

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 16th June 2025 at 7.00pm at Great Plumstead Village Hall

PRESENT: Mr J Wiley (Chairman)

Mrs M Bullen

Mr A Cawdron

Mrs L Carty

Mr G Edwards

Mr R Heath

Mrs J Jones

Mr P Knowles

Mr R Rice

Mrs T Scott (Clerk)

- **Police Report** – Thorpe End – 2, Little Plumstead – 17, Great Plumstead - 2
- **County Councillor Report** – Legal notices have been issued on a 20mph zone near the Little Plumstead Primary School – including adopted and non-adopted roads (Hospital Road, Old Hall Road, Ronald Brown Drive and Penrice Road). Highways will work with the police to undertake surveys on Broad Lane and look to add slow signs. Councillor Mackie has submitted his feedback to the Broadland Safer Neighbourhood Team regarding anti-social behaviour by cars and motorbikes, especially late at night in the summer. The County Council, after extensive research, has launched its proposal for one unitary council for Norfolk, this provides the maximum efficiencies and maintains core services as they are across the county. You can read more on the Norfolk County Council website. Parish and Town Councils are not impacted, however some Town Councils are already looking to have devolved powers to undertake more local aspects, such as car parks, toilets and environmental projects. At the last County Council AGM Kay Mason Billig was re-elected as Conservative County Council Leader, Cllr Tom Fitzpatrick was elected County Council Chairman for 25/26. Councillor Mackie was re-elected as Vice Chairman of our Group and Chairman of the Audit and Governance Committee. There is help available for living costs, more information is available on Norfolk County Council's website. *Councillor Mackie confirmed that he is happy to fund a safety survey on Broad Lane and will discuss this with Highways.*
- **District Councillor Report** – The proposed dog park planning application has been called into the planning committee further to feedback received from the Parish Council and residents. BDC has agreed to purchase more Temporary Accommodation to meet increasing housing demand. This will be funded by government grant funding via the Local Authority Housing Fund (Round 3) and a contribution from the council. The Government has responded to the proposals put forward by councils for reorganising local government in Norfolk. BDC is continuing to work closely with a group of councils including Breckland, Great Yarmouth, King's Lynn and West Norfolk, North Norfolk and Norwich to help shape the future of local services. This group has a shared vision for a three-unitary model for the county. The three-unitary model proposes the establishment of three distinct unitary authorities centred around the historic urban centres of Norwich, Great Yarmouth and King's Lynn.

- **Public Participation – None**

AGENDA

1. APOLOGIES FOR ABSENCE

Councillor Vincent

2. DECLARATIONS OF INTEREST

Great Plumstead Recreational Project – Councillor Bullen

3. TO APPROVE AS A TRUE RECORD THE MINUTES OF THE MEETING HELD ON 12th MAY 2025

Amendment to Natwest payments, Target Trees amount was incorrectly noted as £625, this amount was less VAT, the correct amount was £750. The monthly statement was amended and signed by the Chairman.

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

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

Play ground cleaning quotes are awaited. Councillor Heath will order the goals for the Great Plumstead Recreational Area. Councillor Rice has looked into raising TPOs on a number of trees around the parish.

5. TO RECEIVE CORRESPONDENCE

- Great Plumstead Village Hall – Tree on verge – Approved by Councillor Johnson. Parish Council will ensure that the tree does not outgrow its location.
- Broadland & South Norfolk Design Code – Public Consultation – Ends at 5pm on 23rd June. Details are on the BDC website.
- Norwich Western Link project updated – A report on the project will be published online by Norfolk County Council.
- Request from Salhouse Parish Council – Honeycombe Road – SPC are proposing to lower the speed limit along Honeycombe Road. The Parish Councillors confirmed that they support this.
- Post Office Road – Hedges – These have been reported to Highways as they need cutting back.
- Plumstead Road, Thorpe End – Road Closure – Between 11pm to 5am from 14th to 15th June. To facilitate safety inspection and repairs to level crossing systems.
- NDR Pathway – Broad Lane to Smee Lane – Closure – From 7am to 6pm from 18th to 19th June. It is intended to apply a road rejuvenator which is sprayed onto the road surface and requires time to soak into the top layer.
- School Road, Little Plumstead – Road Closure – From 9th to 13th June. To facilitate new fibre network installation works.

- Willows, Little Plumstead – Speed Limit zone – Proposed 20mph zone to include: Hobart Drive, Hospital Road, Old Hall Road, Penrice Road, Ronald Brown Drive and Warner Way.
- Norfolk County Council – Unitary Council proposal – One unitary council has been proposed, the full options appraisal report can be read on the Norfolk County Council's website.

6. TO CONSIDER PLANNING APPLICATIONS

The Parish Council made the following comments on planning applications:

2025/0653	Dakota, Broad Lane, Little Plumstead	Ground floor extension with balcony above	Amendment is inline with the Parish Council's previous comments. There is an element of overlooking from the first windows as the residence is in a residential area.
2025/1541	Shangri La, 7 The Boulevard, Thorpe End	Single storey garage	No objections
2025/0894	20 Witton Lane, Little Plumstead	First floor extension – retrospective	No objections

7. TO DISCUSS PARISH PROJECTS

a. UPDATE ON GREAT PLUMSTEAD RECREATIONAL PROJECT

The project is entering into week 34. Changing Rooms: wood finish internal doors fitted week 31. Ironmongery week 32. Electrical second ix continuing with fitting of light fittings, motion detectors, fire alarms, etc week 30/31/32/33. Internal linings for we rooms commenced 5th June (week 32) and continued week 33. Sanitaryware has been delivered to site starting with the sinks. Render to front elevation first coat completed week 33. Changing room lighting active week 33. Activity Hall: initial roof covering week 30. Metal roof panels on site commenced week 32 following scaffold adjustment and certification taking place week 31 primarily for the render team. Metal roof, without trims) completed week 33. Internal ceiling plasterwork with metal fixing trays taking place week 30 and boarding complete week 31. Windows and doors have been fitted week 31. Roller shutter ordered. Metal roof covering installation commencing week 32. Week 32 saw floor screeds complete and the major walls rendered, wet plaster set up in progress. Plant/Store room: Remaining soffit timberwork and roof covering commenced week 30. Soffits to roof, floor slab and finishes are now done (week 33). Floor to store and irrigation room poured week 32. WD pressing on with gaining external floor slab for irrigation tank and pump installation for the Bowls Club. The Parish meter for plant room and changing rooms has been installed. Plant room floor yet to complete but filled week 33.

Only after the roof panel trims and barge board and render works are complete can the scaffolding be removed and the remaining major ground works be carried out.

Some import of ground grading and levelling materials is likely. Willow Denby have been instructed ref the enlarged soakaway to Building Control standards.

Willow-Denby have requested an extension of time of 5 weeks and have confirmed in writing that they will not be seeking extra preliminary costs. The changing room fit out continues to drift as e.g. the quick drying screed (1 month) has actually turned into 3 months before floor finishes can start. The Activity Hall works remain ahead of the later programme as e.g. plasterboard start programmed for week 33 actually commencing week 30. The Plant/Store room is ticking along, but not quite in sync with the activity hall as programmed. External works to support and locate the irrigation tank. The Parish Council authorised Councillor Cawdron to accept the extension of time at an appropriate time (after the 11th July).

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

The Councillors ask to have a site meeting to see the progress of the project, date proposed is 11th July at 2pm. The Clerk will organise this with Willow-Denby.

Willow-Denby have submitted an invoice for £49,244.87, which is inline with the agreed contracted amount. Proposed – Councillor Cawdron. Seconded – Councillor Knowles. All agreed.

b. QUOTES FOR THE TRANSFER OF THE LEASE OF THE TENNIS COURTS

No quotes received by the time of the meeting.

c. UPDATE ON SANDHOLE LANE, LITTLE PLUMSTEAD

The lock on the gate to Sandhole Lane was removed, a new lock has been attached. Councillor Rice confirmed that some fly tipping has occurred at the site. The Clerk will put together a letter for the local residents and circulate to the Councillors. The Clerk confirmed that the ownership of the site has changed to Christian Cator Estate.

d. DONATED TREE AND ITS PLACEMENT

This has been discussed with the tree warden and it was suggested that the best place would be Rosebery Field rather than Church Road amenity land. The Clerk will go back to the parishioner who is offering the tree and confirm details.

e. TO DISCUSS THE QUOTES RECEIVED FOR THE REPAIRS TO THE PLAY AREA

Quotes received to undertake the works highlighted in the external play area inspection. Quote approved from Mark Appleford. Items to be replaced – Little Plumstead Play Area – Baby swing (£275) and to firm up a post (£75). Padgate – Burma rope bridge (£575). Great Plumstead – flat swings (£125) and baby swing.

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

8. TO DISCUSS THE QUOTES RECEIVED FOR THE TREES WORKS HIGHLIGHTED BY THE SURVEY

Quotes were received for the tree works which were highlighted in the recent tree survey, these were discussed by the Parish Councillors. It was agreed to go with Norwich City Services' quote at a cost of £3660.52 (including VAT).

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

Councillor Jones left the meeting at 20.32

9. TO RECEIVE THE INTERNAL AUDIT REPORT

The internal auditor made the following recommendations to the Parish Council:

- Develop and adopt a formal risk management policy
- Project specific risk assessments
- Accounts made need to be on an income and expenditure basis rather than receipts and payment basis – this is dependant if the threshold is exceeded for the 2025/26 period.
- Move to online banking
- Add acquisition date or a note explaining the absence of an exact date to the asset register

The Clerk confirmed that we do have a risk management policy (to be adopted at July meeting) and risk assessments. May have to moved to income and expenditure basis for the accounts if the threshold is reached at the end of the 2025/26 year. The Clerk is waiting for log in details for the Natwest account, once this has been received all banking will be online for the Parish Council. The Clerk will look to find the acquisition dates for the assets.

10. TO RECEIVE AND ADOPT THE STATEMENT OF ACCOUNTS AND BALANCE SHEET FOR THE YEAR TO 31ST MARCH 2025, 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 2025 and approved the Accounting Statements 2024/25 on the Annual Return Form. This was signed by the Chairman.

11. 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	31.05.2025

Bank Balance	Broadland Deposit Account	£343,318.46	31.03.2025
<u>Payments</u>			
T Scott	Monthly payment		£1,484.65
HMRC	Monthly Payment		£172.16
Norfolk Pension Scheme	Monthly payment		£491.02
E-On	Electricity Invoice		£19.99
E.A.S	Field cuts and pitch marking		£480.00
Christian Cator Estate	Sandhole Lane - Half yearly rent		£179.22
	TOTAL		£2,827.04
<u>Receipts</u>			
	TOTAL		£0.00
Outstanding Cheques			
HMRC	Tax and NI		£172.16
HMRC	Tax and NI		£172.16
	TOTAL		£344.32
Current Account Balance after above payments made and outstanding cheques cleared will be approximately			
			£13,405.88

* already included in the accounts stated above

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

Bank Balance	Unity Bank	£106,023.97	11.06.2025
<u>Payments</u>			
Willow-Denby	Great Plumstead Recreational Project		£50,739.59
A&D Builders	Walled Garden		£2,640.00
RJW Carpentry	Broadmead Green Rail		£786.00
RJW Carpentry	Great Plumstead Play Area		£378.00
	TOTAL		£54,543.59
<u>Receipts</u>			
Broadland District Council	S105 Payment		£78,580.07*
	TOTAL		£0.00
Payments Awaiting Authorisation			
	TOTAL		£0.00
Current Account Balance after above payments made and outstanding cheques cleared will be approximately			
			£51,480.38

* already included in the accounts stated above

Proposed – Councillor Bullen. Seconded – Cawdron. All agreed.

Councillor Wiley signed the updated May Unity Statement showing the correct amount for Target Trees.

b. SLCC NORFOLK ANNUAL CONFERENCE

The Clerk requested to attend the Annual Conference at a cost of £48.

Proposed – Councillor Bullen. Seconded – Councillor Cawdron. All agreed.

12. NEIGHBOURHOOD PLAN – POLICY 1

The Clerk will look into any grants available for Neighbourhood Plans, together with companies who other councils have used.

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

Planning

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 14th July 2025 at 7.00pm at St David's Hall, Thorpe End

15. TO RECEIVE ITEMS FOR THE NEXT AGENDA

CCTV – Great Plumstead Recreational Project

Play Area Cleaning

Tennis Court – Solicitor quotes

There being no further business the meeting closed.

Signed:

Chairman

Date: