

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 15th 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 14th 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	£10,659.99	30.07.2025
Bank Balance	Scottish Widows	£42,254.10	31.07.2025
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
Norfolk Parish Training and Support		Training	£67.20
		TOTAL	£2,222.65
<u>Receipts</u>			
Thorpe St Andrew		Pitch Hire	£120.00
		TOTAL	£120.00
Outstanding Cheques			
HMRC		Tax & NI	£172.16
Christian Cator Estate		Sandhole Lane Hire	£179.22
Great Plumstead Village Hall		Hire Fees	£90.00
		TOTAL	£441.38
Current Account Balance after above payments made and outstanding cheques cleared will be approximately			
			£8,115.96
* already included in the accounts stated above			

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

Bank Balance	Unity Bank	£100,533.03	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
		TOTAL	£44,912.64
<u>Receipts</u>			
		TOTAL	£0.00
Payments Awaiting Authorisation			
		TOTAL	£0.00
Current Account Balance after above payments made and outstanding cheques cleared will be approximately			
			£55,620.39
* 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 8th 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: