

## GREAT AND LITTLE PLUMSTEAD PARISH COUNCIL

**A Meeting of Great & Little Plumstead Parish Council was held on Monday 10<sup>th</sup> July 2017 at 7.00pm at the Village Hall, Church Road, Great Plumstead.**

**PRESENT:** Mr J Wiley (Chairman)                      Mr S Vincent (Vice-Chairman)  
Mr A Cawdron    Mrs L Carty  
Mr G Edwards     Mr R Heath  
Mr D Johnson     Mrs J Jones

**Mrs A Barnes (Locum Clerk)**

**N Wright – La Ronde Wright      Representative – La Ronde Wright**  
**Police**  
**4 Parishioners**

- **Police Report** – There have been 16 crimes in the parish in the last month; 4 domestic reports, 7 incidents at Little Plumstead Hospital site and 5 minor offences.
- **Report from Broadland Growth/Norfolk Property Services on the Rosebery Road Development** – A report was received outlining a Public Exhibition to be held on 17 July 2017 from 3-7pm at Great Plumstead Village Hall. Various proposals for the green space adjacent to the development were put forward. The Council agreed the planning application for the open space should be separated from the development and a Change of Use application should be included together with a Health & Safety Executive checks. The Council agreed it would not accept a reduced contribution towards the provision for play-space for additional land not required by the development as this land was blighted by the pipeline. If allotments are proposed the Council will require all utilities to be installed to the site.
- **Public Participation** – Mr Percival from the ----- explained that they owned buildings on the old hospital site at Little Plumstead and had suffered a number of break-ins recently which they were hoping to address. A design for a planning application is being drawn up within the next 3 months to encompass 2 dwellings and some terraced houses. Mr Percival was advised to refer to the Neighbourhood Plan for guidance.

**Mr Wiley declared an interest in the following item and left the meeting. The Vice-Chairman took the Chair.**

- **Presentation by Nicole Wright, La Ronde Wright** – Full planning permission is being sought for a development of 7 dwellings at Octagon Park and the plans were displayed. The proposals for cladding had been replaced and a new footpath was proposed across the ditch to link the areas. The changes would benefit the properties, be of exceptional standard and high architectural quality to meet the Heritage Statement.

**Mr Wiley re-joined the meeting.**

- **County Councillor's Report** – Mr Mackie had sent his apologies and a report. He suggested inviting Mr Thomas Foreman, Town Clerk at Thorpe St Andrew Town Council, to the September meeting to discuss the Brook Farm development opportunities and this was agreed. Mr Mackie also outlined the next round of Parish Partnership funding and his Local Member Highways Budget Funding. The Clerk was asked to investigate the absence of an invoice for the SAM2 for this years' Parish Partnership Scheme.
- **District Councillor's Report** – Mr Vincent reported on a number of issues around the parish and highlighted the update on the work and developing approaches to the next Local Plan (2026-2036). The additional housing numbers across all districts is 8,900 new homes. The preferred sites will be published for consultation October or November 2017.
- **Mr Heath** reported that Wimpey Homes were dealing with the blocked drains in the area.

## **AGENDA**

### **1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from M. Bullen, R. Claxton, M. Jones and D. Payne.

### **2 DECLARATIONS OF INTEREST**

J. Wiley declared an interest in Planning Application No. 20162173, Item No. 10.

S. Vincent declared an interest in the Rosebery Road development as a Non-Executive Director of Broadland Growth, Item No. 5.

### **3 TO APPROVE AS A TRUE RECORD THE MINUTES OF THE MEETING HELD ON 12 JUNE 2017**

The Minutes were approved by the Council as a true record and signed by the Chairman.

#### **4 TO REPORT MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA: FOR INFORMATION ONLY**

Bus timetables have been installed at Thorpe End as requested.

Broken bollards are still discarded in Salhouse Road. Clerk to arrange for their removal or re-instatement.

#### **5 TO RECEIVE CHAIRMAN'S ITEMS**

5.1 The Council has two Advisory Groups at present. The Clerk will be required to attend and administer these meetings. Terms of Reference will be drafted up for the September meeting.

5.2 The Council has two representatives on the Walled Garden Group, currently R. Heath and L. Carty, who report back to the Council.

5.3 The Council agreed the following response to the proposals for Rosebery Road:

- It is imperative that the application for the houses and the Change of Use for the open space are submitted as one application and not two separate applications. The Council will object to the application for the dwellings if the Open Space is not included. The application should include all Health & Safety Executive checks on the proposed land for open space to ensure it is safe for the purpose of sport, recreation or allotments. If allotments are proposed the Parish Council will be expecting all utility services, i.e. water, electricity, etc., to be installed prior to handover at no cost to the parish.
- The application should include the Change of Use of the Open Space land. The Parish Council will not accept the land without the Change of Use.
- The Council does not accept the proposal for a reduced contribution. There are no guarantees what may happen in the future as the Council has learned to its cost.
- The Parish Council has its own Infrastructure Plan Programme and will decide on the projects that will be covered by CIL payments received.
- The Parish Council would be most grateful for a copy of the responses they receive at their Public Consultation Evening on 17th July.

#### **6 TO RECEIVE CORRESPONDENCE**

- Police Crime Report – June 2017/Priority for spending - Speeding
- Email from Martin Philpot – Use of CIL money for footpath along Plumstead Road to Pound Lane
- Historic England – Notification that Great Plumstead War Memorial, St Mary's Church, Great Plumstead has been given Listed Building Status
- Broadland DC – Street Nameplates can include a description. The Council approved this recommendation.
- NDR – Temporary road closure for inspection of Rail Bridge, Green Lane North

- Bovis Homes – Transfer of Land at Seppings Way, Thorpe End – awaiting deeds from Land Registry
- Norfolk County Council – Parish Partnership Scheme – Invitation to Bid
- Information Commissioner Office – Preparing for the General Data Protection Regulation from 25 May 2018. Clerk to report to September meeting.
- David Jacobs, Churchwarden – Request for CIL money for repairs to St Mary's Church, Great Plumstead. Regret that CIL money cannot be used for this purpose.

## **7 TO REVIEW THE FINANCIAL REGULATIONS AND FINANCIAL RISK ASSESSMENT**

7.1 The Financial Regulations were agreed unanimously and adopted.

7.2 The Financial Risk Assessment were agreed unanimously and adopted.

## **8 TO DISCUSS THE DRAFT AND CONSIDER ADOPTING POLICIES FOR EXPENSES, SICKNESS ABSENCE, DISCIPLINARY AND GRIEVANCE AND HEALTH & SAFETY**

Defer to end of meeting.

## **9 TO REVIEW AND AGREE MRS SCOTT'S SALARY SCALE AND CONTRACT OF EMPLOYMENT**

Defer to end of meeting.

## **10 TO CONSIDER PLANNING APPLICATIONS**

Broadland District Council has determined the following application:

**20170679 The Lodge, Middle Rd, Great Plumstead NR13 5EG**

Full Approval 7 July 2017

The Parish Council made the following comments on planning applications:

**Mr Wiley declared an interest the following item and left the meeting. The Vice-Chairman took the Chair.**

- **20062173 – Octagon Business Park – Full Planning Permission for 7 dwellings.**

No comment.

**Mr Wiley re-joined the meeting.**

- **20170421 – Brook Farm - Variation from 463 dwellings to 270 dwellings (and commercial plot L2). – Going to Committee 12 August 2017.**
- **20170421 – Brook Farm – Variation/Removal of Conditions 4,5,6,10,15,16,17,18,22,23,25,26,27,28 of Planning Permission 20090886 on land at Brook Farm & Laurel Farm, Green Lane, Thorpe St Andrew. – Going to Committee on 12 July 2017.**
- **20171045 – Brook Farm – Variation of Condition 20 (Archaeology) & Condition 21 (Ground Contamination) Following Grant of Planning Permission 20090886. (20 July 2017)**

Objection – A. Cawdron to represent the Council at the planning meeting.

- **20171008 – Land at Little Plumstead Hospital West, Hospital Road, Great Plumstead, NR13 5EW – Erection of 20 two-storey dwellings, expansion of car parking for school and car parking and footpath for public access to walled garden (14 July 2017)**

Objection – The application has no provision for play space. Support the access to the Walled Garden but required details regarding the improvement of the Walled Garden.

- **20171014 – Apple tree Farmhouse, Smea Lane, Great Plumstead, NR13 5AX – Use of Outbuilding (altered under permitted development rights) as an ancillary annex (Retrospective) (14 July 2017)**

No comment.

- **20171030 – The Lodge, Middle Rd, Great Plumstead, NR13 5EG – Two Storey Extension & Alteration (15 July 2017)**

Objection – Overdevelopment of the site. The development has already exceeded permitted development rights.

Broadland District Council will grant the Parish Council an extension to the time limit where appropriate.

## **11 TO RECEIVE AN UPDATE ON THORPE END TROD**

Town Clerk to Thorpe St Andrew Town Council to attend the September meeting.

## **12 TO DISCUSS A LETTER FROM SPIRE SOLICITORS RELATING TO THE GREAT PLUMSTEAD VILLAGE SIGN**

The Council has sought advice through the Insurers Solicitors and has responded on the basis of that advice.

### **13 TO RECEIVE AN UPDATE ON GREAT PLUMSTEAD POSTBOX**

J. Jones is pursuing this matter and hoping for a meeting with Royal Mail on site.

### **14 TO RECEIVE A REPORT FROM THE PLUMSTEAD COMMUNITY & SPORT PAVILION ADVISORY COMMITTEE, TO CONFIRM THE FREEHOLD OF GREAT PLUMSTEAD PLAYING FIELD AND TO CONFIRM THE SELECTION OF AN ARCHITECT**

The Parish Council owns the land at the Playing Field.

Expressions of Interest had been invited from 6 local architects but only 5 had responded. To enable the Council to apply for grants a full planning permission must be sought together with a cost estimate. Expected funding for the building may not come through from Broadland until September 2018 so the most realistic date for completion was July 2019.

The Council agreed the Advisory Committee should have the delegated powers to press forward with a design brief and recommendation for appointment of an architect. This will come back to the September meeting.

The Council will advise the football team that the project cannot be achieved by September 2018 and 2019 is a more realistic timescale.

The Clerk will attend the next and all future meetings of the Advisory Committee. The next meeting is Thursday 13 July 2017 at 7.00pm at Octagon Barn.

The Council agreed to hold an Extraordinary Council Meeting at Octagon Barn on Monday 14 August 2017 at 7.00pm to discuss the design brief for the project.

### **15 TO RECEIVE A REPORT ON THE PROPOSALS FOR THE WALLED GARDEN, CAFÉ AND COMMUNITY SHOP**

Nothing further to report.

### **16 TO REVIEW THE COMMUNITY INFRASTRUCTURE LEVY (CIL) AND THE COUNCIL'S BANK DEPOSIT ACCOUNTS**

Nothing further to report.

## **17 TO DISCUSS ADVERTISING RULES FOR THE PARISH NEWS**

The Council had received an email from a local organisation stating they were being charged to advertise one of their events. The group understood that local organisations could advertise for free and only businesses were charged.

Each year the Council makes a grant to the magazine so that local groups and organisations, including the Parish Council, can publicise their events and activities.

It was agreed that the Parish News would be asked for a set of their latest accounts and the list of charges to advertise to check that the group qualified for the grant.

All future applications for grants from any source will require this information before the grant is paid.

## **18 TO DISCUSS THE PLACEMENT OF THE SAM2**

The SAM2 is currently at Hare Road and will be moved to Salhouse Road, Little Plumstead. The list of future locations will be presented at the September meeting.

Green Lane will be included on the list.

## **19 TO DISCUSS DOG FOULING IN THE PARISH**

Councillors will monitor the parish for evidence of dog fouling. The Council agreed to obtain quotations to fence off the play-area at Great Plumstead playing field. D. Johnson to obtain the quotations and R. Heath to enquire if CIL money can be used for this project. The Clerk to ask other clerks how they cope with the problem of dog fouling.

## **20 TO DISCUSS THE PRESENT AND FUTURE USES OF THE OLD SCHOOL, LITTLE PLUMSTEAD**

Await planning application from the owners.

## **21 TO DISCUSS THE CONTRACT WITH GARDEN GUARDIAN**

The Council agreed to obtain a quote to clear the hedge cuttings away from the play-area at Great Plumstead and review the contract at the next Finance Meeting.

## **22 TO AGREE PAYMENTS IN ACCORDANCE WITH THE BUDGET AS LISTED**

The following accounts were agreed in accordance with the Budget.

Balances as at 30 June 2017

Bank Balance	Nat West	£59,533.49
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Bank Balance	Scottish Widows	£95,751.07
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### **Payments**

			Chq No.
Inner Shed Ltd	Website Hosting	£160.80	001167
Salaries	Mth 3,4,5	£3,277.33	001168-70
J Cator 1984 Sett A A/C	Sandpit Rent	£85.00	001171

### **Receipts**

1 <sup>st</sup> Gt & Lt Plumstead Scout Group	Lease 16&17	£20.00
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### **BALANCE AFTER CHEQUES AND RECEIPTS CLEARED**

Bank Balance	Nat West	£54,641.18
Bank Balance	Scottish Widows	£95,751.07
<b>TOTAL BALANCE</b>		<b>£150,392.25</b>

The Financial Statement for the Accounts to 30<sup>th</sup> June 2017 was agreed by the Council.

### **23 TO CONFIRM THE DATE AND TIME OF THE NEXT MEETING OF GREAT AND LITTLE PLUMSTEAD PARISH COUNCIL**

The dates of the next meetings are:

Monday 14<sup>th</sup> August 2017 at 7.00pm at Octagon Barn, Little Plumstead

Monday 11<sup>th</sup> September 2017 at 7.00pm at St David's Church Hall, Thorpe End

### **24 TO RECEIVE ITEMS FOR THE NEXT AGENDA**

- Planning for 2018 WW1 War Memorial Event (September Agenda)
- Assistance required around the village for gardening and other small tasks

The Chairman closed the meeting at 10.00pm to exclude the press and public for a Confidential Meeting on Minute Nos. 8 and 9.

Refer to Confidential Minutes dated 10<sup>th</sup> July 2017.

The Chairman re-opened the meeting.



**8 TO DISCUSS THE DRAFT AND CONSIDER ADOPTING POLICIES FOR EXPENSES, SICKNESS ABSENCE, DISCIPLINARY AND GRIEVANCE AND HEALTH & SAFETY**

The Council agreed to adopt the policies for Expenses, Sickness Absence, Disciplinary and Grievance.

**9 TO REVIEW AND AGREE MRS SCOTT'S SALARY SCALE AND CONTRACT OF EMPLOYMENT**

The Clerk's Contract was agreed by the Council and signed by the Chairman.

The Council agreed the Locum Clerk would be paid under PAYE.

There being no further business the meeting closed at 10.25pm.

Signed:

Chairman

Date: