

# **PLUMSTEAD PARISH COUNCIL**

## **Minutes of the Parish Council Meeting held on Monday 6 September 2021 at 6.30 pm at Carpenter's Cottage**

Present: Nick Fulford (Chair), David Logan, Jonathan Pilbrow, Carolyn Price (Clerk), Steffan Aquarone and two members of the public

NF welcomed Steffan Aquarone to the meeting.

In response to SA's report (attached), Councillors raised the following issues:

- Jericho Lane has become overgrown in places; SA will speak with Highways.
- Councillors asked about verge cutting as it is difficult to see oncoming vehicles in places.
- It was noted that some 30mph speed signs are obscured, for example at the entrance to Plumstead from the Holt direction; SA will follow this up with Highways.
- The state of local roads, and in particular potholes, was mentioned.

NF thanked SA for attending and he left the meeting.

### **1 Apologies for absence**

NF welcomed everyone to the meeting. Apologies were received from Pc Gower-Smith.

### **2 Declarations of interest**

None.

### **3 Minutes of the meeting held on 10 May 2021**

The minutes of the meeting held on 10 May 2021 were approved and were signed as a true record by NF.

### **4 Matters arising from the meeting held on 10 May 2021**

- All Parish Council assets have now been painted/repainted. Next year Councillors will consider re-painting the phone box.
- It was noted that the small triangle of grass at the junction with Plumstead Green will no longer be cut by the Parish Council.

### **5 Councillor Vacancies**

The Clerk reported that as Electoral Services have not received a request for an election to fill the vacancies left by the resignations of Catherine McMahon and Richard King, these can be filled by co-option. The Clerk will advertise the vacancies on the website and on the Flagpole Noticeboard. (Action: CP)

### **6 Appointment of Clerk**

Following the retirement of Carolyn Price, the vacancy for Clerk will be advertised in the October issue of the Church & Village News. Councillors thanked the Clerk for all her hard work.

### **7 Open Session for Members of the Public to speak**

No issues were raised.

### **8 Report from Councillor Aquarone**

See above.

**9 Report from Councillor Bütikofer**

No report had been received from Councillor Bütikofer.

**10 Police Report**

The Clerk reported that Pc Gower-Smith was happy for any police issues to be passed onto him, but none were forthcoming.

**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. As agreed at the last meeting, David Logan and the Clerk now meet on a monthly basis to reconcile the monthly bank statement against the cash book.

**12 Planning Applications**

- Retrospective Planning Permission for Jericho, 39-40 The Green: change of use of existing outbuilding to annexe

An extension had been granted by the Planning Department to allow Councillors to discuss this matter at their September meeting. After consideration, Councillors agreed they had no objection or comment to make. The Clerk will respond accordingly. (Action: CP)

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

As agreed at the last meeting, Richard King has ordered a Norfolk Apple tree. The Clerk will ascertain when it is likely to be delivered. (Action: CP) It was agreed to invite villagers to a gathering to toast HRH The Duke of Edinburgh when the tree planting takes place. A plaque will be erected.

**14 The Queen's Platinum Jubilee Celebrations: 2 – 5 June 2022**

Councillors briefly discussed holding an event on Sunday 5 June at the Flagpole Garden. This will be deliberated further at the December meeting.

**15 Parish Partnership Scheme**

Councillors agreed not to submit any highway improvements under the above scheme.

**16 Defibrillator**

LF submitted a report to inform Councillors that the Plumstead defibrillator has joined 'The Circuit' which is the national defibrillator network. DL will speak to the Clerk at Gresham to ascertain who their contact is for ordering replacement batteries and pads. (Action: DL)

Councillors passed on their thanks to LF for the upkeep of the defibrillator.

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

None

**18 AOB**

- The comments submitted via email by a parishioner were noted. Councillors stated that if a parishioner has an issue to raise, they should attend the meeting in person, assuming they are fit and able to do so.
- HSBC, the Parish Council's bank, will be implementing monthly charges later this year. It was agreed that this matter will be considered again once the extent of the charges are known and a new Clerk has been appointed.

**19 Future meeting dates:**

- Monday 6 December (it was noted that this date is likely to change)

Meeting closed at 7.25 pm. NF thanked everyone for attending.

## **PLUMSTEAD PARISH COUNCIL**

### **FINANCIAL REPORT FOR PLUMSTEAD PARISH COUNCIL MEETING TO BE HELD ON 6.9.21**

<b>Bank Statement carry forward as of 31.8.21</b>	£6,245.18
<b>Cash book carry forward as of 31.8.21</b>	£6,245.18
<b>Parish Council money (ie cash book minus ring-fenced income)</b>	£2,096.44

#### **Income received since report dated 3.5.21**

None

#### **Payments received since report dated 3.5.21**

8.5.21	£30.00	NH	Grass cutting/strimming 6.5.21
12.5.21	£306.44	Zurich	Insurance renewal 2021/22
18.5.21	£41.47	C Price	Litter Pickers, Refuse Sacks, Gift for LF
18.5.21	£1.00	Barningham Estate	Annual Peppercorn Rent for Church Land
21.5.21	£30.00	NH	Grass cutting/strimming 20.5.21
5.6.21	£30.00	NH	Grass cutting/strimming 3.6.21
11.6.21	£45.05	N Fulford	Osmo Wood reviver gel/petrol
17.6.21	£35.00	ICO	Annual Data Protection Fee
23.6.21	£30.00	NH	Grass cutting/strimming 17.6.21
1.7.21	£250.00	C Price	Clerk's salary April – June 2021
3.7.21	£30.00	NH	Grass cutting/strimming 1.7.21
17.7.21	£30.00	NH	Grass cutting/strimming 15.7.21
17.7.21	£7.92	C Price	2 <sup>nd</sup> class stamps (x12)
20.7.21	£342.50	DE	Maintenance of Assets
31.7.21	£30.00	NH	Grass cutting/strimming 29.7.21
31.7.21	£38.14	N Fulford	Petrol/Osmo oil
22.8.21	£30.00	NH	Grass cutting/strimming 20.8.21
22.8.21	£70.00	RC	Flailing meadow

Bank reconciliations on payments up to and including 31.7.21 undertaken by David Logan

#### **EXPENDITURE FROM RING FENCED INCOME SINCE REPORT DATED 3.5.21**

##### **DONATIONS FROM PLUMSTEAD EVENTS GROUP**

Opening Balance 3.5.21: £108.13

Expenditure (ex-VAT) : None

Closing balance as at 31.8.21: £108.13

##### **INCOME FROM OPEN GARDENS & SUMMER FAIR 2018**

Opening Balance 3.5.21: £1,781.33

Expenditure (ex-VAT): None

Closing balance as at 31.8.21: £1,781.33

##### **INCOME FOLLOWING CESSATION OF PLUMSTED 2000 FUND**

Opening Balance 3.5.21: £2,259.28

Expenditure (ex-VAT): None

Closing balance as at 31.8.21: £2,259.28

*Carolyn Price (Clerk): 31.8.21*