

PLUMSTEAD PARISH COUNCIL

Minutes of the Parish Council Meeting held on Monday 10 February 2020 at 6.30 pm at Jasmine House

Present: Nick Fulford (Chair), David Logan, Jonathan Pilbrow,
Catherine McMahon, Carolyn Price (Clerk) and Councillor Bütikofer

As Councillor Bütikofer was off to another meeting, item 9 was brought forward.

9 Report from Councillor Bütikofer

Councillor Bütikofer referred to his report which had been submitted in advance of the meeting; this will be posted on the website. (Action: CP). NF thanked Councillor Bütikofer for his report and he left the meeting.

1 Apologies for absence

Apologies were received from Julie Cometa, Councillor Aquarone and Pc Gower-Smith.

2 Declarations of interest

None.

3 Co-option of Councillor

Following Brian Faulkner's resignation, it was noted that no election had been called and a co-option vacancy had been advertised. Catherine McMahon had expressed an interest in joining the Parish Council and it was agreed unanimously that she should be co-opted with immediate effect. CM signed the Declaration of Acceptance of Office. The Register of Interests Form will be returned to North Norfolk District Council. (Action: CP)

4 Appointment of Vice-Chair

This item was deferred until the May meeting.

5 Minutes of the meeting held on 9 December 2019

The Clerk noted that Jonathan Pilbrow was missing from the list of attendees. Taking into account this amendment, the minutes of the meeting held on 9 December 2019 were approved and signed as a true record by NF.

6 Matters arising

- The Clerk confirmed that Mark Rule will continue to cut the grass at the pond for 2020.
- The unstable tree in Cherry Tree Road has now been cut back.
- The Chair and Clerk will discuss the purchase of materials for the maintenance of the assets outside the meeting. (Action: NF/CP)
- The entrance to the meadow has been widened. Two new posts have been erected along with a second gate and security barrier. The edge of the pond has been regraded and the sycamores removed. Mark Rule will tidy up the area and re-seed at an appropriate time.

7 Open Session for Members of the Public to speak

No members of the public were in attendance.

8 Report from Councillor Aquarone

Councillor Aquarone had submitted a report in advance of the meeting, which will be posted on the website. (Action: CP)

10 Police Report

In his absence Pc Gower-Smith submitted a brief report. It was noted that crime levels in the area have been very low recently. He reminded residents to keep garden power tools secure.

11 Clerk's Financial Report

The Clerk referred to her financial report which had been circulated prior to the meeting. A copy is attached to these minutes.

12 New Parish Council Website

The Clerk reported that following a one-to-one training session she has put together a new website for the Parish Council. The new website complies with recent Accessibility Regulations and the Transparency Code and will be much easier for the Clerk to maintain. The website address will be displayed on all noticeboards and will be included in the next village newsletter, encouraging residents to visit the website. Councillors thanked the Clerk for her work.

13 Flag Flying

Keith Harding has taken on the role of flying the flag. NF will cover when KH is unavailable. Councillors will discuss the criteria for flying the flag at the next meeting.

14 Planning Applications

None

15 Information Audit

Councillors noted the summary of information recorded in the Information Audit maintained by the Clerk. This is a legal requirement and the Clerk was thanked for keeping this up-to-date.

16 Policy Documents

The following documents have been updated by the Clerk and were approved at the meeting: Code of Conduct; Complaints Procedure; Financial Procedures; General Data Protection Regulation Policy; Health & Safety Policy Statement; Publication Scheme; Risk Assessment Policy; Standing Orders. The website will be updated accordingly. (Action: CP)

17 VE Day 75 : 8 – 10 May 2020

NF recently attended a meeting at North Norfolk District Council which was well attended. There will be numerous activities going on across the County on 8 May. Alongside VE day on 8 May, there is VJ Day on 15 August and The Battle of Britain 80th Anniversary in September; the latter is particularly appropriate with the links to Matlaske Airfield.

Councillors agreed that there should be an informal event at the Flagpole Garden on Friday 8 May commencing at around 5.00 pm. This will be an opportunity for people to gather together to remember family members affected by WW2. Liquid refreshments will be provided by the Parish Council and people can also bring their own. Although there will be no Church service in Plumstead, Councillors would like to ring the church bells at 7.00 pm.

The Chair and Clerk will meet to discuss the arrangements further and draft a note for inclusion in the village newsletter. (Action: NF/CP)

18 Recommendations following the Risk Assessment of Parish Council's assets

- The Chair and Clerk will discuss the broken weatherboard at the Church Farmhouse Noticeboard outside the meeting. (Action: NF/CP)
- NF will carry out some general pruning at the flagpole garden. (Action: NF)

19 Pond & Wildlife Meadow

- In his report, Councillor Bütikofer referred to the tree planting initiative whereby North Norfolk District Council (NNDC) plan to plant 110,000 trees in four years. He indicated that Parish Councils wishing to participate in this initiative can obtain trees from NNDC. The Clerk will contact NNDC to ascertain the variety of trees available and find out the procedure for Plumstead Parish Council to acquire 20 trees. (Action: CP)
- Councillors will replace any of the beech hedge later this year if required.

- After discussion it was agreed that the meadow would be cut slightly higher this year and 25% of the meadow will be left ungrazed each year, on rotation.
- Councillors agreed to purchase another picnic bench for the pond area. (Action: NF)
- The duckweed is still a problem at the pond and needs to be looked at in future.
- JP was thanked for cutting the pathway at the meadow last year. It was agreed that the width of the pathway should be determined by the path cutter.
- The pond noticeboard needs updating and CM offered to look at this with JC. (Action: CM/JC)

20 Correspondence which has not been circulated via email

- The Clerk referred to correspondence from Cromer Community and Hospital Friends seeking contributions towards the purchase of equipment and furniture for the new North Norfolk Macmillan Centre at Cromer Hospital. This facility will enable patients in the locality to avoid numerous lengthy journeys to Norwich, often when they are unwell. Councillors agreed this was a good cause which could affect residents of Plumstead and agreed to make a donation of £100. The Clerk will raise a cheque accordingly. (Action: CP)
Councillors also discussed the possibility of having a collection for the Macmillan Centre during the celebrations on VE day and the Chair/Clerk will discuss this further when looking at the arrangements for the 8 May. (Action: NF/CP)
- Correspondence had been received from the Priscilla Bacon Hospice in Norwich asking for donations; Councillors agreed not to make a donation on this occasion and the Clerk will respond accordingly. (Action: CP)

21 AOB

- NF asked Councillors to respond to all emails, even if it was just an acknowledgement.
- Councillors agreed not to change the bank mandate at this time.
- The Clerk asked Councillors to sign and return cheques promptly.
- It was proposed by NF and seconded by DL to make a one-off ex-gratia payment of £150 to the Clerk for her work in setting up the website.

Matters agreed by email prior to the meeting held on 10 February

- On 13 January a Parishioner contacted the Council to ask whether the flag would be flown on Brexit Day. The Chair asked Councillors to vote via email and all four Councillors in post at the time were opposed to flying the flag. The main reason for this decision was that Councillors wished to avoid using the flagpole for political purposes. It was felt that it is time for conciliation and for both the 'for' and 'against' Brexit to move on together. The Parishioner was informed accordingly.

22 Dates of future meetings

- Monday 4 May (Annual Meetings): 6.00 pm at Plumstead Church
- Monday 7 September: 6.30 pm (venue tbc)
- Monday 7 December: 6.30 pm (venue tbc)

Meeting closed at 6.40 pm

PLUMSTEAD PARISH COUNCIL

FINANCIAL REPORT FOR PLUMSTEAD PARISH COUNCIL MEETING TO BE HELD ON 10.2.20

Bank balance as at 3.2.20	£8,541.46
Cash book carry forward as of 3.2.20	£7,275.61
Parish Council money (ie cash book balance minus ring-fenced grants/donations/village event money/income from 2000 Fund)	£1,741.47

Income received since meeting held on 9.12.19

None

Payments made since meeting held on 9.12.19 (inc VAT)

31.12.19	£250.00	C Price	Clerk's salary : October – December 2019
31.1.20	£115.95	Anglia Mowers*	Mower Service
31.1.20	£102.00	Russell Harrod *	Widen meadow entrance/grade pond edge
31.1.20	£300.00	Tim Revell*	Labour to install gate posts and security post
31.1.20	£451.00	Tim Revell*	Supply of gate/posts/hinges & fittings/ cement/lockable metal security post
31.1.20	£16.90	N Fulford*	Additional keys for meadow gate/security post
3.2.20	£280.00	Tom Starling*	Cut down sycamores at pond

** not yet reconciled with bank statement*

SUMMARY OF RING-FENCED INCOME

NCF GRANT (Flagpole Area)

Opening Balance 19.11.19: £139.02

Expenditure (ex-VAT):

31.1.20	£96.62	Anglia Mowers	Lawnmower Service
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Closing balance as at 3.2.20: £42.40

DONATIONS TOWARDS MAINTENANCE OF POND AREA (PEG)

Opening Balance 19.11.19: £507.63

Expenditure (ex-VAT):

31.1.20	£85.00	Russell Harrod	Widen meadow entrance/grade pond edge
3.2.20	£280.00	Tom Starling	Cut down sycamores at pond

Closing balance as at 3.2.20: £142.63

INCOME FROM OPEN GARDENS & SUMMER FAIR 2018

Opening Balance 19.11.19: £2,532.33

Expenditure (ex-VAT):

31.1.20	£300.00	Tim Revell	Labour to install gate posts and security post
31.1.20	£451.00	Tim Revell	Supply of gate/posts/hinges & fittings/ cement/lockable metal security post

Closing balance as at 3.2.20: £1,781.33

INCOME FOLLOWING CESSATION OF PLUMSTED 2000 FUND

Opening Balance 19.11.19: £3,567.78

Expenditure (ex-VAT): £0.00

Closing balance as at 3.2.20: £3,567.78

Carolyn Price (Clerk): 3.2.20