

**PLAISTOW AND IFOLD PARISH COUNCIL
CLERK'S REPORT
FOR MEETING ON MONDAY 15th MAY 2007**

5. Election of Committee Members and Representatives

Committee membership is currently as follows:-

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

Finance Committee Mr Lugton, Mr Ribbens and Mrs Ryder

Recreation Ground/Open Spaces/Rights of Way Working Group
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

8. Declarations of Interest by Members

Members may make any Declarations (personal or prejudicial) at this point of the meeting but they must, in any event, be declared before commencement of discussion of the relevant agenda item.

9. Chairman's Report

At the time of writing there are no items in the Chairman's Report

11. Diary of Meetings for 2008/2009

An up-dated Diary of Meetings for this Council year is enclosed, scheduling meetings of Council, the Planning Committee, the Finance Committee and the Annual Meeting of the Electors of the Parish in 2009.

RECOMMENDATION

That Members confirm the Diary of Meetings

12. Finance

(a) Accounts for payment

A schedule of accounts for payment from 11th March 2008 to 13th May 2008, also detailing monies received, will be available at the meeting

RECOMMENDATION

Members are asked to approve payment of the accounts

(b) Accounts for the year end 31st March 2008

These have now been prepared and copies of the various documents are enclosed with this Report.

RECOMMENDATION

That Council approve the accounts for the year end 31st March 2008

(c) Requests for funding –

(i) Sussex Air Ambulance

From the Clerk's Report for the previous Council meeting – “A review of the Kent, Surrey and Sussex Strategic Plan implemented in 2005 has been undertaken and the Review document is available for Members to look at, if they so wish.

As Members know, a new dedicated Air Ambulance for Surrey and Sussex was launched at Dunsfold Park. A request has been received for funding from Sussex Air Ambulance, which costs £1.5 million per year per helicopter to run a 12 hour, 7 day service for 365 days; or £4,100 per day.

The Annual Report and Financial Statements to 31.3.2007 are provided”.

The Sussex Air Ambulance Area Fund Raiser, Delaine Shearman, was the speaker at the Annual Meeting of the Electors of the Parish on 22nd April 2008 and invited donations, both on a personal level and from the Parish Council. Members may wish to know that the money raised on that evening from those present was £47.72

Enquiries of other Councils show that Wisborough Green Parish Council made a donation of £100.

Members may wish to consider making a ‘one off’ donation or an annual donation

RECOMMENDATION

Members' views are sought

(ii) Kelsey Hall Management Committee

The current application is for a grant of £120 towards the cost of the dry cleaning and re-fireproofing of all the curtains in Kelsey Hall. The total project cost was £245 and was completed in March 2008. The Management Committee accounts to 31st July 2007 have been received and will be available at the meeting.

Members will recall that the Management Committee is seeking a further grant towards internal and external re-decoration costs, the total cost being in the region of £2500 to £3000. The completed application has not yet been received.

RECOMMENDATION

Members' views are sought

(iii) Other on-going applications

The applications from Plaistow & Kirdford Primary School and Plaistow Football Club are awaiting further information.

(d) Extending the role of the Finance Committee

For a variety of reasons the Finance Committee did not meet on either 29th April or 6th May 2008. Members will have previously been circulated with the Committee papers and are asked to bring them with them to this meeting, for discussion.

Briefly, the responsibility of the Committee covers the following areas

- (a) Council Budget preparation
- (b) Council Budget Monitoring
- (c) Preparation of Annual Accounts for Council approval
- (d) Internal Audit Controls
- (e) Insurance arrangements
- (f) Financial Regulations – for approval by Council
- (g) Financial Risk Assessments

Members are invited to consider the addition of two further responsibilities –

- (a) The approval of grants
- (b) Staffing Issues (specifically the Terms and Conditions of employment and Succession Planning – all other staffing issues to remain the responsibility of full Council)

RECOMMENDATION

Members' views are sought

(e) Appointment of Internal Auditor appointment

Currently, the Parish Council's internal auditor is Mrs L. Maidens, a former Parish Clerk. New Regulations have made the position more onerous and requires the presentation of formal internal audit reports.

The Clerk would recommend that Peter Evans, the current Clerk of Loxwood Parish Council, a former District Auditor; and who audits the accounts of a number of local Parish Councils, take the appointment from 31st March 2008. The difficulty is that Mr Evans is currently recuperating from a heart attack, although he is expected to return to full work within the next couple of months.

Currently, no firm costing has been obtained or how many times Mr Evans will want to look at the accounts. It is, however, likely that this will be, at most, twice a year.

RECOMMENDATION

That the appointment of an internal auditor, for the 2008/2009 financial year, be deferred until September 2008.

13. Review of Standing Orders

On the basis that Council resolves to extend the role of the Finance Committee (see previous agenda item), Standing Order 47(ii) would be required to be amended by adding the new responsibilities

RECOMMENDATION

That the amendment to Standing Orders be approved for adoption and signed by the Chairman

14. Situation Report on previously reported matters

(a) The Green, Plaistow and Play Area Repairs

- (i) The emergency tree work to a fallen tree to the right of the Cricket Pavilion, identified at the last meeting, has been undertaken. The contractor, Crown Tree Care, considered that it was not necessary to fell the whole tree and will review the tree again in the summer. The contractor in a separate letter, commented that “the stacking of grass cuttings at the base of any tree is not generally good practice, as the heat generated by the cuttings decomposing, can be detrimental to the tree roots”.

RECOMMENDATION

Members are asked to note this section of the Report

- (ii) The Open Spaces/Rights of Way Working Group met with Daniel Duthie of the National Trust to discuss future management and work at Todhurst. The outcome is that a Volunteer Working Party will meet at Todhurst on the weekend of 28th June (weather permitting) to clear and tidy the area. Mr Duthie will be bringing some of his own volunteer force but has asked that local residents be encouraged to turn out as well. The event is in the current edition of Parish UpDate and additional publicity will be generated, nearer the date.

RECOMMENDATION

Members are asked to note this section of the Report

- (iii) As Members may be aware, due to the extremely wet weather, Plaistow PreSchool was told that they could not use The Green for their Maypole Fete. The Fete was subsequently re-located to Kirdford Football Field. Every assistance was given to the PreSchool in this regard.

RECOMMENDATION

Members are asked to note this section of the Report

- (iv) The minor items required to be undertaken at the Play Area are, at the time of writing the Report, still outstanding, due to the weather. Similarly, a quotation has not yet been obtained for the resealing of the safety tiles around the roundabout. It is hoped that this information will be available at the meeting.

RECOMMENDATION

Members are asked to note this section of the Report

(b) Notice Board at Kelsey Hall

Following a letter being sent to Woodcon, the supplier of the notice board expressing the Council's disappointment and dis-satisfaction, the Managing Director contacted the Clerk, stating that the notice board would be replaced.

RECOMMENDATION

Members are asked to note this section of the Report

(c) Parish Action Plan and Village Design Statement

At the time of writing the Report there is no response from CDC regarding the Village Design Statement.

Members are asked to note that the Review meeting to consider the progress of the Parish Plan and to determine the next course of action, if any, will be held on Tuesday 10th June 2008 at 7.30pm at Winterton Hall. Invitees are the original Parish Plan Steering Group, which included some Councillors, and other people who may be interested. Due publicity will be given nearer the date.

RECOMMENDATION

Members are asked to note this section of the Report

- (d) **Resurfacing of the footpath from The Drive to the River Lox**
Work is continuing on obtaining quotations on behalf of West Sussex County Council.

RECOMMENDATION

Members are asked to note this section of the Report

- (e) **Plaistow Post Office**
The latest ‘official’ news from Post Office Counters is as follows –
“We are working towards the Outreach Post Office facility being in place in the current premises by early summer. Working with the current sub-postmaster, we are aiming that the existing Post Office will only finish when the new Outreach Service is ready to operate, as we would wish to avoid any lengthy closure period during the switchover”.

RECOMMENDATION

Members are asked to note this section of the Report

- (f) **Southern Water Issues**
Councillor Gravestock will give an update regarding sewage discharge in Ifold
The Clerk continues to seek a resolution to the water leak in Rickmans Lane

RECOMMENDATION

Members are asked to note this section of the Report

- (g) **Information regarding Dunsfold Park**
The Clerk has nothing to report

15. **Provision of new Notice Boards**
This section of the Report is still being prepared and will be e-mailed to all Members before the next meeting.

16. **Highway Matters**

- (a) **Highway Matters previously reported**
All matters previously raised have been reported.

The meeting with Steve Johnson at WSCC has yet to be arranged.

Members are asked to bring to the meeting information regarding where grips should be dug, so that this information can be passed to the Highway Ranger team.

RECOMMENDATION

Members’ views are sought

- 18. Date of next meeting -
Tuesday 22nd July 2008 at Kelsey Hall, Ifold**

Sue Kemp – Parish Clerk
5th May 2008