

GREAT AND LITTLE PLUMSTEAD PARISH COUNCIL

ANNUAL PARISH COUNCIL MEETING

A Meeting of Great & Little Plumstead Parish Council was held on Monday 24th May 2021 at 7.00pm via Zoom Link

PRESENT: Mr J Wiley (Chairman) Mr A Cawdron
Mr R Heath Mrs J Jones
Mr D Johnson Mr R Claxton
Mr S Vincent Mrs L Carty
Mr G Edwards
Mrs T Scott (Clerk)

- **Public Participation – None**

AGENDA

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

Councillor Wiley was nominated as Chairman and elected unanimously. He signed the Declaration of Acceptance of Office.

2. ELECTION OF VICE-CHAIRMAN

Councillor Vincent was nominated as Vice-Chairman and elected unanimously. He signed the Declaration of Acceptance of Office.

3. APOLOGIES FOR ABSENCE

Councillor Bullen

4. TO CONSIDER ANY DECLATIONS OF ACCEPTANCE OF OFFICE THAT HAVE NOT BEEN RECEIVED

None. The Parish Council has two vacancies which can be advertised again.

5. DECLARATIONS OF INTEREST

None

6. TO APPROVE AS A TRUE RECORD THE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 20TH JULY 2020

Approved

7. TO APPROVE AS A TRUE RECORD THE MINUTES OF THE MEETING HELD ON 4TH MAY 2021

Correction – 1 bench on Church Road amenity land, 1 bench will be stored for Rosebery Fields.

Agreed.

8. TO APPOINT COMMITTEES AND REPRESENTATIVES

- a. Finance Committee – Councillors – Wiley, Vincent, Cawdron, Jones, Johnson, Heath, Edwards
- b. Data Protection Committee - Wiley, Vincent, Cawdron, Jones, Johnson, Heath, Edwards
- c. Allotment Representative - Johnson
- d. Tree Warden - Johnson
- e. Play Equipment Inspectors – Claxton and Johnson (Edwards will do interim inspections)
- f. Website - Heath
- g. Village Hall – Jones and Bullen (Gt Plum), Edwards (Little Plum)
- h. Youth Engagement - Carty
- i. CIL Committee – Cawdron, Carty, Jones, Johnson, Heath, Edwards
- j. Plumstead Community and Sports Pavilion Advisory Committee – Wiley, Vincent, Cawdron, Jones, Johnson, Heath, Edwards, Carty Claxton and Bullen
- k. Walled Garden Advisory Group – Cawdron, Carty, Johnson, Heath
- l. Responsible Finance Officer – Clerk
- m. Internal Finance Officer – Cawdron
- n. Rosebery Fields Advisory Group – Cawdron, Jones, Johnson, Heath

9. TO ADOPT/REVIEW POLICIES

- a. Financial Regulations - Agreed
- b. Equal Opportunities Policy - Agreed
- c. Disciplinary and Grievance Procedure - Agreed
- d. Expenses Policy - Agreed
- e. Sickness Absence Policy - Agreed
- f. General Data Protection Regulations Policy - Agreed
- g. Pensions Policy - Agreed
- h. Lone Working Policy – Agreed (Any Councillor who works alone will notify the clerk of the working times as an extra precaution)
- i. Internal Risk Assessment - Agreed
- j. Standing Orders - Agreed
- k. Planning Application Policy – Agreed

10. TO RECEIVE CORRESPONDENCE

- Police Engagement – Walled Garden – To use the disabled parking space.
- Thorpe End Village Hall – Recreation Ground – The Parish Council agreed that the area should be kept as open space, in support of the Village Hall Committee.
- Road Closure – Green Lane North – 24th May – 28th May for new electrical connection
- Cripps – Willows – Road Names – Ronald Brown Drive and Joe Oakley Close are the agreed names for the last phase of the Willows development.
- Rough Sleeper Estimate – None known.

11. TO CONSIDER PLANNING APPLICATIONS

The Parish Council made the following comments on planning applications:

20210717	Wayside, Honeycombe Road, Little Plumstead	Change of use of existing holiday let to separate residential property	No objections. The property is very small at 83 square metres. The bathrooms are in effect shower rooms, so suitable for a permanent residence? The property has no North wall, so if the existing garage were to be removed the dwelling would be open to the elements. The boundary line should include the party wall. Potential upgrading required for insulation standards.
----------	---	---	--

12. TO DISCUSS PARISH PROJECTS

a. TO DISCUSS THE QUOTATION RECEIVED FOR WALLED GARDEN FOR WALL REBUILD AND NEXT STEPS

Councillor Wiley read out the letter which Spire Solicitors has sent to Cripps Developments on behalf of the Parish Council, the letter confirms to Cripps that they have 7 days to confirm they will undertake the repair works to the walls. If they do not then the Parish Council will undertake the works themselves and look to recover the costs from Cripps. The shoring of the walls will be done as soon as possible for the health and safety of the public. The Parish Council has taken advice from both their insurance company and their solicitors and are following the solicitor's advice. Proposed – Councillor Johnson, Seconded – Councillor Carty. All Agreed. Councillor Cawdron asked if the Tree Warden could undertake a survey of the trees as the A T Coombes survey is now over a year old. This will then be emailed over to Cripps Developments.

b. TO DISCUSS THE ARCHITECTS FOR GREAT PLUMSTEAD RECREATION GROUND

To be discussed in June.

13. TO DISCUSS THE PROPOSALS FOR THE THORPE END ROUNDABOUT (PLUMSTEAD ROAD)

The Parish Council were in agreement with the option to raise the mini roundabout and changes to the zebra crossing.

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 June 2021 at 7.00pm at Octagon Barn, Little Plumstead.

15. TO RECEIVE ITEMS FOR THE NEXT AGENDA

There being no further business the meeting closed.

Signed:

Chairman

Date: