

**MINUTES OF A MEETING OF PLAISTOW AND IFOLD PARISH COUNCIL
HELD ON TUESDAY 13th MAY 2008 AT 7.30pm AT WINTERTON HALL,
PLAISTOW**

Present: Councillors - Mr J. Kirby (In the Chair), Mr D. Clement, Mr S. East, Miss V. Forwood, Mr B. Gravestock, Mr T. Laidlaw, Mr D. Lugton, Mrs R. Perrin, Mr D. Ribbens and Mr D. Wheeler

13/08 Election of Chairman for the forthcoming year

Mr Kirby was nominated to be Chairman for the forthcoming year, which he accepted. There were no other nominations.

IT WAS RESOLVED

That Mr Kirby be appointed as Chairman for the forthcoming year

14/08 To receive the Chairman's Declaration of Office

Mr Kirby duly signed the Chairman's Declaration of Office

15/08 Apologies for absence

There were no apologies for absence

16/08 Election of Vice-Chairman for the forthcoming year

Mr Lugton was nominated to be Vice-Chairman for the forthcoming year, which he accepted. There were no other nominations.

IT WAS RESOLVED

That Mr Lugton be appointed as Vice Chairman for the forthcoming year.

The Chairman thanked Mr Gravestock for his Vice Chairmanship over the past years

17/08 Election of Committee Members and Representatives

Planning Committee Mr Clement, Mr Gravestock, Mrs Perrin, Mr Ribbens and Mr Wheeler

Finance Committee Mr East, Mrs Ryder and Mr Wheeler

Recreation Ground/Open Spaces/Rights of Way Working Group

Mr Gravestock, Mr Laidlaw, Mrs Perrin and Mr Ribbens

SALC/Petworth Sub-District

Mr Ribbens

Winterton Hall MC Mr Clement
Kelsey Hall MC Mr Laidlaw
West Sussex Sustainability Forum and Steering Group
Mr Ribbens
Plaistow Village Trust Mr Lugton
Ifold Estates Limited Representative
Mr Lugton
Durfold Wood Residents' Association
Mr Ribbens

Tree Warden Mr Lugton
Pond Warden Mr Gravestock

The Chairman and Vice-Chairman, *ex officio*, are members of all Committees

IT WAS RESOLVED

That Committee membership and representation on outside bodies etc. be as listed above

COMMENTS AND QUESTIONS FROM THE FLOOR

There were no comments or questions from the floor

18/08 Minutes

- (a) The Minutes of the meeting of 11th March 2008 having previously been circulated, were approved and signed by the Chairman as being a true record, following the amendment to the third paragraph from Mr Duthie to PC Hanlon
- (b) The Minutes of the Annual Meeting of the Electors of the Parish held on Tuesday 22nd April 2008 were approved and signed by the Chairman as being a true record
- (c) The Minutes of the meetings of the Planning Committee of 12th March 2008, 9th April and 30th April 2008 were received and noted.

Members noted an amendment to the Committee Minutes of 30th April 2008 – Minute 10/08(b) – to read “....and it appeared that the pond had not yet been cleared”

19/08 Matters arising from the Minutes

There were no matters arising from the Minutes

20/08 Declarations of Interest

Councillor Gravestock declared a **Prejudicial Interest** in agenda item 12(c)(ii) – request for funding from Kelsey Hall - as the Chairman of the Kelsey Hall Management Committee.

Councillor Laidlaw declared a Personal Interest in agenda item 12(c)(ii) – request for funding from Kelsey Hall - as the Parish Council's representative on the Kelsey Hall Management Committee.

21/08 Chairman's Report – including Urgent Matters, as appropriate

(a) Use of The Green

The Chairman reported that a request had been received from Winterton Hall Management Committee to use the Lower Green on 5th July 2008 as part of the 100-year celebrations.

IT WAS RESOLVED

That permission be granted to the Winterton Hall Management Committee for the use of the Lower Green on 5th July 2008, subject to weather conditions

(b) Next meeting of the Planning Committee

Members noted that there were only to planning applications for discussion at the meeting to be held on 14th May 2008.

IT WAS RESOLVED

That the Planning Committee meeting to be held on 14th May 2008 be cancelled

(c) Issue of an Enforcement Notice

Members noted details of an Enforcement Notice issued by CDC in respect of Oaklands, Durfold Wood. It was noted that the Notice took effect from 19th June 2008 with a three month period of compliance.

(d) Chichester District Strategic Housing Land Availability Assessment

Members noted receipt of the Clerk's Report, that this was a technical study to ascertain additional sites within the Parish that could accommodate five or more dwellings. Following discussion

IT WAS RESOLVED

That there were no additional sites for the purpose of the Assessment.

(e) Documents Received

Members noted receipt of the following documents -

South East England Regional Assembly – Regional Housing Board
Regional Housing Strategy 2008-2011

Post Office Counters Ltd

Area Plan Supplementary Decision Booklet for Sussex
No change to original decision regarding Plaistow Post Office

Surrey County Council

Surrey Minerals Plan – Preferred Option

Southern Water

Draft Water Resources Management Plan – for consultation
12 week consultation period – ending 25th July 2008

22/08 Reports of County and District Councillors

District Councillor Hooton commented on the recent agreed increase in Councillor allowances which had been agreed by the District Council and asked that his descension be noted. He also commented briefly on Housing issues, the LDF and the Strategic Housing Land Availability Assessment.

County Councillor Duncton commented that he was meeting the new Cabinet Member for Highways and Transport, County Councillor Clive Roberts, next week. Further that the Primary Care Trust would be announcing their decision regarding hospital service provision in June. He further commented on his disappointment at the on-going Post Office situation and, finally, that the next CLC meeting was on 20th May 2008 at Leconfield Hall, Petworth.

Councillor Lugton commented on the proposal by West Sussex County Council to fund only part of the cost of repair work to the Ifold to Loxwood footpath, leaving the Parish Council to fund £1832. Further that following the incident of an oak tree falling across the Plaistow Road, his inspection of other trees in the area showed that other trees on highway land were at risk of falling. He commented that he had reported this to WSCC a number of times but that no action had been taken.

County Councillor Duncton commented that he would follow up on these issues.

23/08 Confirmation of Meeting Dates

Members noted receipt of the up-dated Diary List to May 2009. Members noted that the meeting date of the Planning Committee to be held on 25th June 2008 would be changed

IT WAS RESOLVED

That the meeting dates be confirmed

24/08 Finance Matters

(a) Accounts submitted for payment

A schedule of Accounts submitted for payment for the period 11th March 2008 to 13th May 2008 was circulated to Members and is attached to the end of the Minutes.

IT WAS RESOLVED

That the payments submitted for payment be approved

(b) Approval of accounts for the financial year 2007/2008

Members noted receipt of the Clerk's Report, together with (a) Budget Monitoring to 31.3.2008 (final outturn); copy Annual Return; Bank Reconciliation to 31.3.2008; Income and Expenditure Account at 31.3.2008; and Balance Sheet at 31.3.2008. Following brief discussion

IT WAS RESOLVED

(a) That the final accounts for 2007/2008 be approved and that the Annual Return be signed by the Chairman

(c) Requests for grant funding

(i) Sussex Air Ambulance Fund

Members noted receipt of the Clerk's Report. Following discussion

IT WAS RESOLVED

That a donation of £250 be made to the Fund and that there be a review in January 2009 for possible future grants

(ii) Kelsey Hall Management Committee

Councillor Gravestock confirmed his **Prejudicial Interest** in this agenda item, as the Chairman of the Kelsey Hall Management Committee, and withdrew from the meeting room.

Councillor Laidlaw confirmed his **Personal Interest** in this agenda item, as the Parish Council's representative on the Kelsey Hall Management Committee.

Members noted receipt of the Clerk's Report with regard to an initial grant of £120 towards the cost of dry cleaning and fire-proofing of the Hall's curtains. Members also noted a further request for a grant of £1000 towards re-decorating costs. Following discussion

IT WAS RESOLVED

That a grant of £120 be paid to the Management Committee forthwith and that a grant of £1000 be paid on completion of the decorating work

- (d) **Extending the role of the Finance Committee**
Members noted receipt of the Clerk's Report as to the current responsibilities of the Finance Committee and the addition of (a) the approval of grants and (b) certain staffing issues. Members considered that the initial consideration of these items would be with the Finance Committee but that they remain the responsibility of Council.

IT WAS RESOLVED

That the approval of grants and staffing issues be initially considered by the Finance Committee but remain the responsibility of full Council

- (e) **Appointment of an Internal Auditor for 2008/2009**
Members noted receipt of the Clerk's Report. Following brief discussion

IT WAS RESOLVED

To defer the appointment of an internal auditor to September 2008

- (f) **Date of next Finance Committee meeting**
Following discussion

IT WAS RESOLVED

That the date of the next Committee would be at the end of June or beginning of July on a date to be fixed

- (g) **Urgent Financial Matters**
Councillor Lugton explained that under the new Local Government Scheme Pension rules, the Parish Council was required to state when the contribution levels would be reviewed. Following brief discussion

IT WAS RESOLVED

That the pension contribution bandings for members be reviewed annually in April

26/08 Review of Standing Orders

Members noted that following Minute 24/08(d) above, Standing Order 47(ii) would be amended, with an additional paragraph, as follows -

The following items to be initially considered by the Finance Committee for Recommendation of full Council –

- (h) The approval of grants
(i) Staffing issues – the Clerk's Terms and Conditions and Succession Planning

IT WAS RESOLVED
That Standing Order 47(ii) be amended as above

25/08 Situation Report on previously reported matters

(a) The Green at Plaistow including Play Area repairs

Members noted receipt of the Clerk's Report.

Members noted that the emergency tree work identified at the last meeting had been carried out. Further that the tree surgeon had recommended that grass cuttings were not piled near to the base of trees. Following discussion

IT WAS RESOLVED
That a letter be sent to the Cricket Club requesting that grass cuttings not be piled at the base of trees.

Members noted that following the meeting with the Open Spaces Working Group and the National Trust on 5th April 2008 a volunteer working group would meet at Todhurst on 28th June 2008 (weather permitting) to clear and tidy the area. It was noted that the event would be publicised in the Parish.

Members further noted that the proposed Licence to the Parish Council in respect of the Lower Green was still awaited.

IT WAS RESOLVED
That this section of the Report be noted

Members noted that the minor repairs to the Play Area would be effected in drier weather. Further that remedial works to the safety surfacing around the roundabout would be deferred until after the RoSPA inspection which would be taking place in June.

The Chairman updated Members on the events surrounding Plaistow PreSchool being denied permission to use The Green on 5th May 2008 for the Maypole Fete and the subsequent movement of the Fete to Kirdford. Members expressed regret that the Fete had to be moved and the subsequent sequence of events. Members noted the invitation from the PreSchool to visit the Pre School at a date in the future

Members further noted that a member of the Cricket Club had driven a large motor vehicle across The Green to the Pavilion on Sunday 4th May and caused damage

Following discussion

IT WAS RESOLVED

- (a) That the invitation from Plaistow Pre-School be accepted; and**
- (b) That a letter be sent to the Cricket Club regarding the incident on 4th May**

(b) Notice Board at Kelsey Hall

Members noted receipt of the Clerk's Report that the notice board was soon to be replaced.

IT WAS RESOLVED

To note this section of the Report

(c) Village Design Statement and Action Plan

Members noted that CDC had rejected the Village Design Statement in its current form in that it was too general and not specific enough about future planning in the Parish. Members noted that a more detailed response was awaited from the CDC Historic Buildings Advisor to assist with re-drafting the document.

Members noted the Clerk's Report with regard to a review of the Parish Plan that a Review Meeting would be held on Tuesday 10th June 2008 at 7.30pm at Winterton Hall. Following discussion

IT WAS RESOLVED

To note this section of the Report

(d) Resurfacing of the footpath from The Drive to the Loxwood Stream

Members noted that two quotations had been notified to WSCC and that WSCC was prepared to accept a quotation in the sum of £4325. Further that WSCC was prepared to pay £2500 towards the total cost with the balance of £1825 to be paid by the Parish Council. This is based on the original offer by WSCC for a grant of approximately £2000 towards materials against the provision of volunteer labour. Members considered that for the Parish to share this cost was totally inappropriate in view of the fact that WSCC had allowed the path to deteriorate over many years to its present state and that the previous request for funding was based on volunteer labour. Following discussion

IT WAS RESOLVED

That a letter be sent to WSCC declining to make a financial contribution towards the project

- (e) **Plaistow Post Office**
Members noted receipt of the Clerk's Report that work was continuing between Post Office Counters Ltd and the sub-postmaster to establish the Outreach Service.

- (f) **Southern Water issues**
Members noted that the situation regarding both sewage discharge at Lavender Cottage, Ifold and the water leak in Rickmans Lane were still ongoing.

IT WAS RESOLVED

That the Clerk follow up both issues appropriately

- (g) **Dunstable Park**
Councillor East commented that the planning application had now been submitted to Waverley BC. The application comprised of some 2600 homes, schools, hospital, power station etc. It was noted that CDC was a statutory consultee to the application. Members considered the view that the application was most likely to be called in by the Department. Following discussion

IT WAS RESOLVED

That a meeting be arranged to discuss the implications of the application with appropriate speakers

26/08 Highway Matters

Members noted that all previously reported matters were on-going.

27/08 Matters raised by members for the next meeting

There were no matters raised

28/08 Dates of next meeting -

Tuesday 2nd July 2008 at 7.30pm at Kelsey Hall, Ifold

There being no other business, the Chairman closed the meeting at 9.50pm