



Minutes of the Plaistow and Ifold Parish Council Full Council Meeting on Wednesday 15th April 2026 at 19:30, Kelsey Hall, Ifold.

Attendees Parish Councillors: Paul Jordan (Chair); Andrew Woolf; Doug Brown; Nicholas Taylor; Jane Price; Rick Robinson; Phil Colmer; Sarah Denyer Sophie Capsey (arrived during item PC/45/26 and confirm no interests to declare during that item); WSCC Janet Duncton (left the meeting after item PC/48/26). No members of the public. Jane Bromley, Parish Council Clerk.

PC/43/26 **Apologies for absence:** Apologies received and accepted from CDC Gareth Evans and CDC Charles Todhunter.

PC/44/26 **Disclosure of Interests:** None.

PC/45/26 **Minutes: RESOLVED** to approve the [Minutes of the Parish Council meeting held on 11th March 2026](#) and resolve to sign via Secured Signing in accordance with S.O. 12(g).

PC/46/26 **Public Forum:** No speakers.

PC/47/26 **To receive reports from [County](#) and [District Councillors](#)**
WSCC Janet Duncton advised that a 2.3 billion revenue budget had been approved by the Council with 577 million being spent on adult social services. Child services were the next largest budget and followed by Highways, Fire and Rescue and Waste. 49,000 potholes were filled in the last council year and increase on the previous year.

PC/48/26 **PROW Matters: [See Clerks Report](#).**
Recommendation: To seek assistance from WSCC Janet Duncton as to meeting with WSCC PROW Office regarding improving PROW connectivity for the Parish.

WSCC Duncton confirmed she would seek to arrange a meeting with WSCC PROW and the Parish Council and the Clerks was asked to send through details of what was envisaged and the advice required.

PC/49/26 **Planning Matters**
1. [22/02346/OUT](#) **Foxbridge Golf Club Foxbridge Lane Plaistow RH14 0LB**
Recommendation: - To receive an update following the CDC Committee meeting on 15th April 2026.

Councillors Jordan and Capsey had attended the Committee meeting and Councillor Capsey had read out a statement from the Parish Council reiterating its objection to

the application. Two other objectors read out statements and three supporting the site read out statements.

The application was approved by the committee subject to completion of a satisfactory S106 agreement.

2. **Neighbourhood Plan.** [See Clerk's report.](#)

Recommendation: - To receive an update and discuss actions following a meeting with CDC on 9th April following Regulation 14 consultation.

The Parish Council was updated by Councillor Woolf following the teams meeting held with CDC.

- More background showing the necessity for the Grampian condition in relation to wastewater was advised for Policy FR1.
- Policies H2 and H3 could be amalgamated and a simple reference to the Design Code would be sufficient, it was not necessary to reiterate the content of the Design Guidelines & Codes.
- Advised to remove Policy EE3 as this Policy may inadvertently allow development on agricultural land there was sufficient policy for brownfield sites in the CDC Local Plan.
- CDC advised that the NDHA AIM was of sufficient evidence robust process to become a Policy.

The CDC's recommendations will be put into effect. Furthermore, the remaining Regulation 14 comments and responses will help refine the Neighbourhood Plan, resulting in a draft Regulation 15 Plan for submission to CDC. The document will be reviewed during the NP Working Group meeting scheduled for 12th May at 7.15pm, prior to the Full Council session on the same day. Should the Working Group deem it suitable, they will recommend the documents for submission to CDC to the Full Council.

3. **Chichester District Council "Call for Sites"-** [See Clerk's Report.](#)

[Land Availability Assessment - Call for Sites - Chichester District Council](#)

The district wide call for sites was noted.

4. **Land North of Rumbold's Lane/ South of Common House Road**
[26/00403/FUL](#)

Recommendation: To receive a recommendation from the Planning Committee regarding this application. (Minutes from the Planning Committee Meeting dated 14th April 2026 will be circulated separately ahead of this meeting).

RESOLVED to approve the recommendation for objection and the [letter produced by the committee](#) for submission to CDC.

5. [PS/26/00455/DOM](#) - **Lavender Cottage, The Ride, Ifold, RH14 0TF**
Single storey rear extension, porch extension, part first floor extension and new gated access with boundary fencing.

Recommendation to Full Council: Since the Committee meeting the position of the settlement boundary in relation to this site has been ascertained and due to its proximity to what is being proposed the following wording suggested by the Clerk.

RESOLVED to approve the recommendation following the Planning committee meeting and [to submit the letter of objection](#) as drafted to CDC.

PC/50/26

Financial Matters

- 1) [Financial Reports to 18th March 2026 to 31st March 2026 and Reports 1st April 2026 to 17th April 2026](#) -Includes [bank reconciliations to 31st March 2026](#) and Order for Payments for April for approval and any payments already made for ratification. (To be circulated separately).

Recommendation: - To receive, review and note the financial reports and appoint three signatories for the Order for Payments and a Councillor to authorise bank BACs.

RESOLVED to approve the financial reports and that Councillors Colmer; Taylor and Robinson sign the order for payments and Councillor Woolf to authorise the BACs payments online.

- 2) [VAT Return 4th Quarter to 31st March 2026](#)

Recommendation: To note the VAT return has been submitted and a repayment of £603.75 received.

RESOLVED as noted.

- 3) [CIL Monitoring Return for 2025 -2026](#)

Recommendation: To approve the CIL Monitoring return for submission to Chichester District Council.

RESOLVED as approved for submission to Chichester District Council.

4) Final Internal Audit 2025-2026 Report

Recommendation: To note the results of the final internal audit for the year to 31st March 2026. (to be circulated after the audit on 14th April).

RESOLVED as noted the final internal audit with the action.

- To obtain signatures from three Councillors on the payments schedule to 17th March 2026. The signatures being duly obtained.

5) AGAR 2025 -2026 (documents to be circulated following the audit on 14th April 2026)

Recommendation: Noting the Final Internal Audit consider, and resolve upon:

- a. The dates for the period of exercise of public rights from Tuesday 3rd June – Monday 14th July 2026 inclusive.

RESOLVED as approved.

- b. The Annual Governance Statement 25/26 (Section 1 of the Annual Governance and Accountability Return (AGAR) page 4) with regard to the [Smaller Authorities Proper Practices Panel Guidelines 26-27](#) and using [the evidence for compliance document](#) that it be responded to in the positive and signed by the Chair in conjunction with the Clerk as accurate.

RESOLVED following a review of the evidence for compliance, the Parish Council were able to positively respond to all parts of Section 1 of the AGAR 3 and the Chair and Clerk were authorised to sign on behalf of the Council.

- c. The Accounting Statement 25/26 (Section 2 of the AGAR page 5) and that it be signed by the Chair in conjunction with the Responsible Financial Officer as accurate.

RESOLVED that following a review of the internal auditors report the Parish Council was able to approve Section 2 of the AGAR3, and the Chair were authorised to sign on behalf of the Council the Financial Responsible Officer having signed the statement in advance of the meeting.

6) External Audit: (documents to be circulated following the Audit on 14th April 2026)

Recommendation: To review and approve that the following documents be submitted to Moore's for the 25/6 External Audit.

- a. The AGAR Annual Return for 25/26 duly signed.
- b. Bank Reconciliation 25/26.

c. Explanation of Significant Variances.

- d. Internal Auditors Report.
- e. Copy of Asset Register as approved by the Council at its [meeting on 11th March 2026](#) Minute reference PC/36/26.
- f. Exercise of Public Rights Form.
- g. Breakdown of Reserves.
- h. Reconciliation between boxes 7 & 8 of Accounting Statement.

RESOLVED all documents a. to h. reviewed and approved for submission to the External Auditor.

7) CCLA Account Opening and Unity Trust Account Closure

Recommendation: Clerk to update regarding the opening of a CCLA account and closure of the Unity Trust Account.

RESOLVED as noted that the account was now opened with signatories Phil Colmer, Paul Jordan, Andrew Woolf and the Clerk and upon closure of the Unity Trust Bank account the funds of £60,000 would be transferred into this account. The “Buy Shares Form” from CCLA was duly sign by Councillor Jordan.

8) 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: -

- To obtain quotes for a S26 letter regarding the Tennis Court Lease, the purchase of Title and Plan for the land the tennis courts occupy £14.00
- To engage Steve Tilbury Consulting to comment both on the Foxbridge planning application submission by a resident and also the Land South of Common Road planning application from the Planning and development Budget.

RESOLVED as noted and approved.

PC/51/26 **Tennis Court Land Lease: [See Clerk’s report](#)**

Recommendation: To note the update and discuss any further action.

RESOLVED to obtain an update from the Youth Club as to the reply status of their informal letter. Subject to no reply having been received to progress with the S26 letter ahead of the 10th August deadline.

PC/52/26 **Clerk's update & items for inclusion on a future agenda**

Recommendation: - To receive general updates and resolve to add any matters arising to a future agenda in relation to: -

1. Annual Parish Meeting– 29th April 2026. Parish Council Speakers.
Councillor Andrew Woolf would be speaking on behalf of the Council. Steve Tilbury Planning Consultant would speak on Parish planning matters. Refreshments would be purchased by the Clerk and Cllrs Denyer and Capsey would serve refreshments on 29th. Loxwood PC had kindly lent their projector, and Cllr Price would supply the screen. The event had been advertised by Church Newsletter E News Website and banners, and a further E News would be sent.
2. Brainstorming- Update on actions. **APPENDIX A.** The Aim to improve connectivity would be progressed with WSCC PROW through WSCC Duncton.
3. Cox's Pond Barrier Gap- Highways to report back at the end of February 2026. There was no update on this matter from WSCC it appeared from the common land Magic mapping system that the barrier was on the common land and as such bars to close the gap would be arranged by the clerk.
4. Flooding along Plaistow Road- The ditch had now been dug, and further heavy rain would test the effectiveness of this.
5. Litter pick 11th April. This event had been very successful with over 20 pickers and a mound of rubbish at the end; the autumn litter pick 17th October 26.

PC/53/26 **Correspondence**

None.

PC/54/26 **Items for Church Newsletter.**

Litter pick, Foxbridge application outcome.

E- News APM 29th April 7.30pm Kelsey Hall.

PC/55/26 **Date of next meetings**

Recommendation: - To note the dates of forthcoming meetings:

- 21st April 2026 7.30pm 21st April 2026 7.30pm Finance Committee- Kelsey Hall
- 29th April 2026 7.30pm ANNUAL PARISH MEETING – Kelsey Hall
- 6th May 2026 7.30pm Planning-Winterton Hall
- 12th May 2026 7.30pm Annual Meeting of the Parish Council- Winterton Hall.

The meeting closed at 8.52pm.

