in accordance with S.O. 12(g) together with the agreed Precept budget calculations.

C/16/2025 **Public Forum:** Sally Pavey from CAGNE updated the Council on the situation regarding the second runway at Gatwick. A Development Consent Order application has progressed, and a decision is expected on 27th February 2025.

The decision could be in any of three forms:

1. To go ahead without restrictions.
2. To go ahead with restrictions.
3. Not to go ahead.

In any of the above scenarios the CAGNE legal team will be required to either call for a judicial review for which there are many grounds or to respond to an appeal from Gatwick. The estimated cost of the legal team consisting of a KC, Barrister and peripheral members is £50K.

This Parish suffers mainly from arrival noise, but under a proposed second runway scheme routes can change without consultation and affect the amount of noise properties have to suffer without any compensation.

CAGNE are asking for pledges of funding so they can action their legal team at short notice.

The Clerk was asked to include this request on the Parish Council meeting agenda for 19th March 2025.

C/17/2025 **To receive reports from [County](#) and [District Councillors](#)**

See attached reports.

WSSC Duncton -Children and Fire and Rescue going well. Devolution will happen by 2028. Local Government Reorganisation into Unitary Authorities the make-up and timetable are still to be decided. Elections for Unitary Cllrs will be 2027 and they will takeover in 2028. The advantage of this reorganisation of Local Government is said to be there will be a lot more money for infrastructure and in the end more efficiency. County Council elections are cancelled for 2025.

WSSC are holding the budget meeting on Friday 24th February but no services are to be cut although council tax is likely to increase by 4.99%.

CDC Todhunter- Negotiations are going ahead now to form Unitary Authorities and draft plans for this need to be in by end of March.

The current CDC Local Plan will go ahead for adoption and will then be valid for 5 years similarly Neighbourhood Plans will also be valid for 5 years. If a new Local Plan is started now as proposed and required following the recent Examination of the Emerging Local Plan CDC won't be a Council by the time it is completed.

C/18/2025 **Planning Matters**

See Clerk's Report

1. **Local Plan Examination. Recommendation:** - to note any update.

See CDC Report.

2. **Neighbourhood Plan. Recommendation:** - To note any update.

A meeting with the Consultants was agreed to be on 3rd March 2025 at Kelsey Hall -Small Hall to discuss the latest draft of the Neighbourhood Plan and to ask any further questions.

C/19/2025 **Financial Matters**

See Clerk's Report

1. Financial Reports for January 2025 to February 2025

Includes income and expenditure between 16th January – 16th February 2025 (to be circulated separately) and [bank reconciliations to 31st January 2025.](#)

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 and appoint Cllrs Price Taylor and Robinson as signatories Cllr Woolf to authorise BACs payments.

2. Interim Audit

Recommendation: To note the [Interim Audit Report](#) carried out on 23rd January and the recommended action.

RESOLVED as noted.

3. Review of Risk 2025-2026

Recommendation: To review and readopt or update the following Policies and assessments: -

[Risk Management Scheme](#)

[Playground Inspection Policy and Playground Pond and Cricket Pavilion checklist](#)

[Plaiستow Pond Risk Assessment](#)- Add blue green algae risk and mitigation

[Cricket Pavilion Fire Risk Assessment](#)

[Asset Risk Assessment](#)

[Legionella Policy](#)

[Health & Safety Policy](#)

[Litter Picking Risk Assessment](#)- Needle Pricking injury, encourage to bleed and wash in soapy water,

[Bike Rack Risk Assessment](#)

[Volunteer Policy](#)- Emergency contact number to be included.

[Document Retention Policy](#)

[Cyber Security Policy](#).

RESOLVED As Readopted to include the suggested amendments.

4. [Playground Inspection Contract 2025/2026](#) - [See Clerks Report](#)

Recommendation: To reappoint the existing contractor to carry out inspection and regular maintenance for Lady Hope Playpark for 2025/2026.

RESOLVED to reappoint the contractor Vita Play for Playground inspections and maintenance for 2025/26.

5. [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: -

- Authorising the contractors work at £120 to cut back the hedge in the Kelsey Hall new Play area.

RESOLVED as noted.

C/20/2025 **Play Parks**

[See Clerks Report](#)

1. Kelsey Hall Playpark:

Recommendation: - to receive an update on this project.

RESOLVED as noted the update and the outcome of the funding application is awaited at the end of March 25.

2. Lady Hope Playpark:

Recommendation: - to note the update on maintenance and the [inspection report](#).

RESOLVED to note the maintenance as requested on the Zip wire and playground surface has been carried out and that there are no urgent maintenance issues from the inspection in November 2024.

C/21/2025 **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. Winterton Hall CIO: The Clerk had spoken to the solicitor following discovering that original deeds and conveyances were deposited with Westminster Bank Petworth and investigations into their whereabouts are being investigated. The original documents would make registering Title a lot easier but it is not impossible without these.
2. Crouchlands Entrance Area community orchard. Noted the owner of this land has not yet been discovered and an application would now need to be made in the autumn for funding for an orchard from CDC.
3. Duck Crossing warning signs. The signs are being designed by the school and elements of which could be used for the signs.
4. Remedial Work – Plaistow Recreation Ground and Chalk Rd Bus Stop- Volunteers needed. Pond tree works and recreation ground leaves need racking up. Volunteers Cllr Jordan Woolf and Taylor.
Chalk Rd bus stop Ifold Estates to be asked if they could ask their contractor to clear this.
5. CDALC Report as shown.
6. Spring Litter Picking date. To be 5th April 2025 10am Plaistow Green and advertised accordingly.
7. VE 80 Celebrations. Thursday 8th May 2025. Lighting the beacon to be arranged. Liaise with Scouts and School and church. To coordinate with holding the Annual Parish Meeting at Winterton Hall..

C/22/2025 **Correspondence**

See Clerk's Report

CAGNE on agenda next meeting.

Secured Signing Price increase. Noted.

SE Bloom. To advertise locally.

Shillinglee TRO. Resident to be contacted to assist in obtaining resident support for this.

C/23/2025 **Items for Church Newsletter.**

Shillinglee TRO; Devolution; Beacon Lighting 8th May 2025 with APM.

C/24/2025 **Date of next meetings**

Recommendation: - To note the dates of forthcoming meetings:

- Neighbourhood Plan Working Group 3rd Match 2025 Kelsey Hall- 7pm
- Planning & Open Spaces Committee 11th March 2025 Kelsey Hall- 7.30pm
- Full Council 19th March 2025 Winterton Hall- 7.30pm

The meeting closed 9.10pm

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					
4101	Clerk's Salary and Oncosts (Pension etc)	53,750.00		54,500.00	
4102	Clerk's Expenses	525.00		550.00	
4103	Clerk's Training	500.00		500.00	
4108	Payroll Administration	95.00		120.00	
		54,870.00	47%	55,670.00	43%
GENERAL ADMINISTRATION					
4110	Insurances	2,320.00		2,600.00	
4115	Audit Fees	1,250.00	10%	1,375.00	
4116	Data Protection Registration	205.00	5%	215.25	
4117	Telephone & Internet	506.00	10%	556.60	
4120	Subscriptions	1,500.00	10%	1,650.00	
4124	Councillor Training/Conferences	750.00		750.00	
4125	Publicity and Communications inc Postage	743.00	10%	817.30	
4129	Councillors Expenses	100.00		100.00	
4130	Chairman's Allowance	200.00		200.00	
4135	Stationery and Printing	557.00	10%	612.70	
4137	Hall Hire - Kelsey, Winterton & Plaistow Youth Club	546.00	10%	600.60	
4140	Bank Charges	80.00		100.00	
4141	Accounts Software etc.	350.00		400.00	
4142	Web Site Maintenance & Updates	500.00		1,000.00	
4107	Legionella Requirements	100.00		100.00	
4146	Other Expenses (Inc. Elections UNCONTESTED)	240.00		500.00	
		9,947.00	8%	11,577.45	9%
GRANTS AND DONATIONS					
4201	Winterton Hall	0.00		0.00	
4202	Kelsey Hall	1,365.00		0.00	
4207	Billingshurst Community Bus	0.00		0.00	
4203	Plaistow PreSchool	2,000.00		0.00	
4210	Youth Club	0.00		0.00	
4212	Kirdford Mothers and Toddlers Group	0.00		0.00	
4215	Scouts & Plaistow Guide Unit	360.00		0.00	
4206	Home Start	0.00		0.00	
4211	The North Singers	0.00		0.00	
4216	IFRA	0.00		0.00	
???	Air Ambulance	0.00		500.00	
4128	Loxwood Sports Association	500.00		0.00	
4401	Friends of Chichester Hospitals	50.00		0.00	
4405	First Responders (Defibs)	0.00		0.00	
	Grant Expenditure Contingency	0.00		7,000.00	
		4,275.00	4%	7,500.00	6%
OTHER PAYMENTS					
4319	Winterton Hall & Playing Field Legal Assessment	4,500.00		1,000.00	
4311	Parish Council Events (inc. Annual Assembly)	1,000.00		1,000.00	
		5,500.00	5%	2,000.00	2%
	C/FWD	74,592.00		76,747.45	

	VILLAGE MAINTENANCE	74,592.00		76,747.45	
4301	Grass Cutting	3,250.00		3,308.00	
4302	Litter Bin Emptying and Litter Pick	300.00		300.00	
4303	Tennis Court Maintenance and Cleaning	600.00		660.00	
4304	Churchyard Maintenance	1,250.00		1,500.00	
4217	Community Post Office Service	991.00		1,000.00	
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	
???	Plaistow Pond Restoration	6,918.00		500.00	
4309	Notice Boards, Finger Posts and Signage & Assets	1,500.00		4,000.00	
4310	Pavillion Cost & Maintenance	400.00		500.00	
4312	Bench Replacement and Maintenance	1,900.00		500.00	
4123	Winter & Emergency Plan Committee	1,000.00		750.00	
		25,773.00	22%	26,818.00	21%
PROJECTS					
4107	Ifold Playpark	4,000.00		20,000.00	
4314	Bus Stop Refurbshment / Maintenance	5,000.00		0.00	
4700	Ifold Village Entrance Landscaping / Biodiversity	250.00		510.00	
4701	Public Works Loan Repayments and Interest	276.00		152.00	
???	Re-Siting of Beacon	400.00		0.00	
		9,926.00	8%	20,662.00	16%
4316	Crouchlands Development Planning Consultancy	2,250.00		0.00	
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%
	TOTAL COMMITTED EXPENDITURE	117,541.00	100%	130,227.45	100%

Ref	INCOME	QTR 3 2024 FORECAST 2024/2025	DRAFT BUDGET INDICATOR 2025/2026
1076	PRECEPT	120,000.00	120,000.00
1000	Insurance Claims	0.00	0.00
1078	Grants	0.00	0.00
1079	Neighbourhood Plan Grant	0.00	0.00
1080	CIL Payments	9,936.00	0.00
1081	New Home Bonus	0.00	0.00
1093	Interest Received	1,636.00	0.00
	TOTAL INCOME	131,572.00	120,000.00
	NET UNDER / (OVERSPEND)	14,031.00	(10,227.45)
	<small>CFWD TO GENERAL RESERVE</small>	<small>10.7%</small>	<small>(8.5%)</small>