**GREAT AND LITTLE PLUMSTEAD PARISH COUNCIL**

**A Meeting of Great & Little Plumstead Parish Council was held on Monday 14th May 2018 at 7.00pm at the Great 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)**

1. **To elect a chairman, declaration of acceptance of office, election of vice chairman**

Mr Wiley was nominated to continue as Chairman, Councillor Cawdron proposed and Councillor Johnson seconded, all in agreement. Councillor Wiley signed the declaration of acceptance of office. Councillor Vincent was nominated to continue as Vice-Chairman, Councillor Bullen proposed and Councillor Jones seconded, all in agreement.

Meeting was closed.

* **To discuss Rosebery Road Green Space with representative from Broadland District Council –** A possible idea of a walk from the back of Rosebery Road, Great Plumstead along the field to Water Lane is in the early stages. The wider idea could be a links to the Hospital Site in Little Plumstead. Investigations with happen whether rights can be secured over the woodland in Little Plumstead Hospital Site. Councillor Wiley mentioned that it may not be possible to link a walk from Rosebery Road to the Hospital Road due to various land owners and cattle on the land in between.

All Section 106 Agreement monies paid to Broadland District Council under the green infrastructure can be paid anywhere, not just in the parish which they were collected from. Councillor Heath queried whether the monies could be used to purchase land/woodland. It was believed so but the problem would be the running costs thereafter, the pot doesn’t have budget for that.

Councillor Carty asked if it was possible to rent/lease the land at the Hospital Site, it was confirmed that this was a possibility.

A parishioner queried whether any new site could include some land which will be left as wild flowers as it was believed that most of the Council owned land was over cut.

Councillor Vincent confirmed that there will be monies available in connection Broadland District Council taking over the amenity land on The Glade and this will be investigated further.

The Woodland Walk in Thorpe End (which is mentioned in our Neighourhood Plan) could possibly be delivered as part of the Salhouse Road developments.

* **To discuss Walled Garden, Little Plumstead –** The Clerk read out an update from the Walled Garden Community Group together with passing round the latest plans. Councillor Heath confirmed that you cannot see the shop window because of the wall and the school carpark. Councillor Johnson queried the position of the building as he had believed the plan was for it to go to the right as you look at the site with the gardens to the right.CouncillorHeath mentioned that there is a problem TPOs as there are red oak and birch trees located in the garden which can’t be moved. There is access to the rear of the building. It’s not permissible to have access through the churchyard. The Councillors asked the Clerk to arrange a meeting with the Community Group to discuss the Council’s queries.
* **Police Report** – 5 crimes
* **County Councillor Report** – Councillor Mackie is working on obtaining confirmation that works on the Trod will come under the Brook Farm development. There is a new Councillor Leader. There are teething problems with the NDR which are being rectified. The flooding situation at the new Thorpe End roundabout is being investigated.

Councillor Wiley asked if there had been any further developments on the Alexander Graces Homes situation at The Glade. Councillor Heath confirmed that a further demand had been received and the residents have instructed a solicitor who has issued a letter, to which a response has not been received. It has been discovered that some properties do not contain the maintenance clause. If Alexander Grace Homes cannot evidence what has been done on the land they are in breach of clause 2.1 which means that the payment demand cannot be enforced. Broadland District Council are investigation from an enforcement point of view, this will determine how they can get involved.

There are problems with flooding at the lake on the Hospital Site. The Clerk will investigate and notify Broadland/Norfolk.

* **District Councillor Report** – The Broadland District Council’s AGM takes place tomorrow. The Rosebery Road planning application has been approved. The payments to the Parish Council will potentially happen in September 2018 for the road improvements. The planning application for Salhouse Road, Little Plumstead will be open to the public when it goes to Committee, the Parish Council should make representation to object.
* **Public Participation –** A parishioner raised the topic of having equipment available at meetings to help those who have hearing issues. It was confirmed that a meeting is being planned with a recommended hearing company. A meeting with the allotment representative (plus a few other Councillors) and the allotment holders has been arranged for 7th June at Great Plumstead Village Hall.

**AGENDA**

Meeting reopened

1. **APOLOGIES FOR ABSENCE**

None

1. **DECLARATIONS OF INTEREST**

Councillor Bullen – Item 14

1. **TO APPROVE AS A TRUE RECORD THE MINUTES OF THE MEETING HELD ON 9TH APRIL 2018**

Agreed

1. **TO REPORT MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA: FOR INFORMATION ONLY**

The issue of parking at the swimming pool facilities in Great Plumstead has been reported to the owners and they have confirmed that they have this matter in hand. They will speak to the instructor and will do their upmost to stop this happening. If any problems are seen these will be reported to the Clerk who will then pass them onto the owners.

