



Plaistow & Ifold's Annual Parish Council Meeting

Clerk's Report to accompany the Agenda of the Full Parish Council Meeting on 12th May 2026

1. Election of Chair

Election of Chair for 2026/27

s.15 & s.83, Local Government Act 1972 | Standing Order (SO) 5(e) (f) & (i)

The first business to be transacted at the Annual Parish Council Meeting must be the election of the Chair for the forthcoming year.

Nominations for the position of Chair will be made at the Meeting.

Cllr. Jordan, as the out-going Chair, must preside at the beginning of the meeting, until this initial business is concluded.

As the presiding Chair, Cllr. Jordan is permitted to vote – including for himself if he is standing for re-election – and has a casting vote in the case of an equality of votes.

Following the election, the elected Chair will be required to complete a Declaration of Acceptance of Office as prescribed under the Local Elections (Declaration of Acceptance of Office) Order 2012, SI 2012/1465. This is in addition to their Declaration of Acceptance of Office as a Councillor required prior to the start of the meeting.

The Clerk will provide the newly appointed Chair with the form at the meeting.

2. Election of Vice Chair for 2026/2027

s.15 & s.83, Local Government Act 1972 | Standing Order (SO) 5(e) & (g)

The Parish Council *can* appoint one of its elected Members as a Vice Chair; however, there is no legal requirement for a Council to have a Vice Chair. If the Parish Council's Chair is unable to attend a meeting, the Vice Chair automatically presides if present.

Plaistow and Ifold Parish Council has historically elected a Vice Chair and therefore, in accordance with Standing Order 5(e), the Council is permitted to elect its Vice Chair immediately after electing a Chair.

Nominations for the position of Vice Chair will be made at the Meeting. It is not necessary for the Vice Chair to execute a Declaration of Acceptance of Office in relation to their specific role as Vice Chair (on a prescribed form); however, it is good practice for them to do so.

The Clerk will provide the newly appointed Vice Chair with the form at the meeting.

3. Delivery of Register of Interest Forms

In accordance with s.30 Localism Act 2011, Members must, within 28 days of taking office, declare their disclosable pecuniary interests by completing the appropriate form. The Parish Council updates the form once a year as a matter of best practice to keep the forms up to date. This is carried out ahead of the meeting **to follow** the Annual Parish Council Meeting therefore by 10th June 2026.

The Clerk has provided Councillors with this form in advance of the meeting.

Both the Parish Council and Chichester District Council (CDC), as principal authority, must publish Councillors' Disclosure of Interest forms on their websites. The principal authority's Monitoring Officer is responsible for officially holding the Parish Council's Register of Interests for inspection.

Councillors are advised to note:

s.34, Localism Act 2011 makes it a criminal offence to withhold disclosure and/or to fail to disclose any pecuniary interests within 28 days of taking office. Penalties include a fine up to level 5 on the standard scale and potential disqualification from being a councillor for up to 5 years.

10.2 Bank Signatories

Natwest: Clerk; Cllr Woolf; Cllr Colmer; Cllr Jordan.

Unity Bank: Clerk; Cllr Jordan; Cllr Woolf; Cllr Colmer. **Closed 17th April 2026**

CCLA- Public Sector Deposit Fund: Cllr Woolf; Cllr Colmer and Cllr Jordan.

Administration for the three banks as well as a signatory: Jane Bromley Parish Council Clerk.

10.3 Financial Matters- Insurance

A renewal quote has been received for 26/27. The cover is arranged with the benefit of the sight of our asset schedule and the questionnaire completed by the council. The drop box link to be provided to Cllrs contains the renewal documentation summarised below:

Comparison Includes £50 Administration fee:

Paid 23/24: £1935.09

Paid 24/25: £2018 (additionally bus shelters from 23/4).

Paid 25/26 £2,037.03

Quote 26/27 £TBC

	<u>26/7</u>	<u>25/6</u>
Total Buildings	TBC	£69,870
Gates and fences		£8,642
Fixed outside equipment		£2300
Street furniture		£98,570
War memorials Playground equipment Sports surfaces		£64,815
Other surfaces		£36,772
General content		£7,182
Garden equipment		£495
		Excess £250.00

12. Appointment to Outside Bodies

The following appointments were made in May 2025:

- Tree Warden – Mr. David Lugton; Has expressed a willingness to continue for 26/27
- Footpaths & PRoWs – Cllr. Doug Brown
- Plaistow Village Trust – Cllr. Sophie Capsey; the Council agreed that the lead representative should be a member of Planning Committee.
- Durford Wood Residence Association – Cllr. Jane Price
- Ifold Estates Limited (IEL) – Mr. Jon Pearce, Chair of IEL was invited for appointment. Has expressed a willingness to continue for 26/27
- Winterton Hall Management Committee/Trustee – Cllr. Phil Colmer
- Kelsey Hall Management Committee liaison – Cllr. Phil Colmer
- Highways Lead – Cllr. Sophie Capsey
- Website and Social Media – Cllr. Sarah Denyer
- Community Speed Watch – Cllr. Doug Brown
- Neighbourhood Watch / Police Liaison – Cllr. Jane Price
- Chichester District Association of Local Councils (CDALC) – Cllr. Jane Price
- West Sussex Association of Local Councils (WSALC) – Cllr. Jane Price
- CDC Northeast Parishes Meeting – Cllr. Paul Jordan
- Litter pick – Cllr. Rick Robinson

13. Appointments of Committees

The following Committees were constituted in May 2025

Planning & Open Spaces (maximum 8 Members)

- Cllr. Sophie Capsey, **Committee CHAIR**
- Cllr. Paul Jordan
- Cllr. Andrew Woolf
- Cllr. Sarah Denyer
- Cllr. Doug Brown
- Mr. David Lugton, **Parish Tree Warden**, Co-opted Member with no voting rights. Willing to stand again.
- Mr. Jon Pearce, Ifold Estates Limited representative, Co-opted Member with no voting rights. Willing to stand again.

Finance Committee (maximum of 6 Members)

- Cllr. Phil Colmer, **Committee CHAIR**
- Cllr. Paul Jordan
- Cllr. Nicholas Taylor
- Cllr. Rick Robinson
- Cllr. Andrew Woolf

Winter & Emergency Plan Committee (maximum of 8 Members)

- Cllr. Andrew Woolf, **Committee CHAIR**
- Cllr. Paul Jordan
- Cllr. Sophie Capsey

- Cllr. Rick Robinson
- Cllr. Jane Price
- Mr. Jon Pearce, Ifold Estates Limited representative, Co-opted Member with no voting rights

HR Committee (maximum 4 members)

- Cllr. Paul Jordan
- Cllr. Andrew Woolf
- Cllr. Phil Colmer
- Cllr. Sarah Denyer

14. Appointment of Working Groups

The following members were appointed in May 25

Playpark Working Group

- Cllr. Sarah Denyer
- Cllr. Doug Brown
- Cllr. Paul Jordan

Finance Working Group

- Cllr. Phil Colmer
- Cllr. Paul Jordan
- Cllr. Nicholas Taylor
- Cllr. Rick Robinson
- Cllr. Andrew Woolf

Newsletter Working Group

- Cllr. Sarah Denyer
- Cllr. Nicholas Talyor
- Cllr. Jane Price

Planning Working Group

- Cllr. Paul Jordan
- Cllr. Sophie Capsey
- Cllr. Andrew Woolf
- Cllr. Sarah Denyer
- Mr. Jon Pearce (IEL)
- Mrs. Sara Burrell- Indicated willingness to stand again in 24/25 but no contact since
- Mr. Dave Jordan – Indicated willingness to stand again in 24/5 but no contact since
- Mrs. Ruth Childs
- Mr. Paul Reynolds
- Mr Andrew Chamberlain – Indicated willingness to stand again in 24/25 but no contact since

HR Working Group

- Cllr. Phil Colmer
- Cllr. Paul Jordan
- Cllr. Andrew Woolf
- Cllr Sarah Denyer

Business Plan (Priorities Plan) Working Group.

- Cllr. Sarah Denyer

- Cllr. Nicholas Talyor
- Cllr. Jane Price
- Cllr. Paul Jordan

Biodiversity Working Group

- Cllr. Sarah Denyer
- Cllr. Sophie Capsey
- Cllr. Jane Price
- Sallie Baker from the community willing to stand again for 26/7

20. Tennis Court Land Lease.

Following the Parish Council obtaining a quote for the drafting of a s26 letter the Youth Club have received their own quote from a solicitor known to one of the trustees from a firm in Petworth for £500. The recommendation is to accept this quote to be invoiced to the Parish Council and for the youth club to press ahead with the sending of the letter as no response had been received from the informal request sent by the Youth Club to the Landlord to continue the lease.

22. Plaistow Pre School Play Area Correspondence:

Email 21-04-26 part of a chain of correspondence with the youth club.

Good morning all,

Just catching up with the email chain. I spoke with Joe at the weekend and stated the position of the preschool but here it is for your reference.

The preschool does not have any documented lease with the Luttman-Johnson family. The garden is actually leased from the shop as it was part of their garden for £1 per year. I had a chat with Lorraine the other week and I believe they have 13 years left on their lease. However we do not again have any official documentation of this lease apart from a few notes on some plans of the area and some notes from the meeting agendas (I gave all the documents over to Sallie Baker so assuming you may have them now Jane?) What will happen to the preschool garden once the lease with Lorraine and John is up I'm not sure. It would be worth investigating at a future date, unless you feel that it would be wise to get it sorted along side the youth club tennis court so it's all done in one hit. What are your thoughts?

Happy to help in any way I can.

Kind regards

Alex Pringle

Plaistow Preschool Committee

Winterton Hall