



**Minutes of Pulham Market Parish Council Meeting held in the meeting room of the Memorial Hall, at 7.30 pm, Monday, 11 December 2017**

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

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

**Members of the Public-** 0

**AGENDA**

**2017/205 To consider accepting apologies for absence.**

Cllr Pietrzak and Cllr Schwier had provided their apologies due to work commitments, these were accepted. Cllr Wilby and Cllr Hudson had also provided their apologies.

**2017/206 To receive any declarations of personal or prejudicial interest from members on any item to be discussed.**

Nothing was declared.

**2017/207 To consider any co options onto the Parish Council.**

No co options were considered.

**2017/208 To receive reports on matters of interest to the parish from District and County Councillors.**

Cllr Wilby had provided a report prior to the meeting. Appendix1.

**2017/209 To approve and sign the Minutes of the last meeting held on 13<sup>th</sup> November 2017.**

The minutes were agreed unanimously as a true record of the meeting.

**2017/210 Parishioner open forum.**

Not required.

**2017/211 The Clerk to provide the members with information on any matters arising from the minutes of the last meeting.**

The Clerk had provided the actions report prior to the meeting and any outstanding actions would carry over to January.

**2017/212 Members to consider new planning applications and vote for resolutions will be held and comments to be confirmed.**

**1. 2017/2508-Applicant: Mr Bim Mountain, Location: Grove Farm North Green Pulham Market IP21 4XW, Proposal: Change of use to form camping facilities/caravan pitches and erection of shower block**

After a lengthy discussion it was unanimously agreed to support the application although concerns were raised regarding access and this was reflected in the

comments provided to SNC.

*The Parish Council support the application subject to NCC Highways approving access to and from the site.*

**2. 2017/2570**

**Applicant: Mr G Hunt**

**Location: Land North East Of The Cottage Common Road Pulham Market Norfolk**

**Proposal: retention of bund wall, hard standing area, gate, fencing and hedge**

It was unanimously agreed to support application. No comments were provided.

**3. 2017/2713**

**Applicant: Mr & Mrs Mark & Stephanie Ashton**

**Location: Beechwood Colegate End Road Pulham Market IP21 4XG**

**Proposal: Single storey side extension.**

It was unanimously agreed to support application. No comments were provided.

**2017/213 Members to receive reports provided by the Clerk and consider any maintenance requirements around the village including, the Pavilion, the Playing field and Lighting.**

**1. Sam2 Data**

Concerns were raised at the increase in speeding vehicles along Harleston Road heading towards the village. It was agreed that the Clerk would inform the Police and include the data in the parish magazine and the website so residents are aware of the comparable deteriorating data.

**2. Pulham Primary School Highways related matters.**

The Clerk advised the members that NCC Highways team have agreed to extend the prescribed (zig zag) lines at the entrance to the School to ensure the emergency services have better access. The work will take place in the Spring.

**3. Memberships and subscriptions annual review.**

The Clerk provided a report with costs and the services that each organisation provides to the Parish Council. It was unanimously agreed the Clerk automatically renews the following memberships over the next 12 months unless there is any significant increase. Currently only 2/3 of the SLCC Membership is required to be paid by Pulham Market Parish Council.

<u>Company</u>	<u>Full Name</u>	<u>Renewal Month</u>	<u>Cost</u>	<u>Different levels of membership</u>
CAN	Community Action Norfolk	April	£ 20.00	Bronze level is sufficient as a starting membership, this can be upgraded as and when required.
NPFA	Norfolk Playing Field Association	April	£ 20.00	Population under 1000 for Parish Council
NALC	Norfolk Association of Local Councils	April	£171.70	Support for the Council and the Councillors
SLCC	Society of Local Council Clerks	Sept	£121.00	Support for the Clerk

ICO	Information Commissioner's Office	October	£ 35.00	One Level - Annual Charge
CPRE	Campaign to protect Rural England	March	£ 36.00	One Level - Annual Charge for Parish Councils
			<b>£400.70</b>	

#### 4. Condition of village dog bins.

The Clerk provided photographs and a report on the condition of the dog bins within the village. All dog bins were considered to be in good condition and did not need replacing at this time. Both of dog bins located at Tyrells Wood are damaged and need replacing with the possible need for a larger bin. It was agreed that the Clerk would contact the Woodland Trust to see what their policy is on providing dog bins.

Location of Bin	Exact Location	Dog Bin/ Code DB1	Condition
Entrance to the Playing Field	Mill Lane	Dog bin	Good
Bowls Club	Barnes Road	Dog bin	Good
Foot path to Chapel Close	Guildhall Lane	Dog bin	Good
Footpath from Falcon Road	Falcon road	Dog bin	Good
Tyrells wood	Wood lane	Dog bin	2 x Poor

#### 5. Condition of the village litter bins.

The Clerk provided photographs and a report on the condition of the litter bins within the village. The Clerk had met with SNC refuse collection team and they had agreed to collect from the Playing Field. It was agreed to purchase a 50L Slimline in black from Glasdons and then review which site this would be most suitable for.

Location of Bin	Exact Location	Litter Bin Code	Condition
By seats	Falcon Road	Lb1	Medium
Recycling centre	Falcon Road	Lb2	Poor
By seats on The Green	The Green	Lb1	Excellent
Entrance to the Old Rectory	The Green	Lb2	Medium
Side wall of the village hall	Pulham Market	Lb1	Medium/Good
Village garden	Pulham Market	Lb2	Medium
Methodist Church car park	Colegate End Road	Lb1	Medium
3 x BINS	PLAYING FIELD		1 x Excellent 2 x Poor

## 6. Condition of the village post boxes and telephone box.

Location Of Post Boxes	Exact Location	Condition
The Shop	Centre Of The Village/Pulham Market	Excellent
Station Road	Pulham Market	Excellent
Colegate End	Opposite Island House/Pulham Market	Excellent

Location of Telephone Box	Exact Location	Condition
TOP OF FALCON ROAD	FALCON ROAD / BANK STREET.	Poor

Further to BT having advised that the telephone box is due to be removed due to lack of use and in view of its poor condition the Clerk would contact BT to ask when this might be implemented.

### 2017/214 To receive and discuss finances of the Parish Council and to consider the payments presented for ratification.

#### 1. November to December 2017

The finances were reviewed and were unanimously approved. These will be ratified on line by Cllr Falvey and Cllr Newby. Appendix2.

### 2017/215 Members to review and consider

#### 1. Current budget 2017/2018.

The Clerk explained the current finances against the budget set for 2017/2018. The information was duly noted.

#### 2. Draft budget for 2018/2019.

The Clerk explained the initial budget setting for 2018/2019. The Clerk was asked to provide the following estimated costings for the January meeting so the budget and the precept could be set.

- Collection of arisings at the Playing Field.
- Grass Cutting for the extension to the new extension to the Burial Ground.
- Grass Cutting & Collection of arisings from the Football pitch.
- Quote for the electrics in the Pavilion being upgraded.
- Contact the district and county councillors regarding their grants availability.

### 2017/216 Members to consider grant requests

#### 1. Borderhoppa service.

It was agreed that no grant would be granted according to the Grant Awarding policy.

#### 2. Pulham Market Memorial Hall (CIL money)

The Pulham Market Memorial Hall committee provided the members with a grant request to upgrade to LED lights in the hall. It was proposed, seconded and unanimously agreed that £1200 would be offered to the Pulham Market Memorial Hall Charity from the Parish Council's CIL Money, leaving £500 for future projects. The Clerk would check the protocol of this payment with SNC.

### 2017/217 Members to note correspondence received and consider requests where necessary.

#### 1. Unity Trust change in interest rates.

Duly noted.

#### 2. E-On Fixed rate contract renewal

The Clerk will work on a contract renewal. Duly noted.

**3. To consider if you would like to invite the B4RN project organisers to a Parish Council meeting for more information.**

The members considered this request at length. It was agreed that other ongoing projects are a priority at this time.

**2017/218 Members to agree the 2018 meeting dates.**

The Clerk will advertise the meeting dates ASAP. It was agreed to keep the December meeting in reserve for urgent budget or planning matters. The Christmas Tree lighting ceremony was set for Monday 3<sup>rd</sup> December 2018 and the Clerk will liaise with the Brownies with regards to the use of the hall.

**2017/219 Members to confirm the details for inclusion in the diary.**

- Asking for any interested possible new Parish Councillors
- Asking for any interested possible new volunteers to assist with the Parish diary.
- Thanks to the team who put up the lights on the Christmas tree.
- Thanks to the team who helped at the Christmas Tree lighting ceremony.

**2017/220 The Clerk 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> January 2017 at 7.30pm.**

1. **Parish Council Policies** – The Clerk will provide a master copy that will be circulated to all the members. It was agreed for the policies to be agreed in their entirety should there be no outstanding issues.

2. **Parish Council Social Media and Website** – The Clerk explained to the members that many Parish Councils are now embracing social media and for the Parish Council to start proactive succession planning, social media would be a positive way forward to promote the Parish Council and to get more people interested and involved.

3. **Budget conclusion and Precept setting for 2018/2019** – Agreed.

Meeting closed 9.40pm.

## Action Points

The Clerk	Contact E-ON regarding the new fixed rate contract.
The Clerk	Publicise the 2018 Parish Council meeting dates.
The Clerk	Contact the Brownies regarding 3 <sup>rd</sup> December 2018 Christmas Tree Lighting ceremony.
The Clerk	Provide the SAM2 results to the Police, and to include in the Parish Magazine and put them on the website.
The Clerk	Contact the Woodland Trust to see if they could assist with dog bins at Tyrells Wood.
The Clerk	Purchase a 50L Slimline Black litter bin from Glasdons.
The Clerk	Contact BT regarding the removal of the BT phone Box.
Cllr Falvey & Cllr Newby	Authorise the online banking.
The Clerk	Contact SNC regarding the expenditure of CIL money.
The Clerk	Produce a master copy of the policies to be circulated.
The Clerk	January Diary -asking for any interested possible new Parish Councillors
The Clerk	January Diary -asking for any interested possible new volunteers to assist with the Parish diary.
The Clerk	January Diary - thanks to the team who put up the lights on the Christmas tree.
The Clerk	January Diary-thanks to the team who helped at the Christmas Tree lighting ceremony.
The Clerk	January Agenda – Costs for the collection of arising’s at the Playing Field.
The Clerk	January Agenda – Grass Cutting for the extension to the new extension to the Burial Ground.
The Clerk	January Agenda – Grass Cutting & Collection of arising’s for the Football pitch.
The Clerk	January Agenda – Quote for the electrics in the Pavilion being upgraded.
The Clerk	January Agenda – Contact the District and County Councillors regarding their grants available.
The Clerk	January Agenda-Budget conclusion and Precept setting for 2018/2019
The Clerk	January Agenda-Ratify all the Parish Council Policies.
The Clerk	January Agenda-Social Media and Website

## **Appendix 1 – Cllr Wilby’s report.**

A year after Norfolk county Council announced a crackdown on blue badge misuse in the county, four people have been successfully prosecuted and 82 investigations into suspected blue badge misuse have been carried out. Blue badges are a lifeline for the 35,000 Norfolk people who have one, so since November 2016 the County Council's Blue badge investigator has been working to follow-up on reports of blue badge misuse and support Civil parking Enforcement officers to carry out increased checks and provide reassurance and advice to help people stay on the right side of the law. The aim has been to remind people to check they are using their blue badge correctly to make sure vital parking spaces remain available for those who need them.

Children across Norfolk will get the chance to improve their digital skills, after hundreds of pocket-sized, codeable computers were donated to the county's libraries. The BBC microbits are available to hire from every NCC library and can be used for all sorts of digital creations, from games to robots to musical instruments. More than 500 of the devices have been donated by the Microbit Educational Foundation as part of a drive to encourage children to get creative with technology – rather than just tapping away on tablets. The micro:bits can be borrowed for free for up to 3 weeks on any library card and come with instructions, a USB cable and battery holder.

