**GREAT AND LITTLE PLUMSTEAD PARISH COUNCIL**

**A Meeting of Great & Little Plumstead Parish Council was held on Monday 9th April 2018 at 7.00pm at the Little Plumstead Village Hall**

**PRESENT: Mr J Wiley (Chairman) Mr A Cawdron**

**Mr G Edwards Mr R Heath**

**Mr D Johnson Mr R Claxton**

**Mr S Vincent Mrs L Carty**

**Mrs M Bullen Mrs J Jones**

**Mrs T Scott (Clerk)**

* **Police Report** – 7 crimes (Great Plumstead - , Little Plumstead - , Thorpe End - )
* **County Councillor Report** – Councillor Mackie has been informed of the situation at The Glade, Little Plumstead he suggested that a resident association be formed, unfortunately as this is a civil matter the Council aren’t able to get involved. Ian Taylor is investigating the flooding issues at Thorpe End roundabout. The repairs to Smee Lane and Low Road are underway. The Little Plumstead application has been submitted to increase the number of pupils. We are asked to keep an eye out for any fly tipping as it is expected due to the change of rules. The Thorpe Town Clerk is working to have the works to the trod completed as part of the Brook Farm development. Councillors asked the Clerk to report fly tipping at the Great Plumstead turnoff of the A47. The pot hole and road condition in the Parish is still in a bad state, the Clerk will report these issues again to highways.
* **District Councillor Report** –Old Hall Road, Little Plumstead is adopted and can be added to the gritting schedule. NCC will also be responsible for the street lighting. The NNPF is out for consultation and closes on the 10th May. Broadland has been informed of the situation at The Glade and would like to help but unfortunately this is a civil matter so are struggling. The Local Plan closed on the 22nd March nearly 1,400 attended the roadshows, approximately 5,600 responses were submitted online and 175 new sites were put forward. Please report any fly tipping. Councillor Heath confirmed that the Wimpey owned roads on The Glade are in the process of being adopted,
* **Public Participation –** A large number of The Glade residents were in attendance in relation to the recent letter from Alexander Grace Homes. Councillor Wiley read out the brief history the Parish Council had with Alexander Grace Homes. The land was transferred in 2010. Russell Edwards attended a Parish Council meeting in 2014 and reported issues gathering in the maintenance charge fees, the Parish Council suggested they contact a maintenance company to run the site. In 2016 AGH were contacted about the deteriorating condition of the amenity land. A meeting took place at which problems were reported again about collecting the service charge fees and again the Parish Council suggested a management company is hired. Alexander Grace Homes confirmed in January 2018 that Flatland Management Company had been engaged to run the site. Councillor Wiley confirmed that unfortunately we do not have any jurisdiction as it’s a civil matter. The management company should be independent and from the information we have it appears that the company has the same address as Alexander Grace Homes. It was confirmed that Russell Edwards was seeing his solicitor tomorrow. Councillor Heath and Councillor Vincent will find the management plan at Broadland District Council to see what the service fee is for. The residents are putting together an association and the document will be provided to them once it’s found. Councillor Heath confirmed that in normal circumstances share ownership and Council properties are exempt as they pay an upfront fee. Any Hopkins properties do not contain a clause to pay a service fee and Cripps development is completely exempt.

**AGENDA**

**1** **APOLOGIES FOR ABSENCE**

None

**2 DECLARATIONS OF INTEREST**

Councillor Heath – Church Road Development. Councillor Bullen – Defibrillators

**3 TO APPROVE AS A TRUE RECORD THE MINUTES OF THE MEETING HELD ON 12th March 2018**

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**

Councillor Carty has suggested a meeting for the allotment holders in June to discuss the possibility of setting up an allotment association, new contacts which will come into force in September due to new regulations, etc. The date will be confirmed as soon as possible.

**5 TO APPROVE AND ADOPT GENERAL DATA PROTECTION REGULATIONS DOCUMENTS**

The Councillors asked the Clerk to investigate our insurance and what the Councillors are covered for under public liability. GDPR Policy was adopted (Proposed – Councillor Cawdron, seconded – Councillor Johnson). GDPR Privacy Statement was adopted (Proposed – Councillor Cawdron, seconded – Councillor Heath). The Parish Council agreed that the Clerk would take on the role of Data Protection Officer.

**6 TO RECEIVE CORRESPONDENCE**

1. **Parishioner – Japanese Knot Weed –** Two cases of this have been reported on the land located at Old Hospital, Little Plumstead. The Clerk will report this to Environmental Services at Broadland District Council.
2. **Working Party – Woodland Management Plan –** Cripps are progressing with the Woodland Management Plan and will provide this to the Parish Council hopefully in the near future.
3. **Little Plumstead Village Hall –** Councillor Edwards is now the only member of the Village Hall. The Clerk will advertise for volunteers.
4. **Scouts – Scout Hut, Great Plumstead –** There is currently a waiting list. The Scout Hut need more space to store boats. They could potentially extend into the playing field instead, this is more likely if allotments are put in at Rosebery Road.

**7 TO CONSIDER PLANNING APPLICATIONS**

The Parish Council made the following comments on planning applications:

|  |  |  |  |
| --- | --- | --- | --- |
| 20180375 | 30 Woodland Drive, Thorpe End | Two Storey Rear Extension and internal alterations |  |
| 20180409 | [6 Barker Way Thorpe End NR13 5EZ](https://maps.google.com/?q=6+Barker+Way+Thorpe+End+NR13+5EZ&entry=gmail&source=g) | Single Storey Front Extension | No objection |
| 20180102 | Sunrise Cottage, Gt Plumstead | Change of Use of outbuilding to self contained residential unit |  |
| 20180073 | Site Adjacent 6 Green Lane North,Thorpe St Andrew,NR13 5BD | Erection of a single storey dwelling |  |

**8 TO DISCUSS DEFIBRILLATORS FOR THORPE END AND LITTLE PLUMSTEAD**

Councillor Bullen has been investigating prices for the defibrillators for Thorpe End and Little Plumstead. It was confirmed that by ordering two together a discount is possible. The defibrillators would be £950 each. The boxes are either lockable or unlockable, the advice is to have unlockable boxes and the Council decided to go with the recommendation. Payment will be taken from CIL monies (Proposed – Councillor Jones and seconded – Councillor Heath). Councillor Johnson and Councillor Edwards will speak to recommended electricians.

**9 TO AGREE INTERNAL AUDITOR**

The Clerk has gathered in 3 quotes for the internal auditor. The Parish Council decided to go with Mr Canwell.

**10 TO DISCUSS THE LITTLE PLUMSTEAD PRE-SCHOOL CLOSURE**

The Little Plumstead Pre-School officially closed last month. Numbered had dwindled and there had been a child safe-guarding issue. The new Committee are keen to bring it back.

**11 TO DISCUSS POSSIBLE WORKS TO GREAT PLUMSTEAD VILLAGE HALL CAR PARK**

Councillor Johnson will gather in quotes to put in a hard surface. Councillor Vincent confirmed that planning permission would need to be obtained including a flood water system.

**12 TO DISCUSS PARISH PROJECTS**

From the online survey and the public consultation which was held the community showed it was equally supportive of the walled garden in Little Plumstead and the sports facilities in Great Plumstead. The community were not generally in favour of using CIL monies to support the running of the sport facility. Some good suggests were submitted for other potential projects for the CIL monies.

**13 TO AGREE PAYMENTS IN ACCORDANCE WITH THE BUDGET AS LISTED**

The following accounts were agreed in accordance with the Budget:

**Payments**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Bank Balance | | Nat West | **£29,741.73** | 29.03.18 |  |
| Bank Balance | | Scottish Widows | **£85,776.66** | 01.01.18 |  |
| Bank Balance | | Broadland Investment | **£30,000.00** | 30.01.18 |  |
| Payments | |  |  |  | Chq No |
| T Scott |  | Salary and expenses (M1) | | £1,184.41 |  |
| CAN |  | Annual Subscription |  | £20.00 |  |
|  |  |  | **TOTAL** | **£1,204.41** |  |
| Receipts |  |  |  |  |  |
| Plot 10b |  | Rental |  | £12.50 |  |
|  |  |  | **TOTAL** | **£12.50** |  |
| **Outstanding Cheques** | | |  |  |  |
| 12.03.18 |  | Website hosting | 1220 | **70.19** |  |
| 12.03.18 | NALC | Spring Conference | 1223 | **96.00** |  |
| **Current Account Balance** after above payments made | | | |  |  |
| **£28,383.63** |  |

Agreed. The Clerk confirmed that Pension payments will begin next month.

**14 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 14th May 2018 at 7.00pm at Great Plumstead Village Hall.

**15 TO RECEIVE ITEMS FOR THE NEXT AGENDA**

Great Plumstead Allotment Fencing, Great Plumstead Carpark, Walled Garden Presentation

There being no further business the meeting closed.

Signed: Chairman Date: