



**Minutes of Pulham Market Parish Council Meeting held in the Meeting Room,
Memorial Hall, at 7.30 pm, Monday, 12 June 2017**

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

AGENDA

2017/94 To consider accepting apologies for absence.

Apologies had been received from Cllr Hegarty and Cllr Hewitt due to holiday, and Cllr Schwier and Cllr Falvey due to other meeting commitments. These were accepted.

2017/95 To receive any declarations of personal or prejudicial interest from members on any item to be discussed.

Cllr Alexander declared an interest in point 'o' on the agenda.

2017/96 To consider any co options onto the Parish Council.

No co-options were requested at this time, and the Clerk confirmed that Mr A Brett would continue to consider becoming a member of the Parish Council.

2017/97 Confirmation / Appointment of Representatives to:-

a. Semere Recreation Ground Trustees: Mr P Blackburn and Mrs J Fumero had agreed to continue in this role.

b. Footpath Warden: Mrs Sue Hewitt had confirmed that she agreed to continue in this role.

2017/98 To receive reports on matters of interest to the parish from District and County Councillors.

Cllr Wilby had provided a report to the Clerk. Appendix 1.

Cllr Hudson provided information to the members regarding available grants that could be applied for.

He confirmed that he would look to provide the members with the cost savings relating to the recent refuse collection changes.

2017/99 To approve and sign the Minutes of the last meeting held on 8th May 2017.

Full Council agreed the minutes as correct.

2017/100 Parishioner open forum.

Not required.

2017/101 To discuss matters arising from the Minutes of the last meeting, for information only: See outstanding items from Clerk's monthly action plan.

The Clerk was asked to contact Buildbase to see if they would sponsor the materials to repair the barriers outside the Memorial Hall and to ask Mr J Brown for a price to

carry out the work.

2017/102 To receive and discuss finances of the Parish Council and to consider the payments presented.

a) May-June 2017

These were agreed by full council as correct. See Appendix 2. Cllr Ford and Cllr Newby agreed to authorise the online payments.

b) Beckvale Community Car Scheme annual payment.

The Clerk explained that this would be paid annually moving forward. Pulham St Mary Parish Council has also agreed to these terms. Members agreed unanimously. The Clerk confirmed that she had not received any feedback regarding the price increases of the service.

2017/103 To ratify the year end March 2017 finances, the clerk to report to the members any comments from the internal auditor and the members to agree to the Annual Governance Statement and the Accounting Statements for 2016/2017.

The Clerk confirmed that the internal audit had been completed and everything was in order. Full Council agreed to the Annual Governance Statement and the Accounting Statement for 2016/2017. The Chair signed all documentation.

2017/104 Members to ratify the new asset register.

The members had been provided with the updated asset register, the Clerk explained that the existing figures could not be amended and therefore the amounts shown on the asset register are historical wherever possible. The details were now up to date according to year end 2017.

2017/105 Members to discuss and consider a proposal from the Neighbourhood Watch coordinator with regards to 'No Cold Calling' And to consider the approach they may wish to pursue.

a) Obtain enough "No Cold Caller" stickers for one to be supplied to each property.

b) Make the entire Village a "No Cold Caller" zone.

c) Make selected areas of the village "No Cold Caller" zones.

Following discussion, it was decided that as the Parish Council had not been directly approached by any parishioners regarding a problem with cold calling and since b) and c) would need agreement with Norfolk Trading Standards and the requirement to conduct a Parish Survey to ascertain the viewpoint of all householders, the Parish Council did not feel they themselves would wish to pursue this further. However, if the Neighbourhood Watch coordinator wished a flyer or sticker to be supplied and distributed with the village diary this would be supported by the Parish Council. It was suggested that an alternative would be an arrangement with the village shop to have stickers available at the post office for individual householders who may elect to use them. This could then be advertised in the village diary. The Clerk would inform the Neighbourhood Watch coordinator of this discussion.

2017/106 Members to discuss the Social Media of the Parish Council and the village.

It was agreed to revisit this in the Autumn.

2017/107 To discuss the current process for the grass cutting contractor and best practice moving forward.

A lengthy discussion took place regarding the recent complaints of the level of service received from the grass cutting contractors. It was agreed that the Clerk would draft a letter including all the issues raised and seek an early the opportunity to meet with the operators and go through their contractual obligations. The members were all very disappointed at the level of service at this time and they were in receipt

of photographs as proof that areas of the village looked unkempt. It was agreed that the Clerk would now undertake a weekly inspection of the village. Mr Baines would be reminded to empty the litter bins at the playing field. The Clerk would ask Mr P Newby to bushwhack the hedges at the playing field as soon as possible. The signage at the playing field needs updating with the Clerk details. The tennis court area was also looking unkempt: the Clerk would provide signs to remind everyone that the tennis court is for playing tennis only and any donations towards the upkeep of the court would be gratefully received and could be given to the Clerk.

2017/108 Members to consider the initial proposal / application for the diversion of FP10 and to be updated on other correspondence relating to village footpaths.

The Clerk will liaise with Mrs Sue Hewitt and re draft her comments regarding this matter and forward on to Norfolk County Council footpaths coordinator.

2017/109 Members to consider the request for the hire of the football pitch at the playing field by Harleston Football Club.

The Clerk was asked to email the members with the copy of the old contract and to contact the football club and advise them with agreement in principle but that a new contract would need to be provided, details to be agreed at the next meeting.

2017/110 Members to discuss the obligation for new Pulham Market Memorial Hall Trustees.

Cllr Ford explained the process in detail at the meeting. The members agreed for Cllr Ford to continue to have further discussions and obtain advice regarding process. Cllr Ford and the Clerk will contact CAN for legal advice and possible templates to enable the process to be as simple and cost effective as possible. Cllr Ford agreed to report back at a future meeting.

2017/111 The members to consider maintenance requirements around the village including, the Pavilion, the Playing field, the Burial Ground and Lighting maintenance.

It was reiterated that the Clerk needs to closely monitor the emptying of the litter bins, litter picking, grass cutting, weed spraying and the tennis court.

It was agreed for letters to be sent out to the residents of Lime Tree House, The Curatage and The Old Rectory to ask them to inspect their boundaries as these cause Health and Safety issues when overhanging trees/shrubs obstruct the highways and footpaths. The Clerk would also report the overgrown hedge between Julian's Way through to Mill Lane to Saffron Housing as these footpaths are now difficult to pass.

2017/112 To receive reports from the Clerk / Chair on various current issues, including:-

a. SAM2 data.

The members confirmed they had all seen the report and asked the Clerk to write to Norfolk Police to ask for further information on when and where the speed checks are taking place in the village.

2017/113 To notice correspondence received and consider requests where necessary

a. Notification that Dickleburgh and Rushall Parish Council has submitted a Neighbourhood Area application

The members all acknowledged the submitted application.

2017/114 To confirm the details for inclusion in the diary.

a. Request for a volunteer to take over the Bulk Buying Oil group

The Clerk was asked to contact Mr Pascal, to ask for the outlining details of what the

role of the coordinator is and add the details to the Village Diary.

Cutting of private hedges and verges to ensure the Highway and Footpaths are kept clear. Reminding parishioners in particular parents that the Tennis Court facility is for playing tennis and this facility should not be abused.

2017/115 To receive items for the next agenda and confirm the date and time of the next parish council meeting as Monday 10th July 2017 at 7.30pm.

Nothing to add.

Cllr Alexander sent her apologies for the next meeting due to holiday.

A future agenda item would be to consider donations for the upkeep of the tennis court.

2017/116 Confidential item – The Clerks appraisal update/salary scale/pension

Cllr Alexander provided the members with the details of the Clerks appraisals. Areas highlighted for improvement was the request for the meeting papers to be sent out earlier and to ensure there is an out of office facility on the email and telephone.

Yearly increase from SCP 28 (£12.847 per hour) to SCP 29 (£13.488 per hour) and this is to be back dated to the 1st April 2017.

The Chair of Starston Parish Council had raised the issue of the Clerk being put forward for The Clerk of the Year. The Clerk asked to not be put forward for this at this time.

Members acknowledged the need for the Clerk to complete her CiLCA course and agreed for her to take paid leave for 2 weeks in November with a further 2 more weeks in February 2018 if required to complete the course.

Meeting Closed at 9.45pm.

Action Points

The Clerk	Contact Buildbase to see if they would sponsor the materials to repair the barriers outside the Memorial Hall and to ask Mr J Brown for a price to carry out the work.
The Clerk	Inform the Neighbourhood Watch coordinator of the discussion at the meeting regarding cold calling.
The Clerk	Send all documentation to Mazars.
The Clerk	Remind Mr Baines to empty the litter bins at the playing field.
The Clerk	Update the signage at the playing field with the Clerk details.
The Clerk	Ask Mr P Newby to bushwhack the hedges at the playing field as soon as possible.
The Clerk	Provide signs to remind everyone that the tennis court is for playing tennis only.
The Clerk	Future agenda-any donations of the upkeep of the court.
The Clerk & Mrs S Hewitt	Comments regarding FP10 forwarded onto Norfolk County Council footpaths coordinator.
The Clerk	Monitor the emptying of the litter bins, Litter picking, grass cutting, weed spraying and the tennis court.
The Clerk	Letters to be sent to the residents of Lime Tree House, The Curatage and The Old Rectory to ask them to inspect their boundaries.
The Clerk	Report the over grown hedge from Julian's Way through to Mill Lane to Saffron Housing.
The Clerk	Contact CAN for legal advice and possible templates to enable the PMMH Trustees process to be as simple and cost effective as possible.
The Clerk	Write to Norfolk Police to ask for further information on when and where the speed checks are taking place in the village.
The Clerk	Diary
The Clerk	Arrange the new Clerk wages for July payment.
The Clerk	Email the members with the copy of the old football pitch hire contract for review at the July meeting.
The Clerk	Contact the football club and advised in principle all ok and waiting for July meeting for ratification of new contract.

Appendix 1 – Cllr Wilby’s Report.

Children and young people across Norfolk are being encouraged to get creative, as Norfolk County Council's popular writing competition returns for a second year. This year the council is joining forces with BBC Radio Norfolk as it launches Write on Norfolk – a competition aimed at boosting summer learning and honing children's writing skills. The Write on Norfolk competition is open to children and young people who are aged between five and 13 years old. Budding writers are asked to submit a piece of original creative writing before the 31st of August. The only rules for the competition are that the writing must be a maximum of 500 words and it must contain a link to Norfolk. Entries can be a short story, poem, scrip or even song lyrics. To enter please visit www.norfolk.gov.uk/writeon

A special event congratulating people who have successfully completed an apprenticeship in Norfolk in the last academic year is being held on Wednesday 12 July at St Andrews Hall in Norwich. The graduation ceremony, coordinated by the Apprenticeships Norfolk Network, is in its fourth year and aims to highlight the importance and value of apprenticeships to employers, learners and the economy. Four apprentices who will be celebrating their scrolls on July 12th have been employed by the Apprenticeships Norfolk network through NCC. Chris Betts, Kieron Buxton, Katie Lomonosoff and Jessica Whyte have all completed a two-year apprenticeship that enabled them to train for a formal Level 3 qualification in Youth Work. Tickets to the event must be booked in advance at www.apprenticeshipsnorfolk.org or by calling 0344 800 8024

Greater Anglia is investing £1.4bn in new trains and carriages which will replace its current 30 year old fleet towards the end of 2020. As well as including more seats, state of the art air conditioning, wi-fi, USB and plug points, the carriages will be able to operate a 90-minute service from Norwich to London. The new trains will also allow for quicker and increased services across the greater Anglia network and quicker recovery from disruptions.

A new £53,000 boardwalk at Burgh Castle Roman Fort has opened waterside paths to everyone, allowing more people to enjoy the western side of the fort and far reaching views across the River Waveney and Breydon Marshes. A number of partners came together to make the project happen with NCC's Norfolk Trails team working closely with brand new charity Pathmakers who built the boardwalk, the Norfolk Archaeological Trust (which owns and manages the site in partnership with English Heritage), the Norwich Access Forum who carried out a wheelchair audit of the site, and the Norfolk Local Access Forum. I hope many people will visit the site and enjoy the boardwalk which forms part of our Angles Way Trail

Congratulations to Harleston Magpies on their fantastic achievement of winning the National Mixed Crown at the Lee Valley Hockey centre in London, this is the second time in three years.

I was very pleased to present certificates to the volunteers that help out at Harleston Library. This is in recognition of the valuable contribution to the library and local residents.

Good luck to all of the new businesses that are starting in the town.

Martin Wilby martin.wilbycllr@norfolk.gov.uk 01379 741504

Appendix 2- June finances

PULHAM MARKET PARISH COUNCIL
FINANCIAL STATEMENT FOR JUNE 2017

INCOME:	Amount	
Rosedales Funeral Home	£100.00	Late Mrs E Clarke interment of ashes
H L Perfitts	£35.00	Second Inscription
Starston Parish Council	£32.50	Clerk expenses
TOTAL INCOME	£167.50	

EXPENDITURE:	NET	VAT	GROSS	DETAILS
Clare Crane -Bacs	£636.97	£10.65	£ 647.62	Clerk's salary -(556.69) use of home as office (27.00) BT (53.28 + 10.65 = 63.93)
Clare Crane -Pulham Market Parish Council Clerk Equipment	£404.92	£84.98	£ 489.90	Laptop 329.95 / software 119.95 / Set up 60/ Minus 20 discount = 489.90 gross
E-ON	£18.71	£0.94	£ 19.65	Street Lighting 01/04/17-30/04/17
Mr Ray Chapman	£50.00	£0.00	£ 50.00	Repairs to the playing field gate
Buildbase	£91.00	£18.20	£ 109.20	Materials for the repair of the see saw
Norfolk ALC	£171.70	£0.00	£ 171.70	Annual Membership
NPPFA(Norfolk Playing Field Association)	£20.00	£0.00	£ 20.00	Annual Membership
Insurance	£981.75	£0.00	£ 981.75	Local Council Scheme Hiscox Policy 189376 01/06/17 - 31/05/18
Beckvale Community Car Scheme	£586.50	£0.00	£ 586.50	Annual Payment 2018
Mr Mike Newby	£62.08	£0.00	£ 62.08	Window Boxes PMMH
Mrs Daphney Howlett	£40.00	£0.00	£ 40.00	Internal financial audit year end 2017
E-ON	£19.33	£0.97	£ 20.30	Street Lighting 01/05/17-31/05/17
TOTAL EXPENDITURE	£3,082.96	£115.74	£3,198.70	

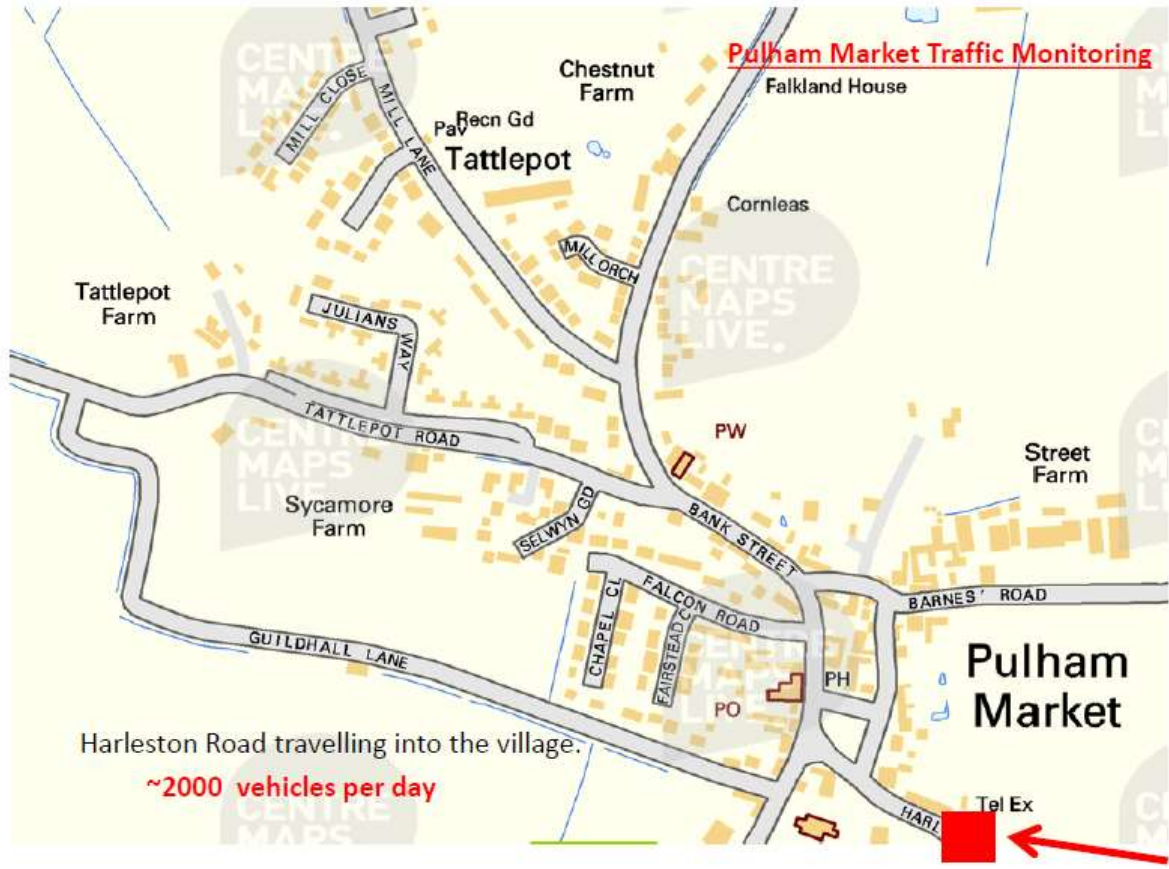
BALANCES: (After presentation of above)	Unity Trust- Tailored Account	Unity Trust - Tailored Deposit Account	TOTAL AT BANK	NOTES
Brt Fwd previous month	£26,090.96	£15,297.07	£41,388.03	
Income	£167.50			
TOTAL	£26,258.46			
Less Expend	-£3,198.70			
transfer				
Carry Fwd	£23,059.76	£15,297.07	£38,356.83	

£1,955.60 Not cleared as yet due to be paid 14/6/17
-£167.50 Not cleared paid in

£24,847.86	£15,297.07	£40,144.93	Held at the Bank REAL TIME
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C Crane
Clerk to Parish Council
12-Jun-17

Appendix 3- SAM2 results

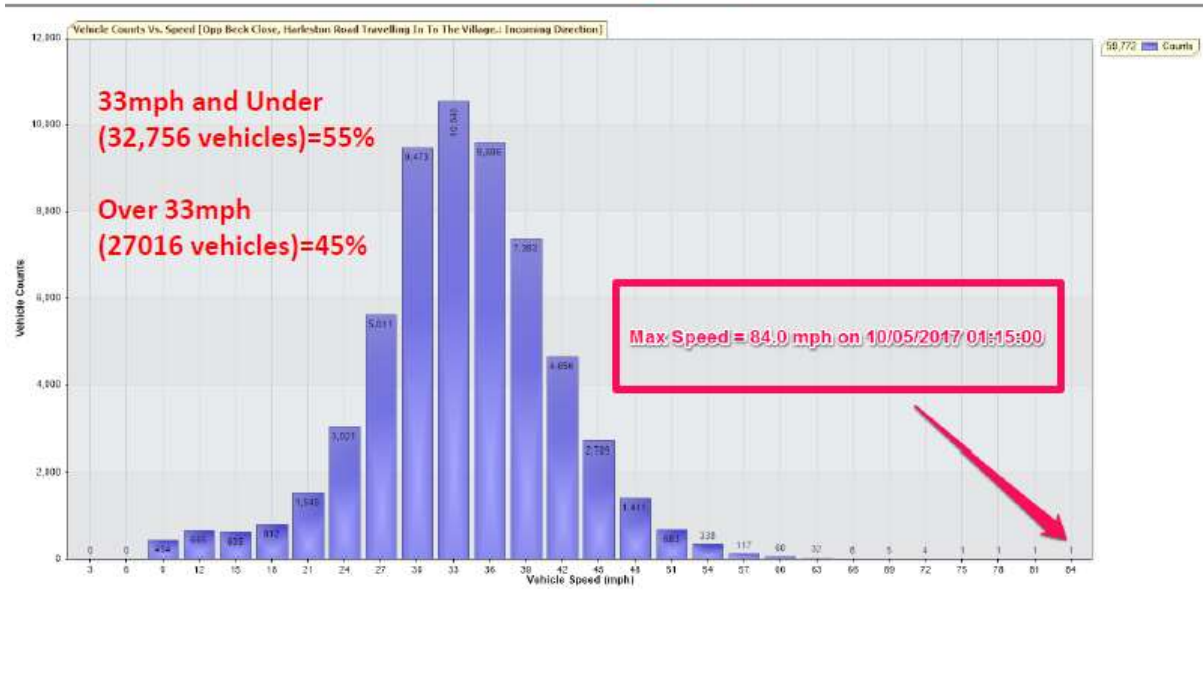


Pulham Market – Village Speed Limit 30Mph – Opp Beck Close, Harleston Road travelling into the village.

Traffic Report From 18/04/2017 through to 16/05/2017 = 29 Days

Total Vehicles = 59,772 counts = 2000 per day

Volumes of Traffic travelling at 3mph intervals.

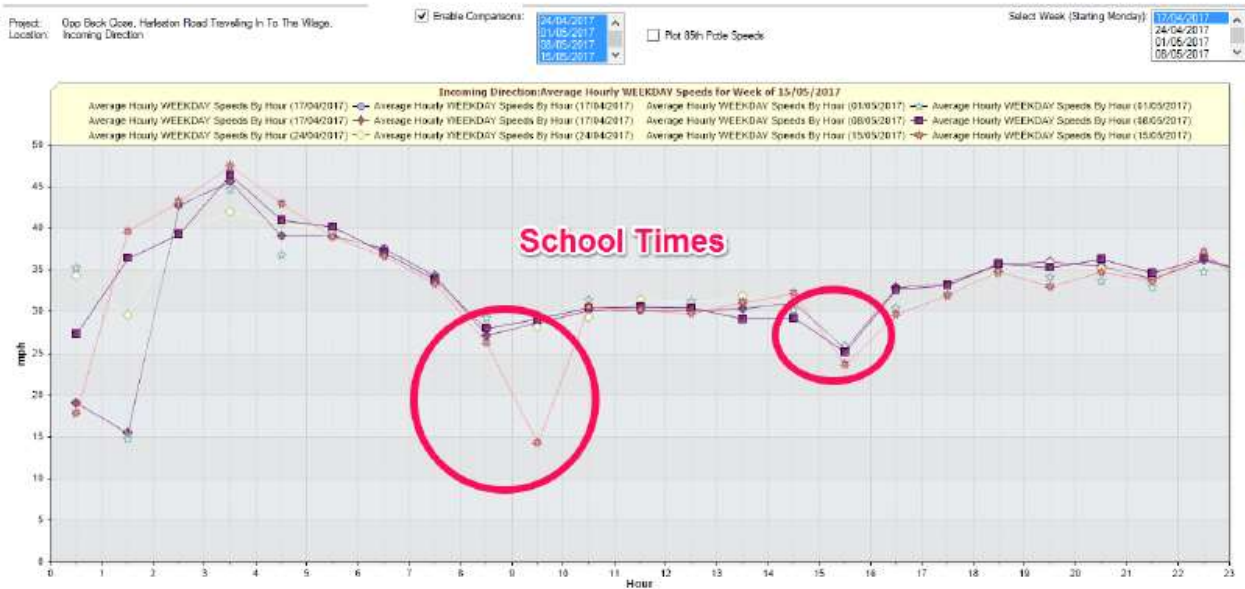


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Traffic travelling mph throughout the hours of the day and night.



Pulham Market – Village Speed Limit 30Mph – Opp Beck Close, Harleston Road travelling into the village.

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Total Vehicles = 59,772 counts = 2000 per day

Amount of vehicles per hour against the hours throughout the hours day and night.

