



**Minutes of Pulham Market Parish Council Meeting held in the Meeting Room,
Memorial Hall, at 7.30 pm, Monday, 08 May 2017**

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

County Councillor: - Cllr Martin Wilby

Parish Clerk:- Mrs Clare Crane.

Members of the Public-

AGENDA

2017/70 To consider accepting apologies for absence.

Cllr S Hewitt sent his apologies due to holiday. These were accepted.

District Councillor Clayton Hudson also sent his apologies.

2017/71 To receive any declarations of personal or prejudicial interest from members on any item to be discussed.

Cllr Alexander declared an interest in item P2.

2017/72 Appointment of Chairman and Vice-Chairman and Declaration of Office.

Cllr Ford (Chair) stood down as Chair of the Parish Council, Cllr Newby (Vice Chair) took over the chairing of the meeting and asked if anyone would like to stand as Chair, no members came forward. Cllr Ford was asked if she would continue the role of Chair, she confirmed she would. It was proposed for Cllr Ford to be re-elected as Chair, this was unanimously agreed. Cllr Ford (Chair) took over the chairing of the meeting. Cllr Newby (Vice Chair) stood down as Vice Chair of the Parish Council, Cllr Ford asked if anyone would like to stand as Vice Chair, no members came forward. Cllr Newby was asked if he would continue the role of Vice Chair, he confirmed he would. It was proposed for Cllr Newby to be re-elected as Vice Chair, this was unanimously agreed. All declarations of Office were completed.

2017/73 Confirmation / Appointment of Representatives to:-

a. Semere Recreation Ground Trustees: currently Peter Blackburn and J Fumero-It was agreed to defer this agenda item to the June meeting and for the Clerk to ask these two people in advance if they would like to continue as a representative.

b. Town Estate: It was confirmed Cllr Newby and Cllr Alexander would continue in this role.

c. Tenec Trust: It was confirmed that Mrs Jan Thorp would continue in this role.

d. Planning Sub-committee: Cllr Falvey, Cllr Newby and Cllr Ford agreed to all continue in this role.

e. School Governors' Representative: no official representative needed-The Clerk would provide any updates.

f. Burial Ground Sub committee: It was agreed for Cllr Schwier, Cllr Newby, Cllr Hegarty, Mr Dan Cornish and Mr Paul Schwier would be on the Burial Ground Committee.

g. Footpath Warden: Mrs Sue Hewitt will be asked if she would continue in her role.

h. Tree Warden: Cllr Hegarty will continue in the role.

2017/74 To receive reports on matters of interest to the parish from District and County Councillors.

84 Councillors were elected across Norfolk, 55 Conservative, 17 Labour, majority in Norwich and 11 Liberal seats, no UKIP or Green Councillors. Beckvale turnout was 36%. Morningthorpe recycling centre will be closed between the 13th June and 4th August when major improvement work will be carried out. PC Heather Field is the new Beat Manager for Harleston area and has had training with the speed gun.

2017/75 To approve and sign the Minutes of the last meeting held on 10th April 2017.

Members unanimously agreed that the minutes were correct. Cllr Ford signed and dated the minutes.

The meeting was closed.

2017/76 Parishioner open forum.

Mr A Brett asked the members to consider if he could be co-opted onto the Parish Council. Mr Brett asked if he could clean up the staggered white barriers outside the Memorial Hall, a discussion took place whether this needed to be restored or replaced. The Clerk was asked to look into possible grant funding from NCC trails team and/or local businesses to contribute to the replacement of the barriers.

Meeting re opened.

2017/77 To discuss matters arising from the Minutes of the last meeting, for information only: See outstanding items from Clerk's monthly action plan.

Members received a copy of the Clerk's action document; any matters that had not been included on the agenda would be completed in due course.

2017/78 To consider planning application 2017/0991, Applicant: Mr Steven Wilde, Location: 8A Mill Close Pulham Market Norfolk IP21 4TQ, Proposal: Single storey side and rear extensions.

The members discussed the application in full, members agreed that the roofing should be more in keeping with the adjacent properties, following the pitch of the existing building. These comments were submitted to SNC planning department.

2017/79 To receive and discuss finances of the Parish Council and to consider the payments presented.

a. April-May 2017.

The members accepted the accounts provided, Cllr Ford and Cllr Newby agreed to complete the online banking. See appendix 1.

b. CIL Money received.

The Clerk informed the members of the amount of CIL money that has been paid to the Parish Council and the current roll over of CIL money from previous years.

2017/80 To discuss the promotion of Home-Watch and consider a village email contact database.

A lengthy discussion took place regarding the overall communication of the Parish Council and the village. The Clerk was asked to look further into the Mail Chimp. All members to discuss and think about this matter further. Cllr Falvey and Cllr Schwier agreed to look into the matter further and work with the Clerk.

It was agreed for the meeting to be closed

Mr Alan Brett suggested Facebook could be a closed group and Mail Chimp works well for Pennoyers in Pulham St Mary.

Meeting re-open

2017/81 To consider if the Parish Council would like to have stall to promote village services at the 2017 Carnival.

A lengthy discussion took place, it was agreed that Cllr Ford will look into this further and agreed for this to be reported on at the June meeting.

2017/82 To discuss the possible areas for planting of daffodil bulbs.

Jim and Jo Pettitt have kindly provided the village with a large amount of daffodil bulbs. A discussion took place regarding where these could be planted. It was agreed for some to be around the base of the village entrance signs. Any remainders could be planted in the area of grass opposite the Methodist church.

2017/83 To consider the need to improve the walkway along Tattlepot Road to the edge of Guildhall Lane.

Members had visited the area in the village. Concerns were raised with regards to liability. The Clerk was asked to seek advice from Norfolk County Council Highways Team and to explain to the parishioner whose correspondence was considered how the members are going to progress.

2017/84 To discuss the condition of the post boxes in the village.

It was agreed that the Clerk would look into this further to ensure we follow the correct protocol.

2017/85 Members to consider the renewal / ratify -

a. NorfolkALC Membership – NPTP Membership

The Clerk had provided a report to the members of a new support service called NPTP. It was agreed that the support service would not be subscribed to this year. It was agreed that the NorfolkALC membership would be continued at a cost of £171.70 due to the legal support available and the membership to the National Association of Local Councils

b. Grant for £50 towards ‘A frame’-request from Mr Fred Howard on behalf of the PPG.

The request was considered, it was suggested that the Tenec Trust and / or the District Councillor with the members ward grant funding should be considered for this request.

c. To consider the Came and Company Insurance policy 2017-2018

There was a slight increase from £941.02 to £981.75 due to index linking. It was unanimously agreed to renew this policy.

d. To ratify the new asset register.

The Clerk confirmed she would include this matter on a future agenda.

e. To consider the NPFA (Norfolk Playing Field Association Membership)

It was agreed to pay the annual membership of £20. The Clerk was asked to provide a spreadsheet with each of the memberships held detailing their costs and benefits to the Parish Council.

2017/86 Members to consider any comments for the Clerk to put forward at the ‘Parish Council and Community Update from South Norfolk Police’ on the 24th May 2017.

The members asked for their speeding concerns to be raised, in particularly those near to the school.

2017/87 Members to discuss the obligation for new Pulham Market Memorial Hall Trustees.

Cllr Ford, Cllr Hewitt and the Pulham Market Memorial Hall committee will arrange a meeting and include the Clerk in the discussions.

2017/88 Members to be updated on the South Norfolk Council Big Litter Pick held in the village on Saturday 29th April.

Cllr Hegarty thanked all volunteers, this was a very successful event. There were a total of 15 large litter bags collected. Cllr Hegarty asked for the litter picking volunteers around the village and all that attended the village litter pick to be thanked in the village diary.

2017/89 Members to discuss further traffic calming options.

The Clerk had circulated correspondence relating to gated traffic calming options, the Clerk was asked to speak to Highways and discuss all the options for the entrances to the village and around the school.

2017/90 The members to consider maintenance requirements around the village including, the Pavilion, the Playing field, the Burial Ground and Lighting maintenance.

There was a lengthy discussion on the grass cutting: it was agreed that the Clerk will speak to the contractors and ensure that they are contractually compliant. Further costs would be sought for the playing field to be cut during the winter period along with other areas around the village as well as obtaining costs of the collection of the rising as and when necessary.

The Clerk was asked to contact Mr Baines and ask him to linseed oil the bench on The Green.

2017/91 To receive reports from the Clerk / Chair on various current issues, including:-

a. SAM2 data.

The members received the report see appendix 2.

b. Update on the village footpaths.

The Clerk provided a brief update from NCC regarding the village footpaths and the progress on ensuring all footpaths are correctly signposted, located and accessible.

c. Update on the progress of the extension to the Burial Ground.

It was reported that we are currently waiting for the seeded grass to come through and then meetings would then go ahead with Redenhall and Harleston TC to look further at the landscaping.

2017/92 To notice correspondence received and consider requests where necessary

a. To consider the CPRE invitation

Cllr Hewitt had suggested to the Clerk via email before the meeting that he may want to attend this meeting, he would be reminded by the Clerk that the Parish Council had recently agreed not to sign or make comment on a suggested pledge.

Mrs Sue Smee had asked if the WI could arrange a fundraising cake and produce stall on the 17th June on The Green. This was agreed.

Mrs D Eaton had asked if the pavilion could be used for a birthday party in May. This was agreed.

2017/93 To confirm the details for inclusion in the diary.

a. Volunteer required for June & July diary delivery, Mill Lane.

Cllr Sue Pietrzak volunteered.

- Thanking the volunteers who attended the litter picking morning, and a general thank you for the volunteers who keep the village looking neat and tidy throughout the year.
- Morningthorpe closure details.

- Good Luck Music Day

2017/94 To receive items for the next agenda and confirm the date and time of the next parish council meeting as Monday 12th June 2017 at 7.30pm
Nothing required at this point.

Meeting Closed at 9.30pm.

Action Points

| | |
|----------------------------------|--|
| Clerk | Diary - Thanking for the volunteers who attended the litter picking morning, and a general thank you for the volunteers who keep the village looking neat and tidy. |
| Clerk | Clerk to remind Cllr Hewitt of the pledge the Parish Council agreed not to sign or make comment on. |
| Clerk | The Clerk was asked to contact Mr Baines and ask him to linseed oil the bench on The Green. |
| Clerk | Speak to the contractors and ensure that they are contractually compliant get further costs would be sought for the playing field to be cut during the winter period along with other areas around the village as well as obtaining costs of the collection of the rising as and when necessary. |
| Clerk, Cllr Ford and Cllr Hewitt | Councillors and Pulham Market Memorial Hall committee will arrange a meeting and include the Clerk in the discussions. |
| Clerk | Speeding concerns to the police at the evening meeting next week. |
| Clerk | Contact Highways and discuss all the options for the entrances to the village and around the school. |
| Clerk | Provide a spreadsheet of a report for the different subscriptions |
| Clerk | Pay the NPFA £20 membership payment |
| Clerk | Update the Asset Register |
| Clerk | Pay the Insurance renewal -and sign documents |
| Clerk | Contact Fred Howard regarding the grant for the A Frame |
| Clerk | Pay Norfolk ALC membership |
| Clerk | Advise NPTP of not requiring their service. |
| Clerk | Contact Jim Pettitt regarding the planting of the Daffodil Bulbs |
| Clerk | Clerk to seek the protocol for the refurbishment of the post boxes in the village. |
| Clerk | Alan Brett Co Option - June agenda |
| Clerk | Improvements to the walkway along Tattlepot Road to the edge of Guildhall Lane Clerk to contact NCC. |
| Cllr Ford | Think about a stall to promote village services at the 2017 Carnival. |
| Cllr Falvey and Cllr Schwier | To look into Mail Chimp and the best way of circulating correspondence to residents. |
| Clerk | Mail Chimp |
| Clerk | Possible grant funding from NCC trails team and/or local businesses to contribute to the replacement of the barriers outside PMMH. |
| Clerk | Footpath Warden: Mrs Sue Hewitt will be asked if she would continue in her role. |
| Clerk | Semere Recreation Ground Trustees: currently Peter Blackburn and J Fumero-Clerk to ask these two people in advance if they would like to continue as a representative. |

Appendix 1- May finances

PULHAM MARKET PARISH COUNCIL
FINANCIAL STATEMENT FOR MAY 2017

| INCOME: | Amount | |
|-----------------------|-------------------|---------------------|
| South Norfolk Council | £12,081.00 | Precept 1st payment |
| South Norfolk Council | £942.00 | Grant Funding |
| South Norfolk Council | £719.68 | CIL Money |
| TOTAL INCOME | £13,742.68 | |

| EXPENDITURE: | NET | VAT | GROSS | DETAILS |
|-----------------------------|------------------|---------------|------------------|---|
| Clare Crane -Bacs | £628.25 | £8.91 | £ 637.16 | Clerk's salary -(556.69) use of home as office (27.00) BT (44.56+8.91=53.47) |
| Pulham Market Memorial Hall | £49.50 | £0.00 | £ 49.50 | Hall Hire Jan/Feb/Mar - Paid in April |
| Judy Foster | £35.88 | £7.18 | £ 43.06 | 123 REG hosting for the website |
| TOP Garden Services | £1,200.00 | £0.00 | £ 1,200.00 | Tree Work |
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| | | | | |
| TOTAL EXPENDITURE | £1,913.63 | £16.09 | £1,929.72 | |

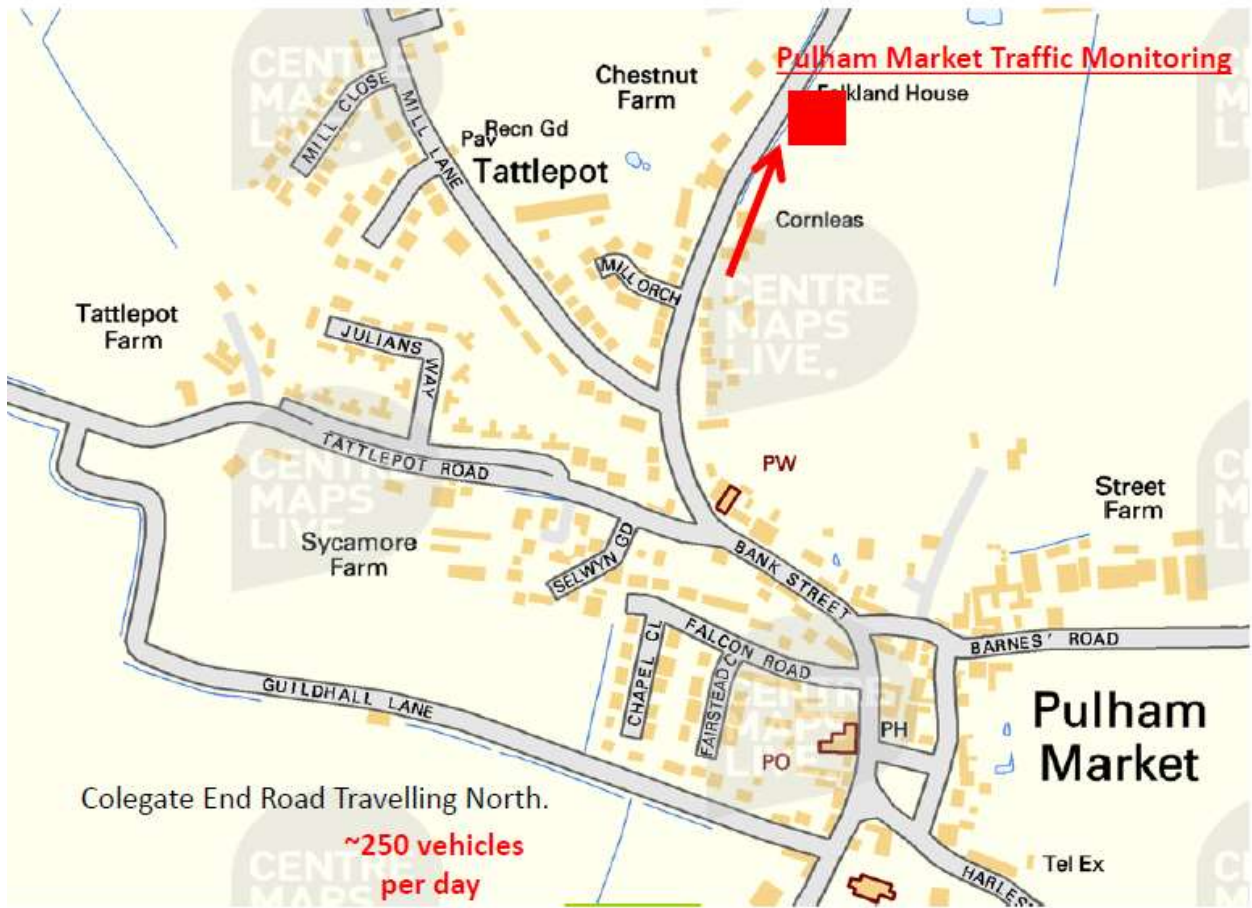
| BALANCES: (After presentation of above) | Unity Trust - Tailored Account | Unity Trust - Tailored Deposit Account | TOTAL AT BANK | NOTES |
|---|--------------------------------|--|---------------|-------|
| Brt Fwd previous month | £14,278.00 | £15,297.07 | £29,575.07 | |
| income | £13,742.68 | | | |
| TOTAL | £28,020.68 | | | |
| Less Expend | -£1,929.72 | | | |
| transfer | | | | |
| Carry Fwd | £26,090.96 | £15,297.07 | £41,388.03 | |

£1,880.22 Not cleared as yet due to be paid 10/5/17

| | | | |
|------------|------------|------------|----------------------------|
| £27,971.18 | £15,297.07 | £43,268.25 | Held at the Bank REAL TIME |
|------------|------------|------------|----------------------------|

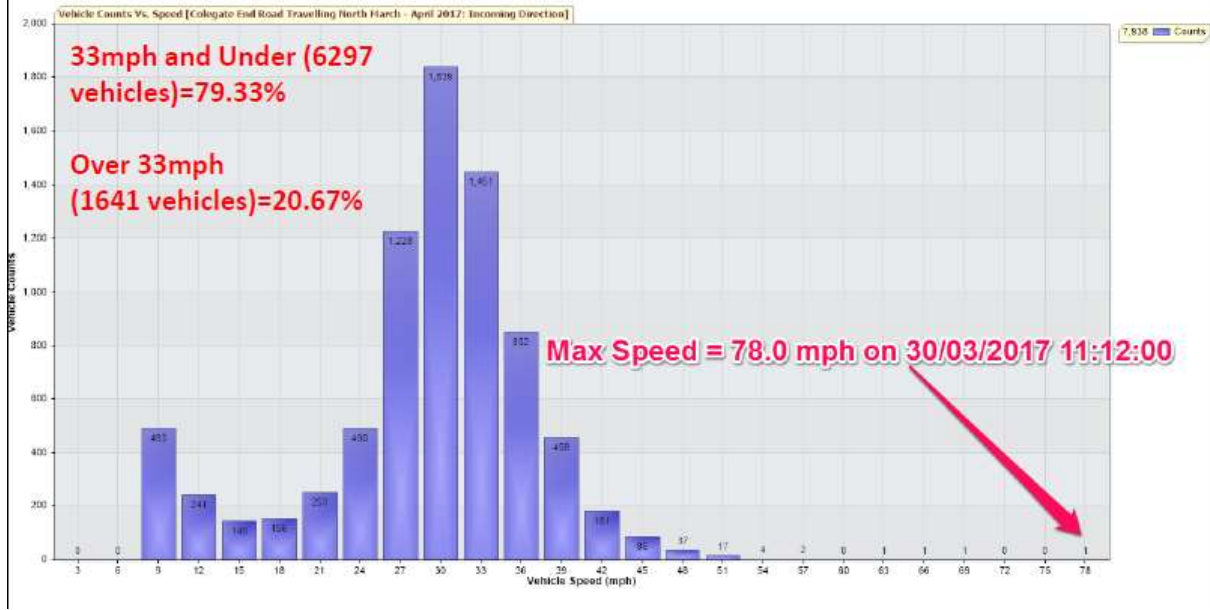
C Crane
Clerk to Parish Council
08-May-17

Appendix 2- SAM2 results



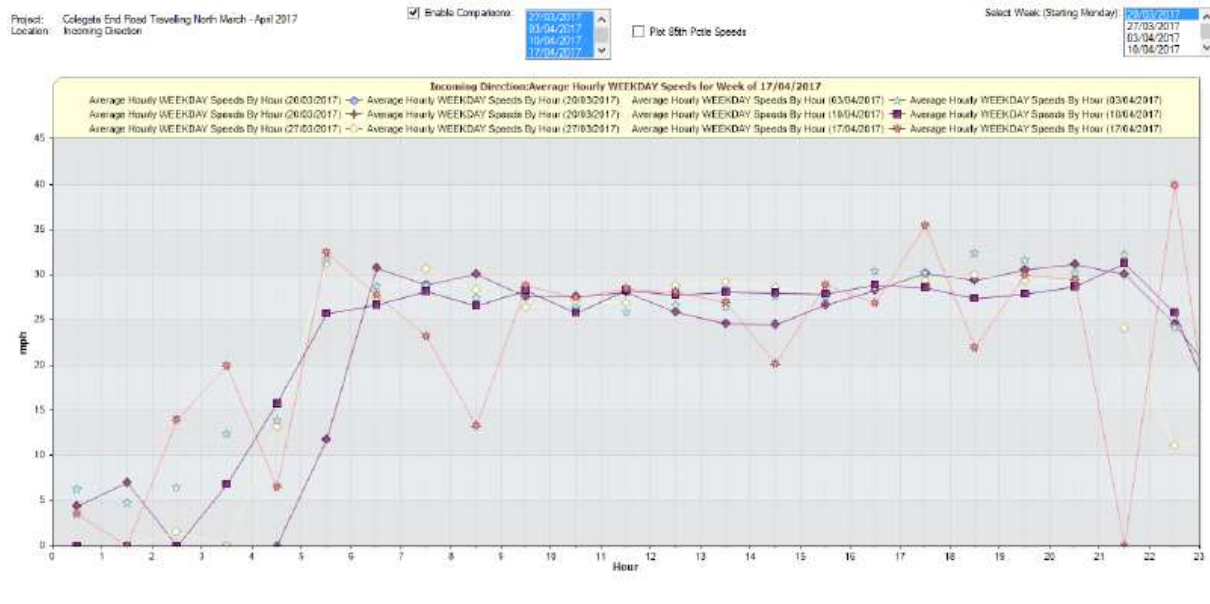
**Pulham Market – Village Speed Limit 30Mph – Colegate End Road Travelling North.
 Traffic Report From 20/03/2017 10:07:00 through 18/04/2017 08:10:02 = 29 Days
 Total Vehicles = 7,938 counts = 250 per day**

Volumes of Traffic travelling at 3mph intervals.



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



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

