

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 11th May 2026 at 7.00pm at St David's Hall, Thorpe End

PRESENT: Mr J Wiley (Chairman)

Mrs M Bullen

Mr A Cawdron

Mrs L Carty

Mr G Edwards

Mr R Heath

Mr R Rice

Mrs T Scott (Clerk)

- **Police Report** – March 2026 - Thorpe End – 3, Little Plumstead – 8, Great Plumstead - 2
- **County Councillor Report** – No report received
- **District Councillor Report** – The update received from Saffron Homes for land off Green Lane East, Little Plumstead confirmed that they are aiming for reserved matters approval this summer and to start work next year. The footpath delivery remains dependent on occupation of the 40th dwelling, however they are looking to bring this forward to the early phase of construction, subject to dependencies. Phase 3 of the Ingram Homes development on Land West of Water Lane, Little Plumstead has been called into the planning committee for review. In March 2026 the government decided to move ahead with a proposal for three new unitary authorities in Norfolk. A Structural Change Order is to be laid in Spring 2026, although recent indications are that this might be delayed, to dissolve the existing councils, set out the new warding arrangements for the new unitary councils, the number of councillors and the implementation structure. The government has asked councils to submit proposals for new ward boundaries by 29th May 2026. The SCO is expected to be approved by the government in Autumn 2026. All of the Norfolk authorities are now working together to prepare. Once the new legislation has been passed, Joint Committees will be set up which will operate until the elections to the Shadow Authorities has taken place in May 2027. The Shadow Authorities will then make decisions relating to the governance of the new unitaries. 1st April 2028 will be vesting day for the unitary authorities, after which the current councils will no longer exist. Broadland District Council has opened its applications for its Community Grant Scheme (CGS) on 1st April, with £50,000 available to support local community-led projects. The scheme provides grants of £1,000 to £15,000, the deadline for applications is 7th June 2026. There will also be further opportunity for groups to apply to the scheme later in the year. Application in progress to support the Bowls Club. A new and improved waste and recycling app has been launched to replace the old bin collection app. Please visit the Broadland DC website to download. BDC's "Where's The Fly Tip" Campaign allows you to report fly-tipping online. They will investigate and take enforcement action where possible to remove the waste. Please visit their website for more details. BDC has reminded residents to pick up dog waste. Failing to do so is a criminal offence under the Broadland District Council Public Spaces Protection Order No. 3 (2022), made under the Anti-Social Behaviour, Crime and Policing Act 2014. For more information and to report please visit the BDC

website. The government's UK Shared Prosperity Fund made financial provision for improvement of youth services. Funding is now limited but BDC parishes are invited to contact the Communities Team if thinking of expanding or growing their youth provision for more information please visit BDC website.

- **Public Participation** – Unfortunately it was reported that Burger King rubbish has already been spotted on Honeycombe Road, Little Plumstead near the Brick Kiln pub. Reverend Ian Fifield asked if it was possible for St David's Church to use the noticeboard in the bus shelter to promote the Church's activities, the Parish Council confirmed that historically the Village Hall used the Noticeboard but due to the old information in there they were happy for the Church to use this if the Hall no longer wanted to. The Clerk will get in contact with the Village Hall. It was questioned who owned the skip which was located outside the play area on Nelson Drive, Little Plumstead as this had been there for sometime and was being used by the residents. The Clerk will contact Broadland DC as it was used when the works were undertaken on the play area.

AGENDA

1. ELECTION OF CHAIRMAN TOGETHER WITH SIGNING OF DECLARATION OF ACCEPTANCE

Councillor Joe Wiley was proposed by Councillor Bullen, seconded by Councillor Rice. All in agreement. Councillor Wiley signed the declaration of acceptance.

2. ELECTION OF VICE-CHAIRMAN

Councillor Shaun Vincent was proposed by Councillor Cawdron, seconded by Councillor Carty. All in agreement.

3. APOLOGIES FOR ABSENCE

Councillors Jones, Vincent and Knowles

4. TO CONSIDER ANY DECLARATIONS OF ACCEPTANCE OF OFFICE THAT HAVE NOT BEEN RECEIVED AND DECIDE WHETHER TO GRANT AN EXTENSION OR DECLARE THE SEAT VACANT

The Parish Council currently has two vacant seats.

5. TO RECEIVE DECLARATIONS OF INTEREST

None

6. TO APPROVE AS A TRUE RECORD THE MINUTES OF THE MEETING HELD ON MONDAY 13TH APRIL 2026

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

7. TO REPORT MATTERS ARISING FROM THE MINUTES NOT ON THE AGENDA: FOR INFORMATION ONLY

Our solicitors are chasing Ingram Homes for a response on the transfer document regarding the land on Church Road, Great Plumstead.

8. TO APPOINT COMMITTEES AND REPRESENTATIVES:

- a. Finance Committee – Councillors Wiley, Vincent, Cawdron, Jones, Heath, Edwards and Knowles
- b. Data Protection Committee - Councillors Wiley, Vincent, Cawdron, Jones, Heath, Edwards
- c. Allotment Representative – Councillor Heath
- d. Tree Warden – Councillor Rice
- e. Play Equipment Inspectors – Councillors Bullen, Edwards, Knowles and Rice
- f. Website – Councillor Heath
- g. Village Hall – Councillors Heath, Bullen and Edwards.
- h. Youth Engagement – Councillor Carty
- i. CIL Committee – Councillors Cawdron, Carty, Jones, Heath, Edwards and Knowles
- j. Plumstead Community and Sports Pavilion Advisory Committee – All Council
- k. Walled Garden Advisory Group – Councillors Cawdron, Carty and Heath
- l. Responsible Finance Officer - Clerk
- m. Internal Finance Officer – Councillor Knowles
- n. Rosebery Fields Advisory Group – Councillors Cawdron, Jones and Heath

9. TO ADOPT/REVIEW POLICIES

- a. Equal Opportunities Policy
- b. Disciplinary and Grievance Procedure
- c. Expenses Policy
- d. Sickness Absence Policy
- e. General Data Protection Regulations Policy
- f. Pensions Policy
- g. Lone Working Policy
- h. Internal Risk Assessment
- i. Standing Orders
- j. Planning Application Policy
- k. SAM2 Sign Management Policy and Risk Assessment
- l. Financial Regulations
- m. Reserves Policy
- n. Media Policy

These documents remain unchanged from the last time they were adopted. The Councillors voted to readopt these policies.

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

10. TO RECEIVE CORRESPONDENCE

- Bus Changes Update – The route has been amended. Withdrawn from southern part of Harvey Lane and re-routed through Piling Park-Wolfe Road-Quebec etc. Peak journeys to Plumsteads changed from 2 journeys at 1610 and 1820 to 3 journeys 1610, 1720 and 1845.
- Water Lane – TPO Update – The tree has met the criteria. A temporary TPO is placed but will be made permanent in due course.
- Cityfibre – Great Plumstead request – They have asked to lay wiring along the carpark to the Village Hall.

11. TO CONSIDER PLANNING APPLICATIONS

The Parish Council made the following comments on planning applications:

2026/1007	8 Saint Mary Close, Great Plumstead	Rear extension, new dormer and new cart lodge to replace garage and associated works	No objection
2026/1042	Falkirk House, 36 Plumstead Road, Thorpe End	Demolition of existing garage, two-storey side extension and first-floor extension of existing rear ground floor. Re-tile existing roof to match extensions with tiled roof infill over front entrance.	No objection
2026/0806	Little Oaks, 53 Plumstead Road, Thorpe End	Proposed single storey rear extension, loft conversion and conversion of garage to hair salon	No objection about the proposed rear and side extensions/modifications. We have concerns about the roof (loft) conversions in terms of height achieved marked as 2086 and reducing, and the technical feasibility of the structures as no cross ties are shown. Are these details going to be provided as part of the application? The site plan indicates spaces for 4 cars, which does not seem feasible given the size of the driveway, will this be investigated prior to any decision on the application? The application form appears to refer to 1, acknowledging the loss of the garage space. Reference is also made to a 'church car park', no approval from St David's Church is included in the application. The salon is more of an issue as it will generate visiting by at least one vehicle at times. It will also generate some waste and we consider waste bins should be located and shown on the drawings. Do salons require particular waste drainage

			requirements as there are some chemicals are involved in dyes and bleaches? If so, these details are not included within the application. Details of opening times, employment, number of chairs etc are not indicated, so if numbers increased from more than one, this would pose more issues. The use of a plant room to the rear of the new extension area is not defined. Could further information be submitted to explain what the use of this is for.
2026/0947	Casa Mia, 11 Brick Kiln Road, Little Plumstead	Demolition of existing garage and construction of single storey annex extension with hipped roof	No comment

2025/3138	Land adj 50 Plumstead Road, Thorpe End	Erection of 1 no new dwelling	Withdrawn
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12. TO DISCUSS PARISH PROJECTS

a. TO DISCUSS AND AGREE THE STRUCTURE OF THE LEASE FOR THE ACTIVITY HALL AND SURROUNDING AREA WITH THE SCOUTS

The Councillors discussed the issue that the Trust are indicating that they will not accept a full repairing lease and the Councillors discussed the implications that this will have on the Parish Council. It was agreed to have an informal meeting to go through the different options open to the Parish Council and try to speak to the Trust to have a confirmation of their position.

20:39 – Councillor Carty left the meeting

b. TO DISCUSS THE UPDATED QUOTE RECEIVED FOR PHASE 2 OF THE GREAT PLUMSTEAD RECREATIONAL GROUND PROJECT

Willow-Denby have sent a firmer quote through. The SAPP pricing is missing, together with hot/cold tap in the accessible toilet or shower. The timetable is still to go into contract with Willow-Denby in July, the surface water drainage works to be undertaken in August/September, the Bowls Club works to begin in September. We need to formalise where their site hut and storage of materials will be located so that Councillor Heath can organise where the football pitches are located.

c. TO DISCUSS AND AGREE THE AMENDED QUOTATION FOR THE PLAY AREA REPAIRS

Unfortunately these had not been received at the time of the meeting.

13. TO DISCUSS AND AGREE THE PROPOSED LICENCE FOR THE HIRERS OF THE FOOTBALL PITCHES IN GREAT PLUMSTEAD

The Licence had been circulated and was discussed by the Councillors. Proposed – Councillor Edwards. Seconded – Councillor Bullen. All agreed.

14. TO DISCUSS THE QUOTE FOR THE MOLE TRAPPING FOR GREAT PLUMSTEAD PLAY AREA

The Clerk presented the quotes received for mole trapping on the Great Plumstead Field. The Councillor agreed to use Mick Notley to trap moles by the play area and also at the top of the field. At a cost of £25 per visit and £25 per mole caught. Proposed – Councillor Heath. Seconded – Councillor Rice. All agreed.

15. 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	£4,966.96	30.04.2026
Bank Balance	Scottish Widows	£42,608.94	30.04.2026
Bank Balance	Broadland Deposit Account	£266,540.53	31.03.2026
<u>Payments</u>			
Google		Google Workspace	£5.90*
		TOTAL	£0.00
<u>Receipts</u>			
Norwich United FC		Pitch Fees	£345.00*
Allotment Holder		Plot 20	£18.00*
		TOTAL	£0.00
Outstanding Cheques			
Great Plumstead Village Hall		Hire fees	£50.00
		TOTAL	£50.00
Current Account Balance after above payments made and outstanding cheques cleared will be approximately			
			£4,916.96
* already included in the accounts stated above			

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

Bank Balance	Unity Bank	£164,902.64	08.05.2026
<u>Payments</u>			

T Scott			Salary and expenses	£1,524.68
HMRC			Tax and NI	£393.03
Norfolk Pension Scheme			Monthly payment	£453.00
Unity Bank			Service Charge	£8.80*
Scribe			Monthly payment	£62.40
E.on			Electricity Payment	£59.52
Willow-Denby			Gt Plum Recreational Ground	£14,803.19
David Bullen Limited			Gt Plum Recreational Ground	£177.60
Spire			Activity Hall Lease	£2,167.50
			TOTAL	£19,640.92
<u>Receipts</u>				
Broadland District Council			Precept - 1st Instalment	£35,698.41*
Broadland District Council			CIL	£53,520.09*
			TOTAL	£0.00
Payments Awaiting Authorisation				
Scribe			Monthly Payment	£62.40
			TOTAL	£62.40
Current Account Balance after above payments made and outstanding cheques cleared will be approximately				
				£145,199.32

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

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

Planning

17. 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 8th June 2026 at 7.00pm at Little Plumstead Village Hall.

18. TO RECEIVE ITEMS FOR THE NEXT AGENDA

Play Area Quote update

There being no further business the meeting closed.

Signed:

Chairman

Date: