

PLUMSTEAD PARISH COUNCIL

Minutes of Plumstead Parish Council meeting held on Wednesday 28 August 2024 at 6.30 pm at Plumstead Church

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

Parish Clerk: Cherrie Woods

Members of the public: None

1. Apologies for absence

Cllr Pip Burden

2. Record Declarations of interest from members on any item to be discussed.

None

3. To approve and sign the Minutes of the meeting held on 22nd May 2024 and Minutes of the Extraordinary meeting held on the 6th June 2024- (*Standing Order: 3t vii-approve resolutions made as an accurate record; Standing Order: 12a-emailed with agenda, taken as read*)

As proposed by Cllr Logan & seconded by Cllr Campion-Ridge and unanimously agreed to approve the minutes of meeting held on 22nd May 2024 as a correct record. As proposed by Cllr Campion-Ridge and seconded by Cllr Logan and unanimously agreed to approve the minutes of the extraordinary meeting held on 6th Jun 2024. Both minutes were signed by Cllr Faulkner

4. Open Session for members of the public to speak

(Standing Orders: 3e-Items on this agenda; 3f-Total duration max 15mins; 3g-Max 3mins per person at the discretion of chair; 3h-Questions do not require a response at this meeting)

No public present

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

Report from Cllr Callum Ringer (District Councillor)

Data was collected last year regarding the speed/traffic monitoring. Cllr Ringer is currently trying to get hold of the data collected and will continue to chase this up with Highways.

The Barn Owl Box which was previously requested will be with Plumstead Parish Council in October. Cllr Ringer also reported that Planning Applications Lt Barningham Road, the new access application has been permitted. There are conditions in place to ensure that the trees and their roots are protected during these works. The second application for conversion of barns has yet to be determined. There have been some objections to this application.

Report from County Councillor

None.

6. Police Report

None.

7. Clerks Report

- Payments & Receipts were approved and noted below.
- The Budget vs Actual position was presented and viewed by all councillors. The Clerk will begin to work on the budget over the upcoming months.
- The Defib pads will be ordered in September as agreed 22.05.24 item 15.
- As per the recent recommendation from the internal auditor, the asset register has been separated from the risk assessment. The insurance policy held remains in line with the asset register.
- Sump in Cherry Tree Road – It was reported by Cllr Faulker that the sump and road drains opposite 1 Cherry Tree Road and Oak Tree Cottage/Acorn Cottage Cherry Tree Road has been pumped out

by Highways earlier this month. Notification of this has already been received by the Clerk.

03.06.24	Zurich Insurance	24-25 Insurance	£ 340.74
03.06.24	ICO		£ 40.00
04.06.24	Clerks Salary	(Inc backdated amount)	£ 202.64
04.06.24	Clerks Expenses	Mileage	£ 13.68
04.06.24	Clerks Annual Allowance		£ 30.00
04.06.24	HMRC PAYE		£ 50.60
10.06.24	Clerks Expenses	Mileage	£ 13.68
10.06.24	Nick Fulford	Flag Pole Seat	£ 13.00
10.06.24	Cherrie Woods	Microsoft 365	£ 59.99
19.06.24	N Hubbard	Grounds Maintenance	£ 40.00
24.06.24	Mo Anderson-Dungar	Internal Audit 23-24	£ 35.00
28.06.24	Andrew Baguley	Painting of Phone box	£ 200.00
30.06.24	Service Charge	Unity Trust	£ 18.00

June Payments

June Receipts

30.06.24	Interest	£ 30.86
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July Payments

03.07.24	Clerks Salary	Salary	£ 101.02
03.07.24	HMRC		£ 25.20
03.07.24	Brian Faulkner	Petrol for Garden	£ 8.09
09.07.24	Grounds Maintenance	N Hubbard	£ 40.00

8. To review and approve the following documents:

a. Financial Regulations

As proposed by Cllr Logan and seconded by Cllr Faulkner and unanimously agreed, the proposed Financial Regulations were approved. This included adaptations to expenditure limits suitable for a smaller council. The regulations were also adapted to include previously agreed permissions and authorisation process agreed 6.6.24 item 11.

b. Vexatious Complaints Policy

As proposed by Cllr Fulford and seconded by Cllr Logan and unanimously agreed, the Vexatious complaints policy was approved with no amendments made.

9. To consider Bio-diversity Policy

Following a suggestion from the internal auditor, a bio-diversity policy was discussed. A unanimous decision was made to **not** adopt a bio-diversity policy.

10. Maintenance of Parish Council assets including any updates

- As proposed by Cllr Fulford and seconded by Cllr Logan, it was agreed for a known individual to be approached concerning the cutting of the wildflower meadow. The creation of a working party was also discussed. It was also noted that an addition of a habitat using natural materials to encourage wildlife and amphibians at the village pond. Cllr Campion-Ridge will gather information on how this can be achieved.
- It was noted that a known individual is willing to re-paint the shed using existing materials. It was suggested that the shed would be moved forward to allow access to the rear of the shed. Should there be any additional cost involved this shall be brought to a future meeting.
- No further updates given for discussion.

11. To consider purchase of hedgehog warning signs

Following a letter to the landowner concerning the erection of hedgehog signs, unfortunately there has been no response. The Clerk will speak with Highways regarding any restrictions.

12. To consider purchase of 'deep water' signs at pond

As proposed by Cllr Fulford and seconded by Cllr Logan, it was agreed to purchase 1 'Deep Water' sign to improve safety awareness at the village pond.

13. Proposed plant stall site - Ownership of land in front of Village Bus Shelter

An update was provided by the Clerk to confirm if a village plant stall is desired, a street furniture application would need to be made to Highways on behalf of the applicant (the church). Cllr Faulker would notify the Clerk should the applicant wish to pursue the application. The ownership of the land was not investigated as this held no relevance.

14. Unity Trust Bank – Setting up of Payments

The Clerk provided an update which was that a signed form was required to add her to the bank account. The form was signed by 3 signatories as requested by Unity Trust. This will allow the Clerk to be added.

15. Norfolk Nutrient Neutrality Scheme

Information was given by Cllr Faulker for awareness regarding the interest of Norfolk Nutrient Neutrality Scheme which involves the replacement septic tanks. He explained this scheme would require a certain level of interest. A poster will be placed in the notice board and potentially be added in the church magazine. A public meeting for information on this was also discussed. Should this be of interest please contact the Clerk by email: clerkplumsteadpc@gmail.com

16. Planning applications – To receive updates

PF/24/0683 & Plumstead House – No decision reached at present.

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

None.

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

- (*Standing Orders: 9b-Agenda items to be received at least 7 clear days before the meeting; 9f-The Proper Officers decision whether to include the items on the agenda shall be final*)

To agree Budget for 25/26

19. Date of next meeting (date and time to be decided)

4th December 6.30pm

13th February 5.30pm 2025 (provisional date)

7.30pm Cllr Fulford left the meeting

20. Confidential Matters

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

The clerks' hours & timesheet was discussed and has been minuted in Confidential Items Part 2 of these minutes.

Meeting closed at 7.40pm