

**PLAISTOW AND IFOLD PARISH COUNCIL
CLERK'S REPORT
FOR MEETING ON TUESDAY 18th NOVEMBER 2008**

4. 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, including the nature of the interest, before commencement of discussion of the relevant agenda item.

If the interest declared is Prejudicial, Members are reminded that they must take no part in the item at all and must leave the room until the conclusion of any discussion and the decision is made. Those Members who do declare a Prejudicial interest, however, are permitted to speak on the issue at the time set aside for Comments and Questions from the Public.

5. Chairman's Report

(a) Receipt of documents

The following documents have been received -

- (i) Southern Water's 2007-2008 Stakeholder Report

- (ii) A series of information leaflets regarding the proposal by the Royal West Sussex and Worthing and Southlands NHS Trusts to merge to form one centrally managed organisation. This will mean that St Richard's, Worthing and Southlands hospitals are managed as one NHS Trust, covering all three sites.

All of the above are available from the Clerk, if any Members wishes to view them.

(c) Ashpark Brickworks

A letter has been received from one of the joint owners of the Ashpark Brickworks site requesting a meeting with the Parish Council "when we would hope to have an open conversation".

As this is a significant site in the Parish, the Planning Committee considered that this would be best dealt with by full Council. Mr David has been invited, therefore, to attend the January Council meeting.

(b) Anonymous Letters

The Clerk has recently received a non-offensive anonymous letter regarding a planning issue in the Parish. The letter has been destroyed. This is not the first time this has happened.

The Clerk, however, would ask that Members approve the inclusion of a small article in the issue of Parish Up-Date regarding this issue, saying that such letters are a waste of the writer's time and will be destroyed

7. Situation Report

(a) The Green, Plaistow including Play Area Repairs

Councillor Gravestock will update Members on the progress of the small remedial works at the Play Area. The fence at the top end of the Play Area has been re-instated.

The new safety surfacing has now been installed. The whole tiles have been retained (Abacus Playgrounds kindly took away the offcut pieces for free) and these are to be laid so as to provide an easier entrance into the Play Area from the road. This work, if not being undertaken by Councillors, could be undertaken by the Council's grounds maintenance contractors.

RECOMMENDATION

Members' views are sought

With regard to the information sign on the gate at the Pavilion side of the Play Area it is anticipated that a quotation will be available at the meeting.

Members are asked to note that the Licence for the Lower Green has still not been received from the National Trust.

Members will wish to know that there has been a recent incident of mindless vandalism at the Play Area, when glass was broken all over the roundabout area. This was reported to the Clerk by a member of the public and was cleared away the following day. An article about the incident has been included in the current edition of Parish UpDate.

(b) New Notice Boards

Members are aware of the current issues surrounding the order for the three notice boards for Winterton Hall and Oak Tree Stores.

Woodon Ltd., with whom the order was placed, went into liquidation on 9th October 2008. The Clerk contacted Woodcon just before 9th October to establish a delivery date and was told that the company was moving to Erith in Kent. There was no indication in that conversation of liquidation. It then proved difficult to get in touch with the previous Contacts. This was finally achieved and a telephone call was received on Friday 31st October saying that confirmation of a delivery date would be given by Tuesday 4th November.

This confirmation was not received and it was only after an extremely terse fax was sent that the following information was received.

The order is now being processed by Display Developments Ltd. (who when answering the phone add Woodcon to the title) with the same contacts as before. Display Developments Ltd say "We will be looking to despatch your order end of January 2009. Unfortunately we were hoping to have the woodwork shop up and running sooner but due to some unforeseen technical hitches the unit will not be ready before Christmas and as such will only be in full production in the new year". It has also been confirmed that the boards and posts are made of oak.

Members are reminded that the value of this order is £1700.

Members may wish to consider that there may be an 'after sales' issue if any difficulties arise with the new boards.

While the Clerk was trying to find out what was happening with the order, the opportunity was taken to re-visit another quotation from Fitzpatrick Woolmer. The quotation received is as follows –

2 x single door notice boards (6 x A4). One lockable and one with a blot fastening. Header panels in each, with green felt backing boards and posts £645 each

1 x double door notice boards (12 x A4). Lockable and as above £925

or

As above (8 sheets) £840

Carriage £90

The boards are made of sapele and stained to a dark oak finish. Total is either £2305 or £2220, depending on the size of the larger board.

RECOMMENDATION

Members' views are sought

(c) Parish Action Plan and Village Design Statement

Members are asked to note that this matter has not been progressed but will be in the New Year.

RECOMMENDATION

Members are asked to note this section of the Report

- (d) **Resurfacing of the footpath from The Drive to the River Lox**
At the time of writing the Report, work on the footpath is being undertaken and the footpath is closed.

RECOMMENDATION

Members are asked to note this section of the Report

- (e) **Southern Water Issues**
Currently, the Clerk has nothing to report
- (f) **Information regarding Dunsfold Park**
Currently, the Clerk has nothing to report.
- (g) **Parish Web Site**
There have been two meetings of the Web Site Working Group. Councillor Wheeler will advise Members of current progress.
- (h) **Plaistow Telephone Box**
The Parish Council's interest in retaining the box, with or without the telephony equipment has been registered with BT. This process has not committed the Parish Council to any obligations, financial or otherwise.

At the time of writing the Report, there is no further information available.

8. Finance

- (a) **Accounts for payment**
A schedule of accounts for payment from 30th September 2008 to 18th November 2008, also detailing monies received, will be available at the meeting

RECOMMENDATION

Members are asked to approve payment of the accounts

- (b) **Budget Monitoring – to 30.9.2008**
Members will find enclosed the Budget Monitoring sheets, together with explanatory notes.

RECOMMENDATION

Members are asked to note this section of the Report

(c) Date of next Finance Committee meeting

This will now be held on the scheduled date of Thursday 8th January 2009 at 7,30pm at Winterton Hall.

RECOMMENDATION

Members are asked to note this section of the Report

(d) Other Financial Matters

Members will be pleased to note that the current year's rent from Plaistow Cricket Club Rent has now been received.

9. Freedom of Information Act Scheme

This agenda item is subject to a separate Report, which contains a variety of Recommendations, together with the proposed Scheme for adoption.

As Councillor Lugton, will be chairing the next meeting, he has had the opportunity of looking at these papers. He is inviting Members to consider the premise that the website should not be 'overloaded', on which Councillor Wheeler will be able to assist. Further, that the initial placing of the information on the site and then keeping everything up-to-date, may prove too onerous for the limited personnel resources of the Parish Council.

RECOMMENDATION

Members' views are sought on the Recommendations as contained in the separate Report

10. Communities in Control – Consultation Paper

Government has issued a Consultation Paper entitled "Communities in Control: Real people, real power, Codes of Conduct for Local Authority Members and employees". The response deadline is Wednesday 24th December 2008.

There are 22 questions covering the areas where the Government invites views. 12 of these questions relate to the Code of Conduct for Local Authority Members and 10 questions on a Model Code of Conduct for Local Authority employees.

The Consultation includes proposed amendments to clarify details of the Members' Code of Conduct, last revised in May 2007. These amendments have been suggested by the revised Code of Conduct's first year of operation and have the support of the Standards Board for England.

There is a significant proposed revision to the Member's Code of Conduct to cover the issue of 'private capacity'. The proposed amendment to the Regulations will extend the Code to cover those occasions where a Member's criminal behaviour, in a private capacity, brings their office or authority into disrepute.

The document also sets out government proposals on a separate Code of Conduct for local government officers. The proposals lists a number of Core Values (similar to those contained in the Members' Code of Conduct); with further Values for employees who are 'Qualifying Employees' viz. those who in politically sensitive posts, those in senior and influential posts; and those who have functions delegated to them under S101 of the Local Government Act 1972.

It has not been possible for the Clerk to fully absorb this document and it is suggested that the Vice-Chairman of Council and one other are given a copy of the document for perusal and a response (if any) prepared for approval by Members by the consultation response date.

RECOMMENDATION

Members' views are sought

11. Highway Matters

(a) Highway Matters previously reported

Items reported at the previous meeting have been reported to WSCC.

12. Planning

As there are only two planning applications received since the last Planning Committee meeting, the Committee meeting to be held on 11th November was cancelled and consideration of the applications deferred until this meeting.

As this Report is being prepared quite in advance of the Parish Council meeting, there may be other applications subsequently received.

The schedule of planning applications received and decisions made is enclosed.

Planning applications by fellow Councillors

Councillor Wheeler has recently told the Planning Committee that he will shortly be submitting a planning application in respect of his property. Advice has been sought from Chichester District Council's Solicitor, to enable Committee Members, to make an informed decision about their position in this matter. The Advice is attached.

13. Matters raised by Members

- (a) Parish Christmas Decorations and Christmas Trees (Councillor East)
- (b) Provision for First Responders (Councillor Ribbens)
- (c) Alternative Sites for the Plaistow PreSchool fete (Councillor Wheeler)
- (d) Grass Cuttings around Trees on The Green (Councillor Wheeler)

14. Date of next meeting -

**Finance Committee
Tuesday 8th January 2009 at Winterton Hall, Plaistow**

**Council
Tuesday 13th January 2009 at Winterton Hall, Plaistow**

Sue Kemp – Parish Clerk
7th November 2008