

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 13th October 2025 at 7.00pm at Great Plumstead Village Hall

PRESENT: Mr J Wiley (Chairman) Mr S Vincent (Vice-Chairman)
Mrs M Bullen Mrs L Carty
Mr G Edwards Mr R Heath
Mrs J Jones Mr P Knowles
Mr R Rice
Mrs T Scott (Clerk)

- **Police Report** – August 2025 - Thorpe End – 3, Little Plumstead – 10, Great Plumstead - 2
- **County Councillor Report** – The County Council has submitted its detailed proposal for one unitary council for Norfolk. The County Council believes that this offers the least disruption to the 85% of all services that are already delivered by the County Council. This also provides greater clarity for staff, markets and other public bodies such as the NHS. It also offers the greatest efficiencies and least financial risk to service delivery or residents. It will be for Ministers to choose and they will lead the consultation. Councillor Mackie urges all residents to respond to the consultation. The County Council also votes this week to agree to proceed with devolved powers from Westminster to a new combined authority and a Norfolk and Suffolk Mayor. This would be a multimillion pound investment in flooding, infrastructure, policing and emergency services. Councillor Mackie confirmed that works should be underway to tackle the Hare Road flooding issues. These works will hopefully provide a long term solution. Highways have agreed to move the SAM2 signs to Broad Lane, as well as painting extra signage. However, as we know the speed signs were installed prior to the NDR, and on inspection are beyond maintenance. Highways are looking to get new signs installed. Councillor Mackie has asked that Middle Road is improved as you come into the start of the housing from Green Lane, it is hoped for bigger signs and warnings. The police have confirmed that they will maintain a regular presence as well. Councillor Mackie is speaking to Highways regarding the Brick Kilns junction after there was another accident. Highways will look into what improvements can be made and will report back. Councillor Mackie asked if the Parish Council would again support and write to Highways to ask for the lights on Plumstead Road to be turned on again. *The Parish Council confirmed that they are happy to support Councillor Mackie in asking for the lights on Plumstead Road to be turned back on, even if it is just until midnight to ensure that the majority of the foot traffic (i.e school children/parents/dog walkers etc) are able to use the road. It was reported that due to the bus timetable and journey being changed school children and other passengers are now getting on and off the bus here. The Councillors questioned if there is anything which the Parish Council needs to do to help facilitate the installation of the speed signs on Broad Lane, the Clerk will ask Councillor Mackie to confirm.*

- **District Councillor Report** – Councillor Harvey continues to see what the next steps would be for the land management for The Glade, Little Plumstead. The BDC Extraordinary General Meeting was held on Thursday 18th September where councillors voted in favour of a 3 unitary model for government reform. Consultants were employed to look at the data and a considerable amount of information is available in the agenda papers on the website. Broadland DC are now accepting applications for this years' Winter Pressure Grants. The maximum available is £500, however funding is limited and once this is spent, the grant will close for new applications. BDC is developing a Homelessness Mitigation Strategic work plan to address the projected increase in demand for services. BDC has developed a draft GNLP Policy 2 Sustainable Communities Supplementary Planning Document. This expands on the existing GNLP policy to give additional guidance. Developers will need to prepare a Sustainability Statement and Delivery Statement for relevant applications. BDC has developed a draft Greater Norwich Green Infrastructure Strategy Supplementary Planning Document. This is to go out soon for a 6 week public consultation. BDC has also produced a Draft Design Code for BDC and SNC. A 6 week public consultation on this code will commence in November. BDC has designed a new "Future for Nature Fund". This will provide funding for nature restoration projects in the district, such as mini-forests, pond creation or restoration, scrub improvements and circular walks.
- **Public Participation** – The Scouts thanked the Parish Council for again supporting the fireworks event at Great Plumstead by allowing the event to take place at the Recreational Ground. The Scouts asked for an update on the lease for the Activity Hut, it was confirmed that this is currently with the Parish Council's solicitors but this will be provided as soon as it is received.

AGENDA

1. APOLOGIES FOR ABSENCE

Councillor Cawdron

2. DECLARATIONS OF INTEREST

Councillor Wiley – Item 6 – Octagon Business Park

3. TO APPROVE AS A TRUE RECORD THE MINUTES OF THE MEETING HELD ON 8TH SEPTEMBER 2025

Approved. Proposed – Councillor Edwards. Seconded – Councillor Carty.

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

The Clerk has found a free cyber awareness course which is provided by the Police, this will be circulated to the Councillors to book onto. The footpath from Water Lane to Salhouse Road has been cut back, together with the dirt at the bottom has been pushed back to allow the path to be widened.

7.36pm – The meeting was suspended to allow a member of the public to speak.

- **Public Participation** – The member of the public raised the question of whether the Parish Council are planning to permanently ban dogs from the field at Great Plumstead. The Parish Council confirmed that this is not the plan at the moment, but they reserve the right to do this should the field continue to be abused with owners not controlling their dogs, allowing their dogs into the park and not picking up after their dogs. It was reported that the pathway at Rosebery Fields needs to be inspected as it is not suitable for wheelchairs/pushchairs. This will be investigated.

7.49 – Meeting resumed

5. TO RECEIVE CORRESPONDENCE

- Damage to Great Plumstead Carpark – The Parish Council has asked for information from any residents who saw cars doing circles in the carpark. Unfortunately this has damaged the carpark.
- Lighting on Broadland Business Park – The Parish Council will link up with Postwick Parish Council to see if we can do a joint response to new developments to ensure that the lighting is in keeping. The Clerk will speak with environmental and look at planning permission to ensure that the lighting on the current developments are within the permission.
- PFR Scheme – Questionnaire – Asking about the current flooding issues. The Clerk will identify the local flooding spots to ensure that these have all been picked up.
- Parish Partnership Bid – No projects forthcoming.
- Road Closure – Hare Road, Great Plumstead
- External Auditor Response – The audit for next year needs to be prepared on an income and expenditure basis and unfortunately the paperwork had the display and start date on the Notice was the same.

6. TO CONSIDER PLANNING APPLICATIONS

The Parish Council made the following comments on planning applications:

2025/2816	Garth En Wold, 36 Woodland Drive, Thorpe End	1 No Self-Build custom dwelling	The Parish Council does not have an objection as long as existing access from Woodland Drive is used. The Parish Council had the following comments on the application: Size of any following proposal will be reviewed against quite a restricted site. The design will have to maximise the light gained from the Southern (rear) aspect due to the tree in the front of the property. It is assumed that traditional aspects of the conservation area will be respected, and particularly the importance of the external works, planting and landscaping.
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2025/2894	Grey Gables, 51 Salhouse Road, Little Plumstead	Single storey rear and side extensions, new vehicle access and front parking area, hedge removal and new fencing	The proposed entrance and exit must be designed to ensure clear and safe sight lines for vehicles entering and exiting the site. Salhouse Road is a busy thoroughfare, and any obstruction or poor visibility could pose a significant risk to road users. The applicant should demonstrate that the access arrangements will not adversely impact traffic flow or safety. The Parish Council objects to the removal of the existing hedge, particularly as the application does not include any proposals to mitigate the loss of biodiversity. Hedgerows are important ecological features, and their removal should be offset with a clear plan for replanting or alternative biodiversity enhancements within the site. Especially as the development already has a entrance/exit which is well placed and in use. Any fencing proposed as part of the development must be installed on the boundary line of the applicant's ownership. It should not encroach onto the highway boundary or be positioned in a way that could misrepresent the extent of the property or interfere with public access.
8.11 – Councillor Wiley left the meeting			
2025/2791	Octagon Business Park, Hospital Road, Little Plumstead	Variation of condition 1 to change design and scale of approved dwelling for plot 4 of consent planning permission.	No comment

7. TO DISCUSS PARISH PROJECTS

a. GREAT PLUMSTEAD RECREATIONAL PROJECT – SNAGGING ISSUES

The Parish Council reported to Willow-Denby that the toilet in the 2nd referee changing room was leaking. This was then scheduled for repair.

The Scouts mentioned that the floor which has been laid in the Activity Hut may not be suitable for the planned activities. The Clerk confirmed that she would email Mr Bullen, the project manager, for his opinion and take the next steps from there.

b. CHANGING ROOMS – ADDITIONAL ITEMS NEEDED

It was agreed that toilet roll holders are needed, together with paper roll dispensers in the disabled toilets. Councillor Heath and the Clerk will work together to install the final pieces to the changing rooms.

c. TO DISCUSS AND AGREE THE SIGNAGE FOR THE GREAT PLUMSTEAD RECREATIONAL GROUND

Councillor Heath and the Clerk have looked into the CCTV signage for the changing rooms and activity building. The Parish Council decided to go for a standard signage at a cost of £4.39 each, foam pads will also be needed to attach the signs to the buildings.

The Clerk will look into a plaque for the Changing Rooms and report back on sizing and potential cost.

d. ASBESTOS ANNUAL INSPECTION

The Parish Council received quotes for an annual inspection of the asbestos material at the Bowls Club. It was proposed that the quote from Anglian Demolition & Asbestos Ltd at a cost of £180 (including VAT) is accepted. Proposed – Councillor Rice. Seconded – Councillor – Knowles. All agreed.

The Councillors proposed that they meet to have an informal meeting to discuss the phase 2 of the project. The Clerk will propose some potential dates.

8. TO DISCUSS THE FENCING ON NORTHGATE AND AGREE WHAT WILL HAPPEN

The knee rails at the side of the vehicle entrance to the Padgate Play Area (located on Northgate) have become rotten and broken. The Clerk asked whether these should be removed altogether and allow the hedge to grow in its place or whether these should be replaced. The Councillors agreed that these should be removed as the hedge is now stopping vehicles from accessing the Padgate area from the side. Councillor Knowles proposed that he investigate the area as he believes that there might be a gap and will report back to the Parish Council.

9. TO DISCUSS AND AGREE THE IT POLICY

The Policy was circulated previously to the Councillors. It was agreed to adopt this policy. Proposed – Councillor Knowles. Seconded – Councillor Heath. All agreed.

10. TO DISCUSS THE QUOTE RECEIVED FOR THE LAST HEDGING TO BE CUT BACK AT THE GREAT PLUMSTEAD FIELD

The Clerk has received a quote which goes above and beyond what the Parish Council was planning for the field. The Councillors asked for the Clerk to go back to the maintenance company to obtain a quote to just flail all the hedges and cut the footpath hedging back.

9pm – Councillor Vincent left the meeting.

11. TO DISCUSS A NEW WEBSITE AND EMAIL ADDRESSES FOR COUNCILLORS IN LINE WITH ASSERTION 10

The Clerk explained the changes which Assertion 10 is bringing in and what the Parish Council needs to do to be inline with the rules. The Parish Council must now move to a UK owned email system. It was proposed to go with Parish Online who will provide the Parish Council with a gov.uk website together with gov.uk email addresses for the Clerk and all the Councillors. The cost of this would be £455 ex VAT for first year and then £585 excluding VAT for thereafter (this cost may go up but there isn't any information on this at the moment). Councillor Heath and the Clerk explained that the current website also needs updating and is becoming old and regularly has issues, the cost above includes a new website, together with the work to move over all the content on the current website. Proposed – Councillor Bullen. Seconded – Councillor Heath. All agreed.

12. FINANCIAL MATTERS

a. TO AGREE PAYMENTS IN ACCORDANCE WITH THE BUDGET

The following accounts were agreed in accordance with the Budget:

Payments

Bank Balance	Nat West	£6,939.12	30.09.2025
Bank Balance	Scottish Widows	£42,254.10	30.09.2025
Bank Balance	Broadland Deposit Account	£343,318.46	31.03.2025
		£255,635.66	As allocated in parish accounts. Not confirmed by Broadland Deposit Account

Payments

T Scott	Monthly payment	£1,748.77
HMRC	Monthly Payment	£276.43
Norfolk Pension Scheme	Monthly payment	£600.90
Great Plumstead Village Hall	Hire fees	£50.00
Google	Website Hire	£5.00
R Heath	Refund	£66.83
	TOTAL	£2,747.93

Receipts

	TOTAL	£0.00
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Outstanding Cheques

Christian Cator Estate	Sandhole Lane Hire - half yearly	£179.22
Great Plumstead Village Hall	Hire fees	£90.00
HMRC	Tax and NI	172.16
Norfolk Pension Scheme	Monthly Payment	491.02
	TOTAL	£932.40

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

£3,258.79

* already included in the accounts stated above

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

Bank Balance		Unity Bank	£92,655.37	13.10.2025
<u>Payments</u>				
E.on			Electricity Supply - GP Rec	£61.15
Willow-Denby			Great Plumstead Rec Project	£52,621.34*
Unity Bank			Service Charge	£6.30*
			TOTAL	£61.15
<u>Receipts</u>				
Broadland District Council			Precept	£33,677.74*
Broadland Deposit Account			Transfer - CIL Monies	£52,621.34*
			TOTAL	£0.00
Payments Awaiting Authorisation				
			TOTAL	£0.00
Current Account Balance after above payments made and outstanding cheques cleared will be approximately				
				£92,594.22
* already included in the accounts stated above				

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

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

Planning
Road Closure

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 10th November 2025 at 7.00pm at St David's Hall, Thorpe End

15.TO RECEIVE ITEMS FOR THE NEXT AGENDA

None received at the meeting.

There being no further business the meeting closed.

Signed:

Chairman

Date: