



Minutes of the Annual Council Meeting of Plaistow and Ifold Parish Council which was held on Tuesday 12th May 2026 at 19:30 at Winterton Hall, Plaistow.

Attendees: Parish Councillors: Paul Jordan (Exciting Chair); Andrew Woolf (Chair); Doug Brown; Jane Price; Rick Robinson; Phil Colmer; Sarah Denyer Sophie Capsey. No members of the public. Jane Bromley, Parish Council Clerk.

PC/56/26 Election of Chair for 2026/27

See Clerk's Report.

Recommendation: - To nominate and elect the Chair of the Council for the year ahead and to receive the Chair's Declaration of Acceptance of Office.

RESOLVED Cllr Woolf was nominated as Chair of the Council by Cllr Jordan seconded by Cllr Capsey and all in favour. The Declaration of Acceptance of Office was signed.

PC/57/26 Election of Vice Chair for 2026/27

See Clerk's Report.

Recommendation: - To nominate and elect the Vice Chair of the Council for the year ahead and to receive the Vice Chair's Declaration of Acceptance of Office

RESOLVED Cllr Capsey was nominated as Vice Chair of the Council by Cllr Jordan seconded by Cllr Woolf and all in favour. The Declaration of Acceptance of Office was signed.

PC/58/26 Delivery by Councillors of their Register of Interest forms. Updated forms were received from all Cllrs present.

PC/59/26 Apologies: Apologies received and accepted from Parish Councillor Nicholas Taylor.

PC/60/26 Disclosure of Interests in relation to matters on the agenda. None.

PC/61/26 Minutes. RESOLVED to approve the Minutes of the full Parish Council meeting held on [15th April 2026](#) and for the Chair to sign via Secured Signing in accordance with Standing Order 12(g).

PC/62/26 Public Forum: No speakers.

PC/63/26 To receive reports from County and District Councillors. Recommendation: - To give an opportunity to receive an update from Councillors at a District and/or County level on business and activities that affect Plaistow and Ifold Parish and the local area. District Cllrs -[see attached report](#).

PC/64/26

Adopt the General Power of Competence

Recommendation: - To resolve that the Council has met the conditions of eligibility to adopt the [General Power of Competence](#) for the forthcoming Council year and to readopt this Power.

RESOLVED as readopted

PC/65/26

Financial Matters

1. Financial Reports for 18th April – 17th May 2026 (Payments and Receipts Analysis)

Includes income and payments between 18th April and 17th May 2026 (to be circulated separately) and [bank reconciliation to 30th April 2026](#).

Recommendation: - To receive, review and note the payments, which includes: payments made via Direct Debit; payments made by Debit Card under the [Scheme of Delegation para 1.5](#); and forthcoming BACs payments dated 17th May 2026 and appoint signatories to approve the schedule and to authorise the BACS payments.

RESOLVED as approved the bank reconciliation and payments schedule and to include all Finance Committee recommended grant amounts. Cllrs Price, Colmer and Brown to sign the order for payments and Cllr Woolf to authorise the BACs payments

2. Insurance arrangements for 2026/27

See Clerk's Report

Recommendation: - To renew the Council's insurance policy from 1st June 2026 with Hiscox. The Cyber Policy to be considered in November 2026.

The insurance quote yet to be received and the Clerk was delegated to pay this premium according to the budget approved after circulating the details to the Full Council via email as the premium was due in June 26.

3. Regular payments and budget expenditure

Recommendation: - To consider and approve the [list of regular payments](#) as Recommended by the Finance Committee at its [meeting on 21st April 2026](#) and also to authorise the Clerk to make budget expenditure payments over the course of the year in accordance with [Financial Regulation 5 and 6](#).

RESOLVED as approved.

4. Internal Auditor Appointment for 26-27

Recommendation: To reappoint Mike Platten of April Skies as Internal Auditor for the 2026-2027 Parish Council Year.

RESOLVED to reappoint Mike Platten of April Skies as Internal Auditor for 2026-2027

5. Budget Report 4th Quarter Year End 2025/2026

Recommendation: To note the final budget report for 2025/2026 showing the financial position at 31st March 2026 as approved at the [Finance Committee meeting on 21st April 2026](#).

The Chair of the Finance Committee went through the final budget report for 25-26 advising several large, budgeted amounts were not spent in the year (Winterton Hall Legal Fees £4500, Winterton Hall maintenance £6000 and Planning Consultancy £ 3570 budgets) as well as smaller budget underspends. This created an underspend for the year of £8665 where previously there had been an expected overspend of nearly £17,000.

RESOLVED as noted and approved.

6. [Budget Calculation 2026/2027](#)

Recommendation: To note and approve if appropriate, the Finance Committee recommendations for the budget allocation for the first quarter 2026-2027.

To include an increase in the grant funding budget up to £15,000 an overspend for the year of £3670 over income was anticipated. General reserves were currently over £80,000 and only £4000 ear marked reserves for elections and maintenance totaled only £4000.

RESOLVED as noted and approved.

7. [Grant Application Cricket Club](#)

Recommendation: To review the grant application for £350 for materials to lay a cricket pitch for the cricket team.

RESOLVED as approved to fund the materials up to £350.

8. [Clerk's Delegated Decisions -Scheme of Delegation:](#)

Recommendation: To note the delegated decisions for the month.

- Purchase of 6 tree water gators. £66.64 net out of the biodiversity budget for the year
- Authorise the Planning Consultant to review the CDC decision on Foxbridge Golf club.

RESOLVED as noted and approved.

PC/66/26

Administrative Subscriptions & subscriptions to other bodies

Recommendation: - To consider and resolve upon continuing the Council's subscriptions with

- Secured Signing £12.00 pm, Rialtas Suite £306 pa, Microsoft £104.99 PDF Suite £49.95 pa and TEEC £380.
- NALC & WSALC £704 / SLCC £303 / AiRS £155 / CAGNE £10.

RESOLVED as approved

PC/67/26

Appointment to outside bodies and roles of responsibility

See Clerk's Report

Recommendation: - To consider and appoint Councillors / Co-Opt non-elected Members as the Parish Council's lead representative in the following roles: -

- Tree Warden – Mr David Lugton
- Footpaths & PRowS – Cllr Doug Brown
- Plaistow Village Trust – Cllr Sophie Capsey
- Durfold Wood Residence Association – Cllr Jane Price
- Ifold Estates Limited – Mr Jon Pearce, Chair of IEL.

- Winterton Hall Management Committee – Cllr Phil Colmer
- Kelsey Hall Management Committee –Cllr. Phil Colmer.
- Highways Lead – Cllr. Sophie Capsey.
- Website and Social Media – Cllr Sarah Denyer.
- Community Speed Watch – Cllr. Doug Brown.
- 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. Andrew Woolf.
- Litter pick – Cllr. Rick Robinson.

RESOLVED the appointments as described above and the Neighbourhood Watch and Police Liaison position was removed.

PC/68/26

Appointment of Committee members

See Clerk’s Report

Recommendation: - To appoint Members / Co-Opt non-elected Members to the following Committees and the Chair:

- Planning & Open Spaces – **Chair Cllr Sophie Capsey**. Cllrs Jordan, Woolf, Denyer, and Brown. Mr. David Luton (Tree Warden) and Mr. Jon Pearce (Ifold Estates Ltd representative).
- Winter & Emergency Plan- **Chair Jane Price**. Cllrs Woolf, Jordan, Capsey and Robinson.
- Finance Committee- **Chair Phil Colmer**. Cllrs Taylor, Woolf, Robinson and Jordan.
- HR Committee- **Chair Andrew Woolf**. Cllrs Jordan, Colmer and Denyer.

RESOLVED appointments as described above with the Chair highlighted in bold.

PC/69/26

Appointment of Working Group members

See Clerk’s Report

Recommendation: - To appoint Members / Co-Opt non-elected Members to the following permanent Working Groups and agree the Chair **or else disband the Group**:

- Playpark Working Group- Disbanded
- Newsletter Working Group- Disbanded
- Planning Working Group- Disbanded
- Speed Awareness Working Group- Disbanded
- Finance Working Group- **Chair Phil Colmer**. Cllrs Taylor, Woolf, Robinson and Jordan.
- Business Plan Working Group- Disbanded
- Parish Biodiversity Working Group- **Chair Sarah Denyer**. Cllrs Price, and Capsey.

RESOLVED as approved, all working groups disbanded apart from Finance Working Group and Biodiversity Working Group.

PC/70/26

Committee / Working Group Terms of Reference

Recommendation: - To consider and approve the Terms of Reference documents for the Council's Committees and Working Groups as listed:

- [Finance Committee](#)
- [Planning and Open Spaces Committee](#)
- [Winter Emergency Committee](#)
- [HR Committee](#)
- [Finance Working Group](#)
- [Biodiversity Working Group](#)

RESOLVED as approved with no amendments.

PC/71/26

[2026/27 meeting schedule](#)

Recommendation: - To consider and approve the 2026/27 meeting schedule.

RESOLVED as approved after finding an alternative date from 15th September for the Winter and Emergency Meeting.

PC/72/26.

Standing Orders, Financial Regulations, Code of Conduct & Scheme of Delegation.

Recommendation: - To consider adopting and readopt the following: -

- [Re Adopt the Standing Orders](#)
- [Re Adopt the Financial Regulations.](#)
- [Re Adopt the Code of Conduct](#)
- [Re Adopt the Scheme of Delegation.](#)

RESOLVED as readopted.

PC/73/26

Planning: Neighbourhood Plan:

Recommendation: To receive and approve the submission documents to be sent to Chichester District Council at regulation as recommended by the NP Working Group from their meeting ahead of this meeting on 12th May 2026.

- Submission Draft Plaistow and Ifold Neighbourhood Plan 2023-2039
- Submission Basic Conditions Statement
- Statement of Consultation.

A drop box link to these working documents will be made available to the Councillors.

The Neighbourhood Plan Working Group had met ahead of the Full Council meeting and the recommendation to the Parish Council from this meeting was:

The Chair proposed that the Submission Neighbourhood Plan and the Statement of Consultation be recommended to Full Council for submission to Chichester District Council (CDC).

It was further proposed that the Basic Conditions Statement (BCS), once finalised, be circulated to all members of the Working Group and Full Council ahead of submission to CDC for comment or approval.

If the BCS created necessary amendments to the Neighbourhood Plan and these were only minor, the Clerk and Cllr Woolf were delegated authority to make those changes, circulate the updated documents to the Working Group and Full Council, and—subject to all members’ agreement—submit the three documents to CDC to progress the Neighbourhood Plan to Examination.

RESOLVED to accept the Neighbourhood Plan Working Group recommendation and that should the finalisation of the Basic Conditions statement necessitate minor changes to the Neighbourhood Plan ahead of submission o CDC that these be made by Cllr Wolff and the Clerk and circulated by email to Full Council, ahead of submission.

PC/74/26

Tennis Court Land Lease

See Clerks report

Recommendation: To accept the second quote obtained by the youth club (£500) for a s26 letter drafting to be sent to the Tennis Court Landowner by the Youth Club and for the Parish Council to finance this cost and that the Parish Council to receive the invoice.

RESOLVED as approved to accept the second quote and for the youth club to progress.

PC/75/26

Clerks update & items for inclusion on a later agenda:

1. [CDALC Meeting 19th May 7pm](#) Boxgrove Village Hall- any matters to raise? The Clerk was given proxy vote for the CDALC AGM and there were no matters to raise.
2. PROW- Connectivity meeting with WSCC PROW. WSCC Janet Duncton to be asked to progress this.
3. Annual Parish Meeting Feedback. Approx. 20 residents attended and the speaker had been very informative and interesting.
4. Coxs Pond Barrier Gap. The instalment of a barrier was progressing.
5. Biodiversity Working Group Meeting/ Fast track grant for under £2000. Various dates were to be circulated to the new volunteer the dates being those that the existing group could make.

PC/76/26

Correspondence

See Clerk’s report.

Correspondence from Pre School.

RESOLVED to advise that the preschool revisit this nearer to the end of the lease in 13 years’ time.

PC/77/26

Newsletter items. Thank you to exciting Chair Paul Jordan and welcome to new Chair Andrew Woolf. Vacancies for Cllrs. Biodiversity Working Group. Small grants availability.

PC/78/26

Date of next meetings.

- Planning Committee, 9th June 2026, 7.30pm Kelsey Hall, Ifold.
- Full Parish Council, 10th June 2026, 7:30pm, Kelsey Hall, Ifold.

The meeting closed at 8.45pm