

PLUMSTEAD PARISH COUNCIL

Minutes of Plumstead Parish Council meeting held on Wednesday 04 December 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

None

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 28 08 24

(Standing Order: 3t vii-approve resolutions made as an accurate record; Standing Order: 12a-emailed with agenda, taken as read)

As proposed by Cllr Campion-Ridge & seconded by Cllr Logan and unanimously agreed to approve the minutes of meeting held on 28 August 2024 as a correct record. 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)

An update was given regarding the Owl Box which is expected to arrive between Christmas & New Year. Cllr Fulford will kindly assist with putting this in place.

Report from County Councillor

None.

6. Police Report

Report received in November which was distributed to councillors. Poster was displayed in notice boarding containing information relating to beat managers and information of virtual SNAP meeting held on 5th December at 7pm.

7. Finance

7.1 Payments and receipts were approved and noted below

7.2 The position of the finances was discussed by the most recent bank reconciliation which was distributed to all councillors. Budget vs Actual spend was also discussed.

7.3 To note the nationally agreed salary review for the Clerk for 2024/25 together with the amount backdated to April in line with item 3.1 of the conditions of service – This was moved to confidential matters.

August Payments

02.08.24	Clerks Salary	Salary	£ 101.02
02.08.24	HMRC		£ 25.20
02.08.24	Grounds Maintenance	N Hubbard	£ 40.00
23.08.24	Grounds Maintenance	N Hubbard	£ 40.00
27.08.24	S Price Grass Cutting	Petrol for Mower	£ 9.80
27.08.24	Mott Radclyffe	Land & Pond	£ 1.00

September Payments

02.09.24	Barningham Estates	Peppercorn Rent TBC	£ 1.00
03.09.24	Clerks Salary	Salary (inc. 13 ex hrs)	£ 252.30
03.09.24	Clerks Expenses	Mileage	£ 13.68
03.09.24	HMRC		£ 63.20
10.09.24	Roger C	Wildflower meadow cut	£ 112.50
27.09.24	S Price Grass Cutting	Petrol for Mower	£ 9.80
27.09.24	Grounds Maintenance	N Hubbard	£ 40.00
30.09.24	Service Charge	Unity Trust	£ 18.00

September Receipts

03.09.24	HMRC Refund	£ 200.16
30.09.24	NNDC	£ 1,550.00
30.09.24	Interest (savings acc.)	£ 31.42

October Payments

03.10.24	Clerks Salary	Salary	£ 101.02
03.10.24	HMRC	Salary	£ 25.20
07.10.24	Grounds Maintenance	N Hubbard	£ 40.00
31.10.24	Service Charge	Unity Trust	£ 5.40

8. Budget 2025/2026

- 8.1 The draft budget was discussed for 2025/2026 and had been circulated to all councillors
- 8.2 As proposed by Cllr Logan and seconded by Cllr Campion-Ridge and unanimously agreed, to approve the draft budget for the financial year 2025/2026. It was noted there would be an expected rise to the precept due to an expected increase in costs due to inflation and an increase in hours to the clerk's hours. The precept has risen only once in the last 4 years therefore this would need to be bought in line with current expectations of expenditure. A final budget and precept would be discussed and a final decision made in January.
- 8.3 Earmarked reserves were discussed and it was noted that there are funds held for maintenance originally from ex Plumstead Events Group & open gardens as well as funds following cessation of Plumstead 2000.
- 8.4 As proposed by Cllr Logan and seconded by Cllr Fulford and unanimously agreed, the following earmarked reserves were agreed.
£100 Purchase printer for use by the Clerk
£150 ILCA Training for the Clerk
£1000 Election Costs

9. Maintenance of Parish Council assets including any updates

- 9.1 As proposed by Cllr Fulford and seconded by Cllr Campion Ridge and unanimously agreed, a gift to the value of £25 would be purchased to thank the individual for painting the shed.
- 9.2 An update was given on the process of the wildlife habitat/hibernaculum, and it's been confirmed that the working party on 16th October was a success and is now complete.
- 9.3 A strimmer was discussed, and it was agreed that a replacement is not required.

10. To receive updates on hedgehog warning signs and make any decisions

It was confirmed that the landowner had been contacted and agreed erection of 2 hedgehog signs on the condition they would be maintained by PPC. As proposed by Cllr Faulkner and seconded by Cllr Logan and unanimously agreed, 2 x hedgehog signs would be purchased at a total value of £18. Cllr Faulker volunteered to order these and put in place.

11. Consider donation towards the 'Village Social'

As proposed by Cllr Logan and seconded by Cllr Fulford and unanimously agreed, a donation of £30 to the village social on Wednesday 18th September 2025.

12. Norfolk Nutrient Neutrality Scheme

Update given by Brian on interest shown for NNNS which he reported had minimal response and a public meeting would not be needed. The poster would remain in the notice board for anyone who wishes to show interest.

13. Planning applications – To receive updates

(Update from Cllr Ringer)

'PF/24/0702/Conversion of barns to 2no. dwellings/Plumstead House Little Barningham Road Plumstead Norwich Norfolk NR11 7LL- You will note that there were a couple of objections to this application. An amendment was made to the application which resolved one of the objections. Whilst I shared some reservations about the highways and usage of the buildings as holiday lets the application was policy compliant and therefore, I did not call it in to planning committee and it was determined by delegated powers to approve'

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

None.

15. 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 final Budget for 25/26

To agree precept for 25/26

Receive 3 year forecast
Discuss whether a temp Clerk is required

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

8th January 5.30pm
13th February 5.30pm
May (TBC)

17. Confidential Matters

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

As proposed by Cllr Campion-ridge and seconded by Cllr Logan and unanimously agreed, updates to the Clerks contract would be amended to include hours worked and salary presented in form of SCP points.

Moved from item 7.3 As proposed by Cllr Logan and seconded by Cllr Fulford and unanimously agreed, the nationally agreed salary review for the Clerk for 2024/25 together with the amount backdated to April in line with item 3.1 of the conditions of service

The need for a temporary Clerk was discussed following the Clerks notification of expected maternity leave. This would be deferred to January.

Meeting closed at 7.53pm