PLUMSTEAD PARISH COUNCIL
Minutes of the Extraordinary Meeting of Plumstead Parish Council held on Thursday 12th November 2026 at 6.15pm at Plumstead Church

Parish Councillors present: Steve Price, Carolyn Price and Nicholas Coulson

Parish Clerk: Cherrie Woods

Members of the public: 4

Cllr Steve Price opened the meeting

1. Appointment of Chair
The proposal was made that Steve Price be appointed to the permanent position of Chair. All members present voted in favour.

2. Consider accepting apologies for absence
None

3. Declarations of interest for items on the agenda and applications for dispensations
None

4. District/County Councilor Reports
Not present

5. Open Session for Members of the Public to speak
No comments made

6. To consider any applications for co-option to the council
Two applications were received for the two vacant seats. Councillors had submitted a statement prior to the meeting. It was proposed by Cllr C Price and seconded by Cllr S Price that Sue Glegg take the first seat. All voted in favour. It was proposed by Cllr S Price and seconded by Cllr Coulson that Julie Hill take the second seat. All voted in favour.

Declarations of acceptance were signed, and newly elected councillors took their seats.

7. Bus Shelter Repairs and Grant Funding

The Clerk provided an update on the progress of the bus shelter application. She had been made aware of a more appropriate funding opportunity may be available through the Norfolk County Councils Bus Grant, which provides funding for the installation of new bus shelters or the repair of existing ones. This would allow the Community Grant funding to be retained for an alternative purpose.

The Bus Grant would require a 20% contribution from the Parish Council, amounting to £140.00. Following discussion, it was **agreed** to proceed with an application for the Bus Grant and to authorise the Parish Council's contribution of £140.00. It was agreed that the contribution would be funded from the Maintenance Earmarked Reserve (ex-PEG/Open Gardens).

Action: Clerk

8. Defibrillator

Cllr S Price updated the Council that the battery in the unit had failed approximately two weeks before the expiry of its warranty. A loan machine has been provided to the Parish Council while the battery is inspected and a decision is made as to whether a replacement battery will be covered under the warranty.

Cllr S Price also informed the Council that the unit's electrical supply had not been checked for four years. As this raised Health and Safety concerns, the Clerk authorised delegated expenditure of £100 plus VAT for the necessary electrical works to be carried out by Kings & Barnham of Holt.

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The Council also discussed whether a Community Grant could be used towards the purchase of a new unit. It was agreed to proceed with an application for grant funding. Cllr S Price offered to obtain quotations for a replacement unit.

Action: SP/Clerk

9. Parish Partnership 27-28

No updates

10. Bank Signatories

It was proposed that Cllr C Price and Cllr Hill be a bank signatory, all in favour.

Action: Clerk

11. Draft Budget 27-28

The Clerk presented the draft budget and explained that the proposed costs reflected the anticipated expenditure of the Parish Council, considering ongoing maintenance commitments and expenditure from the previous financial year. She also provided an overview of the Council's current financial position and explained the implications of the use of General Reserves on the Council's finances. It was noted that some budget headings remained under discussion, as arrangements for the future maintenance of the Flagpole Gardens had yet to be confirmed and the outcome of the Defibrillator Grant application was still awaited. The Clerk highlighted that the most significant increase compared with the previous year's expenditure related to the Clerk's salary. This was due to a temporary increase in hours which are reflected on the current administrative needs of the council which are currently agreed until May. As the arrangements beyond this date were not yet known, the increased salary costs had been included in the draft budget as a precautionary measure. The draft budget figures indicated a potential increase of 51.3% based on a precept request of £5,798.58 although it was anticipated that this figure would reduce once all budgetary figures had been finalised. Based on the current estimates, this would equate to an approximate annual increase of £37.35 for an average Band D property. It was **agreed** to approve the draft budget.

12. Earmarked Reserves

The Council reviewed the current Earmarked Reserves and discussed whether these remained necessary. It was **agreed** that the 'Election' Earmarked Reserve of £1,000 should be released back into General Reserves to strengthen the Council's general reserve position as it was felt that the funds were unlikely to be required. The 'Training' Earmarked Reserve was also discussed. As no training expenditure was currently anticipated, it was agreed to remove this earmarked reserve. This decision could be reviewed again in May 2027 should future training requirements arise. It was agreed that the Maintenance Earmarked Reserve (formerly PEG/Open Gardens) and the Plumstead 2000 Fund would remain unchanged.

13. Confidential Matters

TO EXCLUDE THE PUBLIC AND PRESS, UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 FOR CONFIDENTIAL MATTERS

None

Meeting closed at 7.33pm

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