



**Minutes of Pulham Market Parish Council Meeting held in the Meeting Room,  
Memorial Hall, at 7.30 pm, Monday, 13 February 2017**

**Present:** - Cllr A Ford (Chair), Cllr M Newby (Vice Chair), Cllr Alexander, Cllr Pietrzak, Cllr Hewitt, Cllr Schwier  
**District Councillor:** - Cllr Clayton Hudson  
**County Councillor:** - Cllr Martin Wilby  
**Parish Clerk:-** Mrs Clare Crane.  
**Members of the Public-** 0

**AGENDA**

**2017/14 To consider accepting apologies for absence.**

Apologies were received from Cllr Hegarty and Cllr Falvey due to illness, these were accepted.

**2017/15 To receive reports on matters of interest to the parish from District and County Councillors.**

Cllr Wilby provided a report to the members; it included his recent morning spent at Pulham School for the opening of the 'Dade Meadow' and the new Icen roundhouse that has recently been built. Information on the Council Tax financials was provided. People are being urged to sign up to become one of Norfolk County Council's master composters. The Council currently have 80 volunteers who spend 30 hours each year promoting the many benefits of the project. Anyone interested should email [mastercomposters@norfolk.gov.uk](mailto:mastercomposters@norfolk.gov.uk) or call 0344 8008020 to find out more information on the free two day training session being held on the 25<sup>th</sup> and 26<sup>th</sup> March.

**2017/16 To receive any declarations of personal or prejudicial interest from members on any item to be discussed.**

Nothing received.

**2017/17 To approve and sign the Minutes of the last meeting held on 9<sup>th</sup> January 2017.**

Full Council unanimously agreed to approve the minutes as correct.

**2017/18 Parishioner Open Forum**

No comments put forward.

**2017/19 To discuss matters arising from the Minutes of the last meeting, for information only: See outstanding items from Clerk's monthly action plan.**

Cllr Ford agreed to circulate the policies. The Clerk explained all other areas of matters that had been dealt with. Concerns were raised regarding the possible need to water the new hedge at the Burial Ground: it was decided to keep this in mind in the future months.

**2017/20 To discuss and consider the options relating to the possessory title of the car park.**

The Clerk explained the options for the members to consider that had been provided by the solicitor.

Withdrawing the application-to a sum of £1,500 (plus VAT) and disbursements.

Licence, Easement and Covenant-The pub is not willing to enter into a Licence, which leaves enter into a Deed of Covenant, Deed of Easement or a combination of the two.

Estimate fees to be in the region of £450 to £750 for the preparation and negotiation of these documents. This will be on top of the discounted fees for withdrawing the application.

Mediation-The cheapest cost for a mediator is £1,000+vat per party per day, he/she would be likely to take one day. Travelling expenses would be additional. If a solicitor's involvement is needed this would add approximately £1500 + vat and travelling

First Tier Property Tribunal-following through the First Tier Tribunal proceedings to a final hearing the additional cost is likely to be in the order of £10,000 +vat and travelling to London. If the case is lost there is the risk of having to pay the pub's costs which could easily be a greater sum. There was a lengthy discussion considering each of the options and concerns were raised regarding other claims to the land. The Parish Council has a 'caution' on the land and if any other claims were made the Parish Council would be contacted to be given the opportunity to object to such a claim. It was unanimously agreed to withdraw the application due to the risk of not being able to fund the whole process with public money. It was agreed that the process should be discussed with NorfolkALC for further advice but to close the process at this stage. The Clerk was asked to finalise the details with the solicitor and to discuss the process with NorfolkALC.

**2017/21 To consider the CPRE membership.**

The yearly membership of £36 per annum was discussed at length. There was a split vote with the casting vote agreed to continue with the membership for the next twelve months. It was agreed to monitor the advantages of the membership closely over the next twelve months and to reconsider the membership in 2018.

**2017/22 To discuss and consider tree work requirements at the Church Yard and Burial Ground.**

The members were provided with the four year plan with TOP garden services.

Year 1-Price £1200.00

- Lifting the crown of all lime trees around the church yard.
- Removal of dead branches off trees.
- Estimated 5-meter crown reduction on the first two horse chestnut trees at the Loke.
- Felling two dead lime trees in the car park.
- Removal of all waste and leaving a clear and tidy site.
- Re-establish the hedge by the bench near the entrance, and the removal of all overhanging branches.

Year 2-Price £2500.00

Closing one side of the road:

- Pollarding road side lime trees in line with those on the pub side of the church. This will improve the overall look of the churchyard, allowing the trees to grow back and will be easy to maintain in the future.
- Removal of all waste and leaving a clear and tidy site.

Year 3-Price £2500.00

- Pollarding both sides of the Loke and bringing the lime trees in line with the rest of the churchyard. This will improve the overall look of the churchyard, and will be easy to maintain. This also reduces the amount of leaves falling on the Loke road making it safer for the public
- Removal of all waste and leaving a clear and tidy site.

Year 4-Price £360.00

- Re pollard the churchyard lime trees along the back of the pub and the pub car park.
- Removal of all waste and leaving a clear and tidy site.

It was agreed to accept the year 1 quote and to discuss each quote year by year and consider this at each year's budget setting. The Clerk will ask TOP to start work immediately.

Cllr Hudson arrived 8.10pm.

Members agreed to go back to item 2 on the agenda.

Cllr Hudson reported on the budget setting at SNC, a maximum increase of £5 per tax band D property was the current recommendation. He went on to explain the details around the Governance statement and suggested that the Parish should consider a response prior to the deadline.

**2017/23 To ratify the E-On fixed contract for the pavilion.**

The Clerk explained the new contract with EON for the pavilion, she had been advised that due to the small amount of usage the standing charge was no longer necessary if a very small increase is made to the electricity charge. This would reduce the EON bill significantly.

The amendment and new contract was unanimously agreed.

**2017/24 To discuss the approach and set a date for the village litter pick.**

Cllr Pietrzak would liaise with Cllr Hegarty and report back at the March meeting.

**2017/25 To receive and discuss finances of the Parish Council and to consider the payments presented.**

**1. January-February 2017**

The members unanimously agreed the finances as correct. Cllr Ford and Cllr Hewitt agreed to authorise the online payments.

**2017/26 The members to consider maintenance requirements around the village including, the Pavilion, the Playing field, the Burial Ground and Lighting maintenance.**

Concerns were raised with the hedge overgrowing the highway along Station Road opposite the Doctors surgery entrance. Flooding at Lodge Farm onto the Highway was also raised. The Clerk would investigate and report to NCC Highways department. The Clerk explained that she had potentially sourced a village Christmas tree for approximately £100 and it was agreed that fundraising to cover the cost would be added to the next agenda. The Clerk reported that residents had raised concerns on dog mess being disposed of in the general waste bins. The Clerk explained that this is actually allowed, she has however put posters on the general bins urging people to use the dog bins around the village.

At the site meeting held on Monday 6th February Cllr Newby, Cllr Schwier, Cllr Ford and Mr P Schwier discussed Mr Baines taking out the hedge ready for Mr Baines and Mr Schwier to prepare the land for access. The bank along the north boundary of the existing burial ground and Mrs James's field would be levelled and the spoil dispersed where appropriate. The hedge to the east was duly removed during the following week and it has become obvious that this spoil can be used to level the land, in particular the north corner behind the cherry tree. This would be a good use of resources, would improve access and negate the necessity to move the spoil away, thus saving time and money. It was concluded that to make best use of space the bench would need to be repositioned. Following this detailed report the whole Council agreed that good progress had been made and expressed their gratitude for Mr Schwier's generosity regarding his donation of time and equipment. The Clerk was asked to contact Mrs G Hegarty and her family to explain that the bench would need to be repositioned and to consider where the most suitable site might be so that the Burial Ground working party could make a decision.

**2017/27 To receive reports from the Clerk / Chair on various current issues, including:-**

**1. SAM2 data**

The data was examined by the members. The equipment had been sited at Colegate End Road heading towards the village. The traffic report was from 27<sup>th</sup> December 2016 to the 23<sup>rd</sup> January 2017. Total Vehicles 8135 = 300 per day. 33mph and under (6102 vehicles) =75%, Over 33mph (2033 vehicles) =25%. See Appendix 3.

**2017/28 To notice correspondence received and consider requests where necessary.**

**1. CPRE pledge**

It was agreed that no response would be provided.

**2. Cllr Ford – Report on correspondence relating to the car parking outside the school.**

Cllr Ford updated the members on the concerns and issues surrounding the parking and general highways issues at the School. The members agreed that this is a school matter but are happy to support the school by providing advice from the NCC Highways department. The Clerk would speak with Mr B Edwards from the Highways department at their March meeting.

The Clerk provided a Police report with recent crimes in the area. Members asked for the information to be broken down further to show specifics on Pulham Market. The Clerk would ask PC Jim Squires if this would be possible.

Members asked for another defibrillator training session as residents had asked for an update. The Clerk would try and arrange and report back at the next meeting.

**2017/29 To confirm the details for inclusion in the diary.**

- Master Composters
- Burial Ground Regulations
- Village Garden volunteers
- Beckvale Community Car Scheme drivers volunteers

**2017/30 To receive items for the next agenda and confirm the date and time of the next parish council meeting as Monday 13<sup>th</sup> March 2017, at 7.30pm.**

Nothing was reported.

Meeting Closed at 10pm

## **Action Points**

Cllr Ford	Circulate the policies.
Clerk	Finalise the withdrawal of the Possessory Title application.
Clerk	Discuss the process of the possessory title application with NorfolkALC.
Clerk	Pay CPRE £36 annual membership.
Clerk	TOP to start work immediately
Cllr Pietrzak & Cllr Hegarty	To discuss the village litter pick in time for the April agenda.
Cllr Ford & Cllr Hewitt	Authorise the finance
Clerk	Report Lodge Farm to NCC Highways Department.
Clerk	Report over growing hedge opposite the Doctors Surgery entrance.
Clerk	Include fundraising for the village Christmas Tree on the March agenda.
Clerk	To liaise with the Police regarding the reports being more area specific
Clerk	Diary
Clerk	Arrange defibrillator training.

On Friday I attended Pulham Primary School along with many others for the opening of the Dade Meadow, the official opening of the Iceni House, Battle Re-enactment and the exhibition in the school and the New Library. It was very cold day but everyone enjoyed the whole event so congratulations to all of the children, staff and everyone that helped to make occasion so memorable.

A big thank you to all of the firemen who dealt with the very serious fire at London road in Harleston on the 9<sup>th</sup> of February. Their quick attendance and expert work prevented this fire from spreading to cause much more damage whilst making the area safe for all. So a big thank you to all of our emergency services who attended this fire.

On next Monday Feb 20<sup>th</sup> NCC will be setting their budget for 2017/18

Norfolk County Council will receive an additional £5.1m from central government to spend on road and transport improvements in the 2017/18 financial year. This is new funding for local highway and other local transport improvements which is designed to support local economic growth and improve access to employment and housing. This will deliver schemes that will improve safety on our roads, reduce congestion at key locations and upgrading or improving the maintenance of local routes.

People are being urged to sign up to become one of Norfolk County Council's master composters. The council currently has 80 volunteers who spend 30 hours each year promoting the many benefits from getting involved with this initiative. A free, two day training course will be held at Holt Hall Environmental and Outdoor Learning Centre on Saturday March 25<sup>th</sup> and Sunday 26<sup>th</sup>. To find out more and to apply for a place email [mastercomposters@norfolk.gov.uk](mailto:mastercomposters@norfolk.gov.uk) or call 0344 800 8020

The most borrowed books from Norfolk's libraries have been revealed, with a mix of adults and children's favourites topping the chart. The most borrowed book in 2015/16, was Susan Lewis's novel To Close To Home. In total NCCs libraries issued more than five million items in 2015/16. Whilst the vast majority of these items were books, e-books, e-audio books, e-magazines, DVDs, CDs and console games are included within that total.

I am pleased to see that South Norfolk Council are promoting The Big South Norfolk litter pick again. Organize a litter pick with your community group, charity or school and you will be automatically be placed in to prize draw to WIN £200. Each group taking part will also receive a £20 voucher to spend in their community. To sign up visit [www.south-norfolk.gov.uk/litter-pick](http://www.south-norfolk.gov.uk/litter-pick) or call 0808 168 2000

Congratulations to all of the local individuals and local groups that were nominated for the South Norfolk community Awards. Winners were, the River Waveney Trust, Samantha Johnson, Chris Brooks, with Bullock Fair Charity Shop, Harleston and District Dementia Friendly Group and Mike Booty (South Norfolk Youth Symphonic Band) also recognised for the fantastic work they do within our communities.

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

## Appendix 2- February finances

PULHAM MARKET PARISH COUNCIL  
FINANCIAL STATEMENT FOR FEBRUARY 2017

INCOME:	Amount
<b>TOTAL INCOME</b>	<b>£0.00</b>

EXPENDITURE:	NET	VAT	GROSS	DETAILS
Clare Crane -Bacs	£599.19	£0.00	£ 599.19	Clerk's salary -(556.69 ) use of home as office (27.00) plus petrol expenses (15.50)
E-ON Street Lighting	£35.34	£1.76	£ 37.10	Dec - Jan 2017
JP Horticultural	£175.00	£0.00	£ 175.00	Planting of hedging in the new BG.
<b>TOTAL EXPENDITURE</b>	<b>£809.53</b>	<b>£1.76</b>	<b>£811.29</b>	

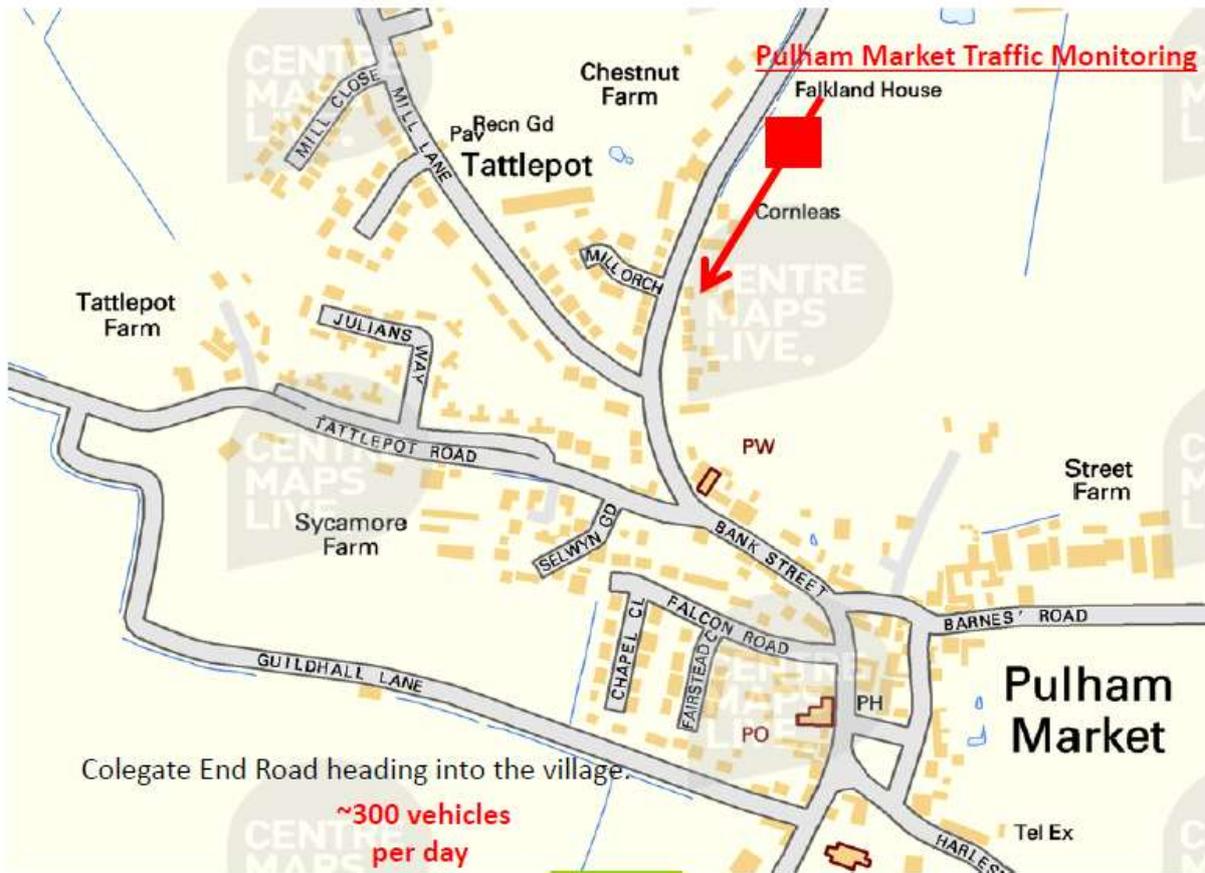
BALANCES: (After presentation of above)	Unity Trust- Tailored Account	Unity Trust - Tailored Deposit Account	TOTAL AT BANK	NOTES
Brt Fwd previous month	£18,839.43	£15,295.18	£34,134.61	
income	£0.00			
<b>TOTAL</b>	<b>£18,839.43</b>			
Less Expend	<b>-£811.29</b>			
transfer				
Carry Fwd	£18,028.14	£15,295.18	£33,323.32	

**£811.29 Not cleared as yet due to be paid 15/02/17**

£18,839.43	£15,295.18	£34,134.61	Held at the Bank REAL TIME
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C Crane  
Clerk to Parish Council  
13-Feb-17

**Appendix 3- SAM2 results**



**Pulham Market – Village Speed Limit 30Mph – Colegate End Road heading into the village.**

**Traffic Report From 27/12/2016 through 23/01/2017**

**Total Vehicles 8135= 300 per day**

