

Great and Little Plumstead

P a r i s h C o u n c i l

Annual Parish Council Meeting of Great & Little Plumstead Parish Council was held on Monday 9th May 2022 at 7.00pm at Little Plumstead Village Hall

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

- **Police Report** – February 2022 - Thorpe End – 1, Little Plumstead – 7, Great Plumstead - 3
- **County Councillor Report** – Richard Pearson, Highways Engineer, has been chased up on the White Gates project for the parish. Councillor Claxton asked on the Thorpe End Facebook page whether Beryl Bikes would be a welcome addition to the area, it was felt that the majority was in favour of this idea and Councillor Mackie will take this forward. Feasibility studies are happening on Broad Lane for potential pathways. The land outside the Walled Garden (fenced off) has been transferred to the school and will be developed into parking for the school. Highways have been approached to ask if white lines could be added to the pathway on Penrice Road (The Willows, Little Plumstead) to show where the bike lanes are. The paths are still owned by Cripps at present. PC Jennings and his team will be making more foot patrols in the area are a spat of anti-social behaviour in the area which resulted in graffiti. Councillor Mackie is hosting a coffee and cake morning at St William's Way Library for the local Ukrainian refugees and their hosts on Monday 9th. The County Council has launched its new Norfolk Cost of Living Scheme. The first area is for children and families (voucher schemes), there is a new family scheme for those not able to access free school means but in need of support, and vouchers for older people. There will also be a programme working with Anglian Water to help with tariffs and debt. More details will follow. Councillor Mackie will soon be asking the Parish Council and Thorpe Town Council for proposals to use some of the Highways and Environmental Allowance 2022/23. A new Information, Advice, Representation and Advocacy services are launching in Norfolk providing residents with smoother access to the services they need. The support is free and funded by Norfolk County Council. Please visit the Norfolk County Council website for more information. Councillor Andrew Proctor has been re-elected as the Chairman of the Conservative Group. Councillor Mackie has been re-elected as the Vice Chairman. The next meeting is on the 10th May and the Chairmanship of the Council moves from Councillor Penny Carpenter to Councillor Karen Vincent for the forthcoming municipal year. Councillor Mackie thanked all those who are planning street parties, planting trees, beacon lighting, holding concerts, tea parties and much more as part of Her Majesty's Platinum Jubilee.

- **District Councillor Report** – At the Extraordinary Council Meeting on 12th May Broadland DC will be deciding on sharing accommodation with South Norfolk Council. If agreed, this will involve moving the Broadland Council office to the Broadland Business Park where they will occupy the Horizon Building (formerly one of the Aviva buildings). *Councillor Vincent explained that the move would be an overall saving to Broadland DC.* The resurfacing of the church carpark, Little Plumstead is scheduled for the Summer holidays other issues which have been raised are: fencing issues – to be reviewed at site visit, green post – to be investigated on site visit, buddleia roots – have been treated with a herbicide which should prevent future growth, debris in the corner – to be removed as part of the resurfacing work, the raised area of the carpark – to be left as is. *Councillor Vincent confirmed that the proposed dates for works are 25th July or 1st August.* The regular health and safety inspection carried out on the tree belt/dog walk, Thorpe End raised not concerns. Some works have been identified in the vicinity of the entrance and to reduce 2 young beech to clear property by 3m. The contractor has been asked to assess whether any works can be carried out due to the nesting season and will report back. Natural England and DEFFRA on 16th March 2022 issued notice to the findings of the state of rivers. The issue is affecting 47 Local Authorities across the country. As a result all planning authorities are now required to ensure that any planning permission granted for over night accommodation can demonstrate it has a neutral or better impact on the nutrients it will produce. If this isn't shown the permission is unlawful. There are currently no measures or abilities to demonstrate this which is causing delays in determining applications. Broadland residents are invited to join together for the live streaming of BBC's coverage of the Party in the Palace at Blickling Estate on Saturday 4th June at 5pm. New kerbside collection service has started with an aim to reduce waste and increase recycling. Small electrical items, batteries and textiles will be collected.
- **Public Participation** – None

AGENDA

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

Councillor Joe Wiley was nominated as Chairman, proposed by Councillor Cawdron and seconded by Councillor Jones and elected unanimously. He signed the Declaration of Acceptance of Office.

2. ELECTION OF VICE-CHAIRMAN

Councillor Shaun Vincent was nominated as Vice-Chairman, proposed by Councillor Johnson and seconded by Councillor Edwards and elected unanimously. He signed the Declaration of Acceptance of Office.

3. TO ACCEPT APOLOGIES FOR ABSENCE

Councillor Bullen

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

None

5. TO RECEIVE DECLARATIONS OF INTEREST

Councillor Carty - item 13

6. TO AGREE THE MINUTES OF THE ANNUAL PARISH COUNCIL MEETING HELD ON 24th MAY 2021

Error. These were previously agreed in June 2021.

7. TO AGREE THE MINUTES OF THE PARISH MEETING HELD ON 11TH APRIL 2022

Agreed. Councillor Vincent confirmed that Broadland District Council has had no discussions about potential plans for the Flatland's woodland, Little Plumstead. The Clerk is still waiting for the transfer documents for the Church Road amenity land. The tender for Rosebery Field will go live shortly, once a new plan has been drawn showing the potential shorter pathway.

8. TO APPOINT COMMITTEES AND REPRESENTATIVES:

- a. **FINANCE COMMITTEE** – Councillors Wiley, Vincent, Cawdron, Jones, Johnson, Heath, Edwards and Knowles
- b. **DATA PROTECTION COMMITTEE** - Councillors Wiley, Vincent, Cawdron, Jones, Johnson, Heath, Edwards and Knowles
- c. **ALLOTMENT REPRESENTATIVE** – Councillor Johnson
- d. **TREE WARDEN** – Councillor Johnson
- e. **PLAY EQUIPMENT INSPECTORS** – Councillor Johnson, Edwards and Claxton
- f. **WEBSITE** – Councillor Heath
- g. **VILLAGE HALL** – Councillor Claxton, Jones, Bullen and Edwards
- h. **YOUTH ENGAGEMENT** – Councillor Carty
- i. **CIL COMMITTEE** – Councillor Cawdron, Carty, Jones, Johnson, Heath, Edwards and Knowles. The Clerk asked if this committee could be changed to Section 106 and CIL Committee which was agreed. The documentation will be updated and adopted.
- j. **PLUMSTEAD COMMUNITY AND SPORTS PAVILION ADVISORY COMMITTEE** – Councillors Wiley, Vincent, Cawdron, Claxton, Carty, Jones, Johnson, Heath, Bullen, Edwards, Knowles
- k. **WALLED GARDEN ADVISORY GROUP** – Councillors Cawdron, Carty, Johnson and Heath
- l. **RESPONSIBLE FINANCE OFFICER** – Clerk
- m. **INTERNAL FINANCE OFFICER** – Councillors Cawdron and Knowles
- n. **ROSEBERY FIELDS ADVISORY GROUP** – Councillors Cawdron, Jones, Johnson, and Heath

9. TO ADOPT/REVIEW POLICIES

- a. **FINANCIAL REGULATIONS – Adopted**
- b. **EQUAL OPPORTUNITIES POLICY – Adopted**
- c. **DISCIPLINARY AND GRIEVANCE PROCEDURE – Adopted**
- d. **EXPENSES POLICY – Adopted**
- e. **SICKNESS ABSENCE POLICY – Adopted**
- f. **GENERAL DATA PROTECTION REGULATIONS POLICY – Adopted**
- g. **PENSIONS POLICY – Adopted**
- h. **LONE WORKING POLICY – Adopted**
- i. **INTERNAL RISK ASSESSMENT – Adopted**
- j. **STANDING ORDERS – Adopted**
- k. **PLANNING APPLICATION POLICY – Adopted**

10. TO RECEIVE CORRESPONDENCE

- a. Rough Sleeper Count – 30th – 31st May – None known but please do report if anyone knows of someone.
- b. Flatlands – Removal of dog bins – Flatlands confirmed that the dog bins were removed as they were installed illegally.
- c. Town and Parish Forum – July 2022 – Agenda to follow.
- d. Graffiti – Great and Little Plumstead – Unfortunately the play area and bus shelter in Great Plumstead and the bus shelter in Little Plumstead were graffitied. The Councillors asked the Clerk to gather in some quotes for the removal of the graffiti.
- e. Broadland District Council – Public Space Protection Order – Broadland are consulting on a proposal to re-make a public space protection order which will require the person in control of a dog to clean up after it fouls and this will apply to everyone. All comments to be received by 17th June 2022.
- f. Church Carpark (The Glade), Little Plumstead – Items raised by parishioner – remnants of old fence, green post, buddleias and vegetation needing cutting back, debris to be removed, church wall in bad state of repair, raised concrete blocks. Councillor Vincent discussed these in his report earlier in the meeting.

11. TO CONSIDER PLANNING APPLICATIONS

The Parish Council made the following comments on planning applications:

20220669	7 Astley Road, Little Plumstead	Demolish existing single storey side extension & erection of two-storey side & rear extensions. Demolish existing porch & erection of an enlarged porch	No objections.
20220666	3 Broad Lane, Great Plumstead	Single storey extensions to side and rear. Loft conversion	Amendment to plans has been received, to be considered before comments submitted.
20220677	10 Witton Lane, Little Plumstead	Single storey side and rear extension. Erection of front porch	The drawings included are unclear. We note that the extensions do not appear to take account of disabled provisions.

			There does not appear to be any energy improvements included in the project.
20220519	Greenways, 5 South Walk, Thorpe End	Demolition of existing dwelling and erection of replacement dwelling (revised application of planning permission 20160282)	The massing is significantly greater but the neighbouring property at No 6 has similar. The area is a conservation area - is the removal of all garden at the front of the property for parking acceptable? We question the following answers on the application: - Under Trees and Hedges Adjacent - should be yes not no. - Under Foul Drainage, Connection to existing system should be yes not no.
20220587	20 Astley Road, Little Plumstead	Erection of front porch.	No objection

12. TO DISCUSS PARISH PROJECTS

a. GREAT PLUMSTEAD RECREATIONAL AREA PROJECT UPDATE

We are arranging a meeting date of the 26th May 2022 to meet with the Architects. This application will not be affected by the nutrient neutrality issues which are a cause of concern at the moment as the site does not contain any overnight accommodation. The Councillors asked if we could have the architect's presentation prior to the meeting so that this can be discussed beforehand and also circulated to the Scouts and Bowls Club to gather in their comments on the current design.

b. TO AGREE THE LOCATIONS OF THE WHITE GATES IN THE PARISH

We have now received the final costings for the installation of white gates around the parish to try and help with traffic calming. Highways have asked whether we would like the gates to be positioned on Norwich Road or Salhouse Road (the Brick Kiln end) and it was decided that the Salhouse Road location was preferable as the road was having speeding issues. The cost of the whole project will be £4881.25 which includes 5 locations at Plumstead Road (Dussindale end), Green Lane, Plumstead Road (Little Plumstead end), Salhouse Road (Great Plumstead end), Salhouse Road (Brick Kiln end).

13. TO DISCUSS THE OUTBUILDING PROJECT AT THE WALLED GARDEN

Councillor Wiley suggested that the Parish Council could do the external works to the block which would include the toilet block new door and the new windows but the internal works

would have to be undertaken by the Walled Garden Community Group. Councillor Carty confirmed that they cannot undertake the project to the storeroom at the moment as they do not have the capital and would need to raise funds. The Councillors voted to do the works with Councillor Cawdron proposing and Councillor Edwards seconding, a number of Councillors abstained from voting. Councillor Wiley questioned why so many Councillors were abstaining and the following issues were raised – questioned where raised whether it was appropriate for the Parish Council to undertake these works as they are not necessary for the fabric of the building and concerns whether the prices stated in the quote were going to be adequate for the works needed. Councillor Wiley asked for a vote from the Councillors to postpone this vote to the next meeting. Proposed Councillor Wiley and Seconded Councillor Knowles.

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 13th June 2022 at 7.00pm at Great Plumstead Village Hall.

15. TO RECEIVE ITEMS FOR THE NEXT AGENDA

New Play Equipment

There being no further business the meeting closed.

Signed:

Chairman

Date: