

PLUMSTEAD PARISH COUNCIL

Minutes of Plumstead Parish Council meeting held 29th November 2023 at 6.30 pm at Plumstead Church

Present: Cllr Brian Faulkner (Chairman), Cllr Nick Fulford (Vice Chair),
Cllr David Logan, Cllr Pip Burden, Cllr Ridge.
Coralie Martin, Community Connector North Norfolk.
Maxine Hayes Parish Clerk.

1 Apologies

Received from Cllr Steffan Aquarone.

2. Declarations of Interest

None.

3. To approve minutes of the meeting held on 23rd August 2023

It was Proposed (DL) Seconded (PB) and unanimously agreed to approve the minutes of the meeting held 23rd August 2023 as a correct record and were signed by the Chairman.

4. Open Session

Coralie Martin spoke about her role as a Community Connector covering this area of North Norfolk. Their role was to promote and support local groups and organisations. The build links between services and local residents to help improve their health and wellbeing and promote community spirit. They could help with locating local leisure groups, completing forms and applying for benefits and signpost residents to local services. Their service was particularly helpful to residents who were not on the internet. She had attended coffee mornings in the church and there was a folder full of local information which would be kept in the church for local residents to use. It was agreed to put up information on the notice board and to circulate around the local schools and include information in the parish newsletters. She was thanked for attending the meeting.

The report from Cllr Aquarone had been circulated. They noted the changes to landline telephones. The traditional exchange was being decommissioned and replaced with a digital only system. The telephone providers would be in touch with their customers when the time came to make the changes. The Clerk was asked to seek more information on this.

The Clerk reported that she was chasing the highways department for an answer about the request for SLOW signs and would report back as soon as she could. She had included Cllr Aquarone and asked him to chase the matter.

No details had yet been received about the recent speed checks undertaken by the Police in the village.

The potholes in Church Street had been reported and repaired.

5. Finances

5.1 It was Unanimously approved to record and pay the following invoices and expenses.

PAYMENTS						INCOME		
September								
Date	Supplier	Description	Net	VAT	Gross	Date	Description	Amount
01.09.2023	Barningham Estate	Peppercorn rent	£ 1.00		£ 1.00	03.09.2023	Donation	£ 100.00
01.09.2023	Contracts and office costs	Clerks Salary	£ 90.00		£ 90.00			
09.09.2023	Contractor	Grounds Maintenance Inv 070923	£ 40.00		£ 40.00			
20.09.2023	Contractor	Flailing meadow	£ 112.50		£ 112.50			
21.09.2023	HSBC	Bank charges	£ 8.00		£ 8.00			
25.09.2023	Anglian Mowers	Repairs to mower	£ 148.13	£ 29.63	£ 177.76			
28.09.2023	SG & CA Price	Petrol Mower	£ 10.40		£ 10.40			
29.09.2023	Contractor	Grounds Maintenance Inv 280923	£ 40.00		£ 40.00			
			£ 450.03	£ 29.63	£ 479.66			
October								
02.10.2023	Contracts and Office costs	Clerks Salary	£ 90.00		£ 90.00			
21.10.2023	HSBC	Bank charges	£ 8.00		£ 8.00			
21.10.2023	Contractor	Grounds Maintenance Inv 191023	£ 40.00		£ 40.00			
23.10.23	NNDC	Admin charges uncontested election	£ 20.03		£ 20.03			
			£ 158.03	£ -	£ 158.03			
November								
01.11.2023	Contracts and office costs	Clerks Salary	£ 90.00		£ 90.00			
						1.11.2023	Donation	£ 1,000.00

5.2 Clerks Financial report had been circulated and was approved.

5.3 After discussion regarding the application from the Priscilla Bacon Hospice for a donation it was agreed that the Parish Council were unable to make a donation at this time.

5.4 Cllr Faulkner reported on the 2 donations received to repair/replace the bench at the pond. The first donation of £100 had been given from someone who used the bench regularly when cycling through the village and the second donation of £1000 had been given in memory of her husband.

After discussion regarding the style of bench it was agreed to use the donations received to purchase a replacement bench and a picnic table for this area by the pond. The picnic table would need to be anchored into place. The Clerk would inform the Barningham Estate and ensure they were happy with this before purchasing.

It was agreed to delegate the purchase of these items to Cllrs Faulkner & Fulford and once a decision had been made about the choice of bench and picnic table the Clerk would be asked to place the order. Cllr Faulkner would let both donators know that this should be completed within the next few months.

5.5 It was PROPOSED (BF) SECONDED (DL) and unanimously approved to change the banking arrangements for the Parish Council from HSBC to Unity Trust Bank.

It was PROPOSED (BF) SECONDED (DL) and unanimously approved that Cllrs Faulkner, Fulford and Ridge would be the signatories for the account and the Clerk would be the administrator.

5.6 The draft budget had been circulated to all councillors and it was PROPOSED(DL) SECONDED (NF) and unanimously agreed to approve a precept of £3100 for the financial year 2024/25. The amount of £3000 had been held for the last 3 years and the very small increase was required to cover increased costs due to inflation.

6. Correspondence

6.1 Correspondence had been circulated and was noted.

6.2 Risk Assessment – Cllr Faulkner had received correspondence stating that the local resident who normally carried out the annual risk assessment was no longer in a position to do so. He would be thanked for all his previous hard work and the Clerk would investigate this and it would be included on the February agenda for further discussion. It had also been reported that the finger post road sign at the junction of Church Street and the Little Barningham turn was leaning. It was agreed to report this.

7. Items for Discussion

7.1 Meeting dates for 2024 were approved. 28 February, 22 May, 28 August and 4 December.

7.2 Purchase of strimmer – Cllr Faulkner reported that the Parish Council strimmer was not working and would need replacing. It was agreed to get someone to look at whether the strimmer could be repaired before deciding, and this item would be deferred to the February meeting.

8. Date of next meeting

8.1 The date of the next meeting was Wednesday 28 February 2024 at Plumstead Church 6.30pm.

9. Closed session staffing matters

9.1 it was PROPOSED (BF) SECONDED (NF) and unanimously agreed to increase the Clerks salary in line with the National Association of Local Councils recommendation which would be backdated to 1 June 2023.