A Meeting of Great & Little Plumstead Parish Council was held on Monday 12th October 2026 at 7.00pm at Little Plumstead Village Hall

PRESENT: **Mr J Wiley (Chairman)**

Mrs M Bullen **Mr A Cawdron**

Mrs L Carty **Mr G Edwards**

Mr R Heath **Mr P Knowles**

Mr R Rice

Mrs T Scott (Clerk)

- **Police Report** – August 2026 - Thorpe End – 1, Little Plumstead – 9, Great Plumstead - 0
- **County Councillor Report** – Councillor Matthews expressed to the Parish Council that we should be aware of solar farm applications, at present there are no plans for one within the parish. Councillor Matthews explained that there are issues arising from these covering arable fields. Councillor Matthews confirmed that he is pushing for EV charging points to be included in all future developments. Norfolk County Council is looking at a new way of dispensing the Councillor monies across the parishes, Councillor Matthews will report back with more information once available.
- **District Councillor Report** – The Building Futures project operating in Broadland and South Norfolk has supported 97 apprentices in the last two years by assisting employers to take on new apprentices or upskill existing staff. Both Councils will now be funded, more information available on the website. New Local Area Co-Ordinators have been introduced to help people remain independent and connected to their communities, they are part of the Help Hub. More information available on the website. BDC's litter picking equipment is available all year round and all the information is available on the website. The Business Builder Fund for 2026/27 is open. The programme is aimed at supporting businesses to invest and grow to boost the local economy. Help is provided for those who are looking to start a business, those whose business is less than 2 years old and more established businesses who are looking to grow and develop. Support provided includes grants, support from the economic development team and training. BDC is funding this locally after the national provision was not renewed, all information available on the website. At the time of the meeting LGR is paused and waiting for the Secretary of State to make a response. Councillor Harvey confirmed that he is still working on the anti social issues related to the Hospital carpark in Little Plumstead.
- **Public Participation –** None

AGENDA

1. **APOLOGIES FOR ABSENCE**

Councillors Jones and Vincent

2. DECLARATIONS OF INTEREST

Items 7a and 7b – Councillor Bullen

3. TO APPROVE AS A TRUE RECORD THE MINUTES OF THE MEETING HELD ON 14th SEPTEMBER 2026

Approved. Proposed – Councillor Cawdron. Seconded – Councillor Rice.

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

The Clerk confirmed that the complaints which were raised by the Bowls Club regarding the Licence have been fed back to our solicitors. Highways have been contacted to ask for the pricing for the wildlife signage and this is awaited. The Clerk has invited the County and District Councillor to help support the Parish Council is lobbying the Magna Way Medical Centre to change their boundaries to include the Plumsteads. The poor signage on the recent closure of Green Lane was reported back to Highways and acknowledge. The Councillors asked for the Clerk to ask Highways for an update on the permanent signage on Hare Road, Great Plumstead.

5. TO RECEIVE CORRESPONDENCE

- Public spaces protection order – Consultation is running from 2 October to 27 November.
- Road Closure – Broadland Northway – 7pm to 6am between 19th and 23rd October 2026
- Winter Pressures Grant 2026 – Closes on the 30th October. Full information on the BDC website.
- Road Closure – Salhouse Road, Little Plumstead – 21st October 2026.
- Public Spaces Protection Order – Valuation – Duplication as above.
- Review of Hackney Carriage and Private Hire Licensing Policy and Conditions – Consultation runs 21st September to 16th November 2026.
- Land Off Burtt Way Great Plumstead Norfolk – Response from Planning regarding the missing hedge. – Confirmation that the gap in the hedge has been replanted with Hawthorne type.
- Scouts – Fireworks Event – The Parish Council were content with the documents received.
- Mental Health Awareness Training for the Community – Free mental health awareness training is taking place on 20th October between12pm – 2.30pm at The Pavilion, Rackheath.
- TEGVRA – Parish Council Response (2026/2268), Community Representation and Potential Conflicts of Interest – The Parish Council has requested the Clerk to respond.

6. TO CONSIDER PLANNING APPLICATIONS

The Parish Council made the following comments on planning applications:

2026/2753	Land North of Smee Lane, Great Plumstead	Variation of condition 2 & 4 - (2) approval of drawings & (4) relax restriction of No. of new homes prior to the creation of	No objections

		additional capacity at the Whitlingham Water Recycling Centre of existing application 20211743 (Application for the approval of reserved matters for appearance, landscaping, layout and scale of a phased development of 272 dwellings pursuant to conditions 1, 2 and 11 of outline planning permission 20) date of decision 31/01/2025 Application Type: Removal/Variation of Condition (S73 / S19)	
2026/2598	Garth En Wold 36 Woodland Drive, Thorpe End	Partial rendering to front and rear ground floor elevations	No objections
2026/2953	Garth En Wold, 36 Woodland Drive, Thorpe End	Technical details consent pursuant to permission in principle ref 2025/2816 for 1 no self build custom dwelling	No objections. The Parish Council do not that the development appears too large for the plot.

7. TO DISCUSS PARISH PROJECTS

a. APPROVAL OF EXTRA CONTAINER FOR THE GREAT PLUMSTEAD RECREATIONAL PROJECT PHASE 2

Due to the delays to the Scouts Lease there is now a need for the additional container for the project to allow Willow-Denby to store items. The cost of this will be £700 plus VAT for delivery and collection and £130 plus VAT monthly hire.

Councillor Cawdron is unhappy with the additional cost of this which is due to the delays to the Lease. It was agreed that this would be supported until the 31st December 2026.

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

b. UPDATE ON GREAT PLUMSTEAD PROJECT PHASE 2

Councillor Bullen left the meeting – 20:12.

Willow-Denby has made brilliant process with the project, the good weather was helped. The additional drainage has been completed and they are up to slab level. Willow-Denby are about to start elevation.

The Parish Council has received invoices from Willow-Denby for £85,497.34 and David Bullen Limited £1,025.96 which are inline with their original quotes.

WD Invoice – Proposed – Councillor Edwards. Seconded – Councillor Knowles. All agreed.
DB Invoice – Proposed – Councillor Cawdron. Seconded – Councillor Heath. All agreed.

Councillor Bullen returned to the meeting – 20:14

c. APPROVAL OF LICENCE FOR GREAT PLUMSTEAD BOWLS CLUB

The Parish Council has received a final draft of the Licence. The Clerk asked if this was in an agreeable form, it is now going to be sent to the Bowls Club solicitors. If there are no changes the Councillors are happy for this to be signed.

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

8. TO DISCUSS THE TREE ON THE ALLOTMENTS IN GREAT PLUMSTEAD AND THE QUOTE RECEIVED

The Clerk has taken professional advice from tree surgeons about the tree on the allotments. The advice received was that this tree was not a risk to safety and this would not be flagged in a tree report. The Parish Council agreed that if the neighbour needs to remove the lower branch, they are able to do so.

9. 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	**£5,197.46**	30.09.2026
Bank Balance	Scottish Widows	**£42,709.50**	30.09.2026
Bank Balance	Broadland Deposit Account	**£266,540.53**	31.03.2026
Payments			
Google		Google Workspace	£5.90*
		TOTAL	**£0.00**
Receipts			
Norwich United Football Club		Pitch Hire Fees	*£80.00
		TOTAL	**£0.00**
Outstanding Cheques			
		TOTAL	**£0.00**
Current Account Balance after above payments made and **outstanding cheques cleared** will be approximately			
			£5,197.46
* already included in the accounts stated above			

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

Councillor Heath believes the higher than expected usage of electricity is due to the high sensitivity of the security lights on the changing rooms, this will be asked reduced if possible.

Anglian Water confirmed that there had been a leak at the Bowls Club green but this has been found.

Bank Balance		Unity Bank	**£161,131.17**	12.10.2026
Payments				
T Scott			Salary and expenses	£1,564.41
HMRC			Tax and NI	£417.82
Norfolk Pension Scheme			Monthly payment	£467.96
Unity Bank			Service Charge	£8.35*
Scribe			Monthly payment	£62.40
E.on			Electricity Payment	£67.91
Anglian Water			Water Rates	£2,093.30
Evergreen			Play Area Repairs	£1,077.60
Evergreen			Play Area Repairs	£549.60
The Virtual Auditor			Internal Audit	£300.00
			TOTAL	**£6,601.00**
Receipts				
Broadland District Council			Precept - 1st Instalment	£35698.40*
			TOTAL	**£0.00**
Payments Awaiting Authorisation				
			TOTAL	**£0.00**
Current Account Balance after above payments made and **outstanding payments cleared** will be approximately				
				£154,530.17
* already included in the accounts stated above				

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

10. TO RECEIVE THE INTERNAL AUDIT REPORT AND TO DISCUSS THE CHANGES TO BE MADE

The internal auditor has made the following recommendations:

- Invoices should be scanned and attached to the entries on Scribe.
- Complete the set up for Natwest online banking.
- Evidence that the budget has been reviewed quarterly
- Ensure that the reinstated 2025/25 accounts at published
- Update the GDPR Policy to update the reference to Data Protection Act 2018

The Auditor gave the following conclusion:

The internal audit for the 2025/26 financial year identified that Great and Little Plumstead Parish Council generally has appropriate systems and controls in place to support compliance with the Accounts and Audit Regulations 2015 and the expectations of the Practitioners' Guide.

The Council has made positive progress since the previous audit, with three of the five recommendations fully implemented and two partly implemented, including the transition to

income and expenditure accounting. The annual governance and audit process was not completed within the statutory timetable. This reflected the work required to implement the new accounting basis and restate the comparative figures. At the date of audit in October 2026, the approved Annual Governance Statement and Accounting Statements had not been published.

The audit identified an additional compliance issue relating to the previous year's exercise of public rights, together with proportionate recommendations intended to strengthen risk management, budget monitoring, insurance cover, record accessibility and policy documentation. No evidence of financial loss or significant failure of financial control was identified.

Subject to the findings detailed in this report, I am satisfied that the Council has generally maintained an adequate system of governance, financial management and internal control during the year under review.

11. TO RECEIVE AND ADOPT THE STATEMENT OF ACCOUNTS AND BALANCE SHEET FOR THE YEAR TO 31ST MARCH 2026, TO APPROVE THE ANNUAL RETURN FORM, AND TO REVIEW THE EFFECTIVENESS OF INTERNAL AUDIT

The Council unanimously approved the Annual Governance Statement which was signed by the Chairman and Clerk.

The Council unanimously agreed the Accounts and Balance Sheet for the Year Ended 31st March 2026 and approved the Accounting Statements 2025/26 on the Annual Return Form. This was signed by the Chairman.

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

Planning, road closures and BDC grants

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 9th November 2026 at 7.00pm at Great Plumstead Village Hall

14. TO RECEIVE ITEMS FOR THE NEXT AGENDA

None

There being no further business the meeting closed.

Signed: Chairman Date: