

# 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 12<sup>th</sup> January 2026 at 7.00pm at Great Plumstead Village Hall

**PRESENT:** Mrs M Bullen  
Mr A Cawdron  
Mr G Edwards  
Mr R Heath  
Mrs J Jones  
Mr P Knowles  
Mr R Rice  
Mrs T Scott (Clerk)

- **Police Report** – No report
- **County Councillor Report** – Norfolk County Council are awaiting the Ministerial decision whether the elections in May will be postponed. The reason being that many of the delegated budgets and the fire service was due to start from May 2026, but with moving the Mayoral Elections until 2028, that has left some funding and the fire service in a democratic limbo, in Statue. Therefore, a new statutory instrument is having to be issued by parliament. There is then the question of elections to a shadow authority in 2027, meaning there is a £1.5m cost to have county elections in 2026, only to hold more elections in 2027, and again in 2028 - £4.5m. The Conservative leader of the County Council has made clear that we have not asked for the elections to be delayed, this is a ministerial decision. £500 of the Local Member Community Grant has been received by the Walled Garden, earmarked to help support the Community Bike Shed, opening on 17<sup>th</sup> January, 2-4pm to assist with minor repairs and safety checks. Due to delays in finalising the Deed of Consent with National Grid, the County Council is unfortunately unable to proceed with the planned drainage works on Hare Road during the 2025/2026 financial year. This is because there is no longer enough time available to mobilise the contractor and complete the works before the existing works contract ends at the end of March 2026. The Council also needs to respect the farmland owner's requirement for field access to facilitate crop planting. Councillor Mackie has responded to the early report to reduce the speed limit on Smee Lane to 30mph. Councillor Mackie was not happy to support the removal of the 7.5tn weight restriction on the road and have advised officers of that. Councillor Mackie thanked the Parish Council for their £5000 investment towards the new speed activated signage in the area, this was matched with the Local Member Highways Grants and £3000 from NCC Highways. On 17<sup>th</sup> January Councillor Mackie will be at his Councillor Surgery at St Williams Way Library, 12.30-13.30pm. All welcome, no need to make an appointment. Norfolk County Council's winter gritting is underway, with the gritters active on A/B roads, key bus routes and village access roads. All grit bins are being restocked as the teams go around. Norfolk County Council has once again demonstrated strong performance in the National Highways and Transport Public Satisfaction Survey, taking the top spot in the Eastern region for overall satisfaction and second out of 29 county councils across England. Norfolk County Council has welcomed two major funding announcements from government, providing long-term certainty for highways maintenance and bus services

for the first time in many years. The county has received confirmation of its highway's maintenance funding allocations through to 2029/30. Funding will rise from £56 million in 2025/26 to over £83 million by 2029/30 – a £27 million increase over the period. Norfolk's future bus grant allocations have also been confirmed, covering both revenue (for services) and capital (for schemes) funding through to 2029/30. Annual funding for bus services across Norfolk will now exceed £15 million. *Councillor Cawdron discussed how dangerous the road along Plumstead Road is with the street lights switched off. The Parish Council agreed that our concerns will be submitted again. It was discussed that Middle Road should be gritted to allow the parishioners and the school bus to be able to safely leave the parish. Unfortunately in the bad weather most of the main routes, and certainly the roads which were gritted became flooded. With the cancellation of the works on Hare Road, it was questioned when this was going to happen. In particular the Parish Council want to ensure that the funding which has been allocated to this project is secured going into the next financial year.*

- **District Councillor Report** – The government has postponed the Mayoral Elections for Norfolk and Suffolk which were due in 2026 and said they will now be held in May 2028. There have been no changes to the Local Government Reorganisation programme and a public consultation by the Ministry of Housing, Communities and Local Government on LGR proposal for Norfolk is currently ongoing. The consultation closed on 11<sup>th</sup> January 2026. The decision by the government on the number of Unitary Authorities is expected in March 2026. The Shadow Unitary Authority elections will be held on May 2027. Councillor Harvey is chasing BDC for a response to the enquiries concerning Thorpe End and the Woodland Walk, and the excessive lighting from Broadland Business Park. Confirmation has been received that the Magna Health Care Centre should be operational within the next two months. Councillor Harvey confirmed that site visits are being organised and he will share the details once these are known. The Walled Garden were successful for a grant from the Future for Nature Fund has been successful. Councillor Harvey is awaiting confirmation from BDC in terms of what the next steps are post the decision to refuse planning permission for the change of use from agricultural to mixed commercial, for Heath Farm. *The Councillors asked if Saffron could be contacted again to confirm when the footpath is programmed to happen.*
- **Public Participation** – None

**In the absence of the Chairman and Vice- Chairman, Councillor Knowles was nominated sit as Chairman for the meeting. Proposed – Councillor Jones. Seconded – Councillor Bullen. All agreed**

## **AGENDA**

### **1. APOLOGIES FOR ABSENCE**

Councillor Wiley, Vincent and Carty

### **2. DECLARATIONS OF INTEREST**

Councillor Robert Rice – Item 8b

### **3. TO APPROVE AS A TRUE RECORD THE MINUTES OF THE MEETING HELD ON 15<sup>TH</sup> DECEMBER 2026**

Approved. Proposed – Councillor Edwards. Seconded – Councillor Jones. All agreed.

Councillor Heath asked to be informed when the date has been confirmed with DH Arborticulture to ensure that this does not interfere with the planned football hire.

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

Target Trees has confirmed that they will apply to Broadland DC to undertake the works to the tree in the churchyard as it falls under the TPO for The Glade. The Clerk has been in contact with the Church to confirm that these works have been applied for but has not heard back. The Parish Council received comments back from Planning regarding the Railway Farm application confirming that they accepted the explanation for why external storage is needed and believed that the benefits of supporting an existing, established business outweighed the limited harm in terms of the appearing of the site. They confirmed that HSE have requested that the materials are stored externally and the applicant is using HSE approved storage containers. The Clerk confirmed that she put the statement from Councillor Harvey regarding Flatlands onto social media. David Bullen Limited has produced the plan for the Scout Lease and this has been sent to the solicitors and the Scouts. We are awaiting the Lease back from the Scouts with comments. The Clerk has received updated CIL figures from the Smee Lane development which allows the Parish Council to plan for Phase 2 of the Recreational Project. The Public Liability Certificate has been received from DH Arborticulture and this work has now been booked in. The Clerk confirmed that the Parish Council does fall within the FSCS as we are deemed as a Small Local Authority due to having an annual budget under £430,000.

#### **5. TO RECEIVE CORRESPONDENCE**

- Confirmed Tree Preservation Order – 3 Broad Lane, Great Plumstead
- Licence for The Octagon Barn, Little Plumstead
- Road Closure – BR7, Great Plumstead – Between 19<sup>th</sup> to 30<sup>th</sup> January 2026 for installation of a new duct for Medical Centre.
- TRO – Green Lane to Smee Lane – 30mph - Supported

#### **6. TO CONSIDER PLANNING APPLICATIONS**

The Parish Council made the following comments on planning applications:

2025/3626	Wayside, Honeycombe Road, Little Plumstead	Erection of timber building for use as a bed and breakfast room with en-suite bathroom	The application states that the existing single-storey dwelling already contains two rooms used for bed and breakfast accommodation. Historic plans suggest how this arrangement may have been achieved. However, the current proposal seeks permission for a five-metre-long, flat-roofed
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			<p>outbuilding with a bathroom, positioned prominently at the front of the property facing Honeycombe Road.</p> <p>The application form acknowledges that car parking will be affected, yet it simultaneously asserts that three parking spaces will remain. This appears unrealistic if three rooms are to operate as bed and breakfast accommodation, as visitor parking demand would inevitably increase. No car-parking layout has been provided, despite the presence of a large double garage on the site. The proposed siting of the outbuilding is not only visually intrusive in front of the principal elevation, but also likely to impede safe and efficient vehicle movements within the plot. Given these concerns, the external layout of the site should be clearly demonstrated, including the location of waste-storage facilities. A vehicle-tracking assessment is also necessary to confirm that cars can turn within the site and exit onto Honeycombe Road in a forward gear, particularly given the proximity of the road junction and the nearby public house, where traffic activity is higher. For these reasons, the proposal is considered contrary to <b>Policy 2 (High Quality Design)</b> and <b>Policy 4 (Traffic and Safety)</b> of the Neighbourhood Plan.</p>
2025/3970	Field View, Low Road, Great Plumstead	Two storey rear extension	28.01.2026

## 7. TO DISCUSS PARISH PROJECTS

### a. TO DISCUSS THE COST OF THE CONTAINER AT GREAT PLUMSTEAD RECREATIONAL AREA AND THE FUTURE PLAN

Willow-Denby have confirmed that they need the two containers which are located on Great Plumstead carpark for their next project. One container is empty but the other is being used by the Scouts while we wait for the new lease for the Scouts to be completed. The Parish Council agreed to pay the additional haulage cost associated with leaving the container so that this can be used by the Scouts for the time being and likely by the Bowls Club in due course once Phase 2 begins. The cost for this will be £550

Proposed – Councillor Cawdron. Seconded – Councillor Rice. All agreed.

**b. TO DISCUSS WHETHER WE RETAIN OUR OLD WEBSITE DOMAIN NAME AND AGREE THE COST**

It was discussed whether the Parish Council retains their old website domain name for the next year. The benefits of doing this means that no one else can use this domain name and unfortunately there have been instances with other councils where the name has been picked up by other businesses. The Councillors agreed that they would retain the old domain name at a cost of £25 plus VAT a year.

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

**c. TO DISCUSS THE QUOTES FOR THE PLAY AREA WORKS IN THE PARISH**

The quotes received for the repairs to the play areas. The quote received from Evergreen Landscapes and Fencing was accepted at a cost of £5832.68 plus VAT. Councillor Jones questioned whether a discount would be possible and the Clerk confirmed that she would ask. Paid from Asset Replacement Fund.

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

**d. TO DISCUSS THE NEXT STEPS FOR PHASE 2 OF THE GREAT PLUMSTEAD RECREATIONAL AREA**

The Parish Council now has updated figures and timescales from Broadland District Council. The Councillors will meet to discuss the timetable for phase 2, risk regarding the receipt of the monies during the programme, the Clerk will ask for updated figures from David Bullen Limited and Willow-Denby.

**e. UPDATE ON THE NEW WEBSITE AND EMAIL ADDRESSES**

The website is live and all documents and details have been copied across from the old website. The old website will be taken down over the next month. The email address for the clerk is now live and will be in use soon. The Councillors' email addresses are being set up at the moment and will be circulated once these are operational. Councillor Heath asked the clerk to ensure that there won't be any problems with the Councillors who already have an gov.uk email address and the Clerk will report back.

**8. FINANCIAL MATTERS**

## a. TO AGREE PAYMENTS IN ACCORDANCE WITH THE BUDGET AS LISTED

The following accounts were agreed in accordance with the Budget:

### Payments

Bank Balance	Nat West	<b>£4,172.61</b>	30.12.2025
Bank Balance	Scottish Widows	<b>£42,378.58</b>	31.12.2025
Bank Balance	Broadland Deposit Account	<b>£343,318.46</b>	31.03.2025
		<i>£255,635.66</i>	As allocated in parish accounts. Not confirmed by Broadland Deposit Account

### Payments

Google	Email Hosting		£5.45
		<b>TOTAL</b>	<b>£5.45</b>

### Receipts

Allotment Holder	Allotment 1,2,3		£111.50
Allotment Holder	Allotment		£39.50*
Allotment Holder	Allotment - 24		£36.00*
		<b>TOTAL</b>	<b>£111.50</b>

### **Outstanding Cheques**

Christian Cator Estate	Sandhole Lane Hire - half yearly		£179.22
Great Plumstead Village Hall	Hire fees		£50.00
		<b>TOTAL</b>	<b>£229.22</b>

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

**£4,049.44**

\* already included in the accounts stated above

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

Bank Balance	Unity Bank	<b>£101,909.56</b>	12.01.2026
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### Payments

E.on	Electricity Supply - GP Rec		£96.02
Anglian Water	Water Rates		£430.27
T Scott	Salary and expenses		£1,524.48
HMRC	Tax and NI		£187.20
Norfolk Pension Scheme	Monthly payment		£506.72
Zurich	Annual Insurance Premium		£4,156.88
Norfolk County Council	SAM2 sign - Broad Lane		£5,000.00
Broadland District Council	External Play Area Inspection		£324.00
Unity Bank	Bank Charge		£6.60*
Parish Online	New Website and Email Addresses		£426.00
Little Plumstead Village Hall	Annual Hall Hire		£130.00
		<b>TOTAL</b>	<b>£12,781.57</b>

### Receipts

**TOTAL £0.00**

## Payments Awaiting Authorisation

	<b>TOTAL</b>	<b>£0.00</b>
<b>Current Account Balance</b> after above payments made and <b>outstanding cheques cleared</b> will be approximately		
		<b>£89,127.99</b>

\* already included in the accounts stated above

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

### **b. TO AGREE THE GRANT TO THE LITTLE PLUMSTEAD PCC FOR CHURCHYARD MAINTENANCE**

The Parish Council received a request for a grant towards the upkeep of Little Plumstead churchyard. The Councillors agreed to provide a grant of £1250.

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

### **9. TO DISCUSS AND AGREE THE QUOTE FOR THE REPAIRS TO THE PLAY AREAS IN-LINE WITH THE INSPECTION**

Discussed at 7c above.

### **10. BUDGET AND PRECEPT FOR 2026/27**

#### **a. TO DISCUSS THE BUDGET NOTES**

- The lease for the Bowls Club will split the green from the buildings into two separate leases. The Parish Council will now look to issue a licence to the Bowls Club for the store building until the new lease is in place.
- One of the football teams has asked if they can pay a flat fee for the hire of the pitches at Great Plumstead. The Parish Council accepted this arrangement for the time being. Councillor Heath has drawn up a Licence to issue to them.
- It was agreed to transfer £2000 from the general fund to the Staff Contingency Fund as the clerk's printers may need to be replaced soon.
- It was agreed to bring the Tree Fund back up to £10,000 from £7,024.57 to ensure that we have funds for any tree works this year. The monies will be transferred from the General Fund.
- Councillors Cawdron, Bullen and Heath will undertake annual inspections of the bus shelters.
- The cost of Scribe's set up fee will be taken from the Parish Project Fund.
- The Councillors requested that in the accounts the Hall Hire and Sandpit fees are separated out and the Clerk confirmed this will happen.

20:53 – Councillor Jones left the meeting

#### **b. TO DISCUSS AND AGREE THE BUDGET AND PRECEPT FOR 2026/27**

The Parish Council discussed the budget and agreed the precept at £71,396.81. A cost of 96p per band D property per week.

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

**c. TO DISCUSS AND AGREE THE SUBSCRIPTION TO SCRIBE**

The Clerk discussed the proposal to move the Parish Council's finances onto scribe from a spreadsheet system. A scribe system will mean that the Parish Council's finances can move from a receipts and payments basis to an income and expenditure basis very easily. A number of different reports can be generated easily to allow the Parish Council to review different aspects of the budget. The Clerk reported that it is being advised the AGAR will be becoming an online form which has to be submitted through a finance package. The set up cost for this is £399 with the monthly subscription of £52.

Proposed – Councillor Rice. Seconded – Councillor Heath. All agreed. The set up fees will be paid for from the Parish Projects Fund.

**11. TO DISCUSS AND AGREE THE LICENCE FOR THE SANDPIT ON SANHOLE LANE, LITTLE PLUMSTEAD**

The Parish Council has received the hire Licence for the sandpit to run for one year. The cost for the 12 months is £373.74.

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

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

Planning

**13. 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 2<sup>nd</sup> February 2026 at 7.00pm at St David's Hall, Thorpe End

**14. TO RECEIVE ITEMS FOR THE NEXT AGENDA**

Allotments

There being no further business the meeting closed.

Signed:

Chairman

Date: