



**Minutes of the meeting of the Full Council Meeting held on Tuesday 15<sup>th</sup> July 2025 at 19:30, Winterton Hall, Plaistow.**

- Attendance** **Parish Councillors:** Paul Jordan (Chair); Andrew Woolf; Sarah Denyer; Phil Colmer; Nicholas Taylor; Doug Brown; Rick Robinson; Jane Price.  
WSCC Janet Duncton (left the meeting after item P/25/77)  
No members of the public.  
Jane Bromley, Parish Council Clerk.
- P/25/73 **Apologies for absence:** Apologies received and accepted from Chichester District Councillors Gareth Evans and Charles Todhunter due to their attendance at a CDC meeting. Apologies received and accepted from Parish Councillor Sophie Capsey.
- P/25/74 **Disclosure of Interests:** Parish Councillor Jane Price declared an interest in P/25/79 3) GRANT APPLICATIONS as a volunteer for BEAT, a resident of Durfold Wood and as an organiser for the Tea Party.
- P/25/75 **Minutes: RESOLVED** to approve the Minutes of the Parish Council meeting held on [17<sup>th</sup> June 2025](#) and to authorise the Chair to sign via Secured Signing in accordance with S.O. 12(g).
- P/25/76 **Public Forum:** No speakers.
- P/25/77 **To receive reports from County and District Councillors.**  
WSCC Janet Duncton further advised that she had just completed her mandatory safeguarding training and additional planning committee training as a requirement of the new government was due soon.  
District. In addition to the District Councillors report the Chair noted that the application Townsend in Kirdford for 50 homes had been approved subject to legal agreement S106.
- P/25/78 **Planning Matters**  
1. **Neighbourhood Plan.**  
[See Clerk's report](#)  
**Recommendation:** - To receive the Clerk's update and consider the quote for the Planning Consultant's work on the Neighbourhood Plan and supporting documents up to and including Regulation 15 (Submission Plan). (See attached).

The Clerk's report was noted that the informal consultation of the Draft Neighbourhood Plan was underway. Some comments had already been received and would be reviewed and responded to, via the Statement of Consultation, at a meeting in September of the Working Group.

**RESOLVED** as received and approved the quote for up to £5000 for the Planning Consultant's support for the Neighbourhood Plan's further preparation.

P/25/79

#### Financial Matters

1) Financial Reports to 21<sup>st</sup> June 2025 to 18<sup>th</sup> July 2025

Includes income and expenditure from 21<sup>st</sup> June 2025 to 18<sup>th</sup> July 2025 and the Order for Payment for July 2025 (to be circulated separately) and [bank reconciliations to 30<sup>th</sup> June 2025](#).

**Recommendation:** - To receive, review and note the financial reports and appoint three signatories for the order for payments and authorising bank BACs  
**RESOLVED** as approved and Cllrs Taylor, Colmer and Price authorised to sign the order for payments and Cllr Woolf to authorise the BACs payments.

2) VAT 1<sup>st</sup> Quarter

Includes the adjustment of £28.40 recommended by the Internal Auditor.

**Recommendation:** to note the VAT repayment claim submission with adjustment to claim a total refund of £4804.74.

**RESOLVED** as noted.

3) Grant Applications:

[See Clerks Report](#)

Recommendation: to consider the grant request for approval.

- Scouts -up to £1400
- BEAT -£1000 (total costs £1310)
- Durfold Wood Residents Association- £400
- 80s Tea Party Volunteer Group- £250

**RESOLVED** to approve all the grant applications for the amounts stated.

4) 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: -

- Acceptance of a BEL Signs Play area entrance sign quote for £185 net.

**RESOLVED** as approved and noted that the sign was fixed on the playground gate today.

P/25/80

#### Policies

**Recommendation:** to consider the updated Pension Discretion Policy responses to questions posed as an update to the Policy currently in place.

- [Existing Pension Discretions Policy](#)
- [Proposed Pension Discretions Policy](#).

**RESOLVED** to update the Policy with the proposed Policy set out above.

P/25/81

### Play Parks

#### [See Clerk's Report](#)

- Ifold Play area.

**RESOLVED** as noted that the Ifold Play area had been formally opened and that the grant for the picnic table, bench and bin had been applied for. The Parish groundman was to apply topsoil to the car park end of the Play area to prepare for the installation of a picnic table.

- Lady Hope Play area

**RESOLVED** as noted that the repairs to the play unit of the Lady Hope play area were not satisfactory and they had been reported to the contractor for comment. In addition, graffiti had recently appeared on some of the equipment but so far it had been easy to remove.

P/25/82

### Tree Works

#### [See Clerk's report](#)

- 1) **Recommendation:** To consider quotes for the tree works recommended from the [recent survey](#).

**RESOLVED** as approved to use Contractor 1 as the Council's preferred contractor for familiarity with the trees, some improvement on the price would be asked for.

- 2) **Recommendation:** To consider whether to undertake aerial surveys for the two Oaks at the recreation ground.

**RESOLVED** as approved to use Contractor 4 as the Council's preferred contractor for familiarity with the trees, some improvement on the price would be asked for.

- 3) **Recommendation:** To review the [Sessile Oak survey](#) carried out and note no actions recommended other than resurvey in three years.

**RESOLVED** as noted. The sessile aerial survey to follow.

P/25/83

### 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. CIO: Title Transfer Winterton Hall. No progress yet made.
2. Cox's Pond Water Testing. [See Clerk's Report](#)

Noted the water quality was adequate with no action required.

A chalk treatment could be used as a proactive way to maintain the health of the pond and this would be considered for inclusion in the budget for the 26-27 precept year.

3. Cox's Pond Roadside barrier. Signs have appeared with 23<sup>rd</sup> July works to be carried out.
4. Over 80's Tea Party. To ensure insurance cover and to reflect the Council's enthusiasm for this the event was to be organised under the umbrella of a

Parish Council event, if all original organisers were happy with this change. The grant awarded under P/25/79 3) would therefore become a budget of £250.

P/25/84      **Correspondence**

[See Clerks Report](#)

Overgrown PROW. Next WSCC clearance is December 2025 according to PROW.

The Chair pointed out that the PROW in Kirdford Parish appeared well maintained and the Clerk of the Parish would be asked how this was achieved and whether the Parish funded this.

**RESOLVED** the landowners of the path areas brought up in the resident's email Wsx/807\_1/1 and /637\_1/5 would be contacted to ask them if they would clear the overgrowth across the paths.

P/25/85      **Items for Church Newsletter and [E News Summer 25 publication](#).**

Cllr Taylor was thanked for his hard work on the Summer 25 E-News that had been published with hard copies in the shops.

Items for the Church Newsletter: NP informal consultation, Defibrillator familiarization training, Tea Party, Grants awarded.

P/25/86      **[Date of next meetings](#)**

Recommendation: - To note the dates of forthcoming meetings:

- Finance 29<sup>th</sup> July 7.30pm Winterton Hall
- Planning 6<sup>th</sup> August 7.30pm Winterton Hall
- Planning 3<sup>rd</sup> September 7.30pm Winterton Hall
- Full Council 9<sup>th</sup> September 7.30pm Winterton Hall

**The meeting closed at 8.21pm**