

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 Wednesday 24th July 2024 at 7.00pm at St David's Hall, Thorpe End

PRESENT: Mr J Wiley (Chairman) Mr S Vincent (Vice-Chairman)
Mr A Cawdron Mr G Edwards
Mr P Knowles Mr R Rice
Mrs T Scott (Clerk)

- **Public Participation – None**

AGENDA

1. APOLOGIES FOR ABSENCE

Councillors Bullen, Carty, Jones, Heath and Claxton

2. DECLARATIONS OF INTEREST

None

3. TO APPROVE AS A TRUE RECORD THE MINUTES OF THE MEETING HELD ON MONDAY 8TH JULY 2024

Proposed – Councillor Knowles, Seconded – Councillor Vincent. All agreed.

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

None

5. TO RECEIVE CORRESPONDENCE

None

6. TO CONSIDER PLANNING APPLICATIONS

None

7. TO DISCUSS PARISH PROJECTS

a. TO DISCUSS AND APPROVE THE CONTRACTOR FOR THE GREAT PLUMSTEAD RECREATIONAL PROJECT

Councillor Cawdron presented a report to the Parish Council. It was confirmed that the tender application period closed on 28th July 2024, with four tenders being

received. These were opened in front of four Councillors and the clerk, then discussed and scored. A further meeting was then conducted with the tender applicants which were compliant. Further information was requested, together with phasing, including finances and also any reductions which could be applied to the project. The Councillors, together with Mr Bullen then met to go through the information and decide which tender application was best suited to the project. The proposal was put forward to award the tender to Willow-Denby and undertake the project in 2 phases. The first phase would be the changing rooms and the activity hut and the second phase would be the bowls club. The risks for the project at the moment are: the unknowns of anything unexpected in the ground, relocating the power and water, building from the changing rooms backwards, Bowls project being phase 2 and having to build around the new changing rooms and Activity Centre. The proposed start date is October 2024, this is heavily dependant on UK Power and Anglian Water for the two services.

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

The project will move away from the proposed ICF and glulam as discussed previously as it was pushing it above budget.

The Clerk confirmed that with the combination of CIL, Section 106 monies and also a £200,000 grant from Broadland District Council phase 1 is possible with the quote which Willow-Denby has provided. The Clerk confirmed that Broadland DC has reported that it is likely that any further CIL monies from the Halsbury site will not be delivered in 2025, this is dependant on them completely the phases on the Sprowston site before moving to the Thorpe End site.

The process of invoicing will be – indicative invoice, Mr Bullen’s sign off, invoiced issued, sent to BDC for S106 monies/paid by Parish Council for CIL monies. Invoices will be monthly.

There will need to be a new heads of terms for the Activity Building with the Scouts Group. These will add in the new building, together with the land which they currently rent. The Scouts Group will be responsibly for all services and all repairs/maintenance of the building. The leases are proposed to be 20 years. No commercial rent is proposed. The Parish Council will ask for an annual report (as with the other groups in the parish) to ensure that the Activity Building is open to all as intended.

b. TO DISCUSS AND APPROVE THE LETTER OF INTENT TO BE SIGNED

Councillor Knowles had produced a letter of intent which had been completed and discussed by the Councillors for the Great Plumstead Project. This was circulated to the Parish Council for their review and agreement. No amendments were made at the meeting and this was agreed by the Councillors. The document will be signed by Councillor Wiley and sent to Broadland District Council to meet our 29th July 2024 deadline.

Proposed – Councillor Cawdron. Seconded – Councillor Edwards. All agreed and to be signed by the Chairman.

c. TO DISCUSS THE GREAT PLUMSTEAD TENNIS COURTS

Councillor Wiley has met with the current leasee of the tennis courts in Great Plumstead. They have been advised to assign the lease with the sale of their property and this is their intention. The Councillors discussed that the Parish Council did not have the funds to resurface the tennis courts at present. There is currently approximately 8 years left on the lease. The Leasee has been advised to offer a longer lease to the potential buyer of the house. The Parish Councillors agreed that the lease should be left in place and to carry on as it is.

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

8. 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	£22,479.25	28.06.2024
Bank Balance	Scottish Widows	£41,501.55	31.05.2024
Bank Balance	Broadland Deposit Account	£330,308.59	31.03.2024
<u>Payments</u>			
T Scott		Monthly payment	£1,331.00
HMRC		Monthly Payment	£105.74
Norfolk Pension Scheme		Monthly payment	£428.32
Great Plumstead Village Hall Committee		Hire Feb - July 2024	£90.00
		TOTAL	£1,955.06
<u>Receipts</u>			
		TOTAL	£0.00
NCSL		Sandhole Lane clearance	£556.17
St David's Church TE		Hall Hire	36.00
Norfolk Pension Scheme		Monthly Payment	428.32
J Cator		Hire - Sandhole Lane	173.31
RJW Carpentry		Padgate - Repairs to trim trail	450.00
Jan Roomes		Internal Auditor	85.00
CAN		Play Area Training	60.00
T Scott		Monthly payment	£1,473.00
HMRC		Monthly Payment	£105.74
Norfolk Pension Scheme		Monthly payment	£428.32
		TOTAL	£3,795.86
Current Account Balance after above payments made and outstanding cheques cleared will be approximately			

				£16,728.33
* already included in the accounts stated above				

No report for Unity Bank as the Clerk was unable to log on and confirm the balances and transactions.

Proposed – Councillor, Seconded – Councillor. All agreed.

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

None raised at the meeting.

10. 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 September 2024 at 7.00pm at Great Plumstead Village Hall

11. TO RECEIVE ITEMS FOR THE NEXT AGENDA

- Verges – Parish Council taking on maintenance
- Great Plumstead Recreational Ground – Dog issues
- Community Infrastructure Proposal

There being no further business the meeting closed.

Signed:

Chairman

Date: