



**Minutes of Pulham Market Parish Council Meeting held in the meeting room of the Memorial Hall, at 7.30 pm, Monday, 11 June 2018**

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

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

**Members of the public – 7**

**2018/98**      To consider accepting apologies for absence.

**Resolved to accept apologies from Cllr M Newby, due to holiday commitments.**

**2018/99**      To receive any declarations of personal or prejudicial interest from members on any item to be discussed and consider any dispensations.

Nothing was declared.

**2018/100**      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.

District Councillor Clayton Hudson had sent his apologies in advance of the meeting.

Questions were put to Cllr Wilby regarding the 12 month pilot scheme for two parish councils repairing potholes within their own parishes.

The Footpath Warden asked Cllr Wilby for a further update from NCC on some of the un-concluded PROW issues in the village. He reported that there were no further updates at this time, but he was pressing them for action.

**2018/101**      To approve and sign the Minutes of the last meeting held on 14<sup>th</sup> May 2018.

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

**2018/102**      Parishioner open forum.

**Resolved for the meeting to be closed.**

Mr Henry Doble – Planning consultant at Acorus Rural Property Services Ltd.

Mr Will Scott – Associate, Agricultural Business Consultant at Brown and Co.

An explanation of the details of the amended planning application 2017/1929 was reported to the meeting, including the resolving of Highways and visual impact concerns.

**2018/103**      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 italic points are still outstanding.

- *The Clerk is still working on the PMMH lease and trust deed.*
- *The meeting regarding the work that is required to be undertaken to the northern boundary hedge-Burial Ground Party is yet to be arranged.*

- *The Clerk has photographed the condition of the surface of the village car park and is waiting for quotes for patching.*
- *The Village benches report is still be finalised.*
- The Clerk was advised by NCC Highways team that they would not contact the residents of Rectory Terrace to explain the work that is going to be undertaken at the request of the School. The School have confirmed they will be contacting residents to explain the work.
- The Clerk informed both Cllr Ford and Cllr Newby of their continuing role as Chair and Vice Chair of the Parish Council and they have both completed 'Declaration of Office'.
- The Clerk contacted the Home-watch representative and it has been agreed that any Neighbour Watch alerts will be posted on the Facebook page.
- Judith Fumero has confirmed that she would continue as the Semere Recreation Ground Trustee.
- Cllr Alexander and Cllr Hewitt authorised the online payments.
- The village diary was completed as per the draft minutes.
- The Sam2 information was uploaded to the village website.
- Pulham St Mary Parish Council is keeping us briefed of the outcome of the fundraising tokens in the local Tesco branch for their playing field refurbishment.
- Advised that the Council would not be subscribing to Norfolk Parishes Services in 2018-2019 due to budgetary restraints.
- Emailed the resident who raised the idea at the Annual Parish Meeting for hard-core at the top end of FP8 and explained that this would be considered further depending funding available.
- County Councillor Martin Wilby has confirmed there would be no members Highways grant funding for 2018-2019 awarded to Pulham Market due to Harleston and Brockdish not receiving any money from the previous year.
- A letter of 'thanks' had been sent to Mr Bell for his assistance regarding the Emergency Plan money.
- The Clerk emailed Saffron Housing representative and raised parking and access concerns along Falcon Road, no further correspondence have been received.
- The Annual Governance Statement and the Accounting Statements for year ending 2018 have been sent to the external auditors.
- E-On has been to check the Electricity Metre in the Pavilion.
- Bird spikes have been fitted to the Basket Swing frame to try to stop bird mess on the equipment.
- Cllr Hewitt and the Clerk completed a playing field inspection prior to the ROSPA inspection in June.
- The playing field equipment and the tennis court were washed by Crook Power washing.

**2018/104**     Members to consider new planning applications and vote for resolutions will be held and comments to be confirmed.

**a.**     Application 2017/1929 Location Upper Vaunces Farm, Semere Lane, Pulham St Mary IP21 4QR. Proposed poultry unit including 6 x sheds, 3 x 3 feed bins, water tank, biomass building, storage building, office and mess rooms.

**Resolved for the meeting to be closed to for Mr Henry Doble – Planning consultant at Acorus Rural Property Services Ltd and Mr Will Scott – Associate, Agricultural Business Consultant at Brown and Co to provide the members with further information relating to;**

- Passing Places
- Highways related concerns
- Landscaping and visual impact

National Planning Policy supports economic growth and supports sustainable development of businesses via conservation of existing and new developments.

**Resolved for the meeting to be re-opened.**

**Unanimously agreed and resolved to support the application with no further comments required to be provided.**

**2018/105**     The Clerk to report to the members on the progression of the upgrading of the village Website.

A resident of the village had very kindly offered to assist the Clerk with the upgrade of the village website using the WordPress platform. Much of the existing wording and photos would be uplifted from the original website but with a more user friendly front end and a more practical back end editing system. The new website would be able to incorporate separate tabs for Burial Ground documents to be downloaded directly from the website, plus Parish Council policies and GDPR information. The Clerk was asked to continue with the project and to provide a further update at the July meeting.

Action: Clerk

**2018/106**     Members to be provided with an update on the progression of the Council's GDPR compliance.

It is to be proposed that the Data Protection Officer will be the Clerk / RFO for the Council; this has to be documented and ratified. The Clerk's job description must be updated outlining the details. This will be completed at the Clerk imminent appraisal.

A 'Data Protection working party' has been set up until such a time that the project is complete and then it will be formalised in the way of a complete terms of reference for a 'Data Protection Committee'. A 'Data Protection Regulation Policy' must be visible on the village website along with a 'Privacy Notice'. All relating documents have been circulated to all the members for review and consideration to adopt at the July meeting.

The Next Steps for the GDPR working party are as follows;

- Audit / Risk Assessment
- Clerk's Job Description amendment to take place at the annual appraisal
- Referring to GDPR within an auto response on the email
- Referring to GDPR within a signature on the end of each email
- Consider Councillor emails

To be included on our website will need to be the following;

- Training certificate (good practice)
- GDPR Policy
- ICO membership certificate (good practice)
- Privacy Notice

Thanks to the working party.

**Resolved for the July agenda for ratification.**

Action: Clerk

Action: Cllr Alexander and Cllr Darbishire

**2018/107**     Members to ratify the appointed 'nominated' Trustees for the Tenec Trust for the next 5 years in accordance with the Charity Commission Scheme as being Mr Frank Allen and Mrs Jan Thorp.

**Resolved.**

**2018/108**     Members to discuss and to consider any further action relating to the response from Norfolk County Council's Area Manager South for the Department for Community and Environmental Services regarding the PROW service.

A lengthy discussion took place regarding the response from Mr Matt Worden, Area Manager South, Department for Community and Environmental Services, Norfolk County Council in response to the issues raised by the Parish Council regarding the impassable PROWs in the village. Councillors were disappointed with the response. Members concluded that a subsequent response was required to be sent with the inclusion of Cllr Wilby outlining the continued unresolved matters and highlighting the necessity for NCC to adhere to policy and provide a full response to include what their powers are relating to these matters, clarifying that the problematic paths are cross field paths and the need for this to be resolved for future proofing.

**Resolved for Cllr Darbishire and the Clerk to draft a response and to circulate to all the members prior to sending.**

Action: Clerk  
Action: Cllr C Darbishire

**2018/109** Members to consider a new working party for improvement highways ideas and for the Norfolk County Council Parish Partnership Scheme 2019/2020 to be combined within this remit.

Members agreed to consider possible further highways improvements that could come under the scheme.

**Resolved to be considered at the September meeting.**

Action: Clerk

**2018/110** 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.

The Clerk confirmed the fly tipping of two large leather sofas in-between Coles Common and Ducks Foot Road had been reported to SNC. Crook Power washing had requested an outside tap be installed at the Pavilion, the Clerk was asked to get costs for tap. Cllr Hewitt explained that he had received quotes of approximately £2,300 for the replacement of the matting underneath the dual swing at the Playing Field. Cllr Hewitt will be continuing to work on this project.

Footpaths along Julian's Way and Spring Field Walk had been reported in September 2017 for repair. NCC Highways team had confirmed the work would be undertaken in the next 6-8 weeks.

The Clerk was asked to send letters to households highlighting concerns regarding overhanging hedges on the public footpaths.

Concerns were raised regarding the quality of the Burial Ground grass cutting and the possible need to have a collection of the arisings. Members agreed to visit the Burial Ground before the July meeting.

Concerns were raised regarding the weed killing around NCC Highways signs. The PC had been assured that weed killing does not take place, but photographic evidence shows otherwise. The Clerk was asked to raise this with NCC Highways Department.

SAM2 report on the website.

**Resolved for the Clerk to action all requests.**

Action: Clerk

**2018/111** To receive the May-June 2018 finances and consider the payments presented for ratification.

**Resolved to approve the statement of accounts and to approve presented payments, Cllr S Hewitt and Cllr A Ford—appendix 2.**

Action: Cllr A Ford & Cllr S Hewitt

**2018/112** Members to consider a working party to review the Clerk's pay and complete the annual appraisal.

Members were asked if they would like to be a part of this annual process, and to consider their inclusion for next year.

**Resolved for Cllr A Schwier and Cllr M Alexander to carry out the review and appraisal, the Clerk to organise a meeting.**

Action: Clerk

**2018/113** Members to consider the Insurance renewals quotes provided by Came and Company and to ratify an annual or three year policy.

**Resolved to agree the three year long term agreement total payable = £1019.96 to Inspire Insurance via the Came and Company Insurance Brokers.**

**2018/114** Members to note correspondence received and consider requests where necessary.

- The Litter picking team discussed alternative dates for the annual litter pick. It was agreed to continue at the usual dates.
- Request for the use of The Green for a popup weekly yoga event- The Clerks was asked to confirm there would be no noise and all litter would be collected and usual weather permitting guidelines. Advise of the pre commitments of village events such as Music day.
- TT Jones Electrical completed their annual lighting maintenance. No defects were reported.
- The Clerk had received a letter of thanks and voucher from a member of the public who wanted to thank her for resolving a Burial Ground issue. The Clerk was asked to check her contract and NorfolkALC if gifts can be received for recognition for work. It was confirmed that the additional work that was undertaken to resolve this matter had been charged out to the individual to cover additional costs.

**2018/115** Members to confirm the details for inclusion in the diary & / or Parish Magazine.

- Overgrown hedges obstructing footpaths
- Launch of South Norfolk Community Pub of the Year
- Dog Fouling

**2018/116** The Clerk to receive items for the next agenda and confirm the date and time of the next Parish Council meeting as Monday 9<sup>th</sup> July 2018 at 7.30pm.

**Resolved that the meeting will take place on the 9<sup>th</sup> July 2018 at 7.30pm.**

Agenda items to include;

- Clerk's Pay review and Annual Appraisal.

Meeting closed 9.50pm

## **Appendix 1 – Cllr Wilby’s Report**

At Norfolk County Council we have a new leader, Andrew Proctor who represents Blowfield and Brundall was elected leader on June 1<sup>st</sup>, this follows the resignation of Cliff Jordon because of ill health. Sadly, Cliff died on 9<sup>th</sup> June; he was a Norfolk man through and through with a big heart and a big passion for Norfolk. He will be very much missed.

A cut of the proceeds from Norfolk's reuse shops which are at 9 of our 20 recycling centres across the county, are donated to a chosen charity. More than 8,000 pounds was raised for previous chosen charity, the Norfolk Wildlife Trust, and it is hoped that even more can be raised for this years charity, the East Anglian Air Ambulance. The County Council's Reuse Shops welcome donations of good quality second hand pieces which are sold at bargain prices. Helping to give things a new home reduces the amount of unwanted items going to waste and the income from the sales in the shops helps to offset the cost of providing the recycling centre service as well as supporting a local charity.

The official opening of the new Hales Roundabout on the A146 took place on Thursday 21<sup>st</sup> of June. This junction was classed as the most dangerous junction in Norfolk with a high accident record so we were pleased to access funding to put this roundabout in place. We are working up schemes for the top ten most dangerous junctions in Norfolk so that when funding becomes available they are ready to be improved. More news on roundabouts is that all of the funding has been secured to replace the Hempnall crossroads on the A140 with a roundabout, this improvement work will take place during 2019.

In the west of the county we have been approached by two parish councils to see if they can have a 12 month pilot scheme for repairing potholes within their parishes. We have agreed to this and are going fully train the local volunteers, if the scheme is successful we could offer other parish councils the opportunity to take this up if they so wished.

South Norfolk Community Pub of The Year competition has been launched. This year there are four categories: Outstanding Community Focus, Best Customer Service, Most Family Friendly and Tastiest Food and Drink. The pub that wins the most votes in each category will win that category and a overall winner will be decided after a visit by a group of judges. Further details can be obtained from Emma Brookes on 01508 533945

Congratulations to all of the local volunteers in the Waveney Valley that were nominated in the recent South Norfolk Community Awards and also a big thank you to all of the volunteers that took part in this years Big Litter Pick.

My next surgery is on Saturday July 7<sup>th</sup> 10am at HIP

Martin Wilby 01379 741504



## **Appendix 2- June Finances**

**PULHAM MARKET PARISH COUNCIL**  
**FINANCIAL STATEMENT FOR JUNE 2018**

| INCOME:                 | Amount         |                                                                  |
|-------------------------|----------------|------------------------------------------------------------------|
| Starston Parish Council | £98.00         | Pay 1/3 of the CiLCA charges back to PMPC                        |
| Bierton and Woods       | £35.00         | 2nd inscription on a headstone for late Reginold and Olive Reeve |
| <b>TOTAL INCOME</b>     | <b>£133.00</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) |
| Mrs D Howlett            | £45.00           | £0.00        | £ 45.00          | Internal Audit Fee                                      |
| Mrs S Hewitt             | £47.79           | £0.00        | £ 47.79          | Pulham Market Memorial Hall window boxes                |
| Crook Powerwashing       | £450.00          | £0.00        | £ 450.00         | Cleaned play area equipment and mats and tennis courts  |
| E-ON                     | £21.97           | £1.10        | £ 23.07          | Street Lighting charges 01/05/18-31/05/18               |
| Mr S Hewitt              | £25.00           | £4.99        | £ 29.99          | Bird Spikes for the play equipment                      |
| Clare Crane -Bacs        | £44.10           | £0.00        | £ 44.10          | Expenses - Mileage charges 35.11 and BT Phone 8.99      |
| Came and Company         | £1,071.02        | £0.00        | £ 1,071.02       | 1 Year Annual Insurance                                 |
|                          |                  |              |                  |                                                         |
|                          |                  |              |                  |                                                         |
| <b>TOTAL EXPENDITURE</b> | <b>£2,316.36</b> | <b>£6.09</b> | <b>£2,322.45</b> |                                                         |

| BALANCES: (After presentation of above) | Unity Trust-<br>Tailored<br>Account | Unity Trust -<br>Tailored Deposit<br>Account | TOTAL AT BANK | NOTES |
|-----------------------------------------|-------------------------------------|----------------------------------------------|---------------|-------|
| Brt Fwd previous month                  | £33,669.82                          | £15,314.10                                   | £48,983.92    |       |
| income                                  | £133.00                             |                                              |               |       |
| <b>TOTAL</b>                            | <b>£33,802.82</b>                   |                                              |               |       |
| Less Expend                             | <b>-£2,322.45</b>                   |                                              |               |       |
| transfer                                |                                     |                                              |               |       |
| Carry Fwd                               | £31,480.37                          | £15,314.10                                   | £46,794.47    |       |

**£2,277.45 Not cleared as yet due to be paid out 13/6/18**  
**£300.00 Not paid out last month due to error will be paid out 13/6/18 NPTS**

|            |            |            |                                  |
|------------|------------|------------|----------------------------------|
| £34,057.82 | £15,314.10 | £49,371.92 | Held at the<br>Bank REAL<br>TIME |
|------------|------------|------------|----------------------------------|

C Crane  
Clerk to Parish Council  
11-Jun-18