

# Great and Little Plumstead

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

**The Annual Parish Council Meeting of Great & Little Plumstead Parish Council was held on Monday 13<sup>th</sup> May 2024 at 7.00pm at Great Plumstead Village Hall**

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

- **Police Report** – March 2024 - Thorpe End – 2, Little Plumstead – 6, Great Plumstead - 0
- **County Councillor Report** – At the County Council AGM Councillor Kay Mason Billig was reappointed as council leader and Councillor Stuart Dark as the Council chairman for 24/25. Councillor Mackie has been reappointed as chairman of the audit and governance committee. Due to the County Council boundary changes means that in 2025 the parish will have a new county councillor, after 20 years! Councillor Mackie is dedicated to do as much as possible within the next 12 months. Councillor Mackie visited the area with the highways engineer. The day was spent looking at issues across the division – Hare Road, Thorpe End and Hospital Road. The Highways team has taken an action to resolve the flooded drains on Hospital Road. Councillor Mackie has requested that Hare Road is cleared. The need for white lining on Broadland Drive, this is going to be looked into. Highways is following up the speed signs coming into Little Plumstead near the Brick Kilns. Councillor Mackie is sponsoring the new signage for the carpark near the Church and Walled Garden. This will be paid for from Councillor Mackie's Highway Allowance. Inspectors say Norfolk's Fire department has made positive improvements – to read more please visit the Norfolk County Council website. The County Council has a new fund to allocate £1.35m to support the Norfolk Volunteer Community – more information is available on the Norfolk County Council website. The County Council is once again offering composting course to help reduce the amount of waste going to landfills and also partnering with a supplier of discounted compost bins. More information is available on Norfolk County Council's website. *Councillor Carty confirmed that she is having a meeting with Broadland DC on site at the community carpark to discuss the new signage. The Parish Council confirmed that we support the signage going into place as it will help direct people when the Walled Garden carpark becomes full, instead of using the road.*
- **District Councillor Report** – Update on the Medical Centre, Green Lane, Great Plumstead – Councillor Harvey is continuing to chase BDC, the NHS and Saffron Homes for updates on a regular basis. A response is still awaited on the drainage strategy for Little Plumstead Hospital. Once this has been received the planning officers will be in a position to make a recommendation. Highways have reviewed and approved the plans, subject to conditions for the Hare Road development. There is still some Pride in Place funding available for projects in Broadland following the closure and awards from Round 3. BDC has approved

plans to expand the One Team social prescribing services to cover all of Broadland's GP prescribing services. The cost of this will be borne by external partners and this is a valuable service which helps to promote the health and wellbeing of residents. The Park and Ride service has been extended until at least Summer 2024 when a wider review and retendering of the whole Park and Ride service will be undertaken. The Postwick Service stops at Norwich Rail Station and Castle Meadow on its route into the city.

- **Public Participation** – The Parish Council confirmed that it was still awaiting to hear from Highways about the approval of the new SAM2 locations.

## **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**

Councillor Shaun Vincent was elected as Vice-Chairman of the Council with a unanimous vote by the Councillors.

### **3. APOLOGIES FOR ABSENCE**

Councillor Knowles and Bullen.

### **4. TO DISCUSS AND VOTE ON THE CO-OPTION OF A NEW PARISH COUNCILLOR FOR THE WARD OF GREAT PLUMSTEAD**

Mr Robert Rice submitted an application to become a councillor for the Great Plumstead Ward. This was considered by the Parish Council, proposed by Councillor Vincent, seconded by Councillor Edwards, and all in agreement.

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

None

### **6. TO RECEIVE DECLARATIONS OF INTEREST**

Councillor Rice – Item 13.

### **7. TO APPROVE AS A TRUE RECORD THE MINUTES OF THE MEETING HELD ON MONDAY 8<sup>TH</sup> APRIL 2024**

Typo amendment – Public Participation – amendment in line 1 from “water” to “watch”.

Councillor Heath confirmed that the pothole on Hospital Road has been reported. They have fixed 2 of the 3 potholes, unfortunately the flooding and standing water then damaged the same spots again. The confirmation on the speed watch scheme is still awaited. There is no confirmation on whether there will be a school on the Smee Lane development. Councillor Jones confirmed that there has been extra drainage works put in on Hare Road, Great Plumstead to try and mitigate the flooding issues.

## **8. TO APPOINT COMMITTEES AND REPRESENTATIVES**

- a. Finance Committee – Councillors Wiley, Vincent, Cawdron, Jones, Heath, Edwards, Knowles and the Clerk
- b. Data Protection Committee - Councillors Wiley, Vincent, Cawdron, Jones, Heath, Edwards, Knowles and the Clerk
- c. Allotment Representative – Councillor Heath
- d. Tree Warden – Councillor Rice
- e. Play Equipment Inspectors – Councillor Claxton, Edwards and Rice
- f. Website – Councillor Heath
- g. Village Hall – Councillor Claxton, Heath, Bullen and Edwards
- h. Youth Engagement – Councillor Carty
- i. CIL Committee – Councillor Cawdron, Carty, Jones, Heath, Edwards, Knowles and the Clerk
- j. Plumstead Community and Sports Pavilion Advisory Committee - Councillors Wiley, Vincent, Cawdron, Jones, Heath, Edwards, Knowles, Rice, Carty, Claxton, Bullen and the Clerk
- k. Walled Garden Advisory Group – Councillor Cawdron, Carty, Heath and the Clerk
- l. Responsible Finance Officer – The Clerk
- m. Internal Finance Officer – Councillor Knowles
- n. Rosebery Fields Advisory Group – Councillor Cawdron, Jones, Heath and the Clerk

## **9. TO ADOPT/REVIEW POLICIES**

- a. Equal Opportunities Policy
- b. Disciplinary and Grievance Procedure
- c. Expenses Policy
- d. Sickness Absence 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
- k. SAM2 Sign Management Policy and Risk Assessment
- l. Financial Regulations
- m. Reserves Policy
- n. Media Policy – The Councillors asked for Councillor to be added to the Facebook page. Councillors to review the list of what is put onto social media.

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

## **10. TO RECEIVE CORRESPONDENCE**

- a. Road Closure – Norwich Road, Little Plumstead – Road to be closed on 15<sup>th</sup> May between 9.30 and 15.15 for telegraph pole removal works.
- b. Email from Thorpe End Village Hall Committee – We have received an email from the committee regarding the decision of the Parish Council to no longer maintain the green in front of the Village Hall. It was confirmed that this decision was agreed as it

was confirmed that the verge was owned by the neighbouring farm and the Parish Council has received criticism previously about maintaining any land which is not owned by the Council. It was decided that as there was no ambiguity about the ownership of this land that it was not correct that the Parish Council should be paying for its upkeep.

## 11. TO CONSIDER PLANNING APPLICATIONS

The Parish Council made the following comments on planning applications:

2024/1223	73C – 73D Plumstead Road, Thorpe End	Installation of internally illuminated aluminium with acrylic face light box to front wall of building	The Parish Council objects to this planning application on the following basis: 1 - There are no details attached to the application, although it states that there are. The dimensions appear to be unnecessarily large. 2 - No details for when this light box will be on. The light directly affects the flats above the shop, together with a number of houses across the road. 3 - The area is a conservation area. 4 - Breaches the dark skies policy as it sends light upwards. 5 - Is not in keeping with the local area (Policy 2 and 7)
2024/1092	Fairview House, Smee Lane, Great Plumstead	Demolition of existing garage and erection of proposed 2 storey pitched roof extension, single storey flat roof extension and pitched roof integrated garage	No objection. Error on the application stating that the parking arrangements are unaffected, these will be with the removal of garage. The applicant has also submitted additional information although has stated on the application form that they won't be.
20211743	Land North of Smee Lane, Great Plumstead	Application for the approval of reserved matters for appearance, landscaping, layout and scale for 272 dwellings pursuant to conditions 1, 2 and 11 of	This application has been requested to be called in by the District Councillor. It has been identified at the parking allocation is incorrect. The site is missing 78 parking spaces

		outline planning permission 20180193	to meet the Neighbourhood Plan parking allocation (Policy 2). It does not appear that the planning application makes any attempt to connect the development to the parish which is not inline with Policy 3 of the NP. There is no indication of where bin storage is allocated for each property. When will the proposed link road join up with the adjoining sites and provide the public transport link which was part of the overall GNLP for the additional housing in the area?
2024/1016	Peveril, 31 Salhouse Road, Little Plumstead	Retrospective application for rear lean-to veranda & side decking	No objection
2024/0973	Greenways, 5 South Walk, Thorpe End	Details of conditions 3 and 6 of 2024/0014 – (3) Materials (6) ARB method statement	No objection
2024/1311	32 Woodland Drive, Thorpe End	Roof replacement and rear extension	No dimensioned section provided to show that the new roof rooms will actually work.

## 12. TO DISCUSS PARISH PROJECTS

### a. GREAT PLUMSTEAD RECREATIONAL AREA PROJECT UPDATE

The planning application for the Project has been approved with some conditions. None of the conditions are too onerous, Councillor Heath questioned about the condition for the lights to be turned off by 10pm but this is extended for public events like fireworks. Ben Bullen has received quotes from structural engineers and has offered his recommendation of Canham Consulting. It is proposed that the Parish Council goes with the recommendation and approves this asap due to the timescale pressure of the project. The cost will be £3480 plus VAT. Proposed – Councillor Cawdron. Seconded – Councillor Heath. All agreed.

### b. TO DISCUSS THE TENDER PROCESS FOR THE GREAT PLUMSTEAD RECREATIONAL AREA PROJECT

The Councillors discussed the process for the tender for the Project. It was agreed that the project would be uploaded onto Contract Finder, together with David Bullen Limited sending the tender package to recommended contractors. All tender submissions submitted within the timeframe will be discussed and scored with Ben Bullen and the Councillors. The Parish Council will meet between 24<sup>th</sup> June and 28<sup>th</sup>

June to approval the recommended contractor, so that we keep to our timeline of going into contract/signing a letter of intent in July. Councillor Jones asked whether we should speak with our insurance company once the project has a start date. Proposed – Councillor Cawdron. Seconded – Councillor Carty. All agreed.

### 13.TO DISCUSS THE FLOWER BEDS ON SALHOUSE ROAD, LITTLE PLUMSTEAD

The four flower beds on the Brick Kiln Road verge was discussed. Two flower beds are maintained by volunteers. Councillor Linda proposed to add the two other flower beds to our grounds maintenance schedule. Proposed – Councillor Edwards. Seconded – Councillor Heath. All agreed.

### 14.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>£27,125.39</b>	30.04.2024
Bank Balance	Scottish Widows	<b>£41,501.55</b>	30.04.2024
Bank Balance	Broadland Deposit Account	<b>£330,308.59</b>	31.03.2024

#### Payments

T Scott	Salary and expenses	£1,320.20
HMRC	Monthly Payment	£105.74
Norfolk Pension Scheme	Monthly Payment	£428.32
E.A.S	Pitch cuts and mark outs	£474.00
	<b>TOTAL</b>	<b>£2,328.26</b>

#### Receipts

**TOTAL £0.00**

#### Outstanding Cheques

HMRC	Monthly Payment	<b>£105.54</b>
Norfolk Pension Scheme	Monthly Payment	<b>£435.75</b>
NPTS	Annual subscription	<b>£545.00</b>
NCSL	Sandhole Lane clearance	<b>£556.17</b>
Anglian Water	Water Rates	<b>£158.08</b>
Norfolk Parish Training & Support	Grant Training	<b>£40.00</b>
	<b>TOTAL</b>	<b>£1,840.54</b>

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

**£22,956.59**

Proposed – Councillor Cawdron, Seconded – Councillor Claxton, All Agreed.

Bank Balance	Unity Bank	<b>£18,281.11</b>	08.04.2024
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#### Payments

**TOTAL £0.00**

#### Receipts

Broadland District Council	CIL Payment	£10,203.94
Broadland District Council	Pre-cept 1st Instalment	£27,853.28
Broadland District Council	S106 Refund	£9,376.00
	<b>TOTAL</b>	<b>£47,433.22</b>

**Payments Awaiting Authorisation**

Norwich City Services	Sandhole Lane Clearance	£863.68
	<b>TOTAL</b>	<b>£863.68</b>

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

**£64,850.65**

\* already included in the accounts stated above

Proposed – Councillor Jones, Seconded – Councillor Edwards, All agreed.

**15.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> June 2024 at 7.00pm at St David's Hall, Thorpe End

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

Councillor Johnson Memorial Bench

Great Plumstead Tennis Courts

East wall at the Little Plumstead Churchyard – hedge maintenance

Rosebery Field – Water issues

There being no further business the meeting closed.

Signed:

Chairman

Date: