**GREAT AND LITTLE PLUMSTEAD PARISH COUNCIL**

**A Meeting of Great & Little Plumstead Parish Council was held on Monday 20th July 2020 at 7.00pm via Zoom Link**

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

**Mr R Heath Mrs J Jones**

**Mr D Johnson Mr S Vincent**

**Mrs L Carty Mr G Edwards**

**Mrs T Scott (Clerk)**

* **Public Participation –**

**AGENDA**

1. **CONFIRMATION OF CHAIRMAN AS PER CURRENT GUIDELINES**

Councillor Joe Wiley will stand as Chairman for the 2020/21 year. No objections

1. **CONFIRMATION OF VICE-CHAIRMAN AS PER CURRENT GUIDELINES**

Councillor Shaun Vincent will stand as vice-chairman for the 2020/21 year. No objections

1. **APOLOGIES FOR ABSENCE**

Councillor Bullen and Councillor Claxton

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**

The Parish Council currently have two vacancies. Any interest parties should get in contact with the Clerk.

1. **DECLARATIONS OF INTEREST**

None

1. **TO RECEIVED AND ADOPT THE STATEMENT OF ACCOUNTS AND BALANCE SHEET FOR THE YEAR TO 31ST MARCH 2020, TO APPROVE THE ANNUAL RETURN FORM, AND TO REVIEW THE EFFECTIVENESS OF INTERNAL AUDIT**

The Council received the Internal Auditor’s Report from Ms Catherine Moore and having audited the accounts she 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 2020 and approved the Accounting Statements 2019/20 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 –** The Parish Clerk, T Scott. The Internal Financial Officer is Councillor Cawdron
2. **TO ADOPT/REVIEW POLICIES:**
   1. **FINANCIAL REGULATIONS –** Agreed
   2. **EQUAL OPPORTUNITIES POLICY –** Agreed
   3. **DISCIPLINARY AND GRIEVANCE PROCEDURE –** Agreed
   4. **EXPENSES POLICY–** Agreed
   5. **SICKNESS ABSENCE POLICY –** Agreed
   6. **GENERAL DATA PROTECTION REGULATIONS –** Agreed
   7. **PENSIONS POLICY–** Agreed
   8. **LONE WORKING POLICY –** Agreed
   9. **INTERNAL RISK ASSESSMENT –** Agreed
   10. **TO ADOPT STANDING ORDERS –** Agreed
3. **TO RECEIVE CORRESPONDENCE**

None

1. **TO CONSIDER PLANNING APPLICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| 20201247 | Hall Cottages,Low Road,Great Little Plumstead,NR13 5ED | Conversion of cottages to one dwelling with new garage. Creation of  new independent access to 'estate'. | No objections |

1. **TO DISCUSS PARISH PROJECTS** 
   1. **TO DISCUSS AND AGREE THE WALLED GARDEN PLAQUE**

Councillor Carty has obtained three quotes for the plaque. The wording will be as drafted by Councillor Cawdron. The size was agreed at 600x450 in portrait. The location will be on the arch by the shops. It was agreed to go with the quote from Anglian Sign Casting for £1611.34 (price excludes delivery but Councillor Carty is happy to collect). Munnings have generously offered a £500 gift to the Parish Council, it was discussed this could be used to pay towards the plaque? Proposed by Councillor Carty, Seconded Councillor Edwards. All Agreed. Monies to come from CIL unless Broadland doesn’t allow this then from the Parish Projects monies.

* 1. **TO DISCUSS AND AGREE THE GREAT PLUMSTEAD PLAY AREA FENCING**

Councillor Johnson will gather in more quotes. The Clerk suggested asking other Parish Councils who they have used for the same projects for recommendations of companies.

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

The following accounts were agreed in accordance with the Budget:

**Payments**

|  |  |  |
| --- | --- | --- |
| T Scott | Salary and expenses | £1127.21 |
| Norfolk Pension Scheme | Monthly Payment | £290.38 |
| HMRC | Monthly Payment | £87.06 |
| Anglian Sign Casting | Walled Garden Plaque | £1611.34 |
| Target Trees | Walled Garden – AIA Report | £400.00 |
|  | **Total** | **£3515.99** |

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 14th September 2020 at 7.00pm via Zoom Link.

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

Great Plumstead Play Area Fencing

There being no further business the meeting closed.

Signed: Chairman Date: