**GREAT AND LITTLE PLUMSTEAD PARISH COUNCIL**

**A Meeting of Great & Little Plumstead Parish Council was held on Monday 13th May 2019 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 S Vincent Mrs L Carty**

**Mrs M Bullen Mrs J Jones**

**Mrs T Scott (Clerk)**

* **Police Report** – Nothing to report. Neighbourhood priorities for the Plumsteads are high visibility patrols.
* **County Councillor Report** – Councillor Mackie wished the Councillors well over the coming four years. He was always happy to report how well the Council works together for the good of the community. Andrew Proctor has been elected as Conservative Group Chairman and Councillor Mackie as Conservation Group Vice Chairman. At the Full Council meeting Andrew Proctor was elected Council Leader and Graham Plant appointed as Deputy Leader. The Council approved a new six year plan focus on economic growth, sustainable development, environmental security and social mobility. Councillor Mackie reported back the issues raised previously on the NDR, namely new fence planting, graffiti and the plants under the bridge on Plumstead Road. Highways have confirmed that HGV signs have been installed on Broad Lane and Councillor Mackie is pushing for a potential trod. The Parish Council reported the issues with Konnectbus cancelling all services to Great Plumstead when Water Lane was closed, Councillor Mackie is liaising with Highways to see what can be done when future road closures happen. Norfolk Composting Awareness Week has just happened and people are encouraged to visit [www.norfolkrecycles.com/home-compost](http://www.norfolkrecycles.com/home-compost) for products and information on composting at home.
* **District Councillor Report** – Councillor Vincent reported that following the complaints received for the Rosebery Road development the following actions had been taken – planning enforcements site visits, complaint raised with health and safety executive, engineer has assessed and reported on an issue raised on a neighbour’s outbuilding and a letter has been sent to Rosebery Road residents. No further complaints have been received to date. The landowner and development of the planning application for 84 dwellings at Salhouse Road, Little Plumstead have started the judicial review procedure following the planning inspector turning down their appeal. Broadland District Council have issued a letter to Mr Edwards of Alexander Grace Homes demanding that the situation at The Glade be rectified**.** There are ongoing problems with shrinkage and lifting of the safety surface at all 4 play areas. Broadland District Council will undertake installation of new safety surfacing across all 4 of the play areas on The Glade. The works will close each play area for 1 – 2 days in turn, with the works to be completed before the summer holidays. A tree preservation order has been submitted for 37 trees on the land north of Smee Lane.
* **Public Participation –** The green space at the Church Road development was discussed as the developer as put an application in to build a house on the green space. Councillor Carty questioned what happens to the land should the application not be granted, Councillor Vincent confirmed that if the land stays as green space it would most probably either be managed under a management committee (paid for by the houseowners) or passed to the Parish Council. The Clerk will look into the original application and the reserved matters for this site.

Councillor Vincent reported that Broadland District Council have sent Alexander Grace Homes correspondence demanding that the amenity land at The Glade should have the repairing works undertaken and confirming that if they continue to not undertake their responsibilities that BDC will have no option but investigate ways to transfer the land. Alexander Grace Homes will be given sufficient amount of time to respond to the letter. Mr Russell has asked BDC to meet without solicitors present which was denied. BDC has confirmed that Mr Russell must reply to their letter before any meeting can take place. BDC has offered to take the land on, a valuation was undertaken and valued the land at £0. The current plan is for BDC to meet Mr Russell by mid-May, although this is dependent on a response to the letter.

Councillor Jones asked if we could contact our MP, Keith Simpson, to bring to his attention the issues of Management Companies. The Clerk will extend an invitation to attend a future meeting to discuss (a resident offered to send through the finer details of what has happened on The Glade for this letter to MP Simpson).

Adrian from The Walled Garden Management Committee asked for an update on the transfer of the land to the Parish Council. We confirmed that the transfer has been signed and is held with by our solicitor. Cripps are waiting for confirmation of Planning Permission for the piece of land from NCC. Once the permission is granted the Section 106 Agreement and Deed of Variation can be signed, the transfer of land to the school will take place and then the transfer to the Parish Council will be completed. The Clerk will chase up the solicitors as Adrian confirmed that they haven’t received the draft lease.

A resident reported that there have been instances of speeding of Broadland Drive, Thorpe End which is a 20mph zone. Councillor Vincent asked if we could move the SAM2 sign. Councillor Heath and Johnson will have a look and report back some suitable locations for Highways approval.

**AGENDA**

1. **ELECTION OF CHAIRMAN TOGETHER WITH SIGNING OF DECLARATION OF ACCEPTANCE**

Councillor Joe Wiley was proposed by Councillor Vincent, Seconded by Councillor Johnson. All in favour. Councillor Wiley signed the declaration of acceptance

1. **ELECTION OF VICE-CHAIRMAN**

Councillor Shaun Vincent was proposed by Councillor Cawdron, seconded by Councillor Bullen. All in favour

1. **APOLOGIES FOR ABSENCE**

None

1. **TO CONSIDER ANY DECLARATIONS OF ACCEPTANCE OF OFFICE THAT HAVE NOT BEEN RECEIVED AND DECIDE WHETHER TO GRANT AN EXTENSION OR DECLARE THE SEAT VACANT**

None

1. **DECLARATIONS OF INTEREST**

None

1. **TO APPROVE AS A TRUE RECORD THE MINUTES OF THE MEETING HELD ON 8TH APRIL 2019**

Agreed

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

Councillor Heath reported that all the trees on the area at Macmillan Way, The Glade have been removed. Councillor Carty asked if we could approach the tree officer to ask for sturdier trees then those proposed to replace the felled ones. Councillor Johnson will get in touch.

1. **TO RECEIVE AND ADOPT THE STATEMENT OF ACCOUNTS AND BALANCE SHEET FOR THE YEAR TO 31ST MARCH 2019, TO APPROVE THE ANNUAL RETURN FORM, AND TO REVIEW THE EFFECTIVENESS OF INTERNAL AUDIT**

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 2019 and approved the Accounting Statements 2018/19 on the Annual Return Form. This was signed by the Chairman.

1. **TO APPOINT COMMITTEES AND REPRESENTATIVES**
   1. **FINANCE COMMITTEE –** Councillor Cawdron, Johnson, Vincent, Wiley, Heath, Edwards and Jones
   2. **DATA PROTECTION COMMITTEE –** Councillor Cawdron, Johnson, Vincent, Wiley, Heath, Edwards and Jones
   3. **ALLOTMENT REPRESENTATIVE –** Councillor Johnson
   4. **TREE WARDEN –** Councillor Johnson
   5. **PLAY EQUIPMENT INSPECTORS –** Councillor Johnson and Claxton
   6. **WEBSITE –** Councillor Heath
   7. **VILLAGE HALL –** Councillor Edwards (Little Plumstead), Councillor Jones and Bullen (Great Plumstead)
   8. **YOUTH ENGAGEMENT -** Councillor Carty
   9. **CIL COMMITTEE –** Councillor Heath, Cawdron, Carty, Johnson, Jones and Edwards
   10. **PLUMSTEAD COMMUNITY AND SPORTS PAVILION ADVISORY COMMITTEE –** Councillor Wiley, Cawdron, Johnson, Heath, Carty and Bullen
   11. **WALLED GARDEN ADVISORY GROUP –** Councillor Johnson, Cawdron, Heath and Carty
   12. **RESPONSIBLE FINANCE OFFICER –** Councillor Cawdron
2. **TO ADOPT/REVEW POLICIES**
   1. **FINANCIAL REGULATIONS -** Agreed
   2. **EQUAL OPPORTUNITIES POLICY -** Agreed
   3. **DISCIPLINARY AND GRIEVANCE PROCEDURE -** Agreed
   4. **EXPENSES POLICY SICKNESS ABSENCE POLICY -** Agreed
   5. **TO ADOPT STANDING ORDERS –** All agreed
3. **TO RECEIVE CORRESPONDENCE**

* **The Glade, Little Plumstead – Works to play areas –** Broadland to undertake repairs to the play areas. Works will take 1 – 2 days in turn, only one area to be closed at a time. To be completed between half term and summer holidays.
* **NDR Stats –** Plumstead Road (Thorpe End) reduced by 25.1%, Broad Lane (Norwich Road entrance) reduced by 15.6%, Toad Lane reduced by 27.3%, Broad Lane (adjoining Hospital Road) reduced by 94.7% and Church Road reduced by 37.3%.
* **Parish Paths Seminar**
* **Tree Preservation Order – Smee Lane -** Supported
* **Better Broadland –** Work is underway but there is still quite a bit to do. The cabinet in Great Plumstead (Church Road) is due to go live this summer.
* **Bus Services – Planned Road Closures –** Konnectbus reported that Plumstead Road (Thorpe End) is to be closed for four weeks in August, the Parish Council have not received notice of these closures. It needs to be determined what the route for buses will be as both the road in front of the Old Post Office and the Boulevard are private roads and cannot be used.
* **Rosebery Road Update –** Broadland Growth Limited confirmed that no further complaints had been received. The previous complaints have been dealt with. The show home will be open by the end of May by appointment only, car parking will happen on site. The Parish Council were invited to come and look at the development which the Councillors agreed would be good, together with a look at the adjoining amenity land.
* **Abandoned Vehicle – Great Plumstead – Update –** It has been reported to Broadland who are aware.
* **Training – Community Land Trust –** Councillor Jones would like to attend.
* **Little Plumstead Post Box – Repositioning –** The Post Box has become damaged and is currently out of commission, a parishioner has asked if this is a good opportunity to move the post box to a better location namely by the bus shelter on Salhouse Road. The Clerk will contact the owner of the Old Post Office to ensure that they are happy with this.
* **Neighbourhood Plan Network –** Councillor Cawdron and Johnson would like to attend.
* **Sandhole Lane, Playing Field –** The Clerk received a letter from residents of Little Plumstead reporting that rubbish was being fly tipped on the recreational land at Sandhole Lane, Little Plumstead. Councillor Edwards and Johnson will investigate the area and speak to the resident to looks after the area and will report back. The Clerk will put something together to for social media reminding that fly tipping is an offence and that the Parish Council does not own the land and the owner may decide to not allow the Council to rent in the future.

1. **TO CONSIDER PLANNING APPLICATIONS**

The Parish Council made the following comments on planning applications:

|  |  |  |  |
| --- | --- | --- | --- |
| 20190695 | Land Rear of 33 Sandhole Lane,Great Little Plumstead,NR13 5HZ | Change of Use from Agricultural Land to Garden/Residential Curtilage | No objection |
| 20190552 | 1 Saint Marys Close,Great Plumstead,NR13 5EY | Single Storey Side and Rear Extension, Dormer with Balcony and Pitched Roof over Existing Flat Roof. | Overlooking from the balcony to the neighbouring property |
| 20190615 | Land South of Salhouse Road,Sprowston | Construction of Temporary Vehicular Access onto Salhouse Road | No objections |

1. **TO DISCUSS PARISH PROJECTS**

Walled Garden

We need to gain permission from Cripps to install the buttresses on the west side of the walled garden.

Thorpe End Path

Councillor Claxton asked if we could have further information on when the path will be installed.

Councillor Heath suggested we should look at installing a trod on Broad Lane.

1. **TO DISCUSS CLIMATE CHANGE AND CARBON REDUCTION**

It was discussed how the Parish Council can reduce its carbon footprint and help the environment and the local wildlife. Councillor Cawdron put together a list of suggestions (which is available on the Council’s website). Councillor Cawdron asked if the grass cutting at Thorpe End (the green in front of the shops) could be cut every four weeks instead of two to help the local bees etc, but cut the perimeter every two. The Clerk will speak with Garden Guardian for costings on how much collection of cuttings will be as we don’t want to damage the grass. Councillor Bullen put forward that Astley Road green needs to be kept at its current cutting schedule as it is regularly used. We will advertise what we are trialling at Thorpe End so residences understand it is not being left. Councillor Carty asked if a committee could be put together to look for ways to help the environment and battle climate change as it’s such an important issue, Councillor Heath agreed with this idea. Councillor Jones suggested that a quarterly meeting could take place to discuss issues.

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

The following accounts were agreed in accordance with the Budget:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Bank Balance | | Nat West | **£37,966.24** | 30.04.2019 |
| Bank Balance | | Scottish Widows | **£85,787.36** | 30.04.2019 |
| Bank Balance | | Broadland Deposit | **£130,521.97** | 30.03.2019 |
| Payments | |  |  |  |
| T Scott | | | Salary and Expenses | £1,146.48 |
| Norfolk Pension Fund | | | Monthly Payment | £360.29 |
| Norfolk County Council | | | Parish Partnerships - Thorpe End Footpath | £6,750.00 |
| Gt and Lt Plumstead PCC | | | Grant | £1,200.00 |
| Moore Tree Care | |  | Trees - Broadmead Green | £935.00 |
|  |  |  | **TOTAL** | **£10,391.77** |
| Receipts |  |  |  |  |
| Broadland District Council | | | CIL - Church Road | £12074.63\* |
| Great Plumstead Village Hall | | | Water Rates | £95.74\* |
| Great Plumstead Village Hall | | | Water Rates | £43.22\* |
| Broadland District Council | | | Precept - 1st installment | £21475\* |
|  |  |  | **TOTAL** | **£0.00** |
| **Outstanding Cheques** | | |  |  |
|  |  |  | **TOTAL** | **£0.00** |
| **Current Account Balance** after above payments made and **outstanding cheques cleared** will be approximately | | | |  |
| **£27,574.47** |
| \* already included in the accounts stated above | | | |  |

The Clerk will prepare the transfer of £5324.63 to the Broadland Deposit Account (Church Road CIL payment less Thorpe End Footpath payment).

* 1. **TO DISCUSS SUBSCRIPTION TO BROADLAND TREE WARDEN NETWORK**

Councillor Johnson confirmed that the network provides information regarding tree diseases etc happening in the area, we are able to procure free trees for Schools, Village Halls etc. Proposed by Councillor Bullen, seconded by Councillor Heath, all agreed.

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 10th June 2019 at 7.00pm at Great Plumstead Village Hall.

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

Spring Fayre

There being no further business the meeting closed.

Signed: Chairman Date: