

## GREAT AND LITTLE PLUMSTEAD PARISH COUNCIL

A Meeting of Great & Little Plumstead Parish Council was held on Monday 11<sup>th</sup> September 2017 at 7.00pm at the St David's Church Hall, Thorpe End.

**PRESENT:** Mr J Wiley (Chairman)                      Mr A Cawdron  
                  Mr G Edwards                                      Mr R Heath  
                  Mr D Johnson    Mr R Claxton  
                  Mr D Payne

**Mrs A Barnes (Locum Clerk)**

**Mr I Mackie – County Councillor**

**9 Parishioners**

- **Police Report** – There have been 2 crimes in the parish in the last month.
- **County Councillor Report** – Mr Mackie reported that the planning application for Brook Farm and Laurel Farm has been passed. Land will be granted for community use including a community centre for Thorpe St Andrew and Thorpe End and the Town Council are keen to work together with the Parish Council to make the best use of these facilities. Mr Mackie invited the Parish Council to apply for his county councillor grant which could be used for a Parish Partnership Project. Finally, Mr Mackie highlighted the World War One Commemorations 2018 and said that some councils are considering memorial benches or trees.

**Mr Mackie left the meeting.**

- **District Councillor Report** – Mr Vincent had sent a report outlining the Norwich Airport Masterplan, consultation on the Norfolk Strategic Framework, consultation on the Emerging Local Plan 2026-2036 and planning decisions.
- **Public Participation** – Mr Walpole had noticed that Thorpe End noticeboard had been removed. He was re-assured that a new noticeboard had been ordered to be installed in the bus shelter on the Green. The old, damaged notice board will be repaired and put at Great Plumstead.
- A request was made for a defibrillator at Thorpe End. This would be added to the next agenda. Sites would be sought and the owners approached for permission to place the defibrillator.

## **AGENDA**

### **1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from L. Carty, S. Vincent, M. Bullen, M. Jones and J. Jones.

### **2 DECLARATIONS OF INTEREST**

None.

### **3 TO APPROVE AS A TRUE RECORD THE MINUTES OF THE MEETING HELD ON 14 AUGUST 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**

4.1 Mr Heath reported that Taylor Wimpey have cleared the blocked drainage at The Glade.

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

None.

### **6 TO RECEIVE CORRESPONDENCE**

- **Police Crime Report – July/August 2017**
- **Email from Peter Lanyon – Use of CIL money for allotments, land for woodland, land for wild flower meadow**
- **Gt & Lt Plumstead with Thorpe End and Witton PCC Church and Parish Magazine Accounts for Year Ended 31<sup>st</sup> December 2016 – Investigate having a dog-bin near St David's Church.**
- **Norfolk Strategic Framework – Public Consultation from 2<sup>nd</sup> August to 22 September**
- **NDR – Development Consent Order Requirement 30 – Traffic Monitoring**
- **SLCC Joint Autumn Conference – Diss Corn Hall – 2<sup>nd</sup> November 17**
- **Norfolk County Council – Parish Partnership Scheme – Invitation to Bid – Item for next agenda**
- **Post Office – Temporary Closure of Thorpe End Post Office – Removal of Noticeboard and Village Sign repairs – A replacement**

noticeboard for Thorpe End was agreed at £587.00. The village sign had been vandalised and broken off. It will be repaired and cleaned up and reset in a metal cradle. Mr Johnson was asked to cost up the repair. Simon Gordon or Gordon Signs will be asked for a price to powder coat the sign. Damage had also been done to the thatched roof of the shelter but this had been repaired.

- **The Rt. Hon. Keith Simpson MP – Response re infrastructure**
- **Saffron Housing – Offer to attend Council meeting to discuss Affordable Housing**
- **Norfolk Parish Training & Support – Training Update**
- **Norfolk County Council - New Library Timetables**

**Mr Heath left the meeting.**

- **Emails re Green Lane flooding** – Recent bad weather had caused extensive flooding in Green Lane and it was agreed to ask Broadland District Council and Norfolk County Council to service the pumps to stop further flooding. Concerns were also expressed that the footpath on the Thorpe side, used by children to get to Dussindale School, also gets flooded. It was agreed to write to Mr Mackie for his assistance with this problem.

## **7 TO CONSIDER PLANNING APPLICATIONS**

The Parish Council made the following comments on planning applications:

- **20170935 – Leighton House, Broad Lane, Gt Plumstead, NR13 5BZ – Erection of One Dwelling and Access Road (Outline) – No Comment**
- **20170414 & 20170421 - Report on Brook Farm Laurel Farm by A. Cawdron** – Mr Cawdron had reported during Parishioner's Question Time that despite the Parish Council's response Broadland District Council had granted planning permission for the variation of conditions. This meant that the link road may not go ahead.
- **20171014 – Apple Tree Farmhouse, Smea Lane, Great Plumstead, NR13 5AX – Amended Plans – No Comment**

**Broadland District Council has granted Planning Permission on the following applications:**

- 20161873 Land to the East of Heath Rd, Thorpe End**
- 20162173 Octagon Business Park, Hospital Rd, Little Plumstead**
- 20170936 7 Taylor Way, Little Plumstead**
- 20171030 The Lodge, Middle Rd, Great Plumstead**
- 20171039 The Grange, Yarmouth Rd, Postwick**

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

The Council has sought advice from a solicitor and has responded on the basis of that advice. The matter has now been settled.

## **9 TO RECEIVE THE EXTERNAL AUDIT REPORT FOR THE YEAR ENDED 31 MARCH 2017**

The Parish Council received an unqualified report from the External Auditor, Mazars. The notices advertising the Conclusion of the Audit have been placed on the notice boards and on the website.

## **10 TO CONSIDER THE DRAFT TERMS OF REFERENCE FOR THE FINANCE COMMITTEE AND THE DRAFT EQUAL OPPORTUNITIES POLICY**

The Council agreed the draft terms of reference for the finance committee and the draft equal opportunities policy unanimously.

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

## **11 TO RECEIVE A QUOTE TO FENCE OFF THE PLAY-AREA AT GREAT PLUMSTEAD PLAYING FIELD**

Mr Johnson had obtained a quote for hooped top fencing and self-closing gates for the Great Plumstead play-area. The quotes were £7,020 plus VAT and £5,575 plus VAT. It was agreed unanimously to put this to the Finance Committee for inclusion in the Budget 2018/19.

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

J. Jones is pursuing this matter. It was agreed to leave this off the agenda until there was something further to report.

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

Mr Heath reported on the latest draft proposal to turn the Walled Garden into two-thirds car parking for the school and one-third community facility and said the Parish Council's views were being sought on this proposal.

The Parish Council fully supported the development of the school but the Walled Garden had been promised as a community facility and the one-third option would

not give enough land for the proposed shop/café. The Council were also against any part of the wall being demolished.

**The Chairman closed the meeting to allow Mr S. Cochrane, School Governor, to speak.**

Mr Cochrane explained the needs to expand the school to a 2-form entry that had resulted in the existing car park being built over. The waste ground in front of the Walled Garden had been proposed but this would have blocked off the Garden. He explained that the school was also looking to expand into before and after school facilities so car parking was a real requirement.

**The Chairman re-opened the meeting.**

The Council agreed that the Walled Garden was always proposed for community space and the draft proposals should be refused. The Council recommended that the original plans should be adhered to and the Parish Council be given the Walled Garden complete with access for community facilities as per the original plans.

#### **14 TO CONSIDER DOG FOULING IN THE VILLAGE**

Dealt with under Item 6.

#### **15 TO CONSIDER PLANNING FOR A WORLD WAR 1 WAR MEMORIAL EVENT**

Defer to October. Consider cleaning the memorial.

#### **16 TO CONSIDER ASSISTANCE THAT IS REQUIRED AROUND THE VILLAGE FOR GARDENING AND OTHER SMALL TASKS**

Defer to October.

#### **17 TO CONSIDER THE REQUIREMENTS OF THE GENERAL DATA PROTECTION REGULATION**

The Clerk and Locum Clerk to attend training on the new regulations.

#### **18 TO CONSIDER A REQUEST FROM LITTLE PLUMSTEAD VILLAGE HALL COMMITTEE FOR A FIREWORK DISPLAY ON 5 NOVEMBER 2017**

The Council agreed the request.

#### **19 TO CONSIDER THE COUNCIL'S INVESTMENTS**

Defer to October.

## **20 TO PUT FORWARD NOMINATIONS FOR BROADLAND COMMUNITY AT HEART AWARDS**

No nominations.

## **21 TO PUT FORWARD ITEMS FOR THE 2018/19 BUDGET**

Defer to October in time for the 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 31 July 2017**

Bank Balance	Nat West	£54,726.18
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Bank Balance	Scottish Widows	£95,751.07
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### **Payments**

Chq No.

J Cator 1984 Sett A A/C Sandpit Rental		£85.00	001172
Anglian Water	Water Rates	£787.95	001173
Mrs L. Carty	Printing of maps	£104.00	001174
NPTS	Subscription	£400.79	001175
Norfolk County Council	SAM2	£1789.00	001176
D. Johnson	Bus shelter repairs	£230.00	001177
Mazars LLP	External Audit Fee	£360.00	001178
NPTS	Training	£28.00	001179
Spire Solicitors	Settlement HS	£1540.00	001181/2
D. Johnson	Noticeboard	£587.48	001183
Community Action Norfolk	Subscription	£20.00	001184
Gt Plumstead Village Hall	Hall Hire	£15.00	001185
NPTS	Training	£28.00	001186
Salaries	Mth 5 & 6, Expenses	£1998.92	001187/8

### **Receipts**

J. Jones	Expenses	£113.78
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## **BALANCE AFTER CHEQUES AND RECEIPTS CLEARED**

Bank Balance	Nat West	£46,865.82
Bank Balance	Scottish Widows	£95,751.07
TOTAL BALANCE		£142,616.89

The Financial Statement for the Accounts to 31st August 2017 was agreed by the Council.

The Council agreed that further signatories were required on the Nat West bank account and nominated Mr G. Edwards and Mr R. Heath to be signatories. Mr A. Cawdron will remain as the Internal Financial Officer.

The Council resolved that the authorised signatories in the current mandate, for the account detailed in section 2, be changed in accordance with sections 5 and 6 and the current mandate will continue as amended.

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

The date of the next meeting is Monday 9<sup>th</sup> October 2017 at 7.00pm at Little Plumstead Village Hall.

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

None.

## **25 TO RECEIVE THE MINUTES OF THE PLUMSTEADS COMMUNITY & SPORT PAVILION ADVISORY COMMITTEE OF 7 SEPTEMBER 2017 AND TO CONSIDER THE RECOMMENDATIONS**

The Minutes were noted.

Mr R. Heath will prepare flyers for the next meeting for approval. These will go out in the Parish magazine. Mr Payne will get prices on A5 leaflets.

Three quotes from architects had been obtained but as there was a significant difference in prices no clear decision could be made at this stage without further information.

The Council agreed to appoint a consultant to undertake a Feasibility Study and public consultation on the rationale for the building before making a decision on the architect. The feasibility study will feed into the Business Plan. The Clerk was asked to obtain three quotations from consultants for the next meeting.

There being no further business the meeting closed at 10.15pm.

Signed:

Chairman

Date: