

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 12th May 2025 at 7.00pm at Little Plumstead Village Hall

PRESENT: **Mr J Wiley (Chairman)** **Mr S Vincent (Vice-Chairman)**
 Mr A Cawdron **Mr R Heath**
 Mr P Knowles **Mr R Rice**
 Mrs T Scott (Clerk)

- **Police Report** – March 2025 - Thorpe End – 3, Little Plumstead – 5, Great Plumstead - 1
- **County Councillor Report** – Road works are about to begin on Yarmouth Road, at the mini roundabout near Sainsbury and on the ring road. Alternative routes will be via Plumstead Road East and Thunder Lane. Local member highway grants are open and bids are welcomed. People have been invited to give their views to help shape the future of local government, please visit www.norfolk.gov.uk/LGRfeedback. According to Department of Transport statistics, Norfolk fixed an impressive 92% of reported road repairs during 2023/24. Norfolk County Council is inviting residents, landowners, conservation specialists, and local communities to participate in the public consultation for Norfolk's draft Local Nature Recovery Strategy (LNRS). Running from 16th April to 11th June, this consultation offers an opportunity to provide feedback on the priorities and actions for restoring and enhancing nature across the county. Norfolk and Fire Rescue Service is urging people to learn life-saving water safety skills this spring and summer. The National Fire Chiefs Council's Be Water Aware Week, which started on the 28th April, raised awareness of accidental drowning risks and provides essential water safety advice ahead of the warmer months.
- **District Councillor Report** – Work is continuing on the Medical Centre, with building aiming by the end of July 2025, power connected and access road to be completed by the end of May. The requirement to deliver the foot/cycle path prior to occupation of the 40th dwelling, on the Saffron Homes Development, Principle Planning Officer at BDC confirmed he would seek to discuss the cycle/footpath start date with Saffron Homes in March; update remains outstanding at this time, and Councillor Harvey will keep chasing, The dog park planning proposal has been called in to the planning committee further to feedback received from the Parish Council and residents. Conversations ongoing with officers at BDC on how best to ensure management responsibilities are carried out by Mr Edwards, and that residents wanting to sell their properties are not impeded in doing so. Section 106 management plan has been reviewed. Further information supplied to enforcement officer in April, and awaiting response. BDC will be hosting the Marriott's Way 10km run this year on Sunday 21 September. The run starts in Aylsham and follows the old railway line to finish in the marketplace at Reepham, please visit the BDC to sign up. The Government has responded to BDC's joint proposal for the Local Government Reorganisation which will be scrutinised, the statement is available on BDC's website. Councillor Cawdron questioned if there are any movement on the Woodland Walk (Thorpe End) extension, Councillor Harvey confirmed that there isn't at the moment but he will investigate.

- **Public Participation** – A parishioner reported that the speeding on Broad Lane, Little Plumstead is still happening. The Council will ask if Councillor Mackie has help push traffic calming measures. The Parishioner confirmed that the speed watch scheme does have 6 people so is able to go ahead. It was noted that the hedges at the proposed dog park have been cut and the debris dumped, this needs to be reported to environmental at Broadland District Council. Councillor Wiley mentioned that the trees at the proposed dog park should be protected by TPOs. The Bowls group attended to mention that the parking at the Great Plumstead Recreational Ground is becoming a problem, mainly due to irresponsible parking. They confirmed that the Bowls need to have their water back on, at the moment the green is being watered by hand. Willow-Denby confirmed that they have moved the water works up the schedule, this will affect the timetable but this is understandable as otherwise the green could be severely damaged. Councillor Cawdron will speak with Willow-Denby about what the new programme will look like. The Parish Council confirmed that at the moment there is no date for phase 2 as the CIL and S106 Monies have not been received.

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

Councillors Carty, Bullen, Jones and Edward

4. 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. Two seats remain vacant.

5. DECLARATIONS OF INTEREST

None

6. TO APPROVE AS A TRUE RECORD THE MINUTES OF THE MEETING HELD ON MONDAY 14TH APRIL 2025

Approved. Proposed – Councillor Vincent. Seconded – Councillor Heath.

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

It was reported that the same parishioner is now walking their dog off lead on Great Plumstead Recreational Ground, request that the same local beat officer visit to remind them that this area is dogs on leads only.

8. TO APPOINT COMMITTEES AND REPRESENTATIVES:

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

The Clerk requested volunteers to inspect the Bus Shelters and Village Signs in the parish. Councillors Rice and Heath confirmed that they would be happy to undertake this.

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 Clerk went through these documents, previously circulated was the Standing Orders and Financial Regulations. The Reserves Policy was updated with the reserve end of year figures for 2025.

Councillors voted to readopt the unchanged policies, together with the Standing Orders and Financial Regulations as updated.

Financial Regulations – Proposed – Councillor Cawdron. Seconded – Councillor Knowles. All agreed.

Standing Orders – Proposed – Councillor Cawdron. Seconded – Councillor Knowles. All agreed.

10.TO RECEIVE CORRESPONDENCE

- Broadland and South Norfolk Design Code – Consultation closes on 23rd June at 5pm. Link is available on the BDC website.
- Norfolk County Council – Local Government Reorganisation – feedback form is available until 20th May 2025 at www.norfolk.gov.uk/lgrfeedback and people can answer as many or as few questions as they wish to.

11.TO CONSIDER PLANNING APPLICATIONS

The Parish Council made the following comments on planning applications:

2024/3250	Land opp 2 Gatehouse Broad Lane Little Plumstead	New pharmacy and care hub with associated parking	No comment.
Councillor Wiley left the meeting.			
2025/1378	Octagon Business Park, Hospital Road, Little Plumstead	Removal of condition 10 – Complies with Passivhaus plus standard	Further to our previous comments regarding this planning application, the Parish Council wishes to reiterate its strong preference for the proposed houses to be constructed to Passivhaus standards. The Council would rather see the homes built to this high standard than not built at all.
Councillor Wiley returned to the meeting.			
2025/1170	Unit 1, Railway Farm, Norwich Road, Little Plumstead	Removal of condition 3 – need the storage space outside to allow more room inside to provide local employment for up to 20 people	The Parish Council wishes to raise concerns regarding the proposed planning application. Firstly, we request clarification on the number of parking spaces allocated within the application. Adequate parking provision is essential to ensure minimal impact on local infrastructure and residents. Additionally, the Council objects to any proposed external storage, as this is against the Neighbourhood

			Plan and does not align with the character of the surrounding area. We urge the planning authority to ensure that all storage solutions remain within the building footprint to maintain consistency with local design principles.
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12. TO DISCUSS PARISH PROJECTS

a. GREAT PLUMSTEAD RECREATIONAL AREA PROJECT UPDATE

The project is now entering week 29 of the 39/40 week programme. Changing Rooms: External doors and windows fitted. Wet plaster work was completed week 27. Decoration to the ceilings etc anticipated this week and electrical second fix next week (week 30). First fix plumbing is also completed. Insulated floor screed is complete.

Activity Hall: Roof truss works complete and work completing soffits and eaves in progress. Initial roof covering anticipated for week 29. Insulated roof panels ordered and anticipated following scaffold adjustment and certification for week 32.

Plant/store room brickwork has been completed and gables raised to roof truss level. Remaining soffit timberwork and roof covering anticipated in week 29. The parish meter for the plant room and changing rooms is awaited, Eon attending the site on 6th May 2025.

Willow-Denby have advised that multiple trades simultaneously will not be required and they intend to allow succession working so that welfare facilities, for example, area not overloaded.

Only after the roof panel works are complete can the scaffolding be removed and the remaining major ground works can be carried out. Some import of ground grading and levelling materials is likely to be needed. Willow-Denby have been advised that the enlarged soakaway to Building Control standards has been confirmed by the Council.

Willow-Denby have requested an extension of time of 8 weeks, although we are advised by our project manager that this will not attach extra costs. This was unexpected, as despite the difficult start and the impact of the power networks on project activities, comparing against the programme has to date been encouraging. Plastering to the changing room was back by a month, with knock on effects to following transfer but roof truss installation to the Activity Hall and Plant Rooms was

forward by a month, which helped balance the programme. The original programme was 38 weeks already extended by 1 week completely 21st July. Adding 8 weeks takes us well into September.

Councillor Cawdron confirmed that any request for an extension of time should come with a full explanation and an updated programme. This must be a written and submitted to the Parish Council, together with confirmation that there is no additional cost.

An uplift in external works costs to cope with the new profiling near the changing rooms and access facilities (ramps/stairs) is still anticipated. Sections of external works (i.e. paving) will also be deferred until Phase 2 as e.g. the central corridor works would be displaced by later ground works.

Valuation 6 has been submitted to the Parish Council at a cost of £50739.59. It was confirmed that the valuation matched the costings contained in the contract. Proposed – Councillor Cawdron. Seconded – Councillor Heath. All agreed.

b. PLAY GROUND CLEANING QUOTES

The Parish Council has received one quote to clean the Little Plumstead Play Area. Other quotes are awaited.

c. PLAY GROUND MAINTENANCE REPAIR QUOTES

Quotes were received to undertake the repairs identified in the external play area inspection. The Councillors questioned whether the repairs must be undertaken by an approved contractor or whether it is acceptable for the Parish Council to use a local handyman. The Clerk confirmed that this would be investigated and reported back.

13. TO DISCUSS THE CURRENT SITUATION WITH THE GREAT PLUMSTEAD TENNIS COURTS

The property which currently leases the tennis courts is currently for sale. The Parish Council has spoken to the current owner and they are planning on selling the lease of the courts with the house as per the terms. Once the current owner has accepted an offer they will confirm this with the Parish Council.

14. TO DISCUSS THE QUOTE RECEIVED FOR NEW FOOTBALL GOALS AT GREAT PLUMSTEAD RECREATIONAL GROUND

Councillor Heath requested that a set of 7v7 size goals are purchased for Great Plumstead Recreational Ground. The cost would be £2059.01, the Parish Council will be able to reclaim 75% of the cost from Football Foundation, with the cost to the Council being £514.75. The goals last approximately 10-15 years and will be stored inside the storage area include in phase 2 of the Great Plumstead Recreational Area project.

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

15.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	£16,577.24	30.05.2025
Bank Balance	Scottish Widows	£42,120.93	30.04.2025
Bank Balance	Broadland Deposit Account	£343,318.46	31.03.2025
<u>Payments</u>			
T Scott		Monthly payment	£1,487.27
HMRC		Monthly Payment	£172.16
Norfolk Pension Scheme		Monthly payment	£491.02
Google		Website	£5.00*
		TOTAL	£2,150.45
<u>Receipts</u>			
Allotment Holder		Allotment Fees	£13.50*
HMRC		VAT Refund	£5590.74*
		TOTAL	£0.00
Outstanding Cheques			
St David's Church		Hire Fees - 2024	£204.00
Norfolk Pension Scheme		Monthly Payment	£444.03
Anglian Water		Water Rates	409.08
		TOTAL	£1,057.11
Current Account Balance after above payments made and outstanding cheques cleared will be approximately			
			£13,369.68
* already included in the accounts stated above			

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

Bank Balance	Unity Bank	£106,780.72	30.04.2025
<u>Payments</u>			
Willow-Denby		Great Plumstead Recreational Project	£77505.71*
David Bullen		Great Plumstead Recreational Project	£1241.55*
Unity Bank		Service Charge	£6.75*
BCH		Valuation of Walled Garden	£118.80*
Willow-Denby		Great Plumstead Recreational Project	£78,580.07
Target Trees		Tree Plotting and Survey	£750.00
		TOTAL	£79,330.07
<u>Receipts</u>			
Broadland District Council		CIL Payment	£11303.21*

Broadland District Council	Precept 1st Installment	£33677.74*
	TOTAL	£0.00
Payments Awaiting Authorisation		
	TOTAL	£0.00
Current Account Balance after above payments made and outstanding cheques cleared will be approximately		
		£27,450.65
* already included in the accounts stated above		

Proposed – Councillor Rice. Seconded – Councillor Heath. 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 9th June 2025 at 7.00pm at Great Plumstead Village Hall

17. TO RECEIVE ITEMS FOR THE NEXT AGENDA

None

There being no further business the meeting closed.

Signed:

Chairman

Date: