



Minutes of Pulham Market Parish Council Meeting held in the meeting room of the Memorial Hall, at 7.30 pm, Monday, 13 November 2017

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

Parish Clerk: - Mrs Clare Crane.

Members of the Public- 4

District Councillor- Cllr Clayton Hudson

AGENDA

2017/186 Members to consider accepting apologies for absence.

No apologies were received. Cllr Wilby was unable to attend the meeting.

2017/187 Members to receive any declarations of personal or prejudicial interest from members on any item to be discussed.

Cllr Schwier declared interests in item (H7) DCLG Reference APP/L2630/W/17/3181606 Location: Hannah's Barn and item (I) Love Lane and Lombes Lane.

2017/188 Members to consider any co options onto the Parish Council.

No co options requests were received.

2017/189 Members to receive reports on matters of interest to the parish from District and County Councillors.

Cllr Hudson confirmed that a joint working relationship between Broadland Council and South Norfolk Council had been approved and the collaborative working was to save costs. The use of the Bullocks Fair car park is remaining free as the East of England Co-Op has agreed to contribute towards the costs.

See Cllr Wilby's report. Appendix1.

2017/190 Members to approve and sign the Minutes of the last meeting held on 9th October 2017.

It was agreed unanimously that the minutes were a true and correct record of the meeting and were duly signed and dated.

Meeting Closed

2017/191 Parishioner open forum.

The following residents were recorded at the meeting.

Mr and Mrs Cary & Mrs Cordelia Spence, put forward their concerns relating to item H1 on the agenda.

- Unhappy on the scale of the operation

- Road safety issues with the HGV traffic
- Impact on the well-being of residents
- Increase in noise levels
- Concerns regarding the odour and the foul smells
- Air quality with dust particles
- The traffic report relating to the application is misrepresented
- Major development will have a detrimental impact
- Out of keeping with this part Norfolk
- Inconsistent reports

Mrs Sue Aldiss (Pulham St Mary resident) put forward her comments relating to item I on the agenda.

- Intends to make an application to NCC for Love Lane and Lombes Lane to become a PROW before 2026.
- There was not enough written evidence put forward in the early 1990's.
- Historical evidence on Faden's map shows the tracks
- She has the backing of the Ramblers Association
- There will be other lanes that will be included in her research.

2017/192 The Clerk to provide the members with information on any matters arising from the minutes of the last meeting.

The Clerk had provided the actions report prior to the meeting and any outstanding actions would carry over to the December.

2017/193 Members to consider new planning applications and votes for resolutions will be held and comments to be confirmed.

1. 2017/1929-Applicant: Mr Duncan West-Location: Upper Vaunces Farm Semere Lane Pulham St Mary IP21 4QR -Proposal: Proposed poultry unit including 6 x sheds, 3 x 3 feed bins, water tank, biomass building, storage building, office and mess rooms

A lengthy discussion took place. References were made regarding the National and Local Planning Policy Framework, Economic growth and Historic England. Concerns were raised regarding vehicle movements and access and verge damage onto and from A140. Concerns on the number of vehicles and the robustness of Semere Lane were discussed at length. NCC Highways has not provided a formal response at the time of the meeting. Discrepancies in the report were raised.

It was proposed and seconded to object on safety concerns at the junction A140 and the unsuitability of Semere Lane for HGV traffic. A vote was taken with 5 in favour / 3 against. The resolution was carried. It was agreed the following comment was submitted.

As of today's date in light of the lack of clear information from Norfolk County Council Highways department, the Parish Council have raised safety concerns about the junction on the A140 and the unsuitability of Semere Lane for HGV traffic.

2. 2017/2352-Applicant: Miss Alex Blanshard-Location: View House The Green Pulham Market IP21 4SU Proposal: Render of property

The application was discussed and it was agreed to unanimously support the application.

3. 2017/2375- Applicant: Mrs Emma Johnson-Location: The Swallows Colegate End Pulham Market IP21 4XJ Proposal: Change of proposed timber

bi-fold doors on South West elevation to aluminium-clad bifold doors following approved application 2017/1482 (single storey rear extension)

The application was discussed and it was agreed to unanimously support the application.

4. 2016/2045- Location: Sycamore Farm Tattlepot Road Pulham Market IP21 4TH Proposal: Demolition of single storey outbuildings (as approved under application 2015/2491) and works to existing timber / clay lump barn following demolition, Application Type: Listed Building Consent

The application was discussed and it was agreed to unanimously support the application.

