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**A Meeting of Great & Little Plumstead Parish Council was held on Monday 13th September 2021 at 7.00pm at Octagon Barn, Octagon Business Park, Little Plumstead**

**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)**

* **Police Report** – Thorpe End – 3, Little Plumstead – 11, Great Plumstead - 3
* **County Councillor Report** – Jerome Mayhew MP confirmed that he will take up the Flatland issue with the Secretary of State. Thank you to residents for their patience during the roadworks in Thorpe End. The visibility issues when leaving Thorpe End Village Hall has been raised, if there are any volunteers to help improve this junction please do let us know. The issues with highways at the moment including verge cutting, hedges and potholes are being looked into. County Council has agreed to allocate an extra £10m towards road safety scheme, including speed reductions. Councillor Mackie is pushing the flooding issues in the parish and have asked these are priority. Norfolk County Council is leading a project to plant over 1 million trees across Norfolk. Please visit the NCC website for more information. *Councillor Jones is continuing the correspondence with Councillor Mackie about flooding. The issues are not new and need to be investigated especially with the bad weather approaching again.*
* **District Councillor Report** – Broadland DC are offering the chance to be part of a scheme to help make it easier for homeowners and small businesses to buy solar panels. Householders can register online for free and without obligation via the webpage [www.solartogether.co.uk/broadland/home](http://www.solartogether.co.uk/broadland/home). Heritage Open Days will be taking place between 10th – 19th September. Please visit <https://www.heritageopendays.org.uk> for more details. Broadland DC has started a project to look at its accommodation needs and requirements post COVID-19 and the ongoing collaboration with South Norfolk Council. This will include where officers are located, how resident access services etc. Consideration is also being given for “pop up” locations and more local delivery through virtual technology. Consultation for Transport for Norwich Strategy is open. Consultation closes on 8th October 2021, full details and documents can be found on Norfolk County Council’s website. Broadland has two by-elections on Tuesday 28th September 2021 for Brundall and Old Catton. *Councillor Carty questioned if we could put up signage at the Church carpark indicating that customers of the Walled Garden can park there. There was a suggestion that the signage could be put up at the Walled Garden carpark indicating that the overflow carpark is round the corner.*
* **Public Participation –** Councillor Heath would like to remind all parishioners that apart from sharing updates from Alexander Grace Homes/Flatlands the Parish Council is not involved with the company. Any communication should be sent directly to Flatlands. The Scouts have sent through more information for their proposed fireworks event plan for 2021. The proposal is to hold the event on the 6th November or 7th November, the ground will be inspected before and after the event and any damage rectified. The playing field will close at 5pm to allow set up for event. The carpark will only be available for disabled or elderly residents, other attendees are encouraged to walk to the event. “No parking” cones will be placed along Church Road. Councillor Jones expressed concern at where the attendees will end up parking and asked for the cones to go from Rosebery Road to the Village Sign on Church Road. The Scouts will run a BBQ from the Scout Hut. Entry is planned for 6pm, Light show at 7pm and fireworks at 7.30. The Scouts have confirmed that they will communicate with all nearby residents and livestock owners with the full details of the event. The Bowls Club attended to confirm that they have urgent roof repairs and electrical works which need to be undertaken. Councillor Heath confirmed that the Parish Council’s intentions are to do with a larger project but if the Bowls Club could let the Parish Council know what they need for the next 12 months. Councillor Wiley confirmed that unfortunately the last communication from the Bowls Club regarding works was not received but could the figures be resent for discussion by full Council. The Bowls Club confirmed that these would be sent across as soon as possible. Parishioners attended from Hamilton Close in relation to Rosebery Fields. Councillor Johnson confirmed that the works which have been undertaken were to clear the field and to sow the grass seed. There is a draft plan which is open to tweaking. Councillor Cawdron confirmed that there will be a perimeter footpath with an orchard between the footpath and boundaries. Broadland Growth and the Parish Council have undertaken a public consultation, the Parish Council did also send out a flyer more recently. The allotments are a statutory obligation which at present isn’t required. Councillor Wiley confirmed that the land was transferred to be public open space and planning was granted in 2018. Councillor Heath confirmed that he is happy to meet residents on site on the 20th September at 6.30pm.

**AGENDA**

1. **APOLOGIES FOR ABSENCE**

Councillor Bullen

1. **DECLARATIONS OF INTEREST**

Councillor Wiley – Octagon Business Park (planning application 20210771)

1. **TO APPROVE AS A TRUE RECORD THE MINUTES OF THE EXTRAORDINARY MEETING HELD ON MONDAY 4TH AUGUST 2021**

Agreed.

1. **TO APPROVE AS A TRUE RECORD THE MINUTES OF THE MEETING HELD ON MONDAY 12TH JULY 2021**

Agreed.

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

Councillor Bullen has confirmed to the Clerk that the Defibrillator and cabinet has been order but there is a national shortage of them at the moment. The Clerk hasn’t heard anything further from the barrister regarding the Walled Garden but she will chase. The Clerk confirmed that she hasn’t heard anything further from Ingram Homes regarding the amenity land on Church Road, the land has not been transferred either. A resident has cut the grass, not the landowner. The Clerk will chase further about the transfer of the land and the bus shelter. We are still investigating who the owner of the hedge along Salhouse Road (from Brick Kiln Pub).

1. **TO RECEIVE CORRESPONDENCE**

* **Request to replace the gate on Sandhole Lane, Little Plumstead –** We have received a request from a parishioner to replace the gate on Sandhole Lane rec. This request has been passed to the owners of the land.
* **BDC – Choices Programme –** 12 week course starts on 28th September. Free programme to help people get back into work or volunteering.
* **Review of Hackney Carriage and Private Hire Vehicle Policy –** Consultation takes place between 6th September and 1st November. [www.southnorfolkandbroadland.gov.uk/taxipolicyreviewbdc](http://www.southnorfolkandbroadland.gov.uk/taxipolicyreviewbdc).
* **Roadworks A47 – Blofield –** Works will take place between 13th September – 15th October.
* **Rough Sleeper Counter – 29th – 30th September –** None have been reported but please do if anyone knows of anybody.
* **Transport for Norwich Strategy Consultation –** The consultation will run from 6th August to 8th October. Please visit www.norfolk.gov.uk.tfnstrategy
* **Broadland Community Clear Up 2021 –** This will be running from 1st September to 31st October. Equipment is available from Broadland District Council.
* **Rangers Visit – 20th September 2021 –** Rangers will be visiting week commencing 20th September. Thorpe End – 15m in from Boulevard – pot hole. Church Lane/Water Lane – Road markings faded. Hospital Road/Old Hall Road – Faded road markings. Main pathway in Little Plumstead needs cutting. Hospital Road – ditches on side of road need clearing.
* **Community Commemorative Gift – NALC –** No details have been confirmed on what the plaque would look like. Potentially they would be placed on Village Halls in the three villages.

1. **TO CONSIDER PLANNING APPLICATIONS**

The Parish Council made the following comments on planning applications:

|  |  |  |  |
| --- | --- | --- | --- |
| 20211381 | The Nurseries, Smee Lane, Great Plumstead | Erection of brick boundary wall, greenhouse and workshop | No objections |
| 20211582 | Three Acres, Broad Lane, Little Plumstead | Proposed single storey side extension and associated internal alterations | No objections |
| 20211485 | 40 Penrice Road, Little Plumstead | Erect an extension to the side of the property | No objections |
|  | Campus & Co, Witton Lane, Little Plumstead | Various of the premises licence | No objections |
| 20211300 | Kenilworth, 10 Woodland Drive, Thorpe End | Erection of a new carport on site of the previously demolished garage | The following objections: - the building is too close to the boundary to allow maintenance of gutters and with a dimension of 3750 to the boundary, could be reduced in width. - although the building is hipped with tile, there is no definition of the flat roofed area materials. - surface water drainage provision is not mentioned - construction should be made from materials to blend in with existing architecture.  The conservation area is currently being harmed by caritis provisions with diminishing front gardens and the original design covenants for the village being ignored e.g. the provision of a bank and planting separation to the front of properties.  The application does not confirm what is intended as a final finish for the black roadway plannings of the house/small garage forecourt, but it is hoped that beige/small aggregate gravel will finally appear.  The heritage statement shows the original front garden with a cherry/malus tree in full bloom over the grassed front lawn.  The new photographs show how this aspect has been so totally degraded to the detriment of the "garden" village. |
| 20210771 | Octagon Business Park, Hospital Road, Little Plumstead | Variation of Condition 10 of Planning Permission 20191053 – Passivhaus Certificate Plot 3 | No objections |
| 20211194 | Smee Barn, Smee Lane, Great Plumstead | Proposed cart lodge for undercover parking | There are no indications of surface water drainage collection or management from the roof included on the application. |
| 20211601 | Oakhurst, 30 Woodland Drive, Thorpe End | Demolition of existing and erection of replacement garage | No objections |
| 20211322 | Rickaree, 10 Lawn Crescent, Thorpe End | Proposed garden room to south west elevation | No objections |
| 20211633 | 7A Green Lane North, Thorpe End | Erection of 1 No detached dwelling |  |

1. **TO DISCUSS PARISH PROJECTS**
   1. **WALLED GARDEN LITTLE PLUMSTEAD**
      1. **REPAIR WORKS**

The repair works to the Walled Garden have been completed and Morton Partnership are inspecting the works shortly and we await their report. The Insurance company have confirmed that they are satisfied with the repairs works and the wall has been added to our insurance policy. The increase in premium for the rest of the insurance year is £271.68. Morton have confirmed that they are happy to inspect the works, the cost is £475 plus VAT. Proposed Councillor Wiley, Seconded Councillor Carty. All in favour.

* + 1. **QUOTE FOR INSURANCE VALUATION**

The Clerk has received one quote for insurance surveyor to survey the Walled Garden (unfortunately the other requests for quotes has not been received). The quote was received from Barrett Corp & Harrington who are recommended by our insurance company. The cost of the survey is £570 plus VAT. Proposed Councillor Heath, Seconded Councillor Cawdron. All Agreed.

* + 1. **NEIGHBOURING WOODLAND**

Councillor Johnson discussed the subject of the woodland bordering the Walled Garden which is currently owned by Cripps. It was confirmed that should the Community Group take on ownership of part of this woodland it would not transfer to the Parish Council. Broadland DC have confirmed that they are following up actions from the latest Tree Survey which was undertaken. There are no details in the Section 106 Agreement but it is believed this is contained in one of the planning applications. The play area on The Willows estate is now open to the public. Councillor Carty confirmed that at present the Walled Garden Group is waiting for a response from Cripps re the transfer of the woodland but Cripps have given permission to the Group to upkeep the memorial garden. Councillor Cawdron asked for the Finance Committee to discuss the possibility of making a grant towards the consecrated grounds in the woods as we do with the others in the parish.

* 1. **ROSEBERY FIELDS**

The area has been cleared and the grass has been sown. The planning application has been granted. Councillor Johnson is looking at potential trees to be planted.

* 1. **GREAT PLUMSTEAD PLAYING FIELDS PROJECT**
     1. **TO DISCUSS ARCHITECT QUOTATIONS RECEIVED**

The Councillors decided to hold meetings with the architects who submitted quotes to gather in more information. This will be discussed at the next meeting.

1. **TO DISCUSS THE FLOWER BEDS, SALHOUSE ROAD, LITTLE PLUMSTEAD**

The flowers beds are maintained by volunteers and unfortunately there isn’t enough of them at the moment. Councillor Carty asked whether we could get a quote for our grounds maintenance company to add this to their contract.

1. **TO DISCUSS PARISH EMERGENCY FLOODING PLANS AND FLOODING IN THE PARISH**

The Clerk is waiting for further details from Broadland DC about a potential plan for the area and will come back once this has been received. Ben Rayner from Highways has confirmed that work has been ongoing with the landowner to request him to clean the open ditch system which seems it has not been maintained for many years. Once this has been done, Highways will return to clear the system. The design team have started the first phase of design to improve the system. Hare Road needs to go through the design phase and if timings work it will be worked on the ground next year. The work carried out last year was unfortunately not the solution to the larger issue and a full drainage system is required. The Parish Council will push for decent signage on Hare Road and Salhouse Road and confirm that the rules on the Green Lane Railway bridge do not go high enough.

1. **TO DISCUSS THE WILD FLOWER MEADOW PLANNED IN THORPE END**

Alistair from Thorpe End Village Hall attended the meeting to discuss the proposal to turn the back field into a wildflower meadow with benches and pathways. There will be an avenue of trees from the main gate to the back field. Proposals will be installed to detail the various plants there. The area is already bio diverse but wild flower seeds will be sown. This will all be budgeted by Thorpe End and is fully supported by the Parish Council. The Village Hall is hoping to involve the local Toddler Group (Teddies).

1. **TO DISCUSS PARKING ISSUES ON THE WILLOWS, LITTLE PLUMSTEAD**

The parking on The Willows estate is still an issue with residents parking fully on the pavements which is making residents, namely wheelchair and pushchair users, go into the road. The Police have provided a letter which can be circulated to the residents reminding them that the pathway is not extra parking. The Councillors agreed that they would like this letter to be circulated once the pathways are completed and would be happy to help deliver.

1. **TO DISCUSS GROUND PROTECTION OPTIONS FOR GREAT PLUMSTEAD PLAYING FIELD**

Councillor Johnson will try and get another quote, for the next meeting, as only one has been received. Councillor Heath enquired whether we have checked the entrance requirements to ensure that it meets the standard.

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

The following accounts were agreed in accordance with the Budget:

**Payments**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Bank Balance | | Nat West | **£69,593.96** | 27.08.2021 |
| Bank Balance | | Scottish Widows | **£40,797.56** | 31.03.2021 |
| Bank Balance | | Broadland Deposit Account | **£136,846.84** | 31.04.2020 |
| Payments |  |  |  |  |
| T Scott |  |  | Salary and expenses | £1,148.58 |
| HMRC |  |  | Monthly Payment | £92.93 |
| Norfolk Pension Scheme | | | Monthly Payment | £378.38 |
| Spire Solicitors | |  | Legal Fees - Walled Garden | £487.20 |
| J D Building Services | |  | Walled Garden - Repair Works | £10,005.00 |
|  |  |  | **TOTAL** | **£12,112.09** |
| Receipts |  |  |  |  |
| HMRC |  |  | VAT Refund | £9,961.13 |
|  |  |  | **TOTAL** | **£9,961.13** |
| **Outstanding Cheques** | | |  |  |
| Cocksedge Building Contractor | | | Overpayment - Noticeboard | £680.00 |
| Innershed | |  | Hosting of website | £178.80 |
| D J Johnson | |  | Bench Refund | £1,360.80 |
| Morton Partnership | |  | Engineer Report | £570.00 |
| HMRC |  |  | Monthly Payment | £92.93 |
| Norfolk Pension Scheme | | | Monthly Payment | £378.38 |
|  |  |  | **TOTAL** | **£3,260.91** |
| **Current Account Balance** after above payments made and **outstanding cheques cleared** will be approximately | | | |  |
| already included in the accounts stated above | | |  | **£64,182.09** |

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 October 2021 at 7.00pm at Octagon Barn, Octagon Business Park, Little Plumstead.

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

Bus shelter, Thorpe End (Green Lane/Heath Road)

There being no further business the meeting closed.

Signed: Chairman Date: