

Great and Little Plumstead

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

A Meeting of Great & Little Plumstead Parish Council was held on Monday 15th May 2023 at 7.00pm at St David's, Thorpe End

PRESENT: Mr J Wiley (Chairman)

Mrs M Bullen

Mr A Cawdron

Mrs L Carty

Mr R Claxton

Mr G Edwards

Mr R Heath

Mr D Johnson

Mrs J Jones

Mr P Knowles

Mrs T Scott (Clerk)

- **Police Report** – Thorpe End – 0, Little Plumstead – 9, Great Plumstead - 5
- **County Councillor Report** – The County Council has a new leader, Councillor Kay Mason Billig. After an extension review there will be a revised set of timetables issued for the mobile library routes. Councillor Mackie has spoken with Mr Pearson of Highways about the schools request for H Bars and zig zags lines on the road to help with the parking issues. *The Councillors asked for the Clerk to report the following to Councillor Mackie: Flooding on Hare Road, needs to be pumped out. Salhouse Road, the flooding is worse then ever. The gullies and ditches on Salhouse Road need clearing out. The Astley Road entrance grate needs clearing out as the area keeps flooding.*
- **District Councillor Report** – Application for the 2023 Veolia Sustainability Fund opened on 21st April. The fund supports projects which have both social and environmental benefits. Information and to apply go to <https://www.veolia.co.uk/sustainability-fund>. BDC has secured substantial funding from the public sector decarbonisation scheme. This will be used to refurbish the Horizon Centre with an energy efficient heating system, work should be completed by March 2024. All street and footway lights owned by BDC will be upgraded to LEDs to reduce energy costs and carbon emissions. Timers will also be fitted. Nutrient Neutrality concerns affect 5 districts in Norfolk and approximately 17,000 homes has been held up. A Joint Venture Company has now been set up to trade offset credit and the website is expected to go live in the next few weeks. The Joint Venture Partnership is bidding for government funding to support its work. BDC election held on 4th May 2023 has resulted in 47 councillors being elected in the following proportions: Liberal Democrat 14, Labour 8, Green 4 and Conservative 21. Councillor James Harvey thanked the residents in the Plumstead Ward for electing him. Councillor Vincent reported the following: Woodland Walk, Thorpe End – this has been visited and the excessive growth areas tackled and cut back. Road Sign Replacements, Brick Kiln Road – two road signs area logged for repair/replacement. Street Light, Sepping Way – this has been reported for repair.
- **Public Participation** – Councillor Jones asked how the Tennis Court in Great Plumstead is set up, whether there is a lease in place. The Clerk will have a look at the paperwork which

she has. The Parish Council received a number of complaints about the grounds maintenance – Rosebery Road needs to be cut, Broadmead hasn't been cut, greens on Plumstead Road, Thorpe End and the Padgate Hedges need cutting.

ANNUAL PARISH COUNCIL MEETING

AGENDA

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

Councillor Joe Wiley was elected as Chairman of the Council with a unanimous vote by the Councillors. The Declaration of Acceptance was signed in front of the Clerk

2. ELECTION OF VICE-CHAIRMAN

Delayed until next meeting

3. APOLOGIES FOR ABSENCE

Councillor Vincent

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

Councillor Vincent's declaration has not been received. The Council agreed to grant an extension until the 12th June 2023.

5. DECLARATIONS OF INTEREST

Councillor Bullen – Item 9

6. TO APPROVE AS A TRUE RECORD THE MINUTES OF THE MEETING HELD ON 11th APRIL 2023

Agreed.

7. APPOINT COMMITTEES AND REPRESENTATIVES:

- a. FINANCE COMMITTEE** – J Wiley, S Vincent, A Cawdron, J Jones, D Johnson, R Heath, M Bullen, G Edwards, P Knowles and the Clerk
- b. DATA PROTECTION COMMITTEE** - J Wiley, S Vincent, J Jones, D Johnson, R Heath, M Bullen, G Edwards, P Knowles and the Clerk
- c. ALLOTMENT REPRESENTATIVE** – D Johnson
- d. TREE WARDEN** – D Johnson
- e. PLAY EQUIPMENT INSPECTORS** – D Johnson, G Edwards and R Claxton
- f. WEBSITE** – R Heath

- g. **VILLAGE HALL** – R Claxton (Thorpe End), M Bullen (Gt Plumstead) and G Edwards (Lt Plum)
- h. **YOUTH ENGAGEMENT** – L Carty
- i. **CIL COMMITTEE** – A Cawdron, L Carty, J Jones, D Johnson, R Heath, G Edwards, P Knowles and the Clerk.
- j. **PLUMSTEAD COMMUNITY AND SPORTS PAVILLION ADVISORY COMMITTEE** – J Wiley, S Vincent, A Cawdron, J Jones, D Johnson, R Heath, M Bullen, G Edwards, P Knowles, R Claxton and L Carty
- k. **WALLED GARDEN ADVISORY GROUP** – Group to be closed
- l. **RESPONSIBLE FINANCE OFFICER** – The Clerk
- m. **INTERNAL FINANCE OFFICER** – P Knowles
- n. **ROSEBERY FIELDS ADVISORY GROUP** – A Cawdron, D Johnson, R Heath and the Clerk.

8. ADOPT/REVIEW POLICIES:

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

All agreed and adopted.

Proposed – Councillor Heath. Seconded – Councillor Edwards

9. TO RECEIVED CORRESPONDENCE

- Broadland District Council – Precept – Broadland DC confirmed that there was an administrative error relating to the annual council tax precept. The amount was recorded as £53,834.92 instead of £52,834.92.
- Neighbourhood Plan Network Meeting – Reviewing Plans – Taking place on 28th June at 6.30pm. Councillor Cawdron and Jones attending.
- Letter from Mr Bullen re Great Plumstead Recreational Project – The Clerk will respond to Mr Bullen.

10. TO CONSIDER PLANNING APPLICATIONS

The Parish Council made the following comments on planning applications:

2023/0774	41 Plumstead Road, Thorpe End, NR13 5BS	Increase in size of rear two storey and single storey extension, fenestration change and new porch	No objection
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		(following approved application 2023/0774)	
20230064	12 Heath Road, Thorpe End, NR13 5BQ	Alterations and roof conversion	No objection
2023/1215	91 Plumstead Road, Thorpe End	Demolition of rear conservatory, erection of two side rear flat roof extensions. Erection of front sheltered entrance.	No objection. There was no conservation area report included in the application and it should be. The Clerk will ask Planning for this.

11.TO DISCUSS PARISH PROJECTS

a. GREAT PLUMSTEAD RECREATIONAL AREA PROJECT UPDATE

On the monies which the Parish Council which holds at the moment the Parish Council can only undertake the project for the Scout Hut and Changing Rooms, with the Bowls Club coming when further monies are received. We will look into grant funding for the buildings. Councillor Knowles will finalise the positioning of the buildings and will then go out to the Scouts and Bowls for their agreement.

12.TO DISCUSS WROXHAM FC PLAYING AT GREAT PLUMSTEAD RECREATIONAL GROUND

Councillor Heath has been approached by two teams which were formerly part of Wroxham FC but will join with Norwich United who would like to play at the Great Plumstead Playing Field. The team would like to use the field for potentially all Saturdays. We would have to have a look at grounds maintenance may need to have it more frequently cut and carefully. The dog fouling is still a major problem.

13.TO DISCUSS THE LITTLE PLUMSTEAD PRIMARY SCHOOL'S REQUEST FOR ROAD LINES ON OLD HALL ROAD, LITTLE PLUMSTEAD

The Primary School has approached the Parish Council about their proposal for an enhanced hatched box outside of the school gates and then zig zag lines down Old Hall Road. The local police officer raised concerns about the lines as they would be enforceable at all times, rather than just at school times. The Parish Councillors were concerned about any road lines going down the length of the road as this may push the problem onto the other roads and also affect the residents. It was queried whether the hatched box could be extended and something on the corners to make the area safe for children crossing. The Clerk will speak further with the police.

14.TO DISCUSS AND AGREE SOLICITORS FOR THE TRANSFER OF AMENITY LAND AT CHURCH ROAD, GREAT PLUMSTEAD

The Parish Council received three quotes for the legal work. The Parish Council decided to go with Birketts Solicitors. Proposed – Councillor Bullen. Seconded – Councillor Claxton. All agreed.

15.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	£1,555.67	27.04.2023
Bank Balance	Scottish Widows	£40,946.95	30.04.2023
Bank Balance	Broadland Deposit Account	£335,485.48	31.03.2022
<u>Payments</u>			
T Scott		Salary and expenses	£1,247.80
HMRC		Monthly Payment	£96.50
J Cator		Sandhole Lane - Half yearly	£163.50
Pro-File Building Services		Various works around the parish	£415.00
		TOTAL	£1,922.80
<u>Receipts</u>			
Unity Bank		Precept	£26,417.46
		TOTAL	£26,417.46
Outstanding Cheques			
		TOTAL	£0.00
Current Account Balance after above payments made and outstanding cheques cleared will be approximately			
			£26,050.33
* already included in the accounts stated above			

Proposed – Councillor Edwards. Seconded – Councillor Heath. All agreed.

Bank Balance	Unity Bank	£88,145.37	11.04.2023
<u>Payments</u>			
Norfolk County Council		SAM2	£1,707.50
Natwest		Precept	£26,417.46
		TOTAL	£28,124.96
<u>Receipts</u>			
Broadland District Council		1st Install Precept	£26,417.46
Broadland District Council		CIL	£50,212.51
		TOTAL	£76,629.97
Outstanding Cheques			
		TOTAL	£0.00
Current Account Balance after above payments made and outstanding cheques cleared will be approximately			
			£136,650.38
* already included in the accounts stated above			

Proposed – Councillor Carty. Seconded – Councillor Knowles. All agreed.

16. 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 12th June 2023 at 7.00pm at Little Plumstead Village Hall

17. TO RECEIVE ITEMS FOR THE NEXT AGENDA

There being no further business the meeting closed.

Signed:

Chairman

Date: