

A Parish Council Meeting was held on Monday 11<sup>th</sup> January at St Davids Church Hall.

**PRESENT:** Mr J. Wiley (Chairman)  
Mrs. L. Carty  
Mr A. Cawdron  
Mr. R. Claxton  
Mr. G. Edwards  
Mr R. Heath  
Mr D. Johnson  
Mrs M. Sayer-Beck  
Mr. S. Vincent

**PUBLIC PARTICIPATION.** The Chairman allowed public participation.

**010116 APOLOGIES FOR ABSENCE** –Apologies were received from Councillor Jones and Payne.

**020116 MINUTES OF THE MEETING** - held on Monday 14<sup>th</sup> December 2015 were approved

**030116 MATTERS ARISING** – Councillor Johnson is still waiting for further information on the costs etc for the hedge cutting on the playing field and will advise the Council once he has explored all the options. The work on repairing the Little Plumstead sign could not take place until spring/summer.

**040116 DECLARATIONS OF INTEREST** – There were no Declarations of Interest.

**050116 CHAIRMAN'S ITEMS:** (including Public Participation) The Chairman confirmed that no further communications had been received regarding the land on Salhouse Road and the possibility of allotments. Mr Lanyon suggested that some allotments could be made on the land in Sandhole Lane as he felt it was not used very much for children playing football. This fact was disputed by another local resident who felt that the area was very well used by children and dog walkers. Whilst the land is very sandy Mr Lanyon felt this would be a challenge to would be allotment holders to improve the soil. He also wanted an area to put his bee hives. Councillor Edwards stated that for health and safety reasons the hugely successful annual community firework display would most likely have to be abandoned if any area was taken up for allotments. Councillor Edwards offered to meet Mr Lanyon to discuss further. The Clerk would try and see if she could find a copy of the original lease for Sandhole Lane as there may well be restrictions on what the land can be used for. Mr Oxbury a resident of Thorpe End raised strong objections to the proposed re development of the Post Office in Thorpe End. He pointed out that as a Conservation area there were laid down rules on the density of housing and that this application far outstripped this rule. The original design for the Thorpe End Village was being hugely compromised by this proposed over development. Councillor Vincent explained the planning procedure and stated that this application had been 'called in' and would be determined by the Planning Committee. He also confirmed that the Conservation officers at Broadland came under the Planning Team. Discussions took place on the vote taken 3 years ago in relation to the grass cutting at Thorpe End and the original Minute, which had been sent to Councillors, was read out. Councillor Cawdron then explained to the meeting all the new evidence he had managed to find relating to the ownership of the various strips of land. It is a very complicated picture as it appears that in some cases when the house was sold the strip of land that went with it was not necessarily sold with the property. A long and extremely costly project would have to be undertaken with the land registry to try and trace such ownership and then enforcing any charge would again prove costly, particularly if legal action was required. The Council are fully entitled to re consider their previous decisions and it was felt that in light of all the new information that this is indeed the case. The enjoyment offered to the general public, who have a right of access on this land, as they do in areas such as the Sandhole lane land, the grass on the Thorpe End Village Green should be cut by the Council. The current annual cost is £320. The Chairman took the view on this issue as 'what is reasonable' and it was felt that under the circumstances it was reasonable to carry on this activity. It currently costs the Parish £570 for the Sandhole Lane amenity which is enjoyed by the residents of Little Plumstead. Councillor Jones had sent in her support for the Council to continue cutting the Thorpe End Green. Residents in the area will be informed of this decision. Councillor Carty commented on how she felt all who drove through the village enjoyed seeing the open green space well maintained and it was totally impossible to un-pick the extremely complicated ownership issues. It was therefore agreed that this is a major asset to the Parish. Councillor Vincent proposed that the Parish Council should continue cutting the grass at Thorpe End, this was seconded by Councillor Claxton and

all voted in favour of the motion. Councillor Cawdron was thanked for his research and the vital new information he had been able to offer. The Council need to try and find who owns the land in front of the Thorpe End village Hall and to query the cost of cutting this area. Where possible the Council would try and find further information on the trees on the Green.

**060116 CORRESPONDENCE AND ADMINISTRATION** – The Clerk confirmed that the village sign was nearing completion and hopefully would be ready for installation in the Spring. She also had contact details for a gentleman to restore the Little Plumstead sign but again this is a Spring/Summer job. All other relevant correspondence had been distributed to Councillors throughout the month.

**070116 INCOME AND EXPENDITURE (circulated prior to meeting)**

Bank Balance Nat West £ 7909.57 (30<sup>th</sup> December 2015)  
Bank Balance Scottish Widows £87,290.82 (30.10.15)

**Payments**

£902.10 – Came & CO – Insurance  
£2916.00 – Garden Guardian Ltd – Grounds Maintenance  
£934.36 – J. Jones – Salary £916.67 Exp £47.05 ( minus NI £29.36)

**TOTAL £4,752.46**

**Receipts**

£9.30 – Eastern Power Networks - Wayleaver

**TOTAL £9.30**

**Current Account Balance** after above payments made and **outstanding cheques cleared** will be approximately **£3,157.11**

**080116 PLANNING APPLICATIONS**

**20152039** - Langley, 6 Heath Road, Thorpe End, NR13 5B The drawings appear to indicate an extension corner clash with the existing garage, otherwise no comment.

**20151962** - Great Plumstead Hall, Low Road, Great Plumstead, NR13 5ED

Councillor Heath has stated that he is struggling to understand this large extension and the building is not visible to individuals. Whilst it is a large extension – it is isolated and unlikely to affect neighbours

**Any further comments please – response has to be in this week**

**20151726** - Hatherleigh House, Reeves Corner, Plumstead Road, Great Plumstead, NR13 5BY

Re- consultation. Concerns over this working with the new road layout – but highways are more likely to have an opinion.

**20152040** Smee Bungalow, Smee Lane, Great Plumstead, NR13 5AX

Essentially I have no objection as long as the neighbouring property does not see the additional height of the proposed new property intrusive. The applicant has clearly discussed in length with planning officers to reach an amicable design. (RH)

**090116 COUNTY COUNCILLOR'S REPORT**

**County Council Christmas Cover** -I must publicly record my thanks to county council staff who covered the Christmas period, always a period of high demand for social services. The council's Social Services duty team had a very busy Christmas, from between 5.30pm Christmas Eve until 9am on 29th December they handled 233 referrals which was up from 229 last year.

**Better Broadband for Norfolk Project BBfN** -At the last meeting Karen O'Kane, Director of the County Council BBfN Programme provided a presentation on the rollout of better broadband to the area. A major step forward in the funding of smaller but essential works is match-funding from the district councils as part of their economic development and infrastructure role. Some may have read that Breckland District Council has already agreed to be part of that funding partnership with an investment of £950,000. <http://www.breckland.gov.uk/content/cabinet-releases-funding-further-improve-broadband-connectivity>. Since the last meeting I have been undertaking some soft lobbying of colleagues at Broadland to help ensure that within this area we have the best possible broadband available. The Parish Council was going to write to Cllr Stuart Clancy, Dep Leader and Cabinet Member for Economic Development at Broadland DC to urge support for Broadland's possible contribution to the partnership.

**County Council Budget** -The public consultation on the Council's proposals remains open until the 14th Jan. I have been lobbying for a reversal to the cuts to highways maintenance, verge cutting and social services. 900 responses have been received from individuals and organisations. More information can be found on [norfolk.gov.uk](http://norfolk.gov.uk).

**The Trod** - I met with our local highways engineer on the 19th December to look at a range of issues in the Thorpe St Andrew Division. I raised the issue of the trod and the cost. Chris was going to seek some revised costing for other more cost effective schemes to support the aims of the council. I also raised this as an issue at the TSA town council on Monday 4th Jan. There could be some support for a joint project if the budget allows later in the year. The priority from my perspective is if the Parish Council was willing or able to secure section 106 or CIL money towards a joint project or the majority of a scheme. The Parish was going to seek clarification from Broadland. I am mindful that the county council will be running its parish partnership schemes again that could fund 50% of the scheme. Once Chris has provided me with some costings I will share with Jane and perhaps we can progress in discussion with the town clerk, NCC and Broadland.

**TSA High School** - As many will have read the very successful high school, the biggest in Norfolk, is now looking to become an academy. Ian Clayton the principle was awarded an MBE in the New Years honours for services to education across Norfolk and beyond. More on the academy can be found here on the EDP website.  
[http://www.edp24.co.uk/news/education/thorpe\\_st\\_andrew\\_norfolk\\_s\\_biggest\\_school\\_confirms\\_it\\_wants\\_to\\_become\\_an\\_academy\\_1\\_4372589](http://www.edp24.co.uk/news/education/thorpe_st_andrew_norfolk_s_biggest_school_confirms_it_wants_to_become_an_academy_1_4372589)

**NDR** - am keen to have another working group meeting ASAP. I will ask Mark to share some dates and confirm with Jane a suitable venue. There are also a number of ongoing traffic restrictions to the Postwick Hub which can be found here <http://www.norfolk.gov.uk/news/NCC172582>

Gritting is and will be taking place when necessary, for full details please see here [http://www.norfolk.gov.uk/Travel\\_and\\_transport/Roads/Winter\\_roads/NCC153917](http://www.norfolk.gov.uk/Travel_and_transport/Roads/Winter_roads/NCC153917). It was agreed that a grit bin was installed near the primary school, if this has not yet been done please let either myself or our highways engineer know.

**Ian Mackie** BA Hons MA ,Norfolk County Councillor Thorpe St Andrew Division  
[ian.mackie@norfolk.gov.uk](mailto:ian.mackie@norfolk.gov.uk)

### **100116 DISTRICT COUNCILLOR'S REPORT**

The last full Council meeting was held on Tuesday 5 January 2016, all the papers and reports are available at the Broadland website. The next full Council meeting will held on Thursday 28 January 2016 starting at 7pm in the Council Chamber at Thorpe Lodge, Yarmouth Road.

**Benefit Changes – Welfare Reform** The structure of benefits, including housing benefit, and their payments are moving to a single benefit process and payment known as Universal Credit.

**Council Tax Reduction Scheme 2016/17** Following the consultation on this scheme in the Autumn of 2015 the changes have been approved for Broadland District and will be applied as Universal Credit is implemented.

**Council Tax Discounts** The discounts relating to vacant properties, properties undergoing major repair or structural alteration and second homes will cease to be available to homeowners with effect from 1<sup>st</sup> April 2016 and full payment of council tax will be required.

**Broadland Handyperson+ Service** The Handyperson+ service will continue for another year, providing access to a qualified tradesman for small household repairs and minor adaptations. This service is for Broadland residents over 65 years old and has labour costs fixed at £15 per hour limited to a maximum of £30. To check criteria and apply telephone Broadland on 01603 430518 or email: [handy@broadland.gov.uk](mailto:handy@broadland.gov.uk) .

### **Consultation with Parish/Town Councils to influence Overview and Scrutiny**

The Broadland District Council Overview and Scrutiny Committee are identifying topics for consideration for their next schedule of work between now and April. The Committee welcomes your views, an online survey can be found here: <https://www.surveymonkey.co.uk/r/WD9TBRQ> The survey contains 6 questions and should not take longer than 10 minutes to complete. We would like to capture any local issues that you feel the Committee could help you investigate and resolve.

The intention is that your survey responses will be reported to the Committee at their June workshop and considered alongside all suggestions put forward. The Committee will shortlist to 3 topics to investigate over the year. Should your suggestion be included on the programme the Committee would invite you (the parish/town council) to participate in the review. If you have any questions about the role, purpose, or activities of the Overview and Scrutiny Committee please contact the Scrutiny Research Officer, Stacy Cosham via [scrutiny@broadland.gov.uk](mailto:scrutiny@broadland.gov.uk) or 01603 430408.

Next Planning Committee – Wednesday 13 January 2016

- There are no items on the agenda for Plumsteads.
- At the last Planning Committee Meeting, on 16 December 2015, there were no items determined for Plumsteads.

Planning Decisions - determined since last report

20151684	1. Demolition of side part of existing single storey flat roof and rear extension and erection of first floor front extension. 2. Erection two storey front extension
Location	Home Farm Cottages, Water Lane, Great Little Plumstead, NR13 5EX
Applicant	Ms Donna Spinks Baum Planning Officer: Mr P
Decision	Full Approval 14 December 2015

20151692	Proposed Double Garage, First Floor Side Extension & New Brick Piers to Entrance Gates
Location	2 Plumstead Road, Thorpe End, NR13 5BS
Applicant	Mr John Hughes Rickman Planning Officer: Mr C
Decision	Full Approval 21 December

20151780	Erection of Detached Dwelling & Garage
Location	Oaklands, 73 Blofield Corner Road, Little Plumstead, NR13 5HU
Applicant	Mr Ian Harwood Rickman Planning Officer: Mr C
Decision	Full Approval 4 January 2016

For Information – Pending / Outstanding Planning Applications

20141851	Application for Approval of Details Reserved by Condition 5 of Planning Permission 20090886 - Development of Sustainable Urban Expansion
Location	Land at Brook Farm & Laurel Farm, Green Lane, Thorpe St Andrew
Applicant	Lothbury Property Trust Company Limited Burgess Planning Officer: Mr B
Decision	8 December 2014 - Consultation until 31 December 2014 - <b>OUTSTANDING</b>

20151726	New Access (Kestrel)
Location	Hatherleigh House, Reeves Corner, Plumstead Road, Great Plumstead, NR13 5BY
Applicant	Kestrel Welton Planning Officer: Mrs J
Decision	27 October 2015 – Consultation until 21 November 2015

20151799	Conversion of Existing Dwelling to 2 No. Residential Flats, Modification of Existing Retail Unit and Erection of 2 No. Semi- Detached Houses
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Location	65 Plumstead Road, Thorpe End, NR13 5AJ	
Applicant	Mr Richard Lang C Peel	Planning Officer: Mrs
Decision	9 November 2015 - Consultation until 2 December 2015 - <b>"CALLED IN"</b> Amended – Consultation until 30 December 2015 - <b>"CALLED IN"</b>	

20151962	First Floor Bedroom Extension and Single Storey Ground Floor Extension and Carport to Rear of Dwelling	
Location	Great Plumstead Hall, Low Road, Great Plumstead, NR13 5ED	
Applicant	Mr & Mrs J Davidson C Peel	Planning Officer: Mrs
Decision	22 December 2015 - Consultation until 14 January 2016	

20152039	Erection of Single Storey Rear Extension and Front Porch	
Location	Langley, 6 Heath Road, Thorpe End, NR13 5BQ	
Applicant	Mrs J Nudd	Planning Officer: Mr P Baum
Decision	4 January 2016 - Consultation until 27 January 2016	

20152040	Demolition of Existing Bungalow & Erection of New Dwelling (Revised Proposal)	
Location	Smee Bungalow, Smee Lane, Great Plumstead, NR13 5AX	
Applicant	Mr Carl Ketteringham C Peel	Planning Officer: Mrs
Decision	29 December 2015 - Consultation until 21 January 2016	

Shaun Vincent

10 January 2016 Broadland District Council

**110116 CLERKS POSITION** – The Chairman confirmed that the Clerk will be stepping down from her role and that this matter had been discussed at the Finance Committee. The Vacancy will be advertised on the Council website, Notice Boards, NALC website and the Parish News. Councillor Vincent had advised the Finance Committee on the salary structure that the Clerk should be on and the various other requirements such as pension and holiday pay that the current Clerk has not been paid. The Clerks role has changed considerable and it was agreed that the current salary does not reflect these requirements and that it is much more of a professional role and therefore the salary must reflect this. The new salary will be in the region of £15,000 plus pension and holiday allowance. This is a considerable increase on the current Clerks salary and she has agreed to stay until a new clerk has been appointed and also there is a reasonable hand over period.

**120116 PARISH PRECEPT** - The Chairman explained the details behind the proposed Parish Precept increase – a large proportion of which relates to the employment of the new clerk and associated expenses. There has only been an increase of 6 properties on the Band D range and the proposal is for a precept of £38,225.00 which is an increase of 24.5% or in real terms £5.81 per year for a Band D property. This relates to an annual figure of £29.70 per year which is still extremely low in comparison to other Parishes of a similar size. The Bowls Club will be paying the full rent of £500 this year and allotment rents will remain unchanged. There is currently no rent received from the junior football team although they do have certain responsibilities for pitch maintenance etc. No revenue is received now for glass recycling and the Council has managed to review the grounds maintenance and been able to save some revenue by switching to a different contractor. The asset replacement Fund currently stands at £3,000 and a further £1,500.00 will be added in 16/17, to help allow for depreciation on the Parish assets. An extra allowance has been made to go towards the possible extra office costs as the current clerk has her own computer and to cover the new salary and the handover period the Council has had to budget a figure of £20,000 which they hope will be sufficient. The donations to Churchyard Maintenance and the Parish News have been increased by £50 to each. The cost of the new website - £2,800 – will be funded through the New Homes Bonus. Councillor Heath commented on the significant increase in the Clerks salary but felt that this was fully justified by the changing nature of the role and the increase in work around the new Cil monies, the NDR and planning issues. It was accepted that this increase in

percentage terms will stand out amongst other Parish Councils precepts but again it was confirmed that this is because the Parish already operates on a very low budget compared to other similar Councils. It was also agreed that with immediate effect the current Clerks salary will be increased to £15,000. A proposal was made by Councillor Edwards to accept the budget, this was seconded by Councillor Claxton and all Councillors were in agreement.

**130116 WEBSITE** – It was confirmed that Councillor Heath had managed to negotiate a reduction of £2,800 for the new website and this would be funded by the New Homes Bonus. All agreed that this is a vital tool to get information out to the residents and that the current site is well out of date. It is hoped that the new site might be up and running by April but there is still a lot of work to do. All councillors will have separate e mails added rather than having to use personal e mails as currently.

**140116 PARISH NEWS ITEMS - prepared by Councillor Cawdron –**

**The Meeting** on a dark, cooler evening. Cllr J. Wiley in the chair.

Summary scratchings by Cllr Cawdron. Notes only, not minutes. -Includes some notes from the December 14<sup>th</sup> Meeting

**Q's from the Floor.** In December there was still some debate about the manner in which the Parish Council had dealt with the Church Road Planning Application. The Council considered that they had responded fully and had lodged Resident's concerns at the time. Planning responsibility rests with Broadland District Council and residents had made similar representations to them. Concerns were expressed by residents in both December and January about the planning application at the Thorpe End Post Office. Again and similarly, the Parish had forwarded those concerns and asked residents to lodge details with the District Council. The fact that the 'conservation area status' of the Village did not seem to be being upheld was a particular point of worry.

A Little Plumstead resident asked if additional allotments could be provided in the village and suggested part of the Sandhole site as an opportunity and gave reasons, including current underuse and improved wildflower planting.

An onsite meeting with resident and Councillor was agreed.

After some interesting representations, the floor was closed to allow the meeting to proceed.

**Matters arising.** As above with updates and procedural questions answered.

Hedge cutting to Great Plumstead playing field continued to be followed up. The Oak tree safety works at Great Plumstead had been ordered.

Allotment fencing. Councillor Johnson noted pricings remained elusive.

Little Plumstead village sign repair targeted for the better spring conditions.

**Chairman's Items.** The Parish Web site was overdue for an improvement and a working group had examined an upgrade to make it easier to update and more interactive for residents. This had reported with Councillor Heath in December and now had a final costing. The council approved the costs and requested the works be put in hand.

**Financial items.** Parish review meeting set for January 2016 had taken place and the Chairman explained the items of income and expenditure carefully. The biggest change impacted upon the role of the Parish Clerk and the fact that Mrs Jones, after 6 years of service, had resigned and would help with a handover if possible, but had important family matters as a priority. Huge thanks go to her for a very fine period of service and the position would be advertised. However, time and changing requirements do mean that the costs associated with the post have risen considerably and this would impact significantly upon the precept to be requested. Councillors have researched all current opportunities, but the realities indicate an uplift of nearly £6.00 per household per year for 2016/17. It was noted that this was unwelcome amid other possible Council Tax increases e.g. for elderly care. Parish Council also noted that because of the increase, some potential future costs had been deferred and would have to be met from any reserves, if they became active.

After further debate, the Financial Report and precept matters were put to the vote and carried unanimously. The normal items of cost, wages and invoices were also approved and cleared.

**County Council.** Cllr. Ian Mackie (apologies) provided a written report, with thanks to Social Services for their Christmas Cover in a very busy period.

Improvements( and setbacks) to Broadband cover had been explained in December by Karen O Kane from NCC. Parishioners should lobby hard to NCC and Broadland for improvements in the 'slow' areas

of Plumstead and the Glades. The Councillor has followed up on potential Trod improvements and also noted the Academy application of Thorpe St Andrew High School.

**District Council.** Cllr. Vincent provided a report for the period noting next BDC Meetings and an update on the planning applications. Most 'minor' applications had been cleared. There was also no further information to Condition 5 of the Thorpe End Link Road to the Business Park.

Broadland were updating processes in line with Central Government,, e.g benefits were changing to universal credit. Broadland were also removing discounts to council tax for second homes, unoccupied premises from April 1<sup>st</sup> 2016. The Handyperson scheme for residents over 65 is still available.

**Parish Council.** Mr M Blowers has tendered his resignation from the Council.

Parish Council items noted above for action, but will also include an update on the Parish Asset register and clarification (possible map) of the maintenance items which the Parish is responsible for across the three villages.

Discussion took place reference the maintenance of Thorpe End Central Green and if this should continue. Councillor Cawdron tabled a paper with information going back to 1974, which explained the complexities of (non) ownerships, covenants and responsibilities. Matters of insurance were also noted. The Chairman expanded the discussion on grounds of reasonableness and it was agreed by full council that the amenity was an important part of the villages and should continue to be maintained by the Parish and that residents should be notified accordingly.

**NDR Liaison Group.** Residents can sign up for news and progress reports via a new NCC website [norwich.transport@norfolk.gov.uk](mailto:norwich.transport@norfolk.gov.uk).

Residents are now requested to use this site rather than referring back to the clerk of the council. The liaison group hoped to meet NCC on the 21<sup>st</sup> January.

**150116 ANY OTHER BUSINESS** – Councillor Edwards commented on the grit bin on Salhouse road that had obviously been hit and he will contact highways regarding this matter.

**Next Meeting Parish Council. Will be held at 7.30pm Monday 2016 at Little Plumstead Village Hall**  
Please endeavour to attend your Parish Council meetings and get involved. Your participation will assist and shape the future of our Parish and the wider community.