

PLUMSTEAD PARISH COUNCIL

Minutes of the Annual Meeting of Plumstead Parish Council held on Monday 10 May 2021 at 6.15 pm in Plumstead Church

Under Government guidelines in relation to Coronavirus, social distancing was maintained at all times. A risk assessment was in place and adhered to.

Present: Nick Fulford (Chair), David Logan, Catherine McMahon, Richard King & Carolyn Price (Clerk)

1 The Chair welcomed everyone to the meeting. Apologies were received from Jonathan Pilbrow and Councillor Aquarone.

2 Election of Chair & Vice-Chair and Co-option to the Parish Council

- It was proposed by DL and seconded by CM that NF be elected as Chair.
- It was proposed by NF and seconded by DL that CM be elected as Vice-Chair.
- Declarations of Acceptance of Office forms were completed and witnessed by the Clerk.
- It was proposed by DL and agreed unanimously that RK should be co-opted to the Parish Council with immediate effect. RK signed the Declaration of Acceptance of Office and was asked by the Clerk to complete the Declaration of Interests Form within 28 days. (Action: RK)

3 Declarations of interest

None.

4 Minutes of the meeting held on 29 March 2021

The Clerk reported that, under Item 5, she had placed an advert for the co-option vacancy on the Church Farmhouse noticeboard and website immediately after the meeting. Due to RK's expression of interest, there was no need to place an advert in the Church & Village Newsletter as this would not be published until May, the deadline for the April issue having passed.

After noting the above point, it was proposed by CM and seconded by DL that the draft minutes of the meeting held on 29 March 2021 be approved and they were duly signed by NF.

5 Matters arising from the meeting held on 29 March 2021

- The village sign has been refurbished by Fiona Davies, who has done an excellent job. In future, an agreed amount of money will be set aside and ring-fenced each year for the upkeep of the village sign; this will be discussed further at the budget setting meeting in December.
- Replacement Litter and Supervision of Children signs for the pond will be erected.
- NF attended the online Sheringham Shoal & Dudgeon Extension Projects Stakeholder Forum on 20 April.

6 Open Session for Members of the Public to speak

No members of the public were in attendance.

7 To receive reports from County & District Councillors

- No reports had been received from Councillors Aquarone or Bütikofer.

8 **Police Report**

Due to Pc Gower-Smith's absence there was no police report.

9 **Annual Governance & Accountability Return 2020/21**

- It was proposed by CM and seconded by DL that the Parish Council would exempt themselves from external audit as gross income and expenditure are under the £25,000 threshold.
 - Councillors noted the contents of the Internal Report completed by Linda Fulford. The Clerk will purchase a small gift for LF on behalf of the Parish Council. (Action: CP)
 - It was proposed by CM and seconded by DL that the Annual Accounts for 2020/21 be approved.
 - It was proposed by DL and seconded by CM that the Annual Governance Statement for 2020/21 be approved.
 - It was proposed by CM and seconded by DL that the Accounting Statements be approved.
 - The Asset Register was updated with the addition of the Norfolk Flag.
- All the above documents will be posted on the website. (Action: CP)

10 **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.

It was proposed by NF and seconded by CM to accept the insurance renewal quote from Zurich of £306.44. The Clerk will arrange payment accordingly. (Action: CP)

11 **Information Audit**

Councillors noted the summary of information recorded in the Information Audit maintained by the Clerk.

12 **Policy Documents**

The Risk Assessment Policy will be updated to include reference to online banking. All other draft policies were approved and the Clerk will update the website accordingly. (Action: CP)

As more payments are being made online, it was agreed that DL would reconcile the bank statement against the cash book on a monthly basis, along with the Clerk. (Action: CP/DL)

13 **Maintenance of the Parish Council's assets**

- It was agreed that the Telephone box does not need repainting this year.
- Two quotes have been received for the maintenance of the flagpole seats, flagpole sign, shed, flagpole/pond noticeboards and the picnic bench. It was proposed by NF, seconded by CM and agreed unanimously to accept the lowest quote. (Action: NF)
- It was agreed that, in future, Parish Council minutes and agendas would be displayed in the Flagpole Noticeboard rather than the Church Farmhouse Noticeboard. (Action: CP)

14 **Clerk's Remuneration**

It was agreed that the Clerk's salary would remain unchanged for the forthcoming year. Councillors expressed their appreciation for all her work.

15 **Planting a tree in memory of HRH The Duke of Edinburgh**

It was agreed to plant a tree at the far left hand corner of the flagpole garden where the Hawthorn used to be. A plaque will also be erected. NF and RK will discuss outside the meeting what type of tree should be planted. (Action: NF/RK)

16 **Planning Applications**

None.

17 **Pond & Wildlife Meadow**

- CMs suggestion of allowing some areas around the pond to grow slightly longer has been adopted which will provide shelter and cover for wildlife. This idea was supported by the Felbeck Trust who visited the pond recently and were impressed by the whole area. NF will ask NH to keep this area cut to around knee height so it does not become too overgrown. (Action: NF)
- Hibernacula constructed from rubble, wood and turf will be created to allow newts/amphibians to shelter. People will be informed of what is happening at the pond via the pond noticeboard and Church & Village Newsletter.
- The current picnic bench is to be repaired. RK will look at obtaining a quote for a rustic bench to be built. (Action: RK)

18 **To consider any correspondence which has not been circulated via email**

None.

19 **AOB**

- CM reported that Plumstead Church are planning another flower festival from Sunday 20 June. An Evensong at 3.30 pm on the Sunday will be followed by refreshments, to which all Plumstead residents will be invited. The Church would like to serve refreshments on the flagpole garden and this was approved by Councillors.
- It was agreed the Clerk should purchase two litter pickers for general use, which will kept at the shed. (Action: CP)
- RK asked whether NH could be asked to cut the small triangle of grass at the Plumstead Green junction when cutting the grass at the pond. Although this area is not the Parish Council's responsibility, this request was approved. NF will liaise with NH. (Action: NF)

20 **Dates of future meetings**

Monday 6 September at 6.30 pm

Monday 6 December at 6.30 pm

Meeting closed at 7.00 pm

PLUMSTEAD PARISH COUNCIL

FINANCIAL REPORT FOR ANNUAL MEETING OF PLUMSTEAD PARISH COUNCIL TO BE HELD ON 10.5.21

Bank Statement carry forward as of 3.5.21	£7,622.70
Cash book carry forward as of 3.5.21	£7,622.70
Parish Council money (ie cash book balance minus ring-fenced income)	£3,473.96

Income received since closure of 2020/21 Accounts (ie 31.3.21)

30.4.21 £1,375.00 Precept ~ first instalment

Payments received since closure of 2020/21 Accounts (ie 31.3.21)

6.4.21	£500.00	FD	Restoration of village sign ~ labour
7.4.21	£55.50	FD	Restoration of village sign ~ painting metal frame
17.4.21	£61.94	JEMCO	Two signs for pond area

EXPENDITURE FROM RING FENCED INCOME SINCE CLOSURE OF ANNUAL ACCOUNTS (31.3.21)

DONATIONS FROM PLUMSTEAD EVENTS GROUP

Opening Balance 1.4.21: £108.13

Expenditure (ex-VAT) : None

Closing balance as at 3.5.21: £108.13

INCOME FROM OPEN GARDENS & SUMMER FAIR 2018

Opening Balance 1.4.21: £1,781.33

Expenditure (ex-VAT): £0.00

Closing balance as at 3.5.21: £1,781.33

INCOME FOLLOWING CESSATION OF PLUMSTED 2000 FUND

Opening Balance 1.4.21: £2,814.78

Expenditure (ex-VAT)

6.4.21	£500.00	FD	Restoration of village sign ~ labour
6.4.21	£55.50	FD	Restoration of village sign ~ painting metal frame

Closing balance as at 3.5.21: £2,259.28

Carolyn Price (Clerk): 3.5.21

