



Minutes of the Full Council Meeting on Tuesday 14th October 2025 held at 19:30, Kelsey Hall, Ifold.

Attendance **Parish Councillors:** Sophie Capsey (Acting Chair); Rick Robinson; Jane Price; Phil Colmer; Doug Brown; Andrew Woolf. CDC Gareth Evans (arrived during P/25/105 and left after P/25/106); Two representative of Green Plan Developers (left after P/25/105); A representative of Shillinglee Residents (left after P/25/105) and 2 other members of the public (left after P/25/105). Jane Bromley, Parish Council Clerk.

P/25/102 **Apologies for absence:** Apologies received and accepted from Parish Councillors Paul Jordan; Sarah Denyer and Nicholas Taylor. WSCC Janet Duncton and District Councillor Charles Todhunter.

P/25/103 **Disclosure of Interests:** None.

P/25/104 **Minutes:** **RESOLVED** that the Minutes of the Parish Council meeting held on [9th September 2025](#) are accurate accounts of the meetings and resolve to sign via Secured Signing in accordance with S.O. 12(g).

P/25/105 **Public Forum:** A representative of Shillinglee Residents spoke concerning the turning down of a TRO 30mph and then 40mph for the Shillinglee Road by WSCC Highways. It was a road with sharp bends and narrowing which creates an extreme hazard when cars are travelling at speed. The 60mph limit is misleading to drivers not familiar with the road.

The Clerk would send the residents' comments to the WSCC Highways Officer who had dealt with the application and ask for his comment. Residents felt the decision was contrary to Traffic Speed Policy. The WSCC Highways response would be included on the next agenda for the Parish Council to consider if any further action could be taken to assist the residents.

Two representatives (Rob Burnham and Matt Waters) from Green Plan Developers spoke concerning the site Land North of Little Springfield Farm. They were at the very early stages of the planning process for this site which was a site allocation in the previous Chichester Local Plan and carried forward into the recently adopted Local Plan, for 10 units. They advised they had been working on the access to the site which would be directly from the field onto the Plaistow Rd and not via Springfield drive. WSCC Highways had recommended that some form of pedestrian access to the bus stop at the Ifold Stores area should be considered, to be compliant with their Active Travel Policy and the Parish Council's views on this were sought. In addition, there

Sophie Capsey

was the possibility of additional land be used to extend the site to adjacent land, belonging to the same owner, to accommodate more housing up to an additional five units.

The Parish Council commented that pavements along the roadway from the site to the bus stop may not be popular with residents. Regarding the additional land and housing this was a matter to be discussed with Chichester District Council.

P/25/106 **To receive reports from [County](#) and [District Councillors](#)**

Cllr Robinson commented on the poor-quality rubble that had been used on the bridleway near Lagoon 3 to accommodate vehicle movements for the emptying of Lagoon 3. The plastic debris contained within the rubble is contaminating the surrounding land.

P/25/107 **Planning Matters**

1. Land North of Little Springfield Farm

Recommendation: To discuss any matters arising from the discussions held during the adjournment regarding this allocated residential housing site.

The Parish Council commented that the opportunity for Active Travel to arise from this site along Plaistow Road should be thoroughly looked into and could prove beneficial if carried out sympathetically.

2. Neighbourhood Plan.

Recommendation: - To receive a verbal update on and discuss Councillor attendance regarding the event on 29th October.

The event on 29th October was discussed and Councillors volunteered for attendance at the event as follows:

10am to 1pm: Jane Price, Sophie Capsey and Andrew Woolf.

From 6.30pm to 9pm Jane Price, Sarah Denyer and Andrew Woolf.

The Parish Council discussed a request for a meeting from a Non-Designated Heritage Asset property owner that was proposed for designation in the emerging Neighborhood Plan. 7.30pm ahead of the Full Council meeting on 12th November was agreed as a suitable time for this.

The updated comments preferred by residents commenting on the Local Green Space proposal of Ancient Woodland in the centre of Ifold were discussed for inclusion in the comments table for this consultation event and Parish Council responses to these were agreed. The Consultation comments table will now be published.

3. Assets of Community Value

See Clerks report.

Recommendation: To consider applications for this designation.

Adjustments were made to the Ifold Stores application and letter to the owner as a result of the recent closure of the stores and all applications were **RESOLVED** as approved for submission to Chichester District Council.

4. Foxfields

See Clerks report.

Recommendation: To further discuss this matter.

This item is to be carried forward.

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Financial Matters

1) Financial Reports to 19th September 2025 to 18th October 2025

Includes income and expenditure from 19th September 2025 to 18th October 2025 and the Order for Payment for ratification for October 2025 (to be circulated separately) and [bank reconciliations](#) and [2nd quarter VAT Return to 30th September 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 Councillors Colmer; Price and Capsey were nominated to sign the Order for payments and Cllr Woolf to authorise bank payments.

2) Cyber Insurance

See Clerks report.

Recommendation: to review the cyber quote and confirm acceptance.

RESOLVED to pay the premium of £358 as quoted.

3) Precept 26-27

Recommendation: to note the forthcoming precept calculation process is to begin on 5th January 26 with a Finance Working Group meeting. Councillors are asked to consider projects for consideration in this process ahead of this date to allow time to obtain quotes etc.

RESOLVED as noted.

4) Grant Application

See Clerks report.

Recommendation: To consider the application for a grant from Plaistow School- £639.

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RESOLVED to approve the grant application for £639.

5) 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 purchase 6 x banners for the NP event at a cost of £260.45 net.
- To settle invoices from:
 - GEH Maintenance £265.00 and
 - Henfield Fencing £1461.00 gross.

ahead of payments schedule as these were amounts approved at quote stage.

RESOLVED as approved.

Tree Works

See Clerk's report.

1. **Recommendation:** to consider the two quotes for works on the Sessile Oak

Quote 1. £580

Quote 2. £450

RESOLVED to approve quote 1 with an attempt at a small reduction in the quote. The additional expenditure was thought appropriate due to the quality of work carried out by the contractor.

2. **Recommendation:** to consider the purchase of a tree to replace the fallen willow at Plaistow Green.

RESOLVED to pass on the decision of selecting a species for this to the Tree Warden.

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Play Parks

- Lady Hope Play area. Fence and bench repairs quote £220.

Recommendation: To consider whether to ahead with quote £220 for fence and bench repairs. The picnic bench, secured with concrete, will be more difficult to remove than envisaged.

RESOLVED to proceed and to consider in the precept an amount of funding to replace the picnic table next year.

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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. Cox's Pond Roadside barrier. No progress on this WSCC have acknowledged submission of safety alert but there has been no action to date.
2. School car park capacity- A resident has commented the car park is now insufficient for the number of staff.

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The school were to be asked how much undercapacity there was in their car park necessitating parking on the road.

3. Biodiversity Working Group. Verbal update.

The dead hedge on the Plaistow Green was still to be constructed, and dates had not yet been agreed, The Community Orchard along the Durfold Road was progressing.

4. Ground maintenance contract three years to 2028/2029. Verbal update.

Contract quotes were in the process of being obtained.

5. Playground maintenance contract for the season ahead. Verbal update

Quotes for the next season were being obtained.

6. Winter snow clearance contract. Verbal update.

Contracts had been drawn up and were in the process of being signed by the contractor.

7. TPO Ancient Tree at Ifold Stores: An [application for a TPO designation](#) submitted.

An outcome of this application as awaited.

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Correspondence

See Clerk's report.

The Traffic Speed problem had been discussed during the adjournment and WSCC Highways would be further approached regarding this matter.

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Items for Church Newsletter. November 26th Neighbourhood Plan Event, Litter pick thank you to participants, Councillor Vacancy.

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Date of next meetings

Recommendation: - To note the dates of forthcoming meetings:

- 5th November 25-7pm- Finance Committee -Winterton Hall
- 12th November 25-7pm- Planning Committee & 7.45 Full Council -Winterton Hall.

The meeting closed at 9.45pm

Sophie Capsey