

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

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

- **Police Report** – Thorpe End – 0, Little Plumstead – 16, Great Plumstead - 0
- **County Councillor Report** – If anybody needs county council care assistance please call the main number 0344 800 8020. Councillor Mackie expressed his heartfelt condolences on the very sad passing of Rita Bishop – a well-known and much-loved member of the community. Rita and Councillor Bishop have known each other for nearly 20 years, together with the former Parish Clerk, Ian Bishop. May she rest in peace. Councillor Mackie has used his Highways and Environment Budget for a detailed feasibility study to be completed on a range of options for the flooding on Hare Road, ranging from a bigger pond to a full programme of works of drainage pipes to the Witton Run. These vary from £68k to £250k and would be a major project. Officers have undertaken extension searches and investigations. Officers will need to discuss and agree with the landowners. Councillor Mackie would welcome views from the Parish Council so any support of the project could be reported back. Councillor Mackie's preference is for a full scheme to provide a lasting solution. The Council would look to programme this into the capital scheme of the next financial year. The Norfolk County Council's Climate Strategy has launched at Gressenhall this week. Local practical examples of this include the new bus route 5B in the evenings from Norwich to Wroxham via Thorpe End, the £2 bus journeys which has been extended to 31st October 2023 and the £52m that has been awarded to the County Council to support sustainable travel and new electric buses. On the 5th June the new cabinet considered the Council's top priorities for the next year, please visit the website for more information. The Postwick Park and Ride is planned to reopen once the other four park and ride sites have reached 75% capacity. The Little Plumstead Primary School is looking to move into academy status in a neighbouring COE Cluster. Tom McCabe has been appointed as Chief Executive for Norfolk County Council and he will start his new role on 12th June. The next virtual "Time to Talk" session with the Police and Crime Commissioner will take place on 21st July 2023. Please visit [Residents invited to meet Police and Crime Commissioner | Norfolk PCC \(norfolk-pcc.gov.uk\)](https://www.norfolk-pcc.gov.uk) for more information or to book a slot. *Councillor Carty asked what was happening with the extra school carpark as it was laid but has not been used. Councillor Mackie confirmed that the plan for this site will come out once the school has been accepted into the academy. Councillor Carty reported that the Little Plumstead pathway is impassable now and needs cutting back.*

Councillor Wiley confirmed that Church Road amenity land will need cutting back soon, Highways will need to cut their portion of the site (land at the front).

- **District Councillor Report** – It has been reported that a number of Parish Councils have commented on the slow progress with NCC Highways, its best to liaise with their County Councillor. The new headquarters of Broadland D and South Norfolk Council on Broadland Business Park at the Horizon Centre are now open. The district councillor grant is now open and ideas are welcomed. The Greater Norwich Growth Board is holding a consultation on Green Spaces from 10th May to 21st June, information can be found at <https://www.greaternorwichgrowth.org.uk/projects/giconsultation/>. There is a consultation on a Local Cycling and Walker Infrastructure Plan for Norfolk. Comments to be submitted at <https://norfolk.citizenspace.com/environment-transport-and-development/cycling-and-walking-networks-lcwip>. Broadland District Council elected Councillor Sue Holland as Leader of the Council, Councillor Caroline Karimi-Ghovanlou as Chair of the Council at the Annual General Meeting.
- **Public Participation** – Residents reported that the footpath along Salhouse Road and Water Lane is becoming and is impassable in places. Needs cutting urgently. The white gate on Salhouse Road, Little Plumstead has not been installed yet, the Clerk confirmed that this is due to go in but will speak to Highways for a date. The Scouts asked whether the Parish Council would consent for the fireworks to be held again on the Great Plumstead Field, it was confirmed that in principle this was fine subject to the normal checks and details being confirmed.

AGENDA

1. APOLOGIES FOR ABSENCE

Councillor Cawdron, Bullen, Johnson

2. DECLARATIONS OF INTEREST

Councillor Heath – Item 11

3. ELECTION OF THE VICE-CHAIRMAN

Councillor Vincent was elected as vice-chairman. Proposed – Councillor Jones. Seconded – Councillor Carty. All in favour.

4. TO APPROVE AS A TRUE RECORD THE MINUTES OF THE ANNUAL PARISH MEETING HELD ON 15TH MAY 2023

Amendment – this should read “To approve as a true record of the minutes of the Annual Parish Council Meeting Held on 15th May 2023”

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

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

The Clerk confirmed that the legal work is happening, we are awaiting the documents. Water Lane, Great Plumstead the narrow footpath has been cut back but the undergrowth needs pushing back to allow a wider footpath.

Councillor Vincent left the meeting at 7.40pm

6. TO RECEIVE CORRESPONDENCE

- Public consultation on green spaces – The consultation is open from 10th May to 21st June. Visit www.greaternorwichgrowth.org.uk/projects/giconsultation to have your say.
- Road closure – Plumstead Road and Thorpe End Drive – Plumstead Road from its junction with the level crossing to its junction with Broad Lane and Thorpe End Drive from its junction with A1270 Broadland Northway to its junction with Plumstead Road for road rejuvenator works. Closure 9.30 – 15.30 on 23rd June 2023.
- Road safety requests for Thorpe End – TEGVRA have approached the Parish Council to ask if clear lane marking on Broadland Drive, Thorpe End could be installed and also speed warning sign placed. The Parish Council has contacted Highways to ask whether the white lines are appropriate and could be installed. A SAM2 sign has been purchased and we are awaiting delivery, one of the sites which this will rota between is Broadland Drive.
- Heath Road, Thorpe End – land at junction with Plumstead Road – The Parish Council has been approached about the overgrown state of the corner of Heath Road. The Clerk asked if the Councillors knew who owned this land and it was believed to be in the ownership of Broadland DC. The Clerk will contact them.
- Rangers – The rangers will be visiting the area and the Councillors confirmed that the pathway is a majority concern and should be a priority. There are pot holes on Hospital Road corner which need attention. The hedge on Hospital Road needs cutting back.

7. TO CONSIDER PLANNING APPLICATIONS

The Parish Council made the following comments on planning applications:

None received

8. TO DISCUSS PARISH PROJECTS

a. TO DISCUSS THE GREAT PLUMSTEAD RECREATIONAL AREA PROJECT

The next stage we include the Scouts and Bowls Club. The ecological reports will be happening soon. The outstanding items – cost of project, may need to have panels on the roof for the green element for planning, potentially able to secure grant funding from FA. The stone building (next to Bowls Building) will be demolished in the project.

The meeting with the Scouts and Bowls will be to ensure that their needs are being met regarding the layout, size and positioning.

The Clerk will speak to Broadland DC again about the requirements for the Section 106 Monies for this project.

Councillor Knowles produced a plan for the Councillors to view. It was confirmed that the buildings should largely stay within their current footprint and the Scout Hut

should not be completely moved into the field. Proposed Councillor Heath.
Seconded Councillor Edwards. All in favour

b. TO DISCUSS THE PADGATE PLAY AREA – SNAGS TO BE RECTIFIED

The Councillors discussed the settlement of the invoice for Sutcliffe. The Councillors confirmed the due to the snags outstanding, they were content to pay for the equipment but not the ground works.

There is still a gap in the hedge, it was proposed that potentially the extra piece of fencing which we have from the Great Plumstead Playarea could be used here.
Proposed – Councillor Claxton. Seconded – Councillor Knowles. All in favour.

9. TO DISCUSS THE LEASE OF THE GREAT PLUMSTEAD TENNIS COURT

The Councillors discussed the lease of the Tennis Court. A number of questions were raised – is the lease transferable? What happens if the current leasees leave the property? What is current rent? The Clerk will go through the lease and respond.

10. TO DISCUSS THE LITTLE PLUMSTEAD PRIMARY SCHOOL WHITE LINES PROPOSAL

The Councillors discussed the request to install lines along the road and to increase the hatched area in front of the school's vehicle gate. There was a reluctance to install lines as it was confirmed that once these go in they are very hard to have removed, they will also impact on the housing for when the school is shut and the residents want to park on the road. It was suggested that the school/governors speak to those parents in the mornings and afternoons when they are parking inconsiderably in the first instance.

11. TO DISCUSS THE GREAT PLUMSTEAD PLAYING FIELD – NEW FOOTBALL TEAMS AND FUTURE MAINTENANCE

Two U8 teams would like to hire the pitch at the recreational ground. The games would take place on a Saturday morning between 10-12 with approximately 18 children at each game. This will impact the public use of the field but the children are reasonably local with coaches also living within the area. The pitches would be two 5-a-side with one near the play area and one between the Village Hall and the Tennis Court. The charge per use at the moment is £15. To mark out the pitches would be approximately £150 and there would need to be extra grass cuts throughout the year.

12. 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	£24,770.90	30.05.2023
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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
Norfolk Pension Scheme		Monthly Payment	410.35
J Cator		Sandhole Lane - Half yearly	£163.50
Great and Little Plumstead PCC		Grant	£1,200.00
Catherine Moore		Internal Auditor	£85.00
		TOTAL	£3,203.15
<u>Receipts</u>			
		TOTAL	£0.00
Outstanding Cheques			
		TOTAL	£0.00
Current Account Balance after above payments made and outstanding cheques cleared will be approximately			
			£21,567.75
* already included in the accounts stated above			

Proposed – Councillor Jones. Seconded – Councillor Heath. All in favour

Bank Balance	Unity Bank	£129,018.40	31.05.2023
<u>Payments</u>			
Westcotec		SAM2 sign	£4,170.00
		TOTAL	£4,170.00
<u>Receipts</u>			
		TOTAL	£0.00
Outstanding Cheques			
		TOTAL	£0.00
Current Account Balance after above payments made and outstanding cheques cleared will be approximately			
			£124,848.40
* already included in the accounts stated above			

a. PLAY AREA INSPECTION TRAINING

The next Play Area Inspection Training takes place on the 9th November 2023 and Councillors Claxton, Johnson and Edwards will need to attend. Price per person is £60. All agreed

b. ESSENTIAL SEMINAR TRAINING

The Clerk asked if she could attend this. Its an all day seminar which covers the main topics for Councils at the time. Price is £54. All agreed.

13. TO RECEIVE AND ADOPT THE STATEMENT OF ACCOUNTS AND BALANCE SHEET FOR THE YEAR TO 31ST MARCH 2023, TO APPROVE THE ANNUAL RETURN FORM, AND TO REVIEW THE EFFECTIVENESS OF INTERNAL AUDIT#

The Council unanimously approved the Annual Governance Statement which was signed by the Chairman and Clerk

The Council unanimously agreed the Accounts and Balance Sheet for the Year Ended 31st March 2023 and approved the Accounting Statements 2022/23 on the Annual Return Form. This was signed by the Chairman.

The internal auditor recommended: The Clerk will look at the insurance as we were told our levels were fine but the Internal Auditor believes these need to be increased. The Notice of Electors Rights was missing page 2 of the summary notes, this means that box N of the internal audit report is ticked No.

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 10TH July 2023 at 7.00pm at Great Plumstead Village Hall

15. TO RECEIVE ITEMS FOR THE NEXT AGENDA

There being no further business the meeting closed.

Signed:

Chairman

Date: