

MINUTES of the Plaistow and Ifold Parish Council Meeting held on **Tuesday 17th September 2019**, in Kelsey Hall, Ifold.

Present Cllr. Alan Pearson (Chair); Cllr. Sophie Capsey (Vice Chair); Cllr. Paul Jordan; Cllr. Nick Whitehouse; Cllr. Nicholas Taylor; Cllr. David Ribbens; Cllr. James King-Wilson; Cllr. Matthew Hardman and Catherine Nutting (Clerk)

Twenty-three (23) members of the public were in attendance. District Cllr. Gareth Evens and County Cllr. Janet Duncton attended, however left after item 5 to attend other meetings.

Apologies Apologies were received and accepted from Cllr. Phil Colmer; Cllr. Paul Reynolds and District Cllr. Natalie Hume.

Cllr. David Brook resigned prior to the meeting. His resignation was accepted by the Chair. The Clerk will notify CDC's Electoral Services and a Vacancy Notice will be published.

C/19/126 To receive declarations of Members' pecuniary interests relating to agenda items

Pursuant to paragraph 7 of the Parish Council's Standing Orders, Cllr. James King-Wilson contacted the Clerk in advance of the meeting seeking dispensation to be permitted to take part in the wider discussions regarding the Plaistow & Ifold Neighbourhood Plan at item 7 of the agenda. The Clerk **allowed** Cllr. King-Wilson's request. The dispensation statement, which was prepared in advance of the meeting by the Clerk, was read out and is appended to these minutes as A.

C/19/127 Representations from Members of the Public: To receive and act upon, if considered necessary by the Council, comments made by members of the public.

Following the implementation of the new 30mph speed limit along Plaistow Road, Ifold alterations to the new signage are required at The Drive junction with Plaistow Road (Ifold Estate Limited land) and on Foxbridge lane. This will be reported via the Love West Sussex App. Cllr. Capsey

To receive reports from County and District Councillors

Due to the need for Cllr. Evans and Cllr. Duncton to leave promptly to attend Wisborough Green's Council meeting, the Chair agreed to receive their reports prior to the Wephurst Estate public consultation.

County Cllr. Duncton reported that WSCC is looking for more families willing to foster children in care. There is a new Commissioner heading up the Children's Service department. WSCC's Children's Homes have been assessed as either Good, or Outstanding. The West Sussex Youth Council wishes to discuss knife crime.

Sage House in Tangmere is a community hub for dementia run by the charity Dementia Support. It is into its second year offering Dementia services to the community. <https://www.dementia-support.org.uk/sagehouse/>

The Member's Development Working Group is holding an evening meeting at County Hall on 23rd October 2019.

Cllr. Capsey thanked Cllr. Duncton for her assistance organizing the repair to the Dunsfold Road culvert.

A Member of the Public asked Cllr. Duncton to remain for the Wephurst Estate Public Rights of Way discussion; however, she was unable to stay due to her attendance at Wisborough Green's Parish Council meeting.

District Cllr. Evans reported that a consultation is underway to consider changing CDC's meeting times to make them accessible for working Councillors, like himself and electors. Currently all meetings are held during office hours, which indirectly discriminates against those in full time work from serving in public office. However, Cabinet wishes to keep the status quo. The issue will be discussed at the next full Council meeting. Members are campaigning heavily to bring about change and wish to make electors aware of the situation. CDC is very unusual in having meetings during the day.

Publication of the CDC Local Plan is June 2020. There has been some opposition to the Plan in Council and Cabinet has been asked to write to the Secretary of State regarding the declared climate emergency and the adjustments needed to the Local Plan. However, the content of this letter has not been shared.

Affordable housing is an agenda item for the Council meeting on 24th September; it is hoped that the number of affordable housing will be increased.

Cllr. Evan's surgeries continue to be well attended.

Cllr. Hume's report is appended below as B.

C/19/129

Wephurst Estate, Public Rights of Way: To consider how these routes may be improved. The issues of trespass, residence privacy and the requirements of running a commercial farm will be addressed

Mr Muddle, Landowner of the Wephurst Estate, provided some historical context. It has always been a community arable farm and there are no plans to diversify the business. Mr Muddle wishes to expand the farm and upgrade the facilities. Mr Muddle's family wishes to safeguard their privacy and that of their employees who live on the Estate. They are therefore considering re-ordering the Public Rights of Way (PRoW) in consultation with WSCC's Access Ranger, The Ramblers (formerly the Rambler's Association) and the Community. Mr Muddle thinks there is scope to improve the PRoWs and wishes to invite and understand the Community's views through the public consultation process.

There has been a recent incident of malicious damage to property, incidents of trespass and the removal of signs advising people where they are permitted to walk. It is a matter of balancing the security and privacy of the family with the rights of the Community to enjoy the PRoW.

In June a dog suffered possible Blue-Green Algae poisoning which it had been reported as resulting from the dog swimming in a body of water on the Wephurst Estate and had to be put to sleep.

Subsequent testing of the water by the EA was negative for Blue Green Algae. In the intervening period the Environmental Agency (EA) and CDC's Environment Protection department had been made aware. Signage was erected by Mr Muddle and information from the EA, regarding the naturally occurring blue-green algae blooms, was disseminated. The water body was not on a PRoW. Social media comments were unpleasant and upsetting. WSCC's Access Ranger has confirmed that the PRoW are publicised and clearly marked.

Mr Muddle is of the view that changes can be made to the current PRoW, which would improve the walking experience of the Community on the Estate, whilst diverting walkers away from the main house and worker's residents, which he feels is an unnecessary intrusion. One Member of the Public voiced their support for Mr

Muddle's position.

Mr Muddle advised that following his purchase of the land in 2016, he lodged a map and statement with WSCC under s.31(6) Highways Act 1980 indicating the PRoW and Bridal Ways over his land.

Mr Muddle referred to an informal historical meeting with former Councillor Forewood who, at that time, was the Parish Council's PRoW Representative and Mr King-Wilson, who was not then a Councillor. A proposed route was devised. A copy of this map is now attached to these minutes at C.

A Member of the Public raised a concern that the Parish Council had previously held talks with Mr Muddle, which had not involved the Community. Cllr. King-Wilson explained that he had been approached by Mr Muddle, as a neighbouring landowner and long-standing resident, to put him in touch with the Parish Council's then Member for footpaths. An informal 'walk about' on the Estate took place and possible changes to the current PRoW were discussed. Following this information gathering exercise it was the intention to bring the matter to the attention of the full Parish Council; however, Cllr. Forewood resigned and the matter was never presented.

Members of the Community voiced their concerns that Mr Muddle's proposed changes extend beyond those which are necessary to protect resident's privacy and negatively impact upon the Community's enjoyment of the Estate. Several Members of the Public stated that the Community had walked on the Estate, unhindered, for many years. The following number of years were stated: over 30 years, 14 years and 17 years. In the absence of PRoW, there is no right to walk on the Estate.

Another Member of the Public advised Mr Muddle that it was their intention to apply for a Definitive Map Modification Order (DMMO), via WSCC's legal department, in relation to many of the undesignated pathways and tracks. It was their assertion that s.31(1) Highways Act 1980 was satisfied and a Presumption of Dedication exists as the Community's enjoyment of these ways had been uninterrupted and unchallenged for over 20 years. Mr Muddle would have the right of response and appeal, if he does not agree. Mr Muddle acknowledged the residents right to make an application, but reminded the meeting that until the conclusion of DMMO process and the dedication of these paths as PRoW, the public do not have a right to walk on these areas of the Estate and

to do so is trespass at their own risk. Mr Muddle would prefer that any changes to the PRoW are done by mutual agreement rather than legal confrontation.

Mr Muddle agreed to investigate a rider's concern that a drainage pipe appears to discharge onto a bridal path, however on being shown a photograph of the drain, he did not recognise it as part of Wephurst. Clerk

Due to time pressures and the fact that Mr Muddle's proposal/map was not circulated in advance, or clearly visible at the meeting, it was agreed that a separate public meeting would be convened to allow all parties an opportunity to give their views. The Parish Council will act as a neutral facilitator to assist the community to resolve this issue; however, the Parish Council does not adopt a formal position.

C/19/130

Highway

a. Matters to be reported by Members

Potholes along the Dunsfold Road remain a concern and will be reported to Highways via Love West Sussex. The issues have previously been reported and three pop holes were filled. Cllr. Capsey

b. Ditches

The Parish Council has written to six landowners along the Dunsfold Road regarding the ditches, which have a propensity to flood in bad weather. Many landowners are unaware that they are Riparian Owners under the Land Drainage Act 1991 and are responsible for the maintenance and upkeep of the ditches to ensure they do not become a flood risk to people, property and the highway. The Parish Council has asked the landowners to inspect their ditches and take appropriate maintenance action, where necessary, to prevent flooding on Dunsfold Road.

c. Rural hedge/verge cutting

The Parish Council is aware of Community dissatisfaction regarding the standard of hedge and verge maintenance undertaken by WSCC Highways. The Parish Council has previously reported areas in need of attention, which impact driver visibility. WSCC are not aware of any Highway department maintainable hedges in the Parish. It is the adjoining landowner's responsibility to maintain their hedges and Highways serve notices on landowners as and when the need arises. The Parish Council has made enquiries regarding taking over some of the maintenance responsibilities. In principle this could be

considered under licence, or other similar agreement. The Parish Council would have to comply with Health and Safety Regulations and minimum standards of liability insurance. WSCC will soon be implementing a new initiative which will simplify the process with regards to meeting community aspirations, such as taking over the operation of grass and/or hedge cutting.

A couple of local farmers have been identified who would be willing to undertake hedge/verge maintenance on behalf of the Parish Clerk Council. Councillors resolved to wait until WSCC have published their initiative and revisit the matter once more information is known, including cost implications.

d. Issues to be reported via Love West Sussex

As previously highlighted under other agenda items.

e. Road safety: Visibility coming out of Chalk Road, Ifold

The general area has been reported to Highways; however, the hedgerow belongs to the adjoining landowner. The Parish Clerk Council resolved to write asking that the hedge be cut back.

f. Plaistow Rd, Ifold Change of Speed limit

WSCC Highways implemented the change of speed limit along the Plaistow Road, Ifold from 40mph to 30mph on Monday 16th September.

C/19/131

Finance Matters

a. To approve Order for Payment

The attached Order for Payments was approved and signed (D).

b. VAT Return

The Parish Council has received its 2018/19 VAT return from HMRC totalling £8,278.65.

c. Grants / s.137 payment update

The 2019/20 PC Grants are due to be paid this month. These were approved at a full PC meeting on 12th March 2019 at C/19/036(b). Clerk

d. Nell Ball bench insurance claim update

The Parish Council's insurer has issued payment for £289, net of VAT and the £250 policy excess, in settlement of the claim regarding the damaged bench at Nell Ball, following the road traffic collision in June 2018. The Parish Council resolved to ring-fence the money for Parish seating expenditure. The cost to replace the Nell Ball bench Clerk was met by the 2018/19 New Homes Bonus grant.

The Parish's Seating Survey needs updating. Cllr. Capsey agreed to take the role of lead Councillor. Cllr. Capsey

e. Finance Steering Group (FSG) meeting update

The minutes of the FSG meeting dated 31st July 2019 were circulated to Members in advance and were adopted by the Parish Council. They are appended to these minutes at E.

It is important that when the Parish Council is asked to commit funds to a new project, Councillors understand to what extent that falls outside the relevant budget line and the impact on the reserves. If the Parish Council commits to spending the budgeted amounts on some of the larger projects the reserves at the end of the financial year will be lower than at the start; despite an express intention to build up the depleted reserves following Crouchlands Farm. The FSG recommends that in future a contingency is built into the budget/Precept.

f. Updated Financial Regulations

The Parish Council unanimously resolved to adopt the National Association of Local Council's updated Financial Regulations dated July 2019. Clerk

g. Asset Register

The Parish Council resolved to undertake a comprehensive 'stock take' of all its assets, including their location and condition and to fully update its Asset Register document. The Parish Council has until April 2020 to complete this task, which was identified by the internal auditor. Clerk / All Members

h. Parish Online training

The Parish Council unanimously resolved to pay for Members to be trained to use the system. Clerk

i. Parish Council's New Website

A new website is a necessary expenditure this financial year, as the Parish Council's current one is no longer functioning. Recent changes in the law relating to the accessibility of public authority websites mean that the Parish Council would otherwise have to spend money ensuring the current website is compliant to avoid penalty fines. Three quotes were obtained and circulated to Members in advance of the meeting.

Members discussed the merits of each provider's quote. It was agreed to use a company with specific knowledge and expertise in the Local Government sector. The Parish Council resolved to instruct Clerk

TEEC based on overall competitive price and greater flexibility in design options.

j. Development of Strategic Business Plan / Precept update

Councillors agreed that it would be financially prudent for the Parish Council to develop Strategic Business Plans (SBP) for all current and future projects. The 2020/21 Precept must be agreed on 21st January 2020. All 2020/21 projects should have SBPs before 21st January. The Parish Council can borrow money under the Public Works Loan scheme (PWL) for specific capital projects and factor the cost of annual repayments into the Precept. Councillors resolved to discuss project requirements at the next meeting (29th October) and budget for a generous contingency within the Precept. Clerk

k. Bus Shelters

The PC wishes to embark on an ambitious project to provide improved bus shelters in both Plaistow and Ifold to facilitate the use of public transport, especially around the use of the school bus. The Parish Council was recently approached by some elderly Plaistow residents asking that a bus shelter be provided at the Sun Pub stop. Commercial wooden bus shelters are expensive. West Sussex County Council has a Community Volunteer Programme (CVP) that will build bespoke bus shelters for the cost of the materials only, which is borne by the instructing Parish Council. Whenever the CVP Team embark on a new project they include local volunteers. The CVP Team are fully insured and they have their own tools. Therefore, there is great potential to harness the skills, time and dedication of the community to take this project forward. Clerk Councillors resolved to ask the Plaistow Village Trust if they would contribute towards the cost of materials and revisit this matter on 29th October.

l. Football ground

Plaistow Football Club has asked the Parish Council for assistance to safeguard Foxfields football ground as a community space. The Football Club has a 50 year leasehold agreement with the F.W. Gibbs Will Trust, which has 5 years left to run. They would like to renew the lease. Foxfields is marked on Country / District maps as recreational land and is proposed for Local Green Space designation in the Neighbourhood Plan, for the important recreational amenity it offers residents. Councillors resolved to ascertain the Trust's intentions and revisit the matter. Clerk

m. Plaistow playground improvements update

Plaistow Playground requires some essential maintenance highlighted by the ROSPA safety inspection. An incident was reported whereby a child fell backwards off the slide and was injured by the uneven ground. An essential works specification has been drafted and contractors have been invited to submit their quotes. Looking to the future, the Playground needs substantial and costly works undertaken. The PC has not invested significantly in the Playground for some time and it is the only one in the Parish. Councillors resolved to conduct a community consultation to inform a SBP and obtain quotes for significant improvement works.

Clerk / Cllr.
Capsey / Cllr.
Jordan & Cllr.
King-Wilson

C/19/132

Winterton Hall

a. Cllr. Colmer to be appointed to Management Committee
Unanimous resolution. First meeting is 8th October.

Cllr. Colmer

b. Funding request for heaters

The Winterton Hall Management Committee (WHMC) have been professionally advised that one of the four Night Storage Heaters has failed. Due to the age of the heater and the lack of available parts, it is expensive to repair; it would be more cost effective to replace all the heaters. They have asked the Parish Council for £2,800 towards the cost of replacement as recent essential maintenance expenditure has depleted their reserves. The WHMC hold several annual fund raising events. Unfortunately, the summer event was cancelled so as not to compete with the 'Because We Care' event.

Councillors agreed that the Winterton Hall is a community asset to be safeguarded and provides the Plaistow Pre-School with a daily venue which requires adequate heating. The Parish Council has budgeted to provide its annual £1,500 grant, together with a special project donation of £500 for lighting repair. Councillors unanimously agreed to pay the WHMC £2,300 towards the heaters. The £500 for lighting repair will be offset against the requested £2,800. The unbudgeted £2,300 will be offset by reducing the Traffic Calming budget to £12,700.

Clerk / FSG

c. Leaking roof update

An inspection of the Winterton Hall roof was carried out on 7th September. The roof is leaking in the same place as approximately 7 years ago. Members of the WHMC have replaced 2 slipped tiles and repaired the cracks. The WHMC will ensure that any debris in the gulley is removed regularly.

- d. Precept budgeting for Winterton Hall maintenance funding requests Clerk / FSG

Unanimous resolution.

C/19/133

Updating Tree Survey Report incl. tree mapping for and by the community

The last Tree Condition Survey for the 32 trees owned by the Council on the Plaistow Village Green is dated January 2017. Trees located on the roadside, or in prominent public spaces should be inspected every 1 year – 18 months. Councillors unanimously resolved to commission an updating report before the winter months. Clerk

C/19/134

Autumn litter pick to be arranged and lead Councillor appointed

The Parish Council organises two litter picks each year; early Spring and in the Autumn. The event is well supported by the Community. A lead Councillor was not appointed. The event will be organised, on this occasion only, by the Clerk and former Councillor Baker. Clerk

C/19/135

Crouchlands Farm

- a. On-site meeting with Artemis Land and Agriculture Ltd

On 31st July a delegate from the Parish Council met with Mr Anthony Fairbanks Weston, Chair of Artemis Land and Agriculture Ltd who own Crouchlands Farm (save from Lagoon 3). During the meeting Artemis' plans for the site were presented. Notes from this meeting are appended at F.

- b. Question to CDC's Full Council Meeting on 24th September
Councillors resolved not to submit a question at this time.

- c. Environment Agency's Action Notice re Lagoon 3

The Environment Agency (EA) has served an Anti-Pollution Works Notice on Mr W. Luttman-Johnson, owner of Lagoon 3. The deadline for compliance is May 2021, which is consistent with Chichester District Council's Planning Enforcement Notice. The EA's submission to Chichester District Council's Planning Committee of 17 October 2018 stated, "we are unable to specify how long it will take an operator to empty the lagoon as it depends on many factors. Based on our understanding of the complexity involved, the deadline of 20 May 2021...is reasonable." In addition, the notice requires the landowner to "take all reasonable ancillary measures to prevent the failure of the earth bund retaining walls, for as long as these continue to be required to provide secure containment of the digestate and associated dirty waters or leachate."

The EA has told the Council that they are not aware of any tests on

the integrity of the lagoon, or its contents; however, they are confident that the lagoon contains digestate and associated dirty waters or leachate. Should Mr Luttmann-Johnson wish to spread the digestate on land under an Environmental Permit, the EA would need to be satisfied that this was suitable for the benefit of agriculture.

The Parish Council resolved to ask the EA if Mr Luttmann-Johnson has responded to/acknowledged the Notice? Additionally, the Parish Council will query that although no testing by the EA has been undertaken, their appointed engineer advised constant monitoring in 2018, which is not being undertaken. Clerk

d. Artemis Land and Agriculture Ltd's Community consultation meeting proposal

Mr Fairbanks Weston would like an opportunity to properly engage with the Community prior to submitting the planning applications. It was discussed that a public meeting should be organised by the Parish Council to provide a public forum where the meeting can be appropriately Chaired and minuted. Councillors resolved to arrange the meeting. Clerk

CDC intend to publish public comments on the Local Plan in November, which will form their revised Local Plan.

e. Instruction of Dr. Gornall update

Councillors resolved not to pursue this instruction at this time. Clerk

C/19/136

Neighbourhood Plan update

The Parish Council resolved to make procedural amendments to the Plan in line with changes to central policy documentation. The Parish Council had intended to make these minor amendments at the Regulation 16 stage; however, CDC have requested they be undertaken prior to submission at Regulation 15. The Parish Council resolved for the Steering Group to move forward with the direct issues, as circulated to Members, as these are not policy changes. Cllr Capsey and Cllr. Taylor objecting. The Plan will be resubmitted at Regulation 15. Clerk / NPSG

C/19/137

Correspondence

a. Gatwick Airport: CAGNE Master Plan leaflet drop

The Parish Council resolved to permit CAGNE to distribute Gatwick Master Plan awareness leaflets on Plaistow Village Green on Saturday 12th October. Clerk

b. PORE Website continuation / costs – update

The Parish Council was approached by the administrators of the PORE website for a contribution towards the website's running costs. However, legal advice from Surrey and Sussex Association of Local Councils (SSALC) is that it cannot finance, in any way, a pressure group.

c. Non-competitive cycling sportive - 5th October.

A non-competitive cycling sportive is taking place on Saturday 5th October 2019 out of Dunsfold Aerodrome. Cyclists will set off in small groups between 07:45 and 9:30. They are due to pass through Plaistow village between 8:15am – 9:22am. No roads will be closed. A Member of the Public contacted the Chair via FaceBook to ask if the Parish Council supports this sportive. The Parish Council is not involved, in any way, in the organisation of the event and takes no position on it.

C/19/138

Items for inclusion on a future agenda (29th October)

- a. Social housing in Plaistow
- b. VE DAY – 8th May 2020
- c. Plaistow Football Ground
- d. Layby extension in Plaistow due to school traffic congestion
- e. Adopt Plaistow village Telephone Kiosk for £1
- f. Frequency of meetings

Clerk

C/19/139

Dates of next meetings

Planning Meeting: 9th October 2019 – Kelsey Hall, Ifold

Full Parish Council Meeting: 29th October 2019 – Winterton Hall, Plaistow

There being no further business, the Chair closed the meeting at 22:10

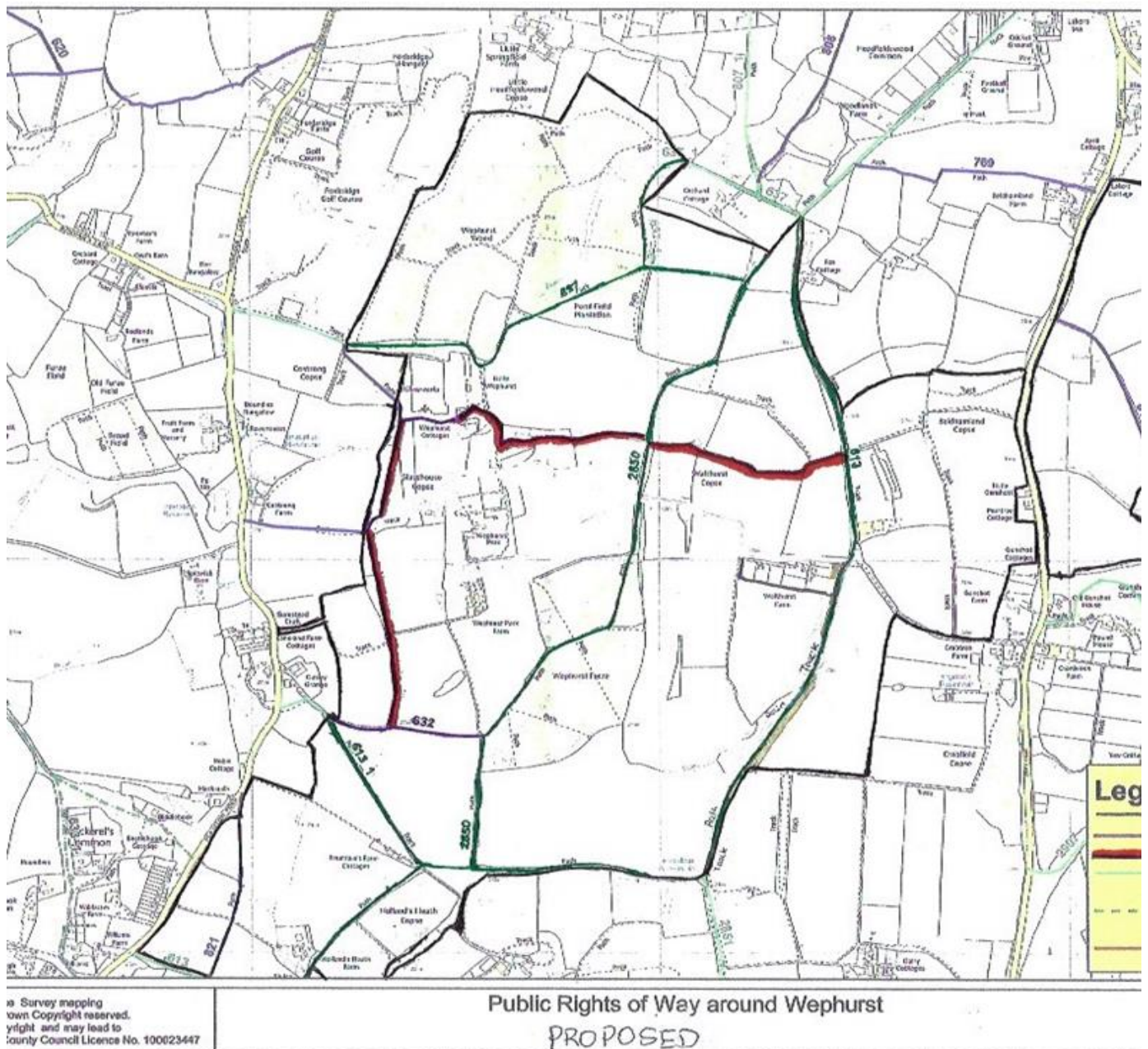
DISPENSATION REQUEST OF CLLR. KING-WILSON: 17TH SEPTEMBER 2019

1. Prior to the meeting the Clerk received a written request from Cllr. King-Wilson for dispensation to be permitted to take part in relation to item 13, 'Neighbourhood Plan Update'.
2. Cllr. King-Wilson has a Disclosable Pecuniary Interest (D.P.I) in the Neighbourhood Plan by virtue of being the landowner of the Brownfield Site referenced in the draft Plan at policy EE 4. The formal address being Little Springfield Farm, Plaistow Road, Ifold, RH14 0TS. Redevelopment of this site is supported by the Parish Council, as outlined at Policy EE 4.
3. The ground on which Cllr. King-Wilson has asked to be permitted to take part in discussions is *"a dispensation is in the interest of persons living in the council's area"* (Standing Order 7(h)(ii)).
4. It is the duty of the Clerk, as Proper Officer of Plaistow and Ifold Parish Council, to consider any Councillor's application for dispensation. The rules on applying for dispensation are set out in the Parish Council's Standing Orders at item 7.
5. The Clerk has previously considered Cllr. King-Wilson's requests on 14th May, 5th June, 25th June and 17th July 2019. The decision documents were read out at each public meeting and form part of the public record and can be viewed on the Parish Council's website, as part of the respective minutes.
6. Cllr. King-Wilson's dispensation request is re-evaluated on each occasion the Neighbourhood Plan comes before the Parish Council for discussion.
7. There has been no material change in the circumstances since 17th July; therefore, the Clerk respectfully refers to the considerations set out in the rationale document dated 5th June and permits Cllr. King-Wilson's dispensation request.

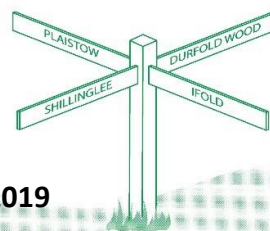
Appendix B (C/19/128) District Cllr. Hume's Report

- I went to local plan workshop recently – lots of lively discussion, and there will be further workshops as part of the process. The Greens have requested that the local plan research process should include an environment report, and this has been agreed and is going ahead.
- Climate emergency – members of CDC have received a letter from Client Earth, a group of environmental activists who are challenging housing policies via legal means. Sarah Sharp, leader of local Greens, is in conversation with Client Earth to get advice on how to balance mitigation of climate crisis with meeting housing quotas required by central government. We are looking at local plans from other councils, for example that of Stroud which is preparing a zero-carbon homes policy.
- Food waste – some questions from residents about why CDC is not participating in the trial. Trying to get more info on this but CDC is aware that food waste is a huge problem and they are looking at the best way to address this. Might well be a food waste collection service in the future.
- Following requests from residents I have approached the council about organising some community recycling points for materials that are not currently collected by the council. Would be useful to have feedback from parish councils on this (e.g. siting of collection points).
- The Greens will be bringing two motions to the full council meeting next week:
 - Six measures to optimise and protect the natural environment: planting additional trees in towns, cities and parks; establishing wildflower meadows on council land (for carbon capture and to support insect and botanical diversity); work towards a pesticide-free district; develop living roofs for bus stops; greening of park displays (e.g. consider pollination in designing planting, use locally grown plants); offer environmental advice to planning applicants to encourage more sustainable building.
 - Electricity suppliers: consider environmental as well as economic objectives in choosing an electricity supplier and consider purchasing electricity from renewable sources.
- Sarah Sharp requested at the overview and scrutiny committee CDC works on an anti-poverty strategy for the district and this is being carried forward.

Appendix C (C/19/129) Proposed amended PROW Route on the Wephurst Estate



PLAISTOW AND IFOLD PARISH COUNCIL



Schedule of receipts and order for payments for July & August 2019 To be approved at the Parish Council meeting on 17/09/19

Agenda Item C/19/131(a)

The signed original document is filed in the Accounts file, YE 31/03/20

RECEIPTS

Payer:	Detail:	Cost Centre/Code	Amount:
HMRC	VAT Return for 2018/19	105 / 0	£8,278.65
AXA Insurance	Insurance claim for the damaged bench at Nell Ball – car incident June 2018	1000 / 100	£289.00
	Total		£ 8, 567.65

PAYMENTS

Payee:	Detail:	Cost Centre/Code	Amount:
SSALC	Clerk Training - Budget Planning Workshop, 4 th Sept. 2019	4103 / 101	£84.00
	Total		£84.00

EXPENDITURE TO BE RATIFIED – paid since last Parish Council Meeting:

Payee:	Detail:	Cost Centre/Code	Amount:
PCC Kirdford	Churchyard Maintenance 2018/19	202 / 4304	£750
Kirdford Baby and Toddler Group	Early Grant Payment approved 17 th July P/19/020b	202 / 4212	£200
SW Transport Ltd	Plaistow Road Speed Reduction and Pedestrian Safety Scheme	4313/301	£1,764.00
SSE	Pavilion Electricity Supply 16 May – 31 July 2019	4310 / 301	£23.03
Sussex Land Services	Ground Works in July 2019	4301 / 301	£402.47
WSCC	Salaries in respect of July 2019	4101 / 101	£1,286.76
Bankline	Monthly Bank Charges for payments made in JUNE (0.40 per payment)	4140 / 102	£2.80
Bankline	Monthly Bank Charges for payments made in JULY (0.40 per payment)	4140 / 102	£5.60
Sussex Land Services	Ground Works in August 2019	4301 / 301	£402.47
Miss C E Nutting	Laptop Antivirus Health Check following possible hack (approved by Chairman via email 02.09.19)		£75.00
	Phone bill 8 Aug – 7 Sept		£7.50
			£7.50

	Phone bill 8 Sept – 7 Oct		
WSCC	Salaries in respect of August 2019 (First increased salary payment backdated to 1 st July and overtime Dec '18- May '19)	4101 / 101	£3,353.66
		Total	£8,280.79

Total receipts £ 8, 567.65

Total expenditure £ 8, 364.79

Signed by Chair: Date:

Signed by Councillor: Date:

Signed by Clerk/RFO: Date:

PLAISTOW AND IFOLD PARISH COUNCIL



31st July 2019

Finance Steering Group

MINUTES of Plaistow and Ifold Parish Council's Finance Steering Group Meeting held on 31st July 2019, in Winterton Hall, Plaistow.

Present Cllr. Phil Colmer (FSG Chair); Cllr. David Ribbens, Cllr. Nicholas Taylor; Catherine Nutting (Clerk & RFO)

1. **Apologies.** Cllr. Allan Pearson (Chair of the PC); Cllr. Paul Reynolds

2. **Declarations of Members' Interests.**

Cllr. Ribbens declared an interest as an Adult Training Officer and Assistant Scout Leader, 1st Ifold Scout Group. The Clerk declared an interest as a committee member of the Kirdford Baby and Toddler Group. Both groups receive s.137 LGA 1972 grant funding from the Parish Council.

3. **Financial Regulations**

The National Association of Local Councils (NALC) published an updated Financial Regulations document in July 2019. The FSG propose that this national standard document is adopted by the Parish Council. If the PC were to be challenged it is better to have adopted the NALC model. It was agreed that our current Financial Regulations are too truncated and not thorough enough. Some paragraphs were amended during the meeting using 'track changes'. The amended Regulations are attached to these minutes at appendix A and will be presented to the full PC for adoption on 17th September 2019.

4. **Financial Update, budget vs forecast**

In advance of the meeting, Cllr. Colmer and the RFO prepared a budget vs forecast spreadsheet, which was carefully considered. The spreadsheet is attached to these minutes at appendix B. It is important that when the Parish Council is asked to commit funds to a new project they understand to what extent that falls outside the relevant budget line and the impact on the reserves. The FSG is concerned that if the Parish Council commits to spending the budgeted amounts on some of the larger projects, such as the Plaistow Road speed limit signage and safer bus stops, the reserves at the end of the financial year will be lower than at the start; despite an express intention to build up the

depleted reserves following Crouchlands. The FSG recommends that in future a contingency is built into the budget/precept. Currently, 50% of the reserves are being spent on non-emergency items. Strategic Planning for projects would help identify how much contingency is needed and would allow the Parish Council to set the Precept accordingly.

The Parish Council had budgeted for the reserves to increase in 2019/20, however the current spending forecast shows a decrease. It was recognised that the agreed increase to the Clerk's salary had not been budgeted for in the 2019/20 precept and this has had a significant impact upon the bottom line. The FSG recommends that the Parish Council reassess the big projects/priority expenditure this financial year, undertakes strategic planning of the desired projects and sets the 2020/21 precept accordingly.

A new website is a necessary expenditure this financial year, as the Parish Council's current one is no longer functioning. Recent changes in the law relating to the accessibility of public authority websites mean that the Parish Council would otherwise have to spend money ensuring the current website is compliant to avoid penalty fines. Quotes are being obtained and it is anticipated that the cost will be under the projected forecast of £2,500.

CIL

Total CIL receipts for 2017/18	£615.00
Total CIL receipts for 2018/19	£4,260.00
Total ring-fenced CIL	£4,875.00

CIL can be retained for 5 years before it either has to be spent/handed back to CDC.

Currently, the PC has the potential to collect £29,827.01 from the following planning applications (CIL payments are made by the developer to CDC upon commencement):

App No	Amount
16/00670/FUL	£4,227.00
18/00508/FUL	£8,363.69
18/01499/DOM	£4,591.13
18/02939/FUL	£9,827.59
19/00782/FUL	£2,817.61
TOTAL	£29,827.01

To date, £4,875.00 of this total has been collected and is available for the PC to spend. CIL payments are made in October and April.

5. **Asset Register**

The Asset Register needs reviewing and updating. It is recognised that some items are not listed, such as litter bins. Councillors will be asked to assist in identifying missing assets/updating the document. The current Asset Register is appended to these minutes. Parish Online will allow the Parish Council to maintain an up-to-date asset register and training for the Clerk and Councillors is being arranged. Nick T agreed to review the Parish's Salt Bins.

6. **Clerk's Training budget**

The FSG agreed that the increased amount was necessary.

7. **Any Other Business.**

None.

8. **Date of next meeting.**

To be arranged for October, after the Full Parish Council meeting on 17th September 2019.

There being no further business, the Chairman closed the meeting at 21:35 hours.

Appendix F (C/19/135) Notes from On-site meeting with Artemis Land and Agriculture Ltd

- * Artemis have been undertaking daily inspections of Lagoon 3 and removing standing water to alleviate pressure on the structure. However, they have been advised to stop this immediately, as the activity establishes a level of legal responsibility for the Lagoon and could leave them liable for any future failure.
- * Artemis are a member of a multi-agency group (EA / CDC / Fire & Rescue etc.) who are currently crisis planning for a failure of Lagoon 3 and are in close contact with each other. The statutory bodies involved are considering their options to compel the owner of the Lagoon to engage with them and begin the decommissioning process.
- * The Enforcement Notice (deadline May 2021) applies to Artemis in so much as they are responsible for decommissioning and removing lagoon infrastructure on their land (pipework and AD3). This work will take approximately 6 months and they anticipate beginning the process in April 2020. However, the existing pipework and AD facility is the safest and most cost-effective way to remove the digestate from Lagoon 3. Once the apparatus is decommissioned the options to empty Lagoon 3 are either to pump directly onto the land, or remove via lorry to an off-site treatment plant.
- * If the owner of Lagoon 3 declares bankruptcy, the official receiver (the state) would be responsible for decommissioning the Lagoon and meeting all costs.
- * Lagoon 1 has already been cleared and it will be returned to a pond in due course. The area around it will be landscaped.
- * Lagoon 2 is to be cleared and returned to a pond; however, Artemis need a Deployment License to spread the content onto the land.
- * Artemis have a 10-year business plan for the Farm. They said their plans are typical of rural diversification across the UK and they are drawing on various other business models, which have been successful. However, they are not interested in competing with other local facilities/businesses as this would reduce their profitability. They are seeking to complement rather than compete. For example, their plans are for a competition level Equestrian Centre and cross-country route unique from anything currently offered locally. CDC have indicated their general support regarding the Equestrian Centre. Artemis are in talks with various bodies regarding infrastructure requirements to support their proposals, such as Highways and the impact of visitor numbers to the site.
- * Artemis are in talks with Brinsbury College to see how the 110 acres of woodland can support courses they offer e.g. woodland management. 25% of the land owned by Artemis is woodland. It is part of their business model and aspirations for the future of the Farm to protect its diverse ecology and rare species (bats/moths/reptiles/butterflies etc) which they consider a valuable asset and will be integral to the site plans.
- * The plans for the Farm have not deviated from those presented to CDC in their Local Plan Review submission document; however, additionally, Mr Fairbanks Weston spoke about a high-end Wedding venue capitalising on the beauty of the site. He mentioned a renovated/converted Hardnips Barn as a potential wedding venue; and 'share farming' opportunities to create jobs and boost the rural economy.
- * Artemis are currently in the planning pre-application stage, which they expect to submit to CDC in September 2019.
- * Artemis expect to have their planning applications granted by March 2020.
- * Rickmans Green – around 100 houses – this is a capital play. They are in talks about providing

facilities such as a school. 30% will be affordable. They are interested in offering an element of housing for older local residents to 'downsize' to. Artemis are upfront about their offer to enter into a s.106 agreement to support the decommissioning of Lagoon 3.

* The Mount would be located on 25 acres of current pastureland with stunning views. This is a pure capital play. A 15,000 sq ft residential property set in 15 acres of parkland. Artemis are in talks with an architect to design The Mount.