



Minutes of Pulham Market Parish Council Meeting held in the meeting room of the Memorial Hall, at 7.30 pm, Monday, 09 July 2018

Present: - Cllr A Ford, Cllr M Alexander, Cllr G Hegarty, Cllr A Schwier, Cllr C Darbshire, Cllr S Hewitt and Cllr Newby.

Parish Clerk: - Mrs Clare Crane.

District Councillor – Cllr C Hudson.

County Councillor – Cllr M Wilby.

Members of the public – 0

2018/117 To consider accepting apologies for absence.

Resolved to accept apologies from Cllr S Grint and Cllr S Pietrzak due to work commitments.

2018/118 To receive any declarations of personal or prejudicial interest from members on any item to be discussed and consider any dispensations.

Nothing was declared.

2018/119 To receive reports on matters of interest to the parish from District and County Councillors.

Resolved for the meeting to be closed for County Councillor Martin Wilby to report to the members. See appendix 1.

Cllr Wilby congratulated the success of the Pink Tractor ladies on the 1st July. The GNLP new revised timetables have been agreed and a further consultation on the newly submitted sites will be out for comment in the Autumn. Information was provided on the newly set up Norfolk Against Scams Partnership (NASP) which is a group of organisations who are committed to taking a stand against scams.

Cllr Wilby agreed that if some of the village footpath matters are not resolved by NCC the Council should ask him for further support. (He will attempt to attend the forthcoming meeting.) Cllr Hudson provided information on the merging of South Norfolk District Council and Broadland District Council with a joint Chief Executive. Voting has started for Community Pub of the Year. The Pennoyers Centre and Pulham 1st Brownies both won the additional £200 each in South Norfolk for taking part in the South Norfolk Big Litter Pick 2018.

2018/120 To approve and sign the Minutes of the last meeting held on 11th June 2018.

Resolved to approve the minutes as a true and correct record of the meeting.

2018/121 Parishioner open forum.

The forum was not required.

2018/122 The Clerk to provide the members with information on any matters arising from the minutes of the last meeting and to be updated on events that have happened since the last meeting.

- The Clerk asked NorfolkALC for advice relating to gifts received for recognition of work. It was suggested that the Standing Orders are checked, if there is nothing to

state that gifts cannot be received then create a Gift and Hospitality Register. This has since been set up. Letter of thanks was sent.

- The Clerk confirmed with the inquirer that the use of The Green for a popup weekly yoga event had been authorised subject to noise and all litter being collected. Information on the usual weather permitting guidelines and pre commitments of village events such as Music day had been given.
- SAM2 report posted on the website.
- The Clerk emailed NCC Highways team regarding the weed killing around some signs in the village. They will send a technician out to inspect the areas and will report back further.
- The Clerk confirmed a three year long term agreement through Inspire Insurance via the Came and Company Insurance Brokers. Premium Payable £1019.96
- Cllr S Hewitt and Cllr A Ford approved the online finances from the June meeting.
- The Clerk thanked the resident for their comments on the dates of the 2018 litter pick. Their comments have been duly noted.
- Letters were sent to households highlighting concerns regarding overhanging hedges on the public footpaths.

2018/123 Members to consider new planning applications and vote for resolutions will be held and comments to be confirmed.

a. 2018/1262 Applicant: Mr Allwood Location: The Oaks Common Road Pulham Market IP21 4XT Proposal: Change of use from agricultural land to residential curtilage, with reposition of access and new driveway.

Resolved to support the application via the portal during the meeting subject to NCC Highways having no objections to the suitability of the access.

2018/76 The Clerk to report to the members

a. The progression of the upgrading of the village Website.

The Clerk confirmed the progress will be reported on at the September meeting.

Action: Clerk

b. Lease and Trust Deed of the Memorial Hall

The Clerk confirmed that this is being worked on and she will report progress ASAP.

Action: Clerk

2018/77 Members to be provided with an update on the progression of the Council's GDPR compliance

The GDPR working party reported that they had had a further meeting and clarity on certain aspects was being sought with regards to whom and when a consent form needs to be obtained. The members were asked to consider individual email addresses and the Clerk was asked to attain IT advice regarding the type of email accounts and if cloud space was required. A copy of the training will be sent to all the members and a cover sheet will be provided for each member to confirm receipt and understanding of the documentation at the September meeting.

The Clerk's signature on the end of each email had been amended to include GDPR and it had been agreed that auto responses were not necessary at this time. The amendment to the Clerk's Job Description and the Data Audit is still required to be completed by the working party in due course.

Resolved for the GDPR working party to provide an update at the September meeting.

Action: Clerk
Action: GDPR Working Party

2018/78 Members to discuss the condition of the village car park, the registration of

ownership with the land registry and ratify any action required.

A defect risk assessment was carried out by the Clerk and two Councillors on the condition of the surface of the village car park and maintenance costings have been received. The Clerk was asked to contact NorfolkALC for legal advice and due process relating to the registration and provide the working party with further information.

Resolved for the Clerk, Cllr Ford, Cllr Newby and Cllr Darbshire to be part of the land registry working party and to report back at the September meeting.

Action: Clerk
Action: Land Registry Working Party

2018/79 Members to discuss NCC PROW's response and ratify any action required.

A lengthy discussion took place regarding the village footpaths and the response to the subsequent letter that was sent to NCC South Area Manager.

Resolved for the Clerk, Footpath Warden (Mrs Sue Hewitt) Cllr G Hegarty and Cllr A Schwier to be part of the footpaths working party and to meet on site in due course to attempt to get some of the long term issues resolved.

Action: Clerk
Action: Footpaths Working Party

2018/80 Members to discuss the ROSPA playing field report and ratify any action required.

Cllr Hewitt and the Clerk reported that the report was reasonably positive and many of the comments included are recorded as low risk. Cllr Hewitt confirmed that he had been in contact with 'Playsafety' to obtain advice on the best type of matting for underneath the swings and he would look to continue working on this project.

Action: Cllr Hewitt

2018/81 BG working party to update the members on the meeting re the northern boundary hedge at the Burial Ground.

The members visited the Burial Ground and discussed the landscaping of the extension to the burial ground including the trimming of the hedge along the northern boundary.

The Clerk was asked to contact Durrant's the estate agent for final documentation regarding land ownership.

Resolved for the Clerk to organise the strimming along the hedge line and the ditch on the northern boundary line.

Action: Clerk

2018/82 Members to consider any maintenance requirements around the village including, the Pavilion, the Playing field, Lighting, Burial Ground and to receive the recent SAM2 report.

- Report the bad condition of Barnes Lane Road surface to the relevant authority after BT Open Reach had concluded their work.
- Pursue NCC Highways further regarding the possible NCC contractors that are weed killing around the signs in the village.
- Letter to residents regarding maintaining their hedges.
- Find out further information and legal requirements for council contractors working in open spaces such as playing fields.
- a) Collecting of arisings at the Burial Ground.
 - Attain quotation from TOP's for one-off grass arising's collections at the Burial Ground.
- b) Village benches.
 - Organise for the bench at the Burial Ground to be pressure washed.
 - Organise the refurbishment of the bench on Falcon Road within the set budget.

- Organise the pruning back of the shrubs around the Station Road (near the surgery) bench.

Resolved for the Clerk to arrange all maintenance requests.

Action: Clerk

2018/83 Members to consider the working parties recommendations regarding Clerk's pay and Annual Appraisal.

The Clerk was asked to leave the meeting while the members were asked to consider the recommendations of the working party regarding the Clerk' annual appraisal and pay review for 2018-2019.

The Parish Council formally thanked the Clerk for her continuing hard work.

Resolved for the Clerk to remain on SCP29 and for the recommended inflation rise to be back dated to April 2018 in accordance with the guidelines set out by the SLCC and NorfolkALC.

Action: Clerk

2018/84 To receive the June-July 2018 finances and consider the payments presented for ratification.

It was proposed that all councillors should try and familiarise themselves with the online banking system before the September meeting.

Resolved to approve the statement of accounts and to approve presented payments, Cllr M Newby and Cllr A Ford—appendix 2.

Action: Cllr A Ford & Cllr M Newby

2018/85 Members to note correspondence received and consider requests where necessary.

Nothing required to be noted.

2018/86 Members to confirm the details for inclusion in the diary & / or Parish Magazine.

- Well Done to the Music Day committee
- Norfolk takes a stand against scams
- Use of the Playing Field and Tennis Courts over the summer
- Reminder for more floats for the Carnival in September
- Thank residents for cutting their hedges back where necessary

Resolved for the above points to be included in the village diary for August.

Action: Clerk

2018/87 The Clerk to receive items for the next agenda and confirm the date and time of the next Parish Council meeting as Monday 10th September 2018 at 7.30pm.

- Six Month Budget Review
- Mini Recycling Centre on Falcon Road - Adopter Payment Confirmation
- Unity Trust charges increase
- Standing order legal amendments
- GDPR Update

Resolved for the above points to be included on the September agenda.

Action: Clerk

Meeting closed 22.26pm

Appendix 1 – Cllr Wilby’s Report

Congratulations to all of the Pink Tractor Ladies and their many helpers on their 15th annual tractor run on July 1st. As always they meet on Thorpe Abbots Airfield which is right in front of where I live, so its lovely to see them arriving from early in the morning (6.30am) with their tractors so colourfull and decorated in PINK. They travel through our villages and Harleston where hundreds of people cheer them on their way before returning later in the afternoon to the airfield. Their target is to raise 1 million pounds which I am sure they will soon achieve.

Greater Norwich Local Plan (GNLP) At the recent GNLP meeting held at Broadland Council Offices, a new revised timetable was agreed, which is: Consultation on newly submitted sites between October and December 2018, Publish a draft plan for consultation to include preferred policy options, growth strategy and site allocation September to October 2019, Formal submission of GNLP to secretary of State June 2020, Public hearings January 2021, Publication of inspectors report July 2021 with adoption of GNLP September 2021.

Up to 3,000 pounds can now be claimed by individual businesses in Norfolk towards the cost of ultra-fast broadband digital connection. Though the Giga-bit Broadband Voucher Scheme, small to medium businesses, as well as surrounding communities, can claim a one-off contribution towards the cost of a full fibre connection. For more information visit gigabitvoucher.culture.gov.uk

Norfolk takes a stand against scams.

NCC has set up the Norfolk Against Scams Partnership (NASP) which is a group of organisations who are committed to taking a stand against scams. If you think you or a relative, friend or neighbour have been the victim of a scam, please report it to Trading Standards via the Citizens Advice Consumer Helpline on 03454 04 05 06 or fraud on 0300.123 2040 Or you could become a Friend against Scams by completing the online training, attend a session or request training for your group or organisation by visiting www.norfolk.gov.uk/friendsagainstscams

I recently attended the annual Crucial Crew event held at Easton College, this is where over 1,000 youngsters from South Norfolk Primary schools attend to learn about different safety scenarios. They are, Houshold Emergencies, Staying Safe Online, Electrical Safety, Water Safety, Gas Safety, Norfolk Youth Offending team, Fire safety, St. John ambulance, Alchohol and Drug Awareness, and Healthy Relationships. This was the 15th year that this event has been held which is organised by the Norfolk Fire Service and funded by South Norfolk Council.

Voting is now open for South Norfolk Commuunity Pub of The Year competition, there are four categories which are

- 1 Outstanding Commuunity focus
- 2 Best Customer Service
- 3 Most Family Friendly
- 4 Tastiest food and Drink

Visit www.south-norfolk.gov.uk/pubs for more information

My next surgery will be at HIP 10am on September 1st

Martin Wilby

Appendix 2- July Finances

PULHAM MARKET PARISH COUNCIL
FINANCIAL STATEMENT FOR JULY 2018

INCOME:	Amount	
Came and Company	£1,071.02	This was NOT paid out as per the JUNE financial documents. NOT A CREDIT but shown for clarity.
Pulham St Mary PC	£75.00	GDPR Training
Bank Interest	£7.69	On the Savings account.
S & A Robinson Stonemasons	£90.00	Late Marie Couzens and W Couzens - Erection of new headstone
TOTAL INCOME	£1,243.71	

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)
Came and Company	£1,019.96	£0.00	£ 1,019.96	3 Year Annual Insurance
TT Jones Electrical	£30.55	£6.11	£ 36.66	Street Lighting maintenance July-August-September
Wave	£16.15	£0.00	£ 16.15	Water in the pavilion 07/03/18- 06/06/18
E-ON	£23.28	£1.16	£ 24.44	Sports Pavilion E-On 14/3/18-14/6/18
Rospa	£87.50	£17.50	£ 105.00	Rospa Annual Play Inspection
NPTS	£100.00	£0.00	£ 100.00	2@£50 each councillor training 27/9/18
PMMH	£85.00	£0.00	£ 85.00	April 16th, 23rd,26th. May14th and June 11th
Unity Trust	£18.00	£0.00	£ 18.00	Service Charge
Clare Crane -Bacs	£14.27	£1.06	£ 15.33	BT Phone Bill (7/6/18-6/7/18) and Expenses
TOTAL EXPENDITURE	£2,006.19	£25.83	£2,032.02	

BALANCES: (After presentation of above)	Unity Trust- Tailored Account	Unity Trust - Tailored Deposit Account	TOTAL AT BANK	NOTES
Brt Fwd previous month	£31,480.37	£15,314.10	£46,794.47	
Income	£1,236.02	£7.69		
TOTAL	£32,716.39			
Less Expend	-£2,032.02			
transfer				
Carry Fwd	£30,684.37	£15,321.79	£46,006.16	

£969.62 Not cleared as yet due to be paid out 11/7/18
-£90.00 Not cleared as yet due to being paid in on the 29th June 2018

£31,563.99	£15,321.79	£46,885.78	Held at the Bank REAL TIME
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C Crane
Clerk to Parish Council
09-Jul-18