



**Minutes of Pulham Market Parish Council Meeting held in the Meeting Room,  
Memorial Hall, at 7.30 pm, Monday, 10 April 2017**

**Present: - Cllr A Ford (Chair), Cllr M Newby (Vice Chair), Cllr Alexander, Cllr Pietrzak, Cllr Hewitt and Cllr Falvey.**

**County Councillor: - Cllr Martin Wilby**

**Parish Clerk:- Mrs Clare Crane.**

**Members of the Public-1**

**AGENDA**

**2017/52 To consider accepting apologies for absence.**

Apologies were received from Cllr Schwier due to being on holiday and Cllr Hegarty due to work commitments. These were accepted.

**2017/53 To receive reports on matters of interest to the parish from District and County Councillors.**

Cllr Wilby paid tribute to the emergency services who attended the recent fatal accident in Pulham Market. His thoughts were with the families and friends of the three boys who tragically lost their lives. He went on to provide a report to the members. See appendix 1. Cllr Hudson expressed his sympathy and provided a short report which included the changes to bin collection days over the Easter period. Members raised concerns that footpaths were still not being cut around the village. Cllr Wilby explained that each county councillor will have £6K for highways and footpath issues. The Beckvale Community Car Scheme, community transport and the Borda Hopper were also discussed.

**2017/54 To receive any declarations of personal or prejudicial interest from members on any item to be discussed.**

Nothing received.

**It was agreed to go to item O on the agenda.**

**2017/55 To notice correspondence received and consider requests where necessary**

**1. Circus Visit – Request to use The Green**

This was approved subject to the usual weather caveat.

The meeting was closed to allow Mr Andy Yull to speak to the members.

Mr Yull explained that the car scheme has overspent by £400 during the year. This amount has been recompensed by the Tenec Trust in two payments of £150 and £250. He went on to explain the pricing structure and the need for more drivers and for users to be reminded of the spirit of the scheme and not to abuse the scheme as this was having a detrimental effect on the finances making it difficult to offer more runs.

The meeting was reopened.

**2. Mr A Yull – Beckvale Community Car Scheme Co –Ordinator**

A lengthy discussion took place, It was proposed and unanimously agreed to

increase the passenger charges to 75% of the total cost and for this to come into effect as of the 1<sup>st</sup> July 2017. A leaflet is to be inserted with the village diary to explain the scheme, the request for new drivers and the new pricing structure as well as reiterating the criteria for using the scheme. The Clerk would liaise with Cllr Ford and Cllr Alexander.

### **3. Adnams Charity Reports and Accounts**

The receipt of the correspondence was noted.

### **4. CPRE correspondence**

The correspondence would be passed onto Cllr Pietrzak.

### **5. Mr Graham King – Village Expansion**

A discussion took place regarding the second piece of correspondence received. It was agreed for the Clerk to thank Mr King for the correspondence and respond that his comments have been duly noted.

### **6. Parking on The Green**

The Clerk explained that this was not on the agenda as the request had come through too late to be included, Mrs Judith Naunton had requested for 15 cars to possibly be parked on the village Green for her daughter's wedding at the Methodist Church on Saturday 6th May at 1.30pm.

It was agreed for the Clerk to respond confirming this had been agreed by the members with the usual weather caveat.

### **2017/56 To approve and sign the Minutes of the last meeting held on 13<sup>th</sup> March 2017.**

Full Council unanimously agreed to approve the minutes as correct.

The meeting was closed.

### **2017/57 Parishioner Open Forum**

No comments were put forward.

The meeting was re-opened.

### **2017/58 To discuss matters arising from the Minutes of the last meeting, for information only: See outstanding items from Clerk's monthly action plan.**

It was agreed for the Clerk to put forward two dates for the site visit to the Redenhall and Harleston Town Council Burial Ground giving all members the opportunity to attend the meeting.

### **2017/59 To receive and discuss finances of the Parish Council and to consider the payments presented.**

#### **1. March-April 2017**

The members unanimously agreed the finances as correct. Cllr Ford and Cllr Hewitt agreed to authorise the online payments. See Appendix 2. The Clerk explained that the Memorial Hall room hire has been added to the April online finances but these would be included on the May finance sheet.

### **2017/60 To receive a full Bank Reconciliation for Year End 2016/2017**

The Clerk explained the end of year finances in full. The documents were agreed and signed by Cllr Ford. It was agreed for Cllr Hewitt and the Clerk to relook at the asset register to ensure all items are correctly recorded and set at the correct value.

### **2017/61 Members to consider the renewal / ratify -**

#### **1. 'Community Action Norfolk – CAN' subscription £20.00 Bronze membership**

It was agreed to continue with the bronze membership but for the Clerk to check the legal sector of the membership, members can then reconsider upgrading to a higher level of membership if required.

## **2. Clerk attending the Spring NorfolkALC Conference**

The members agreed to the Clerk attending the Spring Conference.

## **3. Clerk attending the SLCC Training Day**

The members agreed to the Clerk attending the training day.

## **4. Payment of CIL monies.**

A discussion took place regarding the allocation of CIL Monies. The Memorial Hall could apply for a grant from the Parish Council or CIL money could be earmarked towards future proofing the Hall's finances. It was agreed this would be re discussed at a future meeting.

## **2017/62 Members to finalise Parish Council Policies**

The Clerk had provided the members with some of the Parish Council policies that had been updated. Each policy was discussed and further alterations were agreed. It was agreed that the Clerk would recirculate the updated policies and for each member to initial and sign each hard copy for confirmation.

## **2017/63 Members to discuss the obligation for new Pulham Market Memorial Hall Trustees.**

It was agreed for this to be revisited at the May meeting.

## **2017/64 Members to discuss and consider the adoption of the village telephone box.**

It was agreed that the parish council would not adopt the BT phone box. BT would be removing the box within the next two years due to lack of use.

## **2017/65 To confirm the details of the Clerk's yearly appraisal.**

Cllr Schwier and Cllr Alexander agreed to conduct the Clerks appraisal at a convenient time for everyone.

## **2017/66 The members to consider maintenance requirements around the village including, the Pavilion, the Playing field, the Burial Ground and Lighting maintenance.**

Cllr Hewitt confirmed the refurbishment of the see-saw at the playing field was underway and thanks to Mr Rob Hewitt at Timber Windows Norfolk for the contribution of £150 towards the refurbishment. Cllr Hewitt confirmed that TOP is providing a cost for the turfing around the see-saw and further discussions regarding winter grass cuttings.

## **2017/67 To receive reports from the Clerk / Chair on various current issues, including:-**

### **1. SAM2 data.**

See appendix 3.

### **2. Update on the Emergency Plan.**

Cllr Hewitt reported on the Emergency Plan in full and explained that this would be reported to parishioners at the APM.

### **3. Update on the village footpaths.**

The clerk explained that all footpaths were being monitored by the Mrs S Hewitt (Footpath warden) and she was liaising with Highways footpath team. Enforcement notices had been delivered and the process will be continued.

### **4. Update on the progress of the extension to the Burial Ground.**

The members thanked Mr Paul Schwier and Steven Hawes and Mr K Baines for all their hard work on the extension to the Burial Ground; the levelling off of the ground and the grass seed had been completed, the clerk would circulate available dates for the site visit to Redenhall and Harleston Town Council.

**2017/68 To confirm the details for inclusion in the diary.**

- **Litter-Pick**

The Clerk confirmed the details of the litter pick.

- **Emergency Plan – Cllr Hewitt**

Cllr Hewitt confirmed that it would consider that the emergency plan will include the Memorial Hall as a second option to the Brewhouse.

- **Annual Parish Meeting**

It was confirmed that PC Jim Squires had sent apologies in advance of the meeting.

Cllr Hewitt requested Cllr Ford provide him with a list of the diary volunteer deliverers.

The Clerk explained that Pulham 1<sup>st</sup> Brownies would be closing if they could not get any new volunteer leaders. It was agreed to include this in the diary along with the defibrillator training and the Car Scheme.

**2017/69 To receive items for the next agenda and confirm the date and time of the next parish council meeting as Monday 8<sup>th</sup> May (to include AGM) 2017, at 7.30pm.**

**Meeting Closed at 10pm**

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## **Action Points**

Clerk	Beckvale Community Car Scheme leaflet for the diary.
Clerk	Confirm details to the Circus
Clerk	Confirm details to Mrs J Naunton
Clerk	Respond to Mr G King.
Clerk	CAN legal differences
Clerk	CIL Monies budget – future agenda
Clerk	Policies- circulate and prepare additional ones.
Clerk	Trust Deed Memorial Hall
Clerk	Appraisal
Clerk	Burial Ground Visit
Cllr Hewitt & Clerk	Asset Register
Cllr Hewitt & Cllr Ford	Online Payments
Clerk	Diary
Cllr Hewitt	Emergency Plan at the APM.

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## Appendix 1- Cllr Wilby Report

Norfolk County Council recently launched the Business Energy Efficiency Carbon Charter Award. The Carbon Charter is an award presented to small and medium businesses to recognise the steps they have taken to reduce carbon emissions. As well as highlighting green credentials, the Carbon Charter can also help businesses make substantial operational cost savings. To find out more go to [becanglia@groundwork.org.uk](mailto:becanglia@groundwork.org.uk) or call 01473 350370

At the Norwich and Norfolk eco awards, I was pleased to see that Norfolk's Master composters were recognised for the valuable work they carry out within their communities by recycling waste and reusing it as compost therefore reducing residual waste. The overall winner of the awards were Liftshare.com Ltd recognised for their national car sharing scheme, their behaviour changing workshops and understanding travel patterns.

Norfolk achieved it's highest ever recycling rate at 45.8% in 2015/16, which is higher than the national average of 44.3%. The amount of left over rubbish each household throws away each week during the same period decreased from 10.3kg to 9.99kg which is ahead of our target of 10.1kg. The Norfolk Waste Partnership which is made up of representatives from all district councils and NCC are currently working with 5 students at the University of East Anglia on six initiatives which are ; Reuse repair and recycling services, working with the Benjamin Foundation on a bulky reuse trial, working with HMP Wayland to enable furniture restoration and bicycle repairs, reusable paint for use again at HMP Wayland and other prisons, a repair hub for electrical equipment and looking at the brand of 'Recycle For Norfolk'

Great Yarmouth's third river crossing has moved a step nearer as NCC, backed by the Local Enterprise Partnership and Norfolk and Suffolk Chamber of Commerce when the business case was submitted to the Department for Transport. Building work could start in the winter of 2020 and it is scheduled to take two years to complete if it gets the go ahead from the government in the summer.

The County Council elections take place on Thursday May 4<sup>th</sup> where all 84 county council divisions are to be contested.

Martin Wilby [martin.wilby@norfolk.gov.uk](mailto:martin.wilby@norfolk.gov.uk) 01379 741504

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**Appendix 2- April finances**

PULHAM MARKET PARISH COUNCIL  
FINANCIAL STATEMENT FOR APRIL 2017

INCOME:	Amount	
Interest	£1.89	Unity Trust Interest
Rosedales	£100.00	Late Mrs S Perrin - Cremation
Bierton & Woods	£65.00	Late Mrs S Grimmer - Headstone
Bierton & Woods	£65.00	Late Mrs E Clarke- Headstone
Timber Windows Norfolk Ltd	£150.00	Donation towards the refurb of the see saw
<b>TOTAL INCOME</b>	<b>£381.89</b>	

EXPENDITURE:	NET	VAT	GROSS	DETAILS
Clare Crane -Bacs	£583.69	£0.00	£ 583.69	Clerk's salary -(556.69 ) use of home as office (27.00)
CAN Membership	£20.00	£0.00	£ 20.00	Bronze membership
SLCC Clerk training and Networking Day	£10.00	£0.00	£ 10.00	21st April 2017
Norfolk ALC Spring Conference	£55.00	£11.00	£ 66.00	24th May 2017
TT Jones - Bacs	£29.63	£5.93	£ 35.56	Street Lighting maintenance April-May-June 2017
Anglian Water-Bacs	£18.75	£0.00	£ 18.75	16/11/16-7/3/17
E-ON street lighting- DDR	£17.67	£0.88	£ 18.55	01/03/17-31/03/17
E-ON Pavilion- DDR	£24.62	£1.23	£ 25.85	15/12/16-15/03/17
Unity Trust-DDR	£18.00	£0.00	£ 18.00	Charges for banking
<b>TOTAL EXPENDITURE</b>	<b>£777.36</b>	<b>£19.04</b>	<b>£796.40</b>	

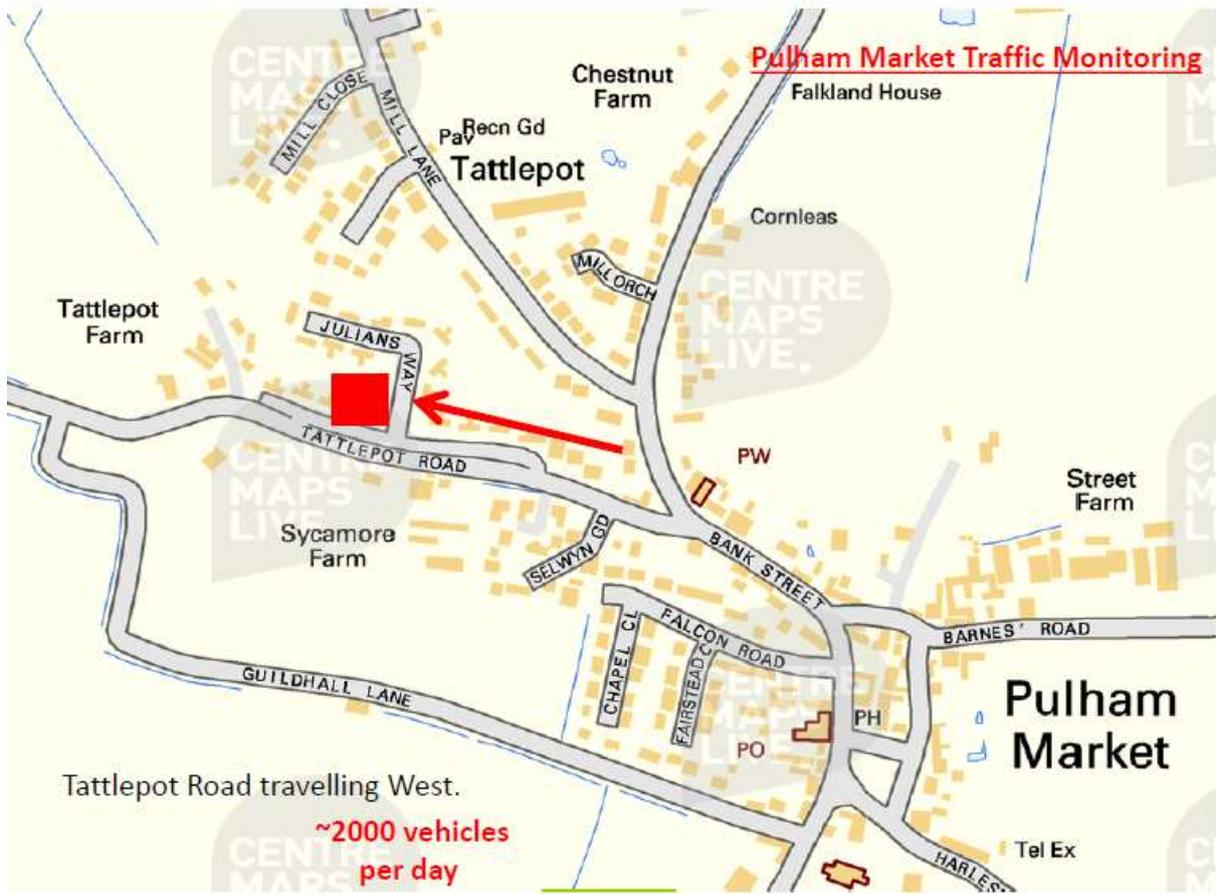
BALANCES: (After presentation of above)	Unity Trust- Tailored Account	Unity Trust - Tailored Deposit Account	TOTAL AT BANK	NOTES
Brt Fwd previous month	£14,694.40	£15,295.18	£29,989.58	
income	£380.00	£1.89		
<b>TOTAL</b>	<b>£15,074.40</b>			
Less Expend	<b>-£796.40</b>			
transfer				
Carry Fwd	£14,278.00	£15,297.07	£29,575.07	

£752.55 Not cleared as yet due to be paid 12/4/17

-£380.00 Not cleared as yet paid in 6/4/17

£14,650.55	£15,297.07	£29,947.62	Held at the Bank REAL TIME
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C Crane  
Clerk to Parish Council  
10-Apr-17



**Pulham Market – Village Speed Limit 30Mph – Tattlepot Road travelling west.  
Traffic Report From 20/02/2017 through 20/03/2017 = 28 Days  
Total Vehicles = 57640 counts- 2000 per day**

**Volumes of Traffic travelling at 3mph intervals.**



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**Traffic travelling mph throughout the hours of the day and night.**



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**Amount of vehicles per hour against the hours throughout the hours day and night.**

