

# 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 13<sup>th</sup> January 2025 at 7.00pm at St David's Hall, Thorpe End**

**PRESENT: Mr J Wiley (Chairman)**

**Mrs M Bullen**

**Mr A Cawdron**

**Mr G Edwards**

**Mr R Heath**

**Mr P Knowles**

**Mr R Rice**

**Mrs T Scott (Clerk)**

- **Police Report**–November 2024 - Thorpe End–0, Little Plumstead–4, Great Plumstead-4
- **County Councillor Report** – The pathway in Little Plumstead has been reported. Councillor Mackie will be attending the opening of the Men's Shed at the Walled Garden on the 15<sup>th</sup> February. All county councils have been requested by the Government to consider local government reorganisation. The Government also wishes county councils to apply for the Devolution Priority Programme. This means a mayor to oversee several areas, such as growth, skills and transport as well as possibly police and fire stations. The Government has suggested a mayor for Norfolk and Suffolk. This could bring many millions of pounds of devolved funding to Norfolk, something we have championed for over 20 years. The proviso to applying for DPP is that we had to request a delay to the local elections in May. This is so our bid, and that of Devon, Essex etc can be considered. The election for a mayor would be in 2026. Local government reorganisation will also be reviewed, the government has asked for proposals for Unitary Councils. We will await news if Norfolk and Suffolk have been included in the DPP, if not then elections may take place in May 2025. Highways have received extra funds, approximately £15m more than expected. Norfolk took the top spot for the second year in a row in the National Highways and Transport survey on roads and transport. People from across the county gave Norfolk the highest (above average) score in satisfaction with the condition of the highways. Councillor Mackie thanked all the social workers and support staff who dealt with over 440 calls over the Christmas period.
- **District Councillor Report** – Work is continuing on the Medical Centre on Green Lane East. The footpath is linked to occupation of the 40<sup>th</sup> dwelling on the site. The application for Heath Farm, Little Plumstead has been called in and pending review by the planning officer. Councillor Harvey continuing to follow up on the lack of proper upkeep of the woodland area in Little Plumstead owned by Flatlands. Broadland have confirmed that a site visit has been conducted and they are working with Mr Edwards regarding the ongoing maintenance. A meeting has been scheduled for February after which it is likely the management plan will be updated. At the BDC Main Council meeting it was agreed to adopt a tenancy strategy which sets out the council's expectations of registered providers and private landlords in relation to housing tenure and affordability. To adopt a matrix approach and revised Environmental Penalties for certain waste related offences. Adopt a new Permanent Pavement Licensing Regime with new fees and charges and revised policy documentation. To adopt a revised

Unreasonably Persistent Complainant Policy. To adopt the licensing policy entitled Gambling Act 2005 Statement of Principles 2025 – 2028. Grants of up to £2000 through the government Building Futures grant and practical support, are available for businesses in Broadland who are thinking of hiring a new apprentice. More details on the website. BDC plans to create a Women’s Safety Charter to help prioritise the safety of Woman and Girls. A survey is currently open to those of all genders and ages, please visit BDC website for more details. BDC can help residents who are looking for employment, training or volunteering opportunities in 2025. Details are contained on the website.

- **Public Participation** – Councillor Wiley reported that the work signs on Norwich Road (Reeves Corner) are blocking the vision splay and need to be reported.

## AGENDA

### 1. APOLOGIES FOR ABSENCE

Councillor Vincent, Jones and Carty

### 2. DECLARATIONS OF INTEREST

Councillor Bullen – item 7a

Councillor Rice – Item 9

### 3. TO APPROVE AS A TRUE RECORD THE MINUTES OF THE MEETING HELD ON 9<sup>TH</sup> DECEMBER 2024

Approved. Proposed – Councillor Rice. Seconded – Councillor Bullen.

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

The footpath from the Brick Kiln PH to the houses on Salhouse Road has not been cut. Contact will try to be made with the owners or the hirers of the land. Councillor Heath is gathering in quotes for dog signs in either metal or plastic for the Great Plumstead Recreational Area.

### 5. TO RECEIVE CORRESPONDENCE

None

### 6. TO CONSIDER PLANNING APPLICATIONS

The Parish Council made the following comments on planning applications:

2024/3811	The Grove, Smee Lane, Great Plumstead	Removal of existing internal wall, creation of new window opening to dining room, new French doors to playroom, alterations to fireplace, infilling of existing window, replacement window & external door	No objection
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2024/3483	Home Farm Barn, Water Lane, Little Plumstead	Change of use of land from agricultural to residential with erection of annexe extension and cart lodge	No objection
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**7. TO DISCUSS PARISH PROJECTS**

**a. UPDATE ON THE GREAT PLUMSTEAD RECREATIONAL PROJECT**

Weather was generally good for December and the changing room walls were raised to wallplate level by the end of the term 2024 with the first lift scaffolding in place. The first full January week 2025 was extremely cold, stopping any wet trade work but allowing roof truss placement. Work sections are inhibited by the electrical poles and found soakaways. The Activity Hall building work is now deferred while work takes precedence on the changing rooms building. Extra over costs are to be expected for dealing with the two soakaway/cesspits found, with one requiring relocation. This will impact upon overall drainage design for the buildings as diversions and associated ground works increase. Given the ground levels of the buildings generally, it is also anticipated there will be an increase in the required final landscaping works around the buildings with blending to earth banks and staircase/ramp provision which is not costed. The focus in January 2025 will continue to be the plant room advance works and the changing rooms roof and gables with UKPN expected mid-February, if not sooner, to enable power supply switchover and poles to be removed. The roof trusses for the changing rooms and activity hall have arrived and those for the changing rooms have been placed on the building. Some cabling distribution advance works have also been carried out. The second valuation for £41,734.17 has been submitted from Willow-Denby. There are some significant provisional cost sums totalling £139,000, largely relating to mechanical and electrical services and fit out. Firm costs will be obtained for these works as the contract progresses. We are pressing for samples/examples to allow selection. Final design for phase 2 in particular as to the closing in of the roof space and void above the central corridor between the buildings, which is currently shown as open, except over the toilet block.

The Clerk updated that on the finance spreadsheet for the project the Grant from Broadland District Council has been changed from £200,000 to £40,000 to reflect the discussions which have been had with Broadland DC. The £160,000 remainder of the grant will be held by BDC for phase 2 of the project, although BDC did confirm that should there be a large unforeseen issue the remainder of the grant can be used. The Parish Council still holds enough Section 106 and CIL monies for the project as contracted so this change does not affect the project.

The Clerk, together with Councillors Cawdron, Knowles and Heath will put together the new Heads of Terms for the Scouts.

**8. FINANCIAL MATTERS**

**a. 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	<b>£32,622.54</b>	30.12.2024
Bank Balance	Scottish Widows	<b>£41,822.83</b>	31.12.2024
Bank Balance	Broadland Deposit Account	<b>£330,308.59</b>	31.03.2024

### Payments

T Scott	Monthly payment	£1,357.08
HMRC	Monthly Payment	£120.30
Norfolk Pension Scheme	Monthly payment	£444.03
PKF	External Auditor	£756.00
St David's Church, Thorpe End	Hire fees - 2024	£204.00
Anglian Water	Water Rates	£167.88
	<b>TOTAL</b>	<b>£3,049.29</b>

### Receipts

Allotment Holder	Allotment Fees 24/25	£30.00*
Allotment Holder	Allotment Fees 24/25	£15.00*
Allotment Holder	Allotment Fees 24/25	£33.00*
Allotment Holder	Allotment Fees 24/25	£18.00*
Allotment Holder	Allotment Fees 24/25	£33.00*
Allotment Holder	Allotment Fees 24/25	£33.00*
Allotment Holder	Allotment Fees 24/25	£30.00*
Allotment Holder	Allotment Fees 24/25	£33.00*
Allotment Holder	Allotment Fees 24/25	£30.00*
Allotment Holder	Allotment Fees 24/25	£33.00*
Allotment Holder	Allotment Fees 24/25	£33.00*
Allotment Holder	Allotment Fees 24/25	£18.00*
Allotment Holder	Allotment Fees 24/25	£18.00*
Allotment Holder	Allotment Fees 24/25	£93.00*
Allotment Holder	Allotment Fees 24/25	£33.00*
Thorpe St Andrew FC	Football Pitch Fees	£75.00*
Allotment Holder	Allotment Fees 24/25	£33.00*
Allotment Holder	Allotment Fees 24/25	£33.00*
Google	Account Verification	£0.12*
Bowls Club	Annual Rental Fee	£300.00*
Allotment Holder	Allotment Fees 24/25	£9.00*
Allotment Holder	Allotment Fees 24/25	£33.00*
	<b>TOTAL</b>	<b>£0.00</b>

### **Outstanding Cheques**

NCSL	Sandhole Lane clearance	£556.17
GPVH	Hire fees	£90.00
HMRC	Tax and NI	£120.50
Norfolk Pension Scheme	Monthly Payment	£444.03
Garden Guardian	Annual Grounds Maintenance	£9,351.60
Little Plumstead PCC	Grant - Grounds Maintenance	£1,225.00
J Cator	Sandhole Lane - Annual Rental	£179.22
Little Plumstead Village Hall	Hire Fees	£120.00

**TOTAL**                    **£12,086.52**

**Current Account Balance** after above payments made and **outstanding cheques cleared** will be approximately

**£17,486.73**

\* already included in the accounts stated above

Proposed – Councillor Bullen. Seconded – Councillor Knowles. All Agreed.  
The Clerk will contact NCSL re the outstanding cheque.

Bank Balance	Unity Bank	<b>£67,217.70</b>	12.01.2024
<u>Payments</u>			
E.A.S	Field Cuts and Pitch Marking		£270.00
Unity Bank	Service Charge December		£6.15*
Willow-Denby	Great Plumstead Recreational Project		£109840.73*
Zurich	Insurance Premium		£3,623.73
		<b>TOTAL</b>	<b>£3,893.73</b>
<u>Receipts</u>			
Broadland District Council	Section 106 Monies Repayment		£109840.73*
Google	Account verification		£0.19*
		<b>TOTAL</b>	<b>£0.00</b>
<b>Payments Awaiting Authorisation</b>			
		<b>TOTAL</b>	<b>£0.00</b>
<b>Current Account Balance</b> after above payments made and <b>outstanding cheques cleared</b> will be approximately			
			<b>£63,323.97</b>

\* already included in the accounts stated above

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

**b. TO RECEIVE THE REPORT FROM THE EXTERNAL AUDITOR**

PKF have confirmed that they have completed the external audit of the Parish Council's accounts. Two corrections needed to take place- inter bank account transfers were included in boxes 3 and 6 and office expenses incorrectly included in box 4 instead of box 6 for the current and prior year. Section 2 has been updated to include these changes. Box 3 (2024) changed from £149,162 to £95,328. Box 4 (2023) changed from £20,509 to £20,209. Box 4 (2024) changed from £23,227 to £22,927. Box 6 (2023) changed from £80,132 to £80,432. Box 6 (2024) changed from £210,254 to £156,719.

**9. TO DISCUSS AND AGREE THE BUDGET AND PRECEPT FOR 2025/26**

The Budget which was put together by the Finance Group was presented to the Parish Council. It was proposed to set the precept at £67,355.48 which is an increase of £11,648.93 from last year (which equates to approximately 15p a week per band D property). The increase takes into account the rise in water rates, employer national insurance and maintenance costs.

Proposed – Councillor Edwards. Seconded – Councillor Heath. Councillor Rice – abstained due to conflict of interest. All agreed.

**10. TO DISCUSS WHAT ITEMS SHOULD GO ONTO SOCIAL MEDIA THIS MONTH**

Grants available from BDC  
Planning

**11. 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 10<sup>th</sup> February 2025 at 7.00pm at Little Plumstead Village Hall

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

Walled Garden – Maintenance works  
Great Plumstead Play Area – Maintenance works

There being no further business the meeting closed.

Signed:

Chairman

Date: