

PLUMSTEAD PARISH COUNCIL
Minutes of the Annual Meeting of Plumstead Parish Council
held on Friday 22nd May 2026 at 6.30pm at Plumstead Church

Parish Councillors present: Ruth Campion-Ridge, (Chair), Mat Ridge, Sophie Buck, Flora Watkins

Parish Clerk: Cherrie Woods

Members of the public: 0

1. Election of chair

It was agreed for Cllr Ruth Ridge to be elected as chair.

2. Election of vice-chair

It was discussed and agreed that the Parish Council would not elect a vice-chair.

3. Apologies for Absence

None

4. Declarations of interest

None

5. To consider any applications for co-option to the council

No applications

6. To approve and sign the Minutes of the parish council meeting held on 6th February 2026

It was **agreed** that previous minutes were approved. Cllr R Ridge signed the minutes as a true record.

7. Open Session for Members of the Public to speak

None

8. To receive reports from County & District Councillors (for information only)

None

9. Finance

- a) The Clerk presented the financial report and latest bank reconciliation which was confirmed and signed by Cllr R Ridge. The Clerk highlighted a delegated spend of £72.00 under delegated authority was made with agreement with the chair for a Councillor training course for Cllr M Ridge.
- b) Payments and receipts included in the financial report were noted.
- c) It was **agreed** to appoint Cllr Buck to verify bank reconciliation for all accounts produced by the RFO in line with control measures of the financial risk assessment. This would be carried out in September.
- d) It was discussed to consider and **agreed** to approve the ratification of the appointment of Mo-Anderson Dungar as the internal auditor
- e) The internal audit report for 2025/26 was discussed, including the recommendations included within the report, which would be implemented as recommended.
- f) The Council considered the assertions on the Annual Governance Statement (section 1), the form was read, completed and signed by Cllr R Campion-Ridge and the Clerk. It was **agreed** to approve the Annual Governance Statement for the financial year 25-26.
- g) The Council considered and **agreed** the Accounting Statement (section 2) and authorised the Chair and Clerk to sign on their behalf. It was agreed to approve the Annual Accounting Statement for the financial year 25-26.
- h) It was noted that as the Councils income and expenditure for the year was under £25,000, the council could exempt itself from External Audit. The certificate of exemption for the financial year 25-26 was **agreed** and Cllr R Ridge & the Clerk were authorised to sign the form.
- i) The dates for the exercise of public rights were discussed and **agreed** and will be displayed in line with the recommendations.

10. The up-to-date asset register was circulated to all members. It was confirmed that the land which the council is responsible for managing is now listed on the asset register in line with the internal auditor's recommendation. The council **agreed** the current asset value as £7,518.51.
11. The insurance renewal was discussed, and it was **agreed** to accept the renewal on the current terms at a cost of £355. The Clerk confirmed that she had requested a quotation for a blanket-style policy rather than one where items are individually listed. The Council agreed that this option would be acceptable if it proves to be more cost-effective.
12. It was **agreed** to renew the Microsoft 365 Subscription of £84.99
13. The earmarked reserves were discussed (PEG and Plumstead 2000 fund.) The historic intentions of these funds were discussed which had been earmarked for maintenance previously. The Clerk confirmed that she was currently looking into the Plumstead 2000 fund and the legalities surrounding the origination of this money. She had been advised by Community Action Norfolk this needed to be investigated therefore has advised that no money is spent from this reserve until more detail has been confirmed. This amount remains at £2,259.98. The clerk confirmed the current balance of the PEG fund (£1869.48) was due to reduce as the invoice from the NNDC hadn't yet been received for the dog bin and its maintenance.
14. It was **agreed** for £500 of the PEG money to be to be used from the for the cost of a new parish laptop due to the current laptop no longer being useable due to storage limitations. Thomas Frosdick computer services advised a new laptop was required.
15. The possible purchase of a marquee for community use was discussed including whether earmarked reserves could be used to fund the purchase. It was agreed that currently there wasn't a demand for a community marquee. Concerns were also raised regarding the long term storage and maintenance of a marquee particularly given its likely limited use. The Council therefore decided against purchasing a marquee at this time. Should the demand increase, this can be re-considered in the future.
16. The following policies were reviewed and **agreed**.
 - a) Complaints Policy
 - b) Code of Conduct
 - c) Standing Orders
 - d) Risk Assessment Policy
 - e) Data Protection Policy
 - f) FOI Publication Scheme
 - g) Health & Safety Policy
 - h) Vexatious Complaints Policy

17. It was **agreed** to adopt an equality policy

18. HGV Farm Traffic

Previous complaints regarding HGV farm traffic using Plumstead Village as a route were discussed. As only a limited number of complaints had been received, the Council agreed not to pursue any action at this time. However, members of the public are encouraged to note company names and vehicle registration details and report any further issues to Highways, as this is the appropriate authority to investigate and address such concerns.

19. 30mph signs (Cherry Tree Road)

It was confirmed by Cllr Ringer that new yellow backed signs would be installed in the next 6 weeks at no cost to the Parish Council.

Discuss maintenance of Parish Council assets following risk assessment and agree any actions

Cllr M Ridge confirmed that the actions on the risk assessment/condition of assets had been completed apart from:

- Wood treatment on notice board (flagpole garden)
- Metalwork and wood maintenance (village sign)
- Replacement of warning signs (pond)
- Removal of rotten timbers (pond)
- Hibernaculum (sign needed)
- Wash/clean notice board (pond)

The bus shelter was discussed and due to the maintenance costs involved and the little use of the bus shelter, it was **agreed** to dispose of this as a council asset. The clerk would investigate next steps of removing.

The pond was discussed, and it was agreed that quotations be sought for the dredging of the pond.

20. Items for next agenda/late items for discussion

21. Date of next meeting

17th September 2026

Confidential Matters

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

It was **agreed** that Cllr R Ridge would carry out the Clerks appraisal.

It was **agreed** for the Clerks unused holiday to be paid (4.12 hours)

Meeting closed at 20.30