Do you want to be a champion for young people in Norfolk and get involved with national youth campaigns? In March 2018, we're holding elections for Norfolk Youth Parliament and this could be your opportunity to make a real difference. Find out more and apply to stand in the elections visit [www.norfolk.gov.uk/youthparliament](http://www.norfolk.gov.uk/youthparliament)

### Third River Crossing for Great Yarmouth

A pledge from the chancellor in his recent budget means work could start in 2020 on a new bridge which will open up investment for the whole region. The £120m bridge, which will open for passing river traffic, will add £150m a year to the regions economy and deliver 5,000 jobs and could be ready for the first vehicles to drive across two years after construction starts. By connecting Great Yarmouth's growing Outer harbour to the A47 trunk road network, the port will be more accessible for businesses connected to the burgeoning wind farm industry and those with oil and gas decommissioning contracts based in the town. It also strengthens the business case for dualling the A47, particularly the Acle Straight, which if completed would provide dual carriageway links between Lowestoft, Great Yarmouth and London for the first time.

Wishing You All A Very HAPPY CHRISTMAS  
Martin

My next surgery is on Saturday 13<sup>th</sup> January 10am at HIP

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

## Appendix 2- December finances

PULHAM MARKET PARISH COUNCIL  
FINANCIAL STATEMENT FOR DECEMBER 2017

INCOME:	Amount	
Rosedales Funeral Home	£180.00	Late - Phyllis Cullum Ashes Interment
Starston Parish Council	£105.04	Clerk telephone line expenses
Interest 01/10/17-04/12/17	£3.29	Unity Trust Bank
<b>TOTAL INCOME</b>	<b>£268.33</b>	

EXPENDITURE:	NET	VAT	GROSS	DETAILS
Clare Crane -Bacs	£611.48	£0.00	£ 611.48	Clerk's salary -(584.48 ) use of home as office (27.00)
Clare Crane -Bacs	£8.99	£0.00	£ 8.99	Expenses - (BT monthly 7/11/17-6/12/17 unlimited calls £8.99)
Cllr Mike Newby	£65.60	£0.00	£ 65.60	Expenses for the Xmas Tree Lighting Ceremony
South Norfolk Council	£350.00	£70.00	£ 420.00	2 DOG BINS @£100 each and 3 DOG BINS @ £50 each plus VAT
Buildbase	£20.00	£4.00	£ 24.00	Playing Field equipment for the broken drain lid (K Baines purchased)
Mr K Baines	£644.00	£0.00	£ 644.00	Maintenance work in the village
Cllr Mike Newby	£8.67	£1.33	£ 8.00	Swich for the Xmas Tree lights.
Cllr S Hewitt	£560.80	£112.16	£ 672.96	Emergency Plan equipment
E-On	£18.71	£0.94	£ 19.65	Street Lighting 01/11/17 - 30/11/17
<b>TOTAL EXPENDITURE</b>	<b>£2,286.25</b>	<b>£188.43</b>	<b>£2,474.68</b>	

BALANCES: (After presentation of above)	Unity Trust- Tailored Account	Unity Trust - Tailored Deposit Account	TOTAL AT BANK	NOTES
Brt Fwd previous month	£27,760.40	£15,300.91	£43,061.31	
income	£265.04	£3.29		
<b>TOTAL</b>	<b>£28,025.44</b>			
Less Expend	<del>£2,474.68</del>			
transfer				
Carry Fwd	£25,550.76	£15,304.20	£40,854.96	

£2,474.68 Not cleared as yet due to be paid 13/12/17  
 -£105.04 Not cleared as yet due to be paid in 7/12/17  
 -£180.00 Not cleared from November ( Late P Gunton- Cheque 702074 )

£27,740.40	£15,304.20	£43,044.60	Held at the Bank REAL TIME
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C Crane  
Clerk to Parish Council  
11-Dec-17