1. **APPOINTMENT OF OFFICERS – FINANCE COMMITTEE, ALLOTMENT REPRESENTATIVE, TREE WARDEN, PLAY EQUIPMENT INSPECTORS, WEBSITE, VILLAGE HALLS, YOUTH ENGAGEMENT, PCSCP**

Finance Committee – Councillor Cawdron, Johnson, Vincent, Wiley, Heath, Edwards and Jones

Allotment Representative – Councillor Johnson

Tree Warden – Councillor Johnson

Play Equipment Inspectors – Councillor Johnson and Claxton

Website – Councillor Heath

Village Hall Representatives – Councillor Edwards (Little Plumstead) and Councillor Bullen/Jones (Great Plumstead)

Youth Engagement – Councillor Carty

Plumsteads Community & Sports Pavilion Advisory Committee - Councillor Wiley, Cawdron, Johnson, Heath, Carty and Bullen

The Clerk will complete the necessary documentation to set up a Data Protection Group (which was agreed will be the same members as the Finance Committee) and a Walled Garden Committee (it was agreed that the members will be Councillor Heath and Carty but all Councillors are welcomed at the meetings)

1. **TO RECEIVE AND ADOPT THE STATEMENT OF ACCOUNTS AND BALANCE SHEET FOR THE YEAR TO 31ST MARCH 2018, TO APPROVE THE ANNUAL RETURN FORM AND TO REVIEW THE EFFECTIVENESS OF INTERNAL AUDIT**

The Council received the Internal Auditor’s Report from Mr Roger Canwell and having audited the accounts he had no matters to report to the Council. The Council agreed unanimously to adopt the Internal Audit Report.

The Council unanimously approved the Annual Governance Statement which was signed by the Chairman and Clerk

The Council unanimously agreed the Accounts and Balance Sheet for the Year Ended 31st March 2018 and approved the Accounting Statements 2017/18 on the Annual Return Form. This was signed by the Chairman.

1. **TO REVIEW THE COUNCIL’S POLICIES**

The Council adopted the Consent Letter, Privacy Notice and Commitment for Website in relation to the General Data Protection Regulations, proposed by Councillor Johnson and seconded by Councillor Jones. The Standing Orders are currently being reviewed as an updated version has just been released, these will be brought to the Council for adoption shortly. No other changes to any policies.

1. **TO RECEIVE CORRESPONDENCE**

* **Parish Roads – Update –** The works to Smee Lane and Low Road are almost complete. Highways are working their way through a large backlog of potholes, ours are logged and will be getting to them as quickly as possible. The deep pothole on Hospital Road has been progressed as urgent. The bad state of Salhouse Road and Reeves Corner are to be inspected. The bad pothole on Hare Road has been identified to have a permanent hot rolled repair. The damage to Toad Lane will be completed within 5 weeks.
* **Potential Speed Reduction on Broad Lane –** Supported by the Council. The Clerk will make enquiries.
* **Potential Broadland Way Cycleway –** This to link North East Norwich with Wroxham. Will be discussed at next meeting.
* **Northern West Link Consultation –** A public consultation is happening from 8 May to 3 July for comments relating to the link up of the Fakenham Road and A47.
* **Japanese Knotweed Update –** There have been two reports of knotweed on the Hospital Site in Little Plumstead. The Clerk has reported this but it has been confirmed this isn’t an issue unless someone is burning the plant.
* **Potential New Football Team – Hire Details –** The Parish Council are content to allow the football team to hire the pitch and to mark it out themselves
* **NDR – Cycleway Surfacing –** The NDR Team have confirmed that the final works on the cycleway will now be happening. Asphalt trucks will be using Smee Lane to access the cycleway. The Clerk will notify the NDR Team that they must repair any damage which is caused to the road.

1. **TO CONSIDER PLANNING APPLICATIONS**

The Parish Council made the following comments on planning applications:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 20180166 | Hedgehog Cottage,Church Road,Great Little Plumstead,NR13 5AB | | Rear Extension and Erection of Detached Garage | Refused |
| 20180572 | Land North of Norwich Road, Great Plumstead | | Removal of 100 yards of hedge | The hedge should be replaced with a similar style hedge. Any cutting must be done outside of bird nesting season. |
| 20180610 | The Warren, 31 Sandhole Lane, Little Plumstead | | Single Storey Rear Extension | No objection |
| 20180669 | Little Badgers, Norwich Road, Little Plumstead | | Erection of Ne Detached Garage | No objection |
| 20180375 | 30 Woodland Drive, Thorpe End | | Two Storey Rear Extension and internal alterations | No objection |
| 20180696 | 6 Plumstead Road,Thorpe End,NR13 5BS | Erection of Two Storey Front and Side Extension | | No objection |
| 20180655 | Little Plumstead Hospital, Hospital Road, Little Plumstead | Variation of Condition 2 of Planning Permission 20160808 - Approved Plans [revise house types on plots 49, 73 and 74; re-positioning of dwellings on plots 64-74 inc; garages added to plots 66-74 inc 94, 95 and 96; and garages revised on plots 86, 99, 100, 101, 103, 104 and 105 | | Queries whether this makes the overall footprint exceed the agreed cap. |

1. **TO DISCUSS IMPROVEMENTS TO GREAT PLUMSTEAD ALLOTMENT FENCING**

Councillor Johnson procured three quotes for new fencing at the allotments. The Parish Council agreed to instruct Simon’s Landscaping, proposed by Councillor Edwards and seconded by Councillor Cawdron. The Parish Council made the quantify choice as the other two quotes did not meet the requirements which the fencing had to meet.

1. **TO DISCUSS IMPROVEMENTS TO GREAT PLUMSTEAD HALL CARPARK**

Councillor Johnson has a meeting scheduled with an engineering contractor to discuss the options for the carpark resurfacing.

1. **TO DISCUSS PARISH PROJECTS**

The Plumsteads Community & Sports Pavilion Advisory Committee met on 12th April to discuss the potential pavilion project and go through the feasibility study with Andrew Golland. From this meeting the Committee advised the Council that the project is not currently feasible as it would require the Parish Council to take out a 50% loan. The Committee believe that unless the project can be completely funded it should not go ahead.

Councillor Cawdron mentioned that the War Memorial located in Great Plumstead needs some restoration works, Councillor Wiley was not sure whether the Parish Council are allowed to use funds. Councillor Cawdron and the Clerk will look into this as the memorial is located in the churchyard but is not owned by the Church and is for the members of the parish.

1. **TO AGREE PAYMENTS IN ACCORDANCE WITH THE BUDGET AS LISTED**

The following accounts were agreed in accordance with the Budget:

**Payments**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MONTHLY FINANCIAL STATEMENT** | | | **May** | **2018** |
| Bank Balance | | Nat West | **£28,383.63** | 30.04.2018 |
| Bank Balance | | Scottish Widows | **£85,778.78** | 01.04.2018 |
| Payments | |  |  |  |
| Andrew Golland | | Pavilion Feasibility Study |  | £4,620.00 |
| BY Training Services | | Defibrillators and cabinets |  | £2,500.00 |
| Gt Plum Village Hall | | Hall Hire x2 |  | £30.00 |
| Broadland Deposit Account | | Transfer - CIL Monies |  | £84,672.19 |
| Birketts LLP | | Return of Refund monies - error | | £277.68 |
| T Scott |  | Salary and Expenses |  | £1,205.61 |
| Norfolk Pension Fund | | Pension Payment |  | £350.98 |
| Gt & Lt Plumstead PCC | | Grant |  | £1,500.00 |
| Roger Canwell | | Internal Audit |  | £67.50 |
| D Johnson | | Repair - Lt Plum Play Equipment | | £43.00 |
|  |  |  | **TOTAL** | **£95,266.96** |
| Receipts |  |  |  |  |
| Scouts Group | |  | Water Rates and Rental | £59.74 |
| Great Plumstead Bowls Club | |  | Water Rates | £196.83 |
| Great Plumstead Bowls Club | |  | Rental | £250.00 |
| Great Plumstead Village Hall | | | Water Rates | 34.29 |
| Great Plumstead Village Hall | |  | Water Rates | £53.69 |
| Great Plumstead Village Hall | |  | Annual Rent | £10.00 |
| Birketts LLP | |  | Refund of Monies | £277.68 |
| Broadland District Council | |  | CIL Monies | £84,672.19 |
| Broadland District Council | |  | Pre-cept 1st | £20,640.00 |
| Allotment Plot 15 | |  | Rental | £25.00 |
|  |  |  | **TOTAL** | **£106,219.42** |
| **Outstanding Cheques** | |  |  |  |
| CAN |  | Annual Subscription |  | £20.00 |
| **Current Account Balance** after above payments made and **outstanding cheques cleared** will be approximately | | | |  |
| **£39,316.09** |

1. **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 11th June 2018 at 7.00pm at St David’s Hall, Thorpe End.

1. **TO RECEIVE ITEMS FOR THE NEXT AGENDA**

Works to Great Plumstead War Memorial

Standing Orders

There being no further business the meeting closed.

Signed: Chairman Date: