

PLUMSTEAD PARISH COUNCIL

Minutes of the Annual Meeting of Plumstead Parish Council held on Wednesday 22 May 2024 at 6.30 pm in Plumstead Church

Parish Councillors: Brian Faulkner (Chair), Nick Fulford (Vice-Chair), Pip Burden, David Logan

Parish Clerk: Cherrie Woods

Members of the public: 2

1. Apologies for Absence

Ruth Campion-Ridge (prior engagement)

2. Election of Chair & Vice-Chair

Proposed by Cllr Fulford and seconded by Cllr Logan, Cllr Faulkner was elected as chair for 2024/2025, all agreed.

Declaration of acceptance was signed by Cllr Faulkner

Proposed by Cllr Faulkner and seconded by Cllr Burden, Cllr Fulford was elected as chair for 2024/2025, all agreed.

3. Declarations of interest

None.

4. Approve minutes of meeting held on 28th February 2024

Proposed by Cllr Logan and seconded by Cllr Burden and unanimously agreed, previous minutes were approved and signed as a true record.

5. Open Session for Members of the Public to speak

2 members of the public to contribute by providing updates on items 11.2, 13 & 15.

6. To receive reports from County & District Councillors

No reports provided to date.

Cllr Faulkner noted theft of items from the field opposite Plumstead House.

7. Police Report

Due to Pc Gower-Smith's absence there was no police report.

8. Clerks Financial Report

1. Insurance cover was discussed. As Proposed by Cllr Logan and seconded by Cllr Fulford and unanimously agreed, it was agreed to accept the renewal invitation including an amendment to remove the Church Farmhouse notice board. All agreed.

2. It was confirmed that HSBC was closed. The clerk will check all correspondence have been received.

3. The clerk recommended The Annual Governance & Accountability return 23/24 was deferred to an extraordinary meeting in June.

4. As proposed by Cllr Logan and seconded by Cllr Fulford, it was agreed for Mo Anderson-Dungar to audit 23/24 accounts. All agreed.

5. Payments and Receipts to date were noted authorised (see final pages)

9. Information Audit & Clerks Report

1. The clerk confirmed that the Information Commissioners Office and Pensions Regulator has been updated.
2. 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
- Complaints Procedure
- Financial Procedures/Regulations (New model available) – Deferred to EXT. meeting.
- General Data Protection Regulation Policy
- Health & Safety Policy Statement
- Publication Scheme
- Risk Assessment Policy (incorporating the Asset Register)
- Standing Orders

As proposed by Cllr Logan and seconded by Cllr Burden, it was agreed to adopt the above policies on the basis that the Clerks details are updated.

As proposed by Cllr Faulkner and seconded by Cllr Burden, it was agreed to update the wording on the Publication Scheme to read '*Annual Meetings are held in the church*'. All agreed.

Cllr Faulkner & The Clerk to review asset register and for any changes to be deferred to the next meeting for approval.

11. Maintenance of Parish Council Assets including any updates

1. Church Farmhouse Notice Board is rarely used. Discussed in item 8.1.
2. Member of the public was invited to speak to provide an update (all agreed). Churchyard grass cutting arrangements were discussed including grass surrounding graves. Frequency of cutting has been adjusted to remain manageable.
3. Telephone box to be repainted (cost previously earmarked in budget). Cllr Faulkner to contact individual to action.
4. Bus Shelter – No Updates
5. Logs at Pond/Tree Trunks – '*Don't climb*' Signs erected by Cllr Fulford
6. Security Metal Post at Wildlife Meadow – No updates

12. To consider purchase of hedgehog warning signs

Hedgehog warning signs were discussed, and it is believed these would encourage drivers to drive responsibly. The Clerk will write to the landowner for permission to erect 2 signs.

13. To Discuss proposal of plant stall

A member of the public was invited to speak (all agreed). It was suggested that a plant stall was positioned in front of or inside the bus shelter. Permissions would be investigated by the Clerk.

14. Donation request – CV News

To support the production of the magazine, it was proposed by Cllr Faulker and seconded by Cllr Burden it was agreed that a £50 donation would be made. The Clerk will action this.

15. To agree purchase of defibrillator pads

As proposed by Cllr Fulford and seconded by Cllr Logan, it was agreed to purchase one new set of defibrillator pads. Should needs change, a purchase of a second set would be agreed retrospectively. All agreed. Details of purchase will be sent to the Clerk.

16. Planning Application – To receive updates for planning applications

PF/24/0683 & Plumstead House & PF/24/0702 Barn Conversion
No further updates following support of application.

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

None

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

19. Date of next meetings

6th June 7.00pm (Extraordinary Meeting)

28th August 6.30pm

4th December 6.30pm

20. Confidential Matters

Cherrie Woods has been appointed as clerk and contract of employment was signed. As proposed by Cllr Faulker and seconded by Cllr Logan, it was agreed for the clerk's salary to reflect 2 hours per week. This would be backdated to the commencement date of the contract (1st April 2024). It was agreed this would be discussed again in December.

Meeting closed at 19:37 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 |