

PLUMSTEAD PARISH COUNCIL

Minutes of the Annual Meeting of Plumstead Parish Council held on Thursday 22 May 2025 at 6.15pm in Plumstead Church

Parish Councillors: Brian Faulkner (Chair), Nick Fulford (Vice-Chair), Pip Burden, Ruth Campion-Ridge

Parish Clerk: Cherrie Woods

Members of the public: 7

1. Election of Chair & Vice-Chair

Proposed by Cllr Fulford and seconded by Cllr Burden, Cllr Campion-Ridge was elected as chair for 2025/2026

Declaration of acceptance was signed by Cllr Campion-Ridge

Proposed by Cllr Campion-Ridge and seconded by Cllr Burden, Cllr Fulford was elected as vice chair for 2025/2026

2. Apologies for Absence

None

3. Declarations of interest

None

4. Approve minutes of meeting held on 22nd May 2024

Proposed by Cllr Campion-Ridge and seconded by Cllr Fulford and unanimously agreed, previous minutes were approved and signed as a true record.

5. Open Session for Members of the Public to speak

6. To receive reports from County & District Councillors (for information only)

Reports circulated. Callum Ringer (District Councillor) gave a summary of this to include an overview of the reorganisation of local government

7. Police Report (for information only)

None

8. Finance

1) To receive the Clerks Financial Report and latest bank reconciliation

The Clerk presented the financial report and presented the council with the latest bank reconciliation

2) To note Payments and receipts since the last meeting (details in Financial Report)

Payments and receipts included in the financial report were noted

3) Annual Governance and Accountability Return 2024/2025

a) Read out and Approve Annual Governance Statement (section 1)

The Council considered the assertions on the Annual Governance Statement, the form was read, completed and signed by Cllr Campion-Ridge and the Clerk. It was proposed by Cllr Fulford and seconded by Cllr Burden to approve the Annual Governance Statement for the financial year 24-25. All agreed

b) Approve Accounting Statements (section 2)

The Council considered and agreed the Accounting Statement and authorised the Chairman and Clerk to sign on their behalf. As proposed by Cllr Logan and seconded by Cllr Campion-Ridge to approve the Annual Accounting Statement for the financial year 24-25. All agreed

c) Accept AGAR papers

It was noted that as the Councils income and expenditure for the year was under £25,000, the council could exempt itself from External Audit. As Proposed by Cllr Fulford and seconded by Cllr Burden, the certificate of exemption for the financial year 24-25 was agreed and Cllr Campion-Ridge & the Clerk were authorised to sign the form.

4) To Receive annual Internal Audit Report for 24-25 from Mo Anderson-Dungar

This was received and reviewed, the recommendations and observations were noted. As proposed by Cllr Fulford and seconded by Cllr Campion-Ridge and unanimously supported to approve the internal auditors report for the financial year 2024-25.

5) Authorise subscription payment to ICO for June 2025

As proposed by Cllr Fulford and seconded by Cllr Campion-Ridge it was agreed to approve the payment to ICO for £47.00 which included £5 direct debit discount

6) Authorise subscription payment to M365 for August 2025

As proposed by Cllr Campion-Ridge and seconded by Cllr Fulford it was agreed to approve the payment to ICO for £84.99

7) Receive a copy of the latest asset register

The council viewed a copy of the latest asset register and it was agreed that it was up to date.

9. Information Audit

It was noted that in line with GDPR policy, the data held was reviewed and up to date.

10. To review and approve the following documents:

- Code of Conduct
- Standing Orders
- Complaints Policy
- Vexatious Complaints Policy
- General Data Protection Regulation Policy
- Health & Safety Policy Statement
- Publication Scheme
- Risk Assessment Policy

As proposed by Cllr Fulford and seconded by Cllr Burden, it was agreed to adopt the above policies.

11. Maintenance of Parish Council Assets including any updates

Flagpole – In need of cleaning

New fencing/Repair is needed to the existing fencing that surrounds the village pond

A new Norfolk flag is also required with the current one being damaged

12. To consider any correspondence which has not been circulated via email

None

13. To note items for next agenda/late items for discussion

Co-option of new councillors

14. Date of next meetings

Dates for 2025/26 to be agreed internally and published on the website

15. Confidential Matters

TO EXCLUDE THE PUBLIC AND PRESS, UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 FOR CONFIDENTIAL MATTERS

Proposed by Cllr Campion-Ridge and seconded by Cllr Fulford it was agreed for the Clerks unused holiday from 24/25 equating to 4.12 hours to be paid (£63.15). Proposed by Cllr Campion-Ridge and seconded by Cllr Fulford, it was agreed they would carry out the Clerks annual appraisal form following receipt of the completed appraisal form. This will be carried out internally.

Meeting closed at 19:11 pm

MARCH PAYMENTS

01.03.2024	M Hayes	Clerks Salary	£ 94.75		£ 94.75
01.03.2024	HMRC	PAYE	£ 0.80		£ 0.80
06.03.2024	Unity Trust Bank	Transfer to new account	£ 500.00		£ 500.00
07.03.2024	Unity Trust Bank	Transfer to new account	£ 500.00		£ 500.00
08.03.2024	Unity Trust Bank	Transfer to new account	£ 500.00		£ 500.00
09.03.2024	Anglian Mowers		£ 4.00	£ 1.00	£ 5.00
11.3.2024	Unity Trust Bank	Transfer to new account	£ 500.00		£ 500.00
12.3.2024	Unity Trust Bank	Transfer to new account	£ 500.00		£ 500.00
14.3.2024	Unity Trust Bank	Transfer to new account	£ 500.00		£ 500.00
15.3.2024	Unity Trust Bank	Transfer to new account	£ 500.00		£ 500.00
18.3.2024	Unity Trust Bank	Transfer to new account	£ 500.00		£ 500.00
19.3.2024	Unity Trust Bank	Transfer to new account	£ 500.00		£ 500.00
20.3.2024	Unity Trust Bank	Transfer to new account	£ 500.00		£ 500.00
21.03.2024	HSBC	Bank charges	£ 8.00		£ 8.00
21.03.2024	Unity Trust Bank	Transfer to new account	£ 500.00		£ 500.00
25.3.2024	Unity Trust Bank	Transfer to new account	£ 500.00		£ 500.00
26.3.2024	Unity Trust Bank	Transfer to new account	£ 500.00		£ 500.00
27.3.2024	Unity Trust Bank	Transfer to new account	£ 480.18		£ 480.18
31.3.2024	Unity Trust Bank	Bank charges	£ 1.58		£ 1.58

MARCH RECIEPTS

31.03.2024	Interest					£ 1.70
31.03.2024	Transfers from HSBC					£ 6,500.00
27.03.2024	Credit					£ 480.18

APRIL PAYMENTS

02.04.24	Clerks Final Salary		£ 143.11		£ 143.11
02.04.24	NPTS	Annual Subscription	£ 55.00		£ 55.00
02.04.24	Clerks Expenses		£ 22.50		£ 22.50
03.04.24	Flagpole		£ 1.00		£ 1.00
03.04.24	N Hubbard	Grounds Maintenance	£ 40.00		£ 40.00
04.04.24	HMRC	PAYE	£ 13.00		£ 13.00
08.04.24	S Price Grass Cutting	Petrol for Mower	£ 9.14		£ 9.14
08.04.24	D Logan	Account Correction	£ 95.75		£ 95.75
29.04.24	N Hubbard	Grounds Maintenance	£ 40.00		£ 40.00

APRIL RECIEPTS

03.04.24	D Logan Correct Accounts					£ 94.75
30.04.24	NNDC	£1,550				£ 1,550.00