

# 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 Friday 15<sup>th</sup> August 2025 at 7.00pm at Great Plumstead Village Hall

**PRESENT: Mr A Cawdron**

**Mr G Edwards**

**Mr R Heath**

**Mr R Rice**

**Mrs T Scott (Clerk)**

- **Public Participation – None**

### **AGENDA**

The Councillors voted for Councillor Cawdron to chair the meeting. Proposed – Councillor Edwards. Seconded – Councillor Heath. All agreed.

#### **1. APOLOGIES FOR ABSENCE**

Councillors Wiley, Knowles, Vincent, Carty, Jones, Bullen,

#### **2. DECLARATIONS OF INTEREST**

None

#### **3. TO APPROVE AS A TRUE RECORD THE MINUTES OF THE MEETING HELD ON 14<sup>th</sup> JULY 2025**

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

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

The hedges on Salhouse Road and Post Office Road which were previously reported as being overgrown have been cut back.

#### **5. TO DISCUSS PARISH PROJECTS**

##### **a. TO DISCUSS AND AGREE THE ADDITIONAL LANDSCAPING WORKS INCLUDING STEPS AND RAMPS FOR THE GREAT PLUMSTEAD RECREATIONAL PROJECT**

The landscaping proposals for the Great Plumstead Recreational Project are to add:

- **Accessibility Ramp:** A ramp to the right of the building, 1.2m wide with a 1:12 gradient and a 1m flat section with a galvanised keycamp handrail on both sides

to ensure compliance with building regulations. Cost: £2,030 (ramp) + £2100 (handrail)

- Front Access Steps: Concrete steps with a galvanised keyclamp handrail system for quick access at the front of the building. Cost: £2,320 (steps) + £625 (handrail)

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

**b. TO DISCUSS AND AGREE THE FLOOR FINISHING PROPOSALS FOR THE GREAT PLUMSTEAD RECREATIONAL PROJECT**

The Councillors discussed the flooring requirements for the activity building and bowls store. To ensure durability and suitability for their intended use, it was proposed to apply a light grey epoxy floor paint. This solution is significantly more hardwearing than standard floor paint and offers resistance to petrol and oil spills—particularly beneficial for the bowls store. Cost: £3,080

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

**c. TO DISCUSS THE FENCING FOR THE GREAT PLUMSTEAD RECREATIONAL PROJECT**

It has been agreed with Willow-Denby that heras fencing will be installed between the field and the Activity Building to block up the gap for security. The fencing at the entrance for the allotments and Scouts will be reinstated.

Councillor Heath confirmed that the fencing between the temporary containers on the carpark and the allotments has been reinstated.

Councillor Cawdron presented the idea of putting up a sign similar to which is displayed at the Walled Garden with wording similar to “Great and Little Plumstead Parish Council Recreational Facilities 2025”

**6. 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>£10,659.99</b>  | 30.07.2025 |
| Bank Balance    | Scottish Widows           | <b>£42,254.10</b>  | 31.07.2025 |
| Bank Balance    | Broadland Deposit Account | <b>£343,318.46</b> | 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            |
| Norfolk Parish Training and Support                                                                                   |  | Training           | £67.20           |
|                                                                                                                       |  | <b>TOTAL</b>       | <b>£2,222.65</b> |
| <u>Receipts</u>                                                                                                       |  |                    |                  |
| Thorpe St Andrew                                                                                                      |  | Pitch Hire         | £120.00          |
|                                                                                                                       |  | <b>TOTAL</b>       | <b>£120.00</b>   |
| <b>Outstanding Cheques</b>                                                                                            |  |                    |                  |
| HMRC                                                                                                                  |  | Tax & NI           | £172.16          |
| Christian Cator Estate                                                                                                |  | Sandhole Lane Hire | £179.22          |
| Great Plumstead Village Hall                                                                                          |  | Hire Fees          | £90.00           |
|                                                                                                                       |  | <b>TOTAL</b>       | <b>£441.38</b>   |
| <b>Current Account Balance</b> after above payments made and <b>outstanding cheques cleared</b> will be approximately |  |                    |                  |
|                                                                                                                       |  |                    | <b>£8,115.96</b> |
| * already included in the accounts stated above                                                                       |  |                    |                  |

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

|                                                                                                                       |            |                                     |                   |
|-----------------------------------------------------------------------------------------------------------------------|------------|-------------------------------------|-------------------|
| Bank Balance                                                                                                          | Unity Bank | <b>£100,533.03</b>                  | 15.08.2025        |
| <u>Payments</u>                                                                                                       |            |                                     |                   |
| Willow-Denby                                                                                                          |            | Great Plumstead Recreational Ground | £50322.83*        |
| Unity Bank                                                                                                            |            | Service charge                      | £6.60*            |
| E.A.S                                                                                                                 |            | Field cuts and pitch marking        | £474.00           |
| Norwich City Services                                                                                                 |            | Tree Maintenance                    | £3,660.52         |
| Willow-Denby                                                                                                          |            | Great Plumstead Recreational Ground | £40,778.12        |
|                                                                                                                       |            | <b>TOTAL</b>                        | <b>£44,912.64</b> |
| <u>Receipts</u>                                                                                                       |            |                                     |                   |
|                                                                                                                       |            | <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>£55,620.39</b> |
| * already included in the accounts stated above                                                                       |            |                                     |                   |

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

## 7. TO DISCUSS AND AGREE THE CCTV POLICY

The new CCTV Policy was presented to the Councillors. This was discussed and adopted.

It was confirmed that the Data Protection Officer will be the clerk and the CCTV Representative will be Councillor Heath.

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

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

Planning  
Great Plumstead Project

**9. 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 8<sup>th</sup> September 2025 at 7.00pm at Little Plumstead Village Hall

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

Signage for Great Plumstead Recreational Ground



There being no further business the meeting closed.

Signed:

Chairman

Date:

**DRAFT**