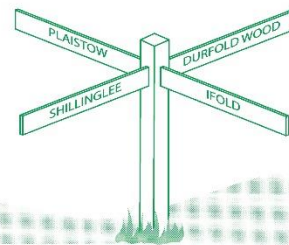


PLAISTOW AND IFOLD PARISH COUNCIL



MINUTES of Plaistow and Ifold Parish Council Meeting held on **Tuesday 20 January 2015** in Winterton Hall, Plaistow.

Present: Sara Burrell (Chairman); Stuart East; Ronnie Perrin; Sallie Baker; Vivien Forwood; David Ribbens; Francoise Lillywhite; Phil Colmer, David Lugton; Nick Whitehouse; Beverley Weddell (Clerk)

West Sussex County Councillor Janet Duncton, Chichester District Councillor Nick Thomas and 4 members of the public were in attendance.

Apologies: Apologies had been received from Cllr Philippa Hardwick and Sophie Capsey.

C/15/001 Public Questions

There were no representations from members of the public.

C/15/002 Declarations of Members' Interests

David Ribbens declared a personal interest in the grant consideration for North Singers.

C/15/003 Minutes

The minutes of the meeting held on the 18th November 2014 were approved as a correct record of the meeting.

C/15/004 Chairman's Report

Mr East gave a brief update regarding Fibre Optic Broadband. Properties connected to Loxwood 1 cabinet should be connected by the end of March 2015. Work in Shillinglee and Durfold Wood was still ongoing and no date had been provided.

The Chairman advised that she had been approached by Loxwood Sports Association regarding non-financial support for children's sporting activities and a summer club aimed at children in the parish. She had suggested they approach the school. It was possible that the parish council may be able to help out by letting them use some of the equipment from the cricket club.

The Chairman had been in correspondence with WSCC Footpath and Bridleway Officer, in particular regarding the bridleway accessed from Ifold via Whephurst Park. WSCC had quoted £10,000 to upgrade the bridleway and the Chairman had suggested these works may be done with the help of a voluntary workforce. It was agreed that the parish council would put notices up on the footpaths asking for volunteers to contact the Clerk. Cllr Duncton advised that there will be some helpful information regarding volunteer schemes for footpaths coming out with the minutes of the recent CLC meeting.

ACTION

Mrs Burrell

A resident had requested whether a litter bin could be provided at the layby at the end of Foxbridge Lane as there was a large accumulation of rubbish. CDC had previously advised against this as it was likely to attract dumping of rubbish.

C/15/005 Reports from County and District Councillors

a) West Sussex County Councillor, Mrs Janet Duncton, reported that the CLC had money available for grant funding to non-precepting authorities, which may be helpful for Loxwood Sports Association.

Members had voted not to support a second runway at Gatwick, in response to the current consultation. The Government was expected to make a decision in about a year's time about where a new runway would go at Heathrow or Gatwick.

ClIr Duncton did not yet know whether she would be on the Planning Committee on 3rd February considering the Crouchlands application, but would in any event, speak on behalf of the parishes.

b) Chichester District Councillor, Mr Nick Thomas reported that the Leader of the Council would be standing down at the May election and that ClIr Philippa Hardwick was standing to take her place on the Fernhurst Ward. Mrs Denise Knightley, of Ifold, would be standing for the Conservatives in the Petworth Ward. ClIr Thomas said how much he admires the hugely energetic local campaign relating to Crouchlands Biogas.

C/15/006 Airports Commission Consultation on a second runway at Gatwick

After some discussion, it was agreed that the parish council would not respond to this consultation.

C/15/007 Precept on Chichester District Council for the year ending 31.3.16

Mr Lugton explained the budget figures, which had been circulated prior to the meeting.

£2500 had been allocated to Plaistow and Kirdford Primary School to fund a Peomethran display board. The school had agreed that the Parish Council could hold Planning Committee meetings in the school and so be able to use the display board for showing plans.

Taking into consideration budget figures and current reserves held, it was proposed by Mr Lugton, seconded by Mr East and resolved unanimously that the Precept for the year ending 31.3.16 would be £39,900.

Other financial matters: Mr Lugton advised that there was £100 in the budget for a grant to North Singers. North Singers had requested an increase to £200 to help them over a difficult period, which was approved.

Mrs Sue Kemp had clerked two meetings and helped with the Annual Return when the parish council was without a clerk. An ex gratia payment of £100 to Mrs Kemp was agreed.

Mr Lugton had completed a VAT return for six months to the end of the year, which would amount to over £2000.

The bank mandate had been updated to include four signatories, however, in view of the fact that Mr Lugton and Mr East would likely not stand for re-

election in May, it was agreed that further signatories would be required, one of whom should be Mr Colmer as chair of the Finance Committee.

Mr Lugton would chase up the Youth Club regarding their requirement for a new door.

Mr Lugton

The Parish Council had previously agreed to pay a grant of £1500 to the PCC for work to the church clock, which it was noted is now in hand. Mr Mugford would be contacted to provide an invoice so that the grant can be paid.

Handover of the accounts to the Clerk and agreement of a new accounts software package would be discussed at the next Finance Committee meeting and a recommendation made to the next Full Parish Council meeting.

C/15/008

Notice Boards

After discussion, it was agreed that three new notice boards would be purchased; one glazed and one non-glazed community board for outside Kelsey Hall and one glazed board to replace the board in Plaistow. Exact specification and location would be agreed by the Planning Committee.

Clerk

C/15/009

Updates:-

a) Neighbourhood Plan. The Neighbourhood Plan is in the process of being drafted. Mrs Gibson-Pierce advised that a couple of sections were still awaited from members of the steering group they were assigned to. She would start pass sections back for further review after incorporating suggested amendments. The next meeting had not been scheduled and it may be that focussed, smaller meetings would be held. The steering group was working towards a referendum in September.

b) Crouchlands planning and enforcement. The WSCC Planning Committee to decide the application was due to be held on 3rd February and the parish council was awaiting the agenda and officer report. The LHA had submitted a revised response as Transport consultee in which they withdrew their objection to the highways issue on the basis of a legal opinion that WSCC had obtained from Counsel concerning existing planning consent by CDC. It was agreed that Mr East would make a request for access to the brief and the opinion to help the parish council understand the situation and consider seeking its own legal opinion. It was proposed by Mr Ribbens, seconded by Mrs Baker and all agreed that the Chairman be delegated responsibility to proceed to seek legal advice and Counsel's Opinion up to a maximum budget spend of £10,000.

Mrs Burrell

c) Community Right to Buy. There was nothing to report.

d) Winter Plan. The Clerk had yet to get insurance details from David Smith and update the plan with new contact details. Mr Whitehouse advised that WSCC would not provide salt after the current financial year.

Clerk

e) Cricket Club – closure and transfer of assets. There was nothing to report.

C/15/010

Highway Matters

a) Matters to be reported by members. The parish council had received complaints from residents about the now dangerous condition of Foxbridge Lane and Cllr Duncton had been asked to press Highways for the necessary repair work to be carried out.

b) Progress on matters previously reported. There was nothing to report.

c) WSCC Quick Fix Fund. The Clerk and the Chairman were due to meet with Mike Dare and Fiona Baker to try and progress improved signage with 'gates' at each end of Ifold. They would also try to instigate a process for reducing the speed limit through Ifold and extending the 30mph speed limit in Plaistow.

Clerk/Mrs Burrell

C/15/011 Financial Matters

a) Accounts for payment were approved.

b) Other financial matters had been discussed under C/15/007 above.

c) It was agreed that the Clerk's salary would increase in line with the new NALC Recommended Pay Scales.

C/15/012 Correspondence

There was nothing to report.

C/15/013 Items for information or inclusion on a future agenda

The Clerk circulated meeting dates to June 2016.

The Clerk advised that she would put together publicity material and information for the website to encourage candidates for the parish council elections in May.

Clerk

Arrangements for the Annual Meeting of Electors, adoption of new Financial Regulations and Standing Orders would be discussed at the next meeting.

Clerk

C/15/014 Next meeting

Tuesday 17th February 2015, 7.30pm at Kelsey Hall

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

PLAISTOW & IFOLD PARISH COUNCIL

DRAFT BUDGET 2015/2016

Ref	EXPENDITURE	DRAFT BUDGET 2015/16	APPROVED BUDGET 2014/15	PROF BUD CHA
	ADMINISTRATION			
	Staff			
1101	Clerk's Salary	6,750.00	5,600.00	
1102	Clerk's Expenses	750.00	750.00	
		7,500.00	6,350.00	
	General Administration			
1103	Training - Clerk	150.00	150.00	
1110	Insurance	1,800.00	1,600.00	
1115	Audit Fees	610.00	325.00	
1116	Data Protection Registration	35.00	35.00	
1120	SALC Annual Subscription/LGR	545.00	600.00	
1123	SLCC Annual Subscription	100.00	100.00	
1125	Publications	25.00	25.00	
1126	Councillors Expenses	100.00	100.00	
1127	CPRE Subscription	30.00	30.00	
1130	Chairman's Allowance	300.00	300.00	
1131	Training - Councillors	500.00	500.00	
1135	Stationery and Printing	300.00	500.00	
1136	Hire Fees - Kelsey Hall	150.00	150.00	
1137	Hire Fees - Winterton Hall	300.00	250.00	
1138	Hire Fees - Plaistow Youth Club	50.00	50.00	
1140	Bank Charges	0.00	0.00	
1141	Accounts Software etc.	130.00	0.00	
1142	Web Site Maintenance	350.00	350.00	
1143	Legal Fees	500.00	0.00	
1144	Consultancy Payments	4,500.00	0.00	4
1145	Postage	35.00	150.00	0
1146	Other Expenses	0.00	1,000.00	(1)
1150	Parish Up-Date Printing	0.00	0.00	
		10,510.00	6,215.00	4
	GRANTS AND DONATIONS			
1301	Winterton Hall	1,550.00	1,550.00	
1302	Kelsey Hall	1,350.00	1,350.00	
1303	Plaistow PreSchool	600.00	500.00	
1304	Little Acorns PreSchool	600.00	500.00	
1305	Community Minibus Assn	600.00	600.00	
1306	Neighbourhood Watch	0.00	50.00	
1307	Billingshurst Community Bus	350.00	300.00	
1308	Ifold Afternoon Tea Club	50.00	75.00	
1309	Plaistow Afternoon Tea Club	75.00	75.00	
1310	Youth Club	1,500.00	1,500.00	
1311	North Singers Group	200.00	100.00	
1312	Kirdford Mothers and Toddlers Group	230.00	230.00	

1315	Scouts	1,000.00	300.00
		8,105.00	7,130.00
	S137 PAYMENTS		
1401	Friends of Chichester Hospitals	50.00	50.00
1402	Friends of Royal Surrey Hospital	50.00	50.00
1403	Sussex Air Ambulance	1,000.00	1,000.00
1405	First Responders	120.00	120.00
1406	Plaistow School	2,500.00	1,975.00
		3,720.00	3,195.00
	OTHER PAYMENTS		
1151	Winter Management	0.00	0.00
1152	Ex. Plaistow Cricket Club Insurance	200.00	0.00
1502	Other Payments (Xmas Trees)	100.00	0.00
		300.00	0.00
	VILLAGE MAINTENANCE		
1603	Grass Cutting	3,000.00	3,000.00
1604	Litter Bin Emptying	100.00	100.00
1605	Tennis Court Cleaning	200.00	200.00
1606	Churchyard Maintenance	750.00	750.00
1607	RoSPA Play Area Inspection	200.00	100.00
		4,250.00	4,150.00
	REVENUE EXPENDITURE TOTALS	34,385.00	27,040.00

B/F	REVENUE EXPENDITURE TOTALS	34,385.00	27,040.00	
	FUNDS TAKEN TO RESERVES			
1703	Village Maintenance Reserve	8,000.00	6,250.00	1
1704	Ex. Plaistow Cricket Club Reserve	3,800.00	0.00	3
1404	Parish Plan/Housing Survey	0.00	7,000.00	(7)
		11,800.00	13,250.00	(1)
	PAYMENTS FROM RESERVES			
1701	Election Expenses	700.00	0.00	
1902	Tree Re-planting	250.00	300.00	
		950.00	300.00	
	TOTAL SPEND	47,135.00	40,590.00	6
Ref	INCOME	DRAFT BUDGET 2015/16	APPROVED BUDGET 2014/15	PROF BUD CHA
1176	Precept	39,900.00	39,500.00	
1177	Ex. Plaistow Cricket Club Funds	4,000.00	0.00	4
1178	Grant	0.00	0.00	
1188	Other Income	0.00	0.00	
1196	Interest Received	15.00	15.00	

TOTAL RECEIPTS	43,915.00	39,515.00	4
NET UNDER / (OVERSPEND)	(3,220.00)	(1,075.00)	(2,
	(7.3%)	(2.7%)	

RESERVE MOVEMENT	RESERVE BUDGET 2015/16	RESERVE BUDGET 2014/15	BUDGETED RESERVE MOVEMENT
General Reserve	6,272.11	19,822.11	(13,550.00)
Ring Fenced Reserves - Funds			
Election Expenses	2,419.00	2,419.00	
Community Reserve Fund	7,911.54	7,911.54	
Village Maintenance	13,221.21	6,971.21	6,250.00
Neighbourhood Plan	12,174.45	5,174.45	7,000.00
Ring Fenced Reserves - Projects			
Tree Re-planting	959.00	659.00	
BUDGETED OPENING RESERVES	42,957.31	42,957.31	
INCREASES TO RESERVES			
Election Expenses	700.00	0.00	
Village Maintenance	8,000.00	6,250.00	1,750.00
Neighbourhood Plan	0.00	7,000.00	(7,000.00)
Ex. Plaistow Cricket Club Funds	3,800.00	0.00	3,800.00
Tree Re-planting	250.00	300.00	
INCREASES TO RESERVES	12,750.00	13,550.00	(800.00)
PAYMENTS FROM RESERVES			
Election Expenses	(700.00)	0.00	(700.00)
Village Maintenance	(8,000.00)	(6,250.00)	(1,750.00)
Neighbourhood Plan	(7,000.00)	(7,000.00)	
Ex. Plaistow Cricket Club Funds	0.00	0.00	
Tree Re-planting	(250.00)	(300.00)	
PAYMENTS FROM RESERVES	(15,950.00)	(13,550.00)	(2,400.00)
CLOSING RESERVES	39,757.31	42,957.31	(3,200.00)
General Reserve	6,272.11		
Ex. Plaistow Cricket Club Funds	3,800.00		
Ring Fenced Reserves - Funds			
Election Expenses	2,419.00		
Community Reserve Fund	7,911.54		
Village Maintenance	13,221.21		
Neighbourhood Plan	5,174.45		
Ring Fenced Reserves - Projects			
Tree Re-planting	959.00		
FUNDS AVAILABLE 31.03.16	39,757.31		

DETAILED CLOSING RESERVE

