



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

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

**County Councillor:** - Cllr Martin Wilby

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

**Members of the Public-** 3

**AGENDA**

**2017/31 To consider accepting apologies for absence.**

No apologies were received.

**2017/32 To receive reports on matters of interest to the parish from District and County Councillors.**

Cllr Wilby provided a report to the members. See appendix 1.

**2017/33 To receive any declarations of personal or prejudicial interest from members on any item to be discussed.**

Nothing received.

**2017/34 To approve and sign the Minutes of the last meeting held on 13<sup>th</sup> February 2017.**

Full Council unanimously agreed to approve the minutes as correct.

The meeting was closed.

**2017/35 Parishioner Open Forum**

Residents representing planning application 2016/2679 & 2680 explained the amendments of the application.

The meeting was re-opened.

**2017/36 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 and the Clerk will do any final amendments to the policies and then circulate them to the members electronically with a time scale to reply. The Clerk was asked to contact Mr J Whiteside to see if he would provide defibrillator training in the village. There is also several websites that provide online training on how to use a defibrillator.

**2017/37 To discuss and consider the response to the Community Governance Review.**

A review raises a number of issues for consideration, including:

- whether to create a new parish
- whether to alter the boundary of an existing parish
- whether to group a number of parishes together in a grouped parish council

It was unanimously agreed for the Clerk and Cllr Ford to provide a response to the review confirming that as a Parish there are no requirements for any alterations according to the above points and to stress the importance of us keeping our own identity. The Council are willing to work together with neighbouring Parishes whenever there is likely to be a shared benefit.

Item H on the agenda was postponed in order to wait for Cllr Hudson to arrive.

**2017/38 To receive and discuss finances of the Parish Council and to consider the payments presented.**

**1. February-March 2017**

The members unanimously agreed the finances as correct. Cllr Falvey and Cllr Newby agreed to authorise the online payments. The Clerk raised concerns regarding the increase in the BT charges. It was agreed for the Clerk to research the possibility of paying for the land line charges yearly in advance. See Appendix 2.

**2017/39 To agree the internal finance auditor for year-end accounts 2016/2017.**

It was unanimously agreed for Mrs Daphne Howlett to be asked to undertake the internal finance review for the end of year finance. The Clerk confirmed that a VAT reclaim was required.

**2017/40 Members to confirm the details of the South Norfolk Litter Pick 2017.**

It was agreed that the Litter Pick will take place on Saturday 27<sup>th</sup> April at 10.30am, volunteers to meet at the Memorial Hall. The details are to be included in the village diary. Cllr Hegarty and Cllr Pietrzak confirmed they would advertise the event around the village.

**2017/41 Members to be provided with an update on the Emergency Plan.**

Cllr Hewitt explained that South Norfolk Council had received about 40 questionnaires back from residents. A lengthy discussion took place regarding the best way to move forward with the plan, including using the Brewhouse, which has a gas supply, as a default centre in an emergency and deciding on the practicalities relating to the village generator. The Clerk and Cllr Hewitt were asked to write to the Brewhouse Committee formally asking for their permission to use the Brewhouse. Insurance will also need to be considered and a possibility of purchasing a third gas cylinder. Cllr Hewitt agreed to provide a report to the Clerk to go in the village diary. He will report back with a provisional plan at the April meeting with a view to presenting the full plan at the Annual Parish Meeting on 27<sup>th</sup> April. Cllr Hewitt and Mrs S Hewitt were formally thanked for their pro-activeness during the recent power cut.

**2017/42 Members to be provided with an update on the Highways and Footpath site meeting.**

The Clerk and Cllr Hewitt and Mrs S Hewitt (Footpath Warden) had a recent site meeting with Norfolk County Council Highways team and their new Footpath and Trails lead. Footpath defects were discussed, footpaths walked and signposts were redirected correctly. Norfolk County Council is providing an update report on the discussions. The Clerk will circulate once received. The members thanked Cllr Hewitt and Mrs S Hewitt for attending the meeting.

**2017/43 To confirm the arrangements for the Annual Parish Meeting (27<sup>th</sup> April)**

The Clerk was asked to check if the meeting needs to be quorate as at this time only Cllr Schwier, Cllr Newby and Cllr Pietrzak are free to attend.

**2017/44 To confirm the details of the Clerk's yearly appraisal.**

It was agreed that Cllr Alexander and Cllr Schwier will liaise to provide the Clerk with her annual appraisal.

**2017/45 The members to consider maintenance requirements around the village including, the Pavilion, the Playing field, the Burial Ground and Lighting maintenance.**

**1. Including any maintenance work for the Rangers.**

The Clerk will ask the Rangers to wash all the signs in the village, litter pick at Tyrells Wood car park and cut back the hedge next to the pavement in-between Pulham St Mary and the School in Pulham Market.

Mr Baines had been asked to remove the fallen down tree from the Playing Field. The Clerk was asked to contact the homeowners of 'Salters' and 'Church Croft' and ask them to inspect their boundaries for overhanging shrubbery and to contact the resident whose property

backs onto the footway between Tattlepot and Falcon Road to ask if he or the village litter pick could clear rubbish from the ditch inside his boundary.

Cllr Hewitt explained that he was working through the playing field safety report from 2016. He confirmed he had written to Kent Skips to ask them to finalise the price to take away the old rubber matting and was waiting on prices for new Grass Loc matting. Cllr Hewitt confirmed that the see-saw at the playing field was in need of repair. He suggested that he would put an A5 flyer in with the village diary asking for a volunteer to refurbish the piece of play equipment, all materials would be supplied by the Parish Council. The members agreed. Cllr Ford confirmed she had tended to the village garden and suggested that if everyone kept an eye on it and took it in turns to keep it near this would not be an onerous job. This was agreed.

Concerns were raised regarding a car that had recently mounted and parked on The Green overnight, it was agreed that the bollards need to be re-sited and placed back in the holes, once any necessary repairs have been carried out, to discourage any future incidents.

**Item H on the Agenda. Planning Application 2016/2679 & 2680 Location – Walnut Cottage, Station Road, Pulham Market.**

**Proposal – Extension to Grade 2 listed cottage and erection of a new double garage. (Amended Plans)** As District Councillor Hudson had not arrived at the meeting the deferred discussion took place without his presence. All agreed that the amended plans had addressed the concerns raised and it was unanimously agreed to support the application. This agreement was confirmed and dispatched immediately.

**2017/46 To be updated on the progress of the extension to the Burial Ground and to discuss the future plans for the project, including the request for a Wild Flower site.**

A lengthy discussion took place regarding the new landscaping of the extension. Mr Paul Schwier and his colleague Steven Hawes and Mr Baines were thanked by the members for all their hard work. They had done a fantastic job of levelling the ground and providing access to the extension. It was unanimously agreed to remove the small self-seeded yew tree to improve the path access. Mr Baines was asked to research borrowing equipment to allow the land to be cultivated. It was unanimously agreed to cultivate the land and lay the land to grass seed. A further discussion regarding the formation and layout of the land took place. It was agreed for all members and Mr D Cornish to be invited to attend Redenhall with Harleston Town Council Burial Ground as a good example of layout, the Clerk would contact their Clerk for advice on the matter. Cllr Hegarty expressed concerns with the barren look of the area and her disappointment that she had not been able to be involved with the decision making with regards to the removal of the hedge. Cllr Ford explained that the Burial Ground committee had made the decisions based on health and safety concerns and best use of the land in accordance with previous meetings and discussions.

A parishioner's request for a wild flower site was discussed at length, Cllr Alexander had circulated information from the Norfolk Wildlife Trust and would circulate the requested pack of information once it was received. It was agreed that the land would be laid to grass initially to maximise efficient use and maintenance of the land. Once this has been achieved and more information had been gathered the possibility of wild flower sites could be revisited. In the mean time it was agreed to offer Mr Willey another small area in the existing Burial Ground. The Clerk would speak with Mr Willey and explain the decisions of the Council. It was also confirmed that the land surrounding the new extension to the Burial Ground is not a PROW and the Parish Council could not endorse anyone walking this route. It was agreed for Mr Baines to ask Mr Schwier if he would be willing to order the grass seed to keep costs as low as possible. The Clerk was asked to circulate the Burial Ground regulations to all the members and for them to be scrutinised and discussed at a future meeting. It was felt that the adornment of existing Burial Ground graves is still not meeting with the regulations and the whole Burial Ground should be cleared of any such adornments that are not allowed. Unfortunately no volunteers have come forward to assist with the putting out and taking in of the bins at the Burial Ground.

**2017/47 To consider ideas for fund raising for the Christmas tree on The Green.**

It was agreed to ask the groups and societies that are run in the village to contribute towards the cost of the village Christmas tree including the carnival committee. The Clerk will include this for consideration at the Annual Parish Meeting.

**2017/48 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 on Harleston Road heading east. The traffic report was from 23<sup>rd</sup> January 2017 to the 20<sup>th</sup> February 2017. Total Vehicles 57,449 = 2100 per day. 33mph and under (29,330 vehicles) =51.05%, Over 33mph (28,119 vehicles) =48.95%. See Appendix 3. The Clerk was asked to provide the results to Janet Overton at Norfolk County Council.

**2017/49 To notice correspondence received and consider requests where necessary**

The Clerk had received and circulated an email from Mr Graham King a resident of Pulham St Mary. It was agreed for the Clerk to respond to the email as per the response that is going to be provided for the consultation.

Cllr Hegarty agreed to volunteer to put the Burial Ground bins out and collect them in weekly once she has spoken to the present volunteer.

**2017/50 To confirm the details for inclusion in the diary.**

- Litter-Pick
- Emergency Plan – Cllr Hewitt
- Annual Parish Meeting

**2017/51 To receive items for the next agenda and confirm the date and time of the next parish council meeting as Monday 10<sup>th</sup> April 2017, at 7.30pm.**

The Clerk was asked to look into the possible closure of the BT phone box in the village and to provide the Highways Footpath defect report to the members. Pulham Market Memorial Hall election of Trustees will be included on the April meeting agenda.

Meeting Closed at 10pm

## Action Points

Clerk & Cllr Ford	Re-read the policies and circulate electronically.
Clerk	Contact Mr J Whiteside regarding defibrillator training.
Clerk & Cllr Ford	Provide a response to the Community Governance Review.
Cllr Falvey & Cllr Newby	Authorise the online financial transactions.
Clerk	Review the BT land line charges.
Clerk	VAT reclaim.
Clerk	Litter Pick in the April Diary
Cllr Hegarty & Cllr Pietrzak	Organise posters for the village Litter – Pick.
Cllr Hewitt	Provide the Clerk with a report for the village diary and the Parish Magazine.
Cllr Hewitt & Clerk	Send letter to the Brewhouse Committee regarding the Emergency Plan.
Cllr Hewitt	Emergency Plan report for the April Meeting
Clerk	Emergency Plan on the April agenda.
Clerk	Chase and circulate the Highways / Footpaths report.
Clerk	To check if the APM has to be quorate.
Clerk, Cllr Schwier & Cllr Alexander	Organise Clerk's annual appraisal.
Clerk	Provide the Rangers with a list of defects in the village.
Mr Baines	Remove the fallen tree from the Playing Field.
Clerk	Contact owners of Salters and Church Croft asking them to inspect their boundaries.
Clerk	Contact Mr Herring regarding litter picking inside their boundary.
Cllr Hewitt	Provide the Clerk with an A5 flyer regarding the refurbishment of the see-saw.
Clerk	Re-place the bollards back into the holes on The Green.
Mr Baines	Remove the Yew Tree at the Burial Ground.
Mr Baines	Research into equipment to cultivate the extension to the Burial Ground.
All Councillors	Trip to Redenhall with Harleston Town Council Burial Ground
Clerk	Contact the Clerk at Redenhall with Harleston Town Council regarding their Burial Ground.
Cllr Alexander	Circulate the Norfolk Wildlife Trust literature once received.
Clerk	Speak with Mr Willey regarding the wild flower sites at the Burial Ground.
Mr Baines	Contact Mr P Schwier and order the grass seed.
Clerk	Circulate the existing Burial Ground regulations to all the members.
Clerk	APM-asked village groups and societies for a donation towards the village Christmas Tree.
Clerk	Provide the SAM2 results to Janet Overton at NCC.
Clerk	Respond to Mr Graham King, Pulham St Mary.
Cllr Hegarty	Put out and collect in the Burial Ground Bins.
Clerk	Advise Mrs H Hardy that Cllr Hegarty will now be putting out and collecting the Burial Ground bins.
Clerk	To look into the closure of the BT phone box in the village and include on the April agenda.
Clerk	Pulham Market Memorial Hall Trustees – April Agenda
Clerk	Footpath report – April Agenda

**Appendix 1- Cllr Wilby Report**

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Funding of £370,362 for 136 small scale highway projects across Norfolk have been approved by the <sup>NCC</sup> Environment Development and Transport committee. This is the 6<sup>th</sup> year running that funding has been allocated through Norfolk County Council's popular Parish Partnership scheme. The money will be matched by parish and town councils across Norfolk who were invited to put in bids for funding schemes important to their local area. The most popular bids this year have been for SAM2 signs with 56 applications made in this round. These are the flashing mobile signs that we see in Harleston and all of our surrounding villages, the aim of these machines is to deter speeding through our towns and villages. I will thank the many volunteers that look after the SAM2, they move them around and collect the data that is needed as evidence of the exact speeds that vehicles are doing.

It's been good to see the recent press coverage and photo's about a large restoration project at Billingford Mill in a bid to see it return to full working order. Thanks to all of The Friends of Billingford Windmill and all of the local volunteers who have raised the funds required over the last three years to make this project happen. This mill is a major landmark along the Waveney Valley close to the A143 and is clearly visible to the thousands of people that travel past every day. The Mill will still be open for visitors throughout the year and I would like to thank Julie and Herbert Webstell who have looked after mill for many years and with their enthusiasm open the mill up for vistors to enjoy. Also thanks to Ian Carstairs for the high quality photo's he has taken of the mill which can be kept as a record of this project.

I recently attended the East of England Energy Group (EEEGR) conference held at the Norfolk Showground where I was pleased to hear about major investments in Offshore wind farms in the South North Sea. This exciting new industry developing off our shores will bring jobs for local people, bring significant contributions to the local economy of Norfolk and Suffolk for the long term future. <sup>AT</sup>  
<sup>TREE WARDEN</sup> <sup>40 NEW JOBS</sup>  
This winter South Norfolk's tree wardens have planted nearly 3,000 trees across the district. Tree wardens are local people who have been appointed by their town, parish councils or community group to gather information about trees and to play an active role in encouraging practical projects relating to trees in their community, as well as conserving and enhancing their local trees and woods. To protect against the spread of disease, all of the trees are native British species that have been grown in the UK. As a tree warden myself, I was pleased to supply British White Flowering Cherry trees to the Thorpe Abbotts Bomb Group Museum to create an avenue of on the drive to their entrance. The Museum has been in the news lately with a vist from TOM HANKS production company researching an upcoming Second World War Drama, Masters of the Air

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A.47 Alliance Chairman & Launch  
TO DAY  
Local member Budget  
Ash Die Back update  
Parish Partnership  
Third River Crossing at Col. Yarmouth  
Business Case Submitted end of March

## Appendix 2- March finances

PULHAM MARKET PARISH COUNCIL  
FINANCIAL STATEMENT FOR MARCH 2017

INCOME:	Amount	
Bierton & Woods	£90.00	Late Mr B Perrin Headstone
Bierton & Woods	£35.00	Late Margaret and Gilbert Clarke - Renewal Headstone
Rosedales	£95.00	Late Gilbert Stuart Clarke- Cremation
Starston Parish Council	£62.01	1/3 of the telephone bills.
<b>TOTAL INCOME</b>	<b>£282.01</b>	

EXPENDITURE:	NET	VAT	GROSS	DETAILS
Clare Crane -Bacs	£742.30	£31.73	£ 774.03	Clerk's salary -(556.69 ) use of home as office (27.00)
CPRE - BACs	£36.00	£0.00	£ 36.00	Membership
Mr Kevin Baines- Bacs	£756.00	£0.00	£ 756.00	Work carried out around the village.
SJ Marjoram-Bacs	£62.00	£12.40	£ 74.40	To install socket and defib transformer in plastic box.
Barker Gotelee-Bacs	£1,500.00	£300.00	£ 1,800.00	Charges - Possessory title of the car park.
E-ON street lighting- DDR	£15.96	£0.80	£ 16.76	01/02/17-28/02/17
Buildbase - Bacs	£133.51	£25.05	£ 158.56	Hiring of equipment for the extension to the BG.
<b>TOTAL EXPENDITURE</b>	<b>£3,245.77</b>	<b>£369.98</b>	<b>£3,615.75</b>	

BALANCES: (After presentation of above)	Unity Trust - Tailored Account	Unity Trust - Tailored Deposit Account	TOTAL AT BANK	NOTES
Brt Fwd previous month	£18,028.14	£15,295.18	£33,323.32	
income	£282.01			
TOTAL	£18,310.15			
Less Expend	-£3,615.75			
transfer				
Carry Fwd	£14,694.40	£15,295.18	£29,989.58	

£3,579.75 Not cleared as yet due to be paid 15/03/17  
-£282.01 Not cleared as yet due to be paid in 15/03/17

£17,992.14	£15,295.18	£33,287.32	Held at the Bank REAL TIME
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C Crane  
Clerk to Parish Council  
13-Mar-17



**Pulham Market – Village Speed Limit 30Mph – Harleston Road travelling East.  
Traffic Report From 23/01/2017 through to the 20/02/2017 28 days  
Total Vehicles = 57449 counts- 2100 per day**

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

