



Minutes of Pulham Market Parish Council Meeting held in the meeting room of the Memorial Hall, at 7.30 pm, Monday, 8 January 2018

Present: - Cllr A Ford (Chair), Cllr M Newby (Vice Chair) Cllr S Hewitt, Cllr M Alexander, Cllr G Hegarty, Cllr S Falvey and Cllr A Schwier.

County Councillor:- Cllr M Wilby

Parish Clerk: - Mrs Clare Crane.

Members of the Public- 1

AGENDA

2018/1 To consider accepting apologies for absence.

Cllr S Pietrzak put forward her apologies due to work commitments. These were unanimously accepted. Cllr C Hudson had also provided his apologies to the Clerk.

2018/2 To receive any declarations of personal or prejudicial interest from members on any item to be discussed.

Nothing was declared.

2018/3 To consider any co options onto the Parish Council and to advise the Clerk if any Councillors would like to attend the Councillor training on the 10th January 2018 organised by Harleston with Redenhall Town Council.

The Clerk introduced Mrs Sarah Grint (in attendance of the meeting) to the members of Parish Council. She confirmed that she would be interested in being co-opted onto the Parish Council at the February meeting subject to the requirements of the Co-Option Policy and completing the application form. The Clerk agreed to liaise with Mrs Grint regarding training. Cllr S Falvey confirmed his resignation from the Parish Council and for this to come into effect at the end of the January meeting. Members unanimously agreed to accept the resignation and thanked Cllr Falvey for all of his hard work and support over the years.

2018/4 To receive reports on matters of interest to the parish from District and County Councillors.

Cllr M Wilbys report- Appendix1

Cllr Schwier and Cllr Hewitt agreed to attend the GNDP meeting at SNC on 16/01/18 and report back to the members at the February meeting.

2018/5 To approve and sign the Minutes of the last meeting held on 11th December 2017.

It was unanimously agreed the minutes were a true and correct record of the meeting.

2018/6 Parishioner open forum.

N/A

2018/7 The Clerk to provide the members with information on any matters

arising from the minutes of the last meeting.

The Clerk confirmed actions from the last meeting had either been completed or were included on the January agenda for further consideration. It was confirmed that the Clerk is liaising with Spires Solicitors in Long Stratton regarding the Memorial Hall Trust Deed. It was agreed for the Clerk to progress with the process with Cllr Hewitt and to obtain advice from the Charity Commission, other village hall organisations and NorfolkALC for further clarity. It was confirmed that she was still waiting for confirmation of the closure of the previous Emergency Plan bank **account** that is currently held with Mr A Bell and she would continue to pursue this matter. Members agreed that PC Jim Squires reply to the Clerk regarding speeding and the SAM2 results along Harleston Road should be responded to ensure that this matter is seriously considered further.

2018/8 Members to consider new planning applications and vote for resolutions will be held and comments to be confirmed.

1. 2017/2783 Applicant: Mr Giles Cowley

Location: Central Hair Salon Bank Street Pulham Market IP21 4TG

Proposal: Change of use from A1 (hair salon) to B1 (bespoke wedding cake workshop, with kitchen and consultation room)

It was unanimously agreed to support the application.

2018/9 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**-Sam2 Data- Village Speed Limit 30Mph – Tattlepot Road Travelling West from the 26/11/2017 10:06:01 through to the 24/12/2017 09:16:00. The Max Speed was 81.0 mph on 11/12/2017 at 15:19:00 and the Total Vehicles = 59,916 counts. Travelling 33mph and under (50,064 vehicles) =83.56% and travelling over 33mph (9,852 vehicles) =16.44%. Full details of the report are on the village website.

2. **Condition of village benches**-The Clerk had provided the members with a report to show the condition of the village benches. It was agreed for removal of the bench at the far side of the Burial Ground to be advertised in the February diary as it is in very bad condition. Any parishioner who might wish to have the bench for personal use would be asked to contact the Clerk. The Clerk would ask Mr Jeff Brown for a quote for the refurbishment of the bench at the end of Falcon Road. Cllr Hegarty agreed to liaise with a resident regarding a memorial bench near to the cremation area at the Burial Ground and to see if a deed was provided at the time of the siting of the bench in an effort to clarify the ownership and responsibility for the maintenance of the bench.

3. **Grass Cutting charges**-The Clerk provided a report on the additional grass cutting charges. It was agreed for the Burial Ground and the Playing Field to be cut in February to assist with maintenance for the Spring.

4. **Pavilion electrics**-Mr Simon Majoram had provided the Clerk with a quote for the upgrading of the electrics, and showers in the Pavilion. It was agreed for Cllr Hewitt and the Clerk to get two further quotes and full clarification of what work needs be undertaken.

5. **Village Car Park**-The Clerk was asked to get confirmation from NCC Highways department if the £1000 earmarked from Cllr Wilby's Highways grant money could be spent on the resurfacing of the village car park. It was agreed for the Clerk to get quotes from Waterfields for the resurfacing and Mr Gary Crook for the repainting of the yellow no parking lines by the Emergency Exit door.

2. Members to be updated on the extension to the Burial Ground project.

- a. Trees and Hedges-A meeting had taken place with the Clerk, members of the Burial Ground committee, Robin Taylor (Landscape Architect) at SNC, Mr Baines and TOP's. The process of any hedge and tree work required was explained in full and Mr Taylor agreed to provide the Council with outline proposals. It was agreed for the Clerk to share correspondence from SNC with neighbouring residents for their thoughts on the future maintenance and improvement of the boundary hedge along the northern side of the extension to the burial ground.
- b. Concrete Plinths and Landscaping-Mr Baines is costing the proposal for the concrete plinths.
- c. Plan update-This would be updated in due course.
- d. Burial Ground policies, charges and regulations-It was agreed for these to be considered separately from the bulk of the Parish Council policies and to be considered at the February meeting. The Clerk would circulate all the policies to all the members for review.

2018/10 Members to consider and ratify all the Parish Council Policies.

The 'Policies' working party confirmed to the members that these have all been read and updated. The Clerk will be circulating master copies for the members to read.

2018/11 Members to discuss and consider the updating of the Parish Council website and the use of Social Media.

It was agreed for this item to be discussed at the February meeting.

2018/12 To receive and discuss finances of the Parish Council and to consider the payments presented for ratification.

1. December-January 2018

Cllr Ford and Cllr Hewitt agreed to approve the online banking transactions. Appendix 2.

2018/13 Members to ratify Clerk training on the new General Data Protection Regulations (GDPR) at a cost of £35 to be split with Starston Parish Council.

This was unanimously agreed by full council.

2018/14 Members to ratify the budget for 2018/2019 and set the precept.

After a lengthy discussion it was unanimously agreed that the Precept figure would be increased by £1,450. The Precept figure will increase from £24,162.00 plus £942.00 South Norfolk Grant Funding 2017-2018 to £25,612.00 plus £428.00 South Norfolk Grant Funding 2018-2019. Based on South Norfolk Council's 2018/2019 Tax Base of 381 for this parish this equates to the average band D household paying £64.44 2017-2018 to £67.22 in 2018-2019 per annum for the Parish Council Tax, an additional £2.78 per annum. The Clerk was asked to publish these figures on the Parish Council noticeboard.

2018/15 Members to consider any grant requests.

No requests had been put forward the Clerk confirmed that the Memorial Hall had been paid £1200 from the CIL money as per appendix 2.

2018/16 Members to note correspondence received and consider requests where necessary.

1. Mrs Sarah Weller-Car Parking on the village car park.

Members considered the request at length, areas of concern included the unlikelihood of any guide lines being adhered to, the policing of the car park parking, ongoing costs for maintenance, and the inappropriateness of lines within the conservation area. It was proposed, seconded and unanimously agreed that the village car park would not have any parking bay markings added to it. The Clerk was asked to write to Mrs Weller with the Council's conclusion.

2. Mrs M J James-Proposed works to hedging along Pulham St Mary Magdalen boundary with grounds of the The Old Rectory.

Members duly noted the contents of the letter received. The Clerk will write to Mrs James as detailed in Item 2a above.

2018/17 Members to confirm the details for inclusion in the diary.

1. Community Speed-watch team.

It was agreed for the diary to include the following;

The village needs some additional help:

Six volunteers to join a speed watch group; one volunteer to sort the diary and inserts and deliver these to nine houses – approximately 1 hour a month and one new Parish Councillor.

The bench at the Burial Ground would be advertised to the residents for removal on a first come first served basis.

Congratulations and well done to Pulham Players for their fabulous Pantomime.

2018/18 The Clerk to receive items for the next agenda and confirm the date and time of the next Parish Council meeting as Monday 12th February 2018 at 7.30pm.

Cllr Alexander sent her apologies in advance on the February meeting due to holiday commitments.

Meeting closed 9.40pm

Action Points

The Clerk	GNDP (Greater Norwich Development Plan) February agenda.
The Clerk and Cllr Hewitt.	Progress with the Memorial Hall Trust Deed – Charity Commission, other village hall organisations and NorfolkALC for further information.
The Clerk	Transferring of the Emergency Plan money from the old bank account to the Parish Council.
The Clerk	Support planning application 2017/2783.
The Clerk	Respond further to PC Jim Squires correspondence.
The Clerk	Contact Mr Jeff Brown for a quote on the refurbishment of the Falcon Road bench.
The Clerk	Advise the grass cutters to cut the Burial Ground and the Playing Field in February.
The Clerk and Cllr Hewitt.	Clarification on the electrical work that is required to be undertaken at the Pavilion and obtain 2 further quotes.
The Clerk	Obtain confirmation from NCC Highways team that they would support the expenditure of Cllr Wilby's £1000 Highways grant money on the refurbishment of the village car park.
The Clerk	Obtain a quote from Waterfield for the refurbishment of the village car park.
The Clerk	Obtain a quote from Mr Gary Crook for the repainting on the yellow lines outside the Emergency exit at the Memorial Hall.
The Clerk	Write to neighbouring residents asking for their thoughts on the proposals put forward by SNC on the future proofing of the boundary hedge along the northern side of the extension to the burial ground.
The Clerk	Receive quotes for concrete plinths from Mr Baines.
The Clerk	Circulate the Burial Ground Rules and Regulations to all members.
The Clerk	Burial Ground Regulations to be included on the February agenda.
The Clerk	Print master copies of all the Parish Council policies and circulate to all the members.
The Clerk	Social Media – February agenda.
Cllr Hewitt and Cllr Ford	Approve the online banking transactions.
The Clerk	Provide SNC with the precept requirement for Pulham Market.
The Clerk	Add the Precept figures to the PC noticeboard.
The Clerk	Write to the resident and confirm the outcome of the decisions made with regards to not supporting the parking bay markings on the village car park.
The Clerk	Diary - Six volunteers to join a speed watch group. One volunteer to sort the diary and inserts and deliver these to nine houses – approximately 1 hour a month. One new Parish Councillor. The bench at the Burial Ground would be advertised to the residents for removal on a first come first served basis. Congratulations and well done to Pulham Players for their fabulous Pantomime.
Cllr Hegarty	To obtain information from a resident regarding the ownership of the bench at the Burial Ground that is sited near to the cremation area.

Appendix 1 – Cllr Wilby’s report.

GRITTING RUNS 40 SO FAR

There is currently a public consultation on the emerging Greater Norwich Local Plan (GNLP) which started on Monday the 8th of January and runs till March 15th 2018. The consultation will include a Growth Options document, setting out the broad housing numbers required to 2036, six main distribution options, and a significant number of questions on various policy areas (such as air quality, landscape and affordable housing). Also published will be the Site Proposals document, listing sites submitted for consideration for various uses through the plan, along with a settlement summary for those parishes where sites have been submitted. In addition, the Housing and Economic Land Availability Assessment (HELAA) in the evidence base has more detail on the sites submitted for potential inclusion in the GNLP. Other evidence studies, along with the Interim Sustainability Appraisal, will also be available for comment. It is very important to note that this is a consultation stage – no final decisions have been made on any policy choice or site. About 25 roadshows at various locations in Greater Norwich have been planned to take place during the consultation period. The venues and dates will be published on www.gnlp.org.uk

Work has started to improve the safety of A146 Hales junction, with the addition of a new roundabout among the changes at the cost of £1.6m. Funded by the government's new National Productivity Investment Fund, the changes will see a roundabout replace the current junction, along with the addition of new lay-bys to allow buses to safely serve the village. The junction was identified as one in urgent need of improvement, with Norfolk County Council assessing its accident record and finding it to be the most dangerous in the county.

Almost £3 million of funding has been allocated to rural businesses in Norfolk and North Suffolk through an initiative managed by Norfolk County Council and there is still time to apply for the remaining funding. This funding is from the European Agricultural Fund for Rural Development (EAFRD) delivered via Defra. In the UK this fund is managed by the Rural Payments agency and distributed via the Rural Development Programme for England (RDPE). The Local Action Groups (LAGS) deliver the funding under the 'LEADER' approach, which decentralises the decision and funding powers allowing the partnership to support the rural economy at a local level. Around £4.5 million of funding is still available for rural businesses to apply for through the scheme. Rural businesses can find out more about their Local Action Group, how to apply for funding at www.norfolklags.co.uk

In a recent National independent survey Norfolk County Council was ranked seventh out of 31 similar councils for satisfaction with highways and transport services. The National Highways and Transport Network Survey is carried out annually by Ipsos MORI. Members of the Environment, Transport and Development Committee were told that for the 2017 survey 3300 Norfolk residents, chosen at random, were asked to rate a range of highway and transportation services, including public transport, walking and cycling, congestion, road safety and road maintenance.

My next surgery will be at HIP on Saturday March 3rd at 10am

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		BUDGET
BUS SUBSIDIES	£500,000	CONSULTATIONS
GRITTING ROUTES	£200,000	
LOCAL MEMBER BUDGET	£500,000	

Appendix 2- January finances

PULHAM MARKET PARISH COUNCIL
FINANCIAL STATEMENT FOR JANUARY 2018

INCOME:	Amount	
Spencer Wix Interest	£35.00 £2.35	Re inscription amendment late Alice Parfitt. 31/12/17 on the savings account.
TOTAL INCOME	£37.35	

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 7/12/17-6/01/18 unlimited calls £8.99)
Norfolk Playing Field Association	£20.00	£0.00	£ 20.00	Membership 1st April 2018
Glasdons	£118.70	£23.74	£ 142.44	Black 50L Slimline wall mounted litter bin.
Buildbase	£5.16	£1.03	£ 6.19	Jubilee Hose clips for the playing field sign.
Pulham Market Memorial Hall	£74.20	£0.00	£ 74.20	Meeting room hire charges Oct/Nov/Dec
Pulham Market Memorial Hall	£1,200.00	£0.00	£ 1,200.00	CIL Money Grant
Unity Trust	£18.00	£0.00	£ 18.00	Bank Charges
Wave Water	£19.95	£0.00	£ 19.95	Pavilion 9/8/17-07/12/17
E-ON	£2.51	£0.13	£ 2.64	Pavilion 14/9/17-14/12/17
TT Jones Electrical	£30.55	£6.11	£ 36.66	Street lighting maintenance Jan-Feb-Mar 2018
NPTS	£23.34	£0.00	£ 23.34	GDPR Clerk training
TOTAL EXPENDITURE	£2,132.88	£31.01	£2,163.89	

BALANCES: (After presentation of above)	Unity Trust- Tailored Account	Unity Trust - Tailored Deposit Account	TOTAL AT BANK	NOTES
Brt Fwd previous month	£25,550.76	£15,304.20	£40,854.96	
income	£35.00	£2.35		
TOTAL	£25,585.76			
Less Expend	-£2,163.89			
transfer				
Carry Fwd	£23,421.87	£15,306.55	£38,728.42	

£943.25 Not cleared as yet due to be paid 13/12/17
 -£180.00 Not cleared from November (Late P Gunton- Cheque 702074)
 -£105.04 Not cleared from December (Starston Parish Council expenses)

£24,080.08	£15,306.55	£39,386.63	Held at the Bank REAL TIME
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C Crane
Clerk to Parish Council
08-Jan-18