



Notice of Plaistow & Ifold's Annual Parish Council Meeting

Members of the Council are summoned to attend the Annual Council Meeting of Plaistow and Ifold Parish Council which will be held on **Tuesday 12th May 2026** at **19:30** at **Winterton Hall, Plaistow**. Members of the Press and Public are welcome to attend in person and to join remotely please contact the Clerk ahead of the meeting.

Dated: 7th May 2026

Yours faithfully

J Bromley

Jane Bromley

Clerk & RFO to the Council

- | Number | Item |
|--------|--|
| 1. | Election of Chair for 2026/27
<i>See Clerk's Report.</i>
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. |
| 2. | Election of Vice Chair for 2026/27
<i>See Clerk's Report.</i>
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 |
| 3. | Delivery by Councillors of their Register of Interest forms.
<i>See Clerk's Report.</i>
Recommendation: - To formally receive Councillors Register of Interest forms (<i>circulated separately for completion</i>) and to agree that those Members who are unable to submit their forms shall do so by 10 th June. |
| 4. | Apologies for absence & housekeeping
Recommendation: - To receive and accept apologies for absence. |
| 5. | Disclosure of Interests in relation to matters on the agenda.
Recommendation: - To deal with any disclosure by Members of any disclosable pecuniary interests and interests other than pecuniary interests, as defined under the Plaistow and Ifold Parish Council Code of Conduct and the Localism Act 2011 Chapter 7 ss.26 – 37, in relation to matters on the agenda. |

6. **Minutes**
Recommendation: - To approve the Minutes of the full Parish Council meeting held on [15th April 2026](#) and Resolve to sign via Secured Signing in accordance with Standing Order 12(g).
7. **Public Forum**
Recommendation: - To receive and act upon, if considered necessary by the Council, comments made by members of the public in accordance with relevant legislation and the Parish Council's Standing Orders 3(d), (e), (h), (i) – (k). Questions, or brief representations can be made either in person, or in writing provided they were sent via email to the Clerk no later than 4pm Tuesday 12th May 2026. In accordance with Standing Orders 3(f) and (g), Public Participation shall not exceed 10 minutes, unless directed by the Chairman; and a speaker is limited to 5 minutes.
8. **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.
9. **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.
10. **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 paymentst dated 17th May 2026 and appoint signatories to approve the schedule and 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.
 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.](#)

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.
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](#).
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.
7. [Grant Application Cricket Club](#)
Recommendation: To review the grant application for £350 for materials to lay a cricket pitch for the cricket team.
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.

11. **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.

12. **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 –
- Footpaths & PRoWs –
- Plaistow Village Trust –
- Durfold Wood Residence Association –
- Ifold Estates Limited –
- Winterton Hall Management Committee –
- Kelsey Hall Management Committee -
- Highways Lead –
- Website and Social Media –
- Community Speed Watch –
- Neighbourhood Watch / Police Liaison –
- Chichester District Association of Local Councils (CDALC) –

- West Sussex Association of Local Councils (WSALC) –
- CDC Northeast Parishes Meeting –
- Litter pick –

13. **Appointment of Committee members**

See Clerk's Report

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

- Planning & Open Spaces (maximum 8 Members)
- Winter & Emergency Plan (maximum of 8 Members)
- Finance Committee (maximum of 6 Members)
- HR Committee (maximum of 4 members).

14. **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
- Newsletter Working Group
- Planning Working Group
- Speed Awareness Working Group.
- Finance Working Group
- Business Plan Working Group
- Parish Biodiversity Working Group.

15. **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](#)
- [Playpark Working Group](#)
- [Newsletter Working Group](#)
- [Planning Working Group](#)
- [Speed Awareness Working Group.](#)
- [Finance Working Group](#)
- [Business Plan Working Group](#)
- [Biodiversity Working Group](#)

16. **[2026/27 meeting schedule](#)**

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

17. **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.](#)

18. **Planning:**

a) 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.

19. **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.

20. **Clerks update & items for inclusion on a later agenda:**

1. [CDALC Meeting 19th May 7pm](#) Boxgrove Village Hall- any matters to raise?
2. PROW- Connectivity meeting with WSCC PROW.
3. Annual Parish Meeting Feedback.
4. Coks Pond Barrier Gap.
5. Biodiversity Working Group Meeting/ Fast track grant for under £2000.

21. **Correspondence**

See Clerk's report.

Correspondence from Pre School.

22. **Newsletter items.**

23. **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.