5. 2017/2102 & 2182 (listed building consent) Location: Walnut Cottage Station Road Pulham Market Norfolk IP21 4TE Proposal: Variation of condition 2 of permission 2016/2679 (extension to grade listed building and new double garage) - New rear dormer, new front velux window and widening of front bedroom window and removal of rear window. Application Type: Removal/Variation of Condition

Members considered the amendments at length.

It was proposed and seconded that the application be supported with the comments submitted being *'The Parish Council support the removal of the dormer to be replaced by a velux with frosted glass as the plan visually shows, but are concerned that the wording from the amended plan is still shown.* A vote was taken with 6 for and 2 against. The resolution was carried.

6. 2017/2508-Applicant: Mr Bim Mountain, Location: Grove Farm North Green Pulham Market IP21 4XW, Proposal: Change of use to form camping facilities/caravan pitches and erection of shower block

Due to late arrival of this plan it was agreed for all the members to consider this application at length and for this to be concluded at the December meeting.

Cllr Schwier left the meeting.

7. Town and Country Planning Act 1990, Local Planning Authority Reference: 2016/2607. DCLG Reference APP/L2630/W/17/3181606. Location: Hannahs Barn, Barnes Road, Pulham Market, Norfolk. Appeal By: Mr Paul Schwier, Street Farm, Barnes Road, Pulham Market, Diss, IP21 4SP.

It was agreed unanimously for the Clerk to reiterate to SNC planning department and the inspectorate the original comments submitted by the Parish council relating to this application.

2017/194 Members to consider the correspondence received from Mrs S Aldis proposing that Love Lane and Lombes Lane becomes PROW. Votes for resolutions will be held.

A lengthy discussion took place; members raised concerns regarding insufficient up to date information and evidence. It was proposed that the Parish Council supports continued research of these lanes eventually being able to become recognised as PROWs and recorded on the definitive map. This proposal was retracted.

A second proposal was that the Parish Council are supportive of further research and of establishing further information on the two tracks. This was seconded and a vote took place. All in favour, resolution carried.

Cllr Schwier returned to the meeting.

2017/195 Members to consider the Clerk's circulated report on planning. Votes for resolutions will be held.

The clerk concluded the report and asked the members to consider the following;

1. *The Parish Council to confirm annually by resolution that any development planning application outside the parish's development boundary will not be considered unless it is in accordance with the criteria of the SNC development management policy.*

Members considered the report and the conclusion. It was unanimously agreed to not put forward this proposal but to note the advice given in the report and to give it due consideration when reviewing individual cases on their own merits.

2. *The Parish Council to consider the initiation of a neighbourhood plan in 2018.*

Members agreed to review the consideration of the initiation of a neighbourhood plan in 2018. A vote took place and all members were in favour. Resolution was carried.

2017/196 Members to consider the Clerk's circulated report on the landscaping to the extension of the Burial Ground. Votes for resolutions will be held.

The clerk concluded the report and asked the members to consider the following;

In conclusion the Parish Council may wish to consider the following proposals:

1. **The Path**, to provide a straight continuous and easily accessible 2 metre path between the existing and new area would necessitate the removal of the crab apple tree. The Clerk to liaise with the Jordan family.

This was proposed and seconded. A vote took place 6 in favour 2 against.

Resolution was carried.

2. **The Hedge** along the northern boundary will require trimming to facilitate the 2 metre path. The Clerk to liaise with the neighbour.

This was proposed and seconded. A vote took place all in favour.

Resolution was carried.

3. **Although an additional Cremation area** is not required at this time any future need will impact on the information given below.

This was proposed and seconded. A vote took place all in favour.

Resolution was carried.

4. **Plinths**, by installing concrete plinths of 1 foot wide stretching from D to A positioning of graves and headstones would be controlled. It would be advisable to initially install a small section to allow for continuous review.

It was proposed and seconded that the Clerk obtains the costings for two rows to be introduced, subject to the costs being viable the work could take place. A vote took place, 7 in favour and 1 against. Resolution carried.

5. **Mapping of the Burial Area** see attached plans. If as recommended by the ICCM graves are placed at 4 foot x 9 foot intervals a maximum of 253 graves would be accommodated. If graves are placed at 5 foot x 9 foot intervals as at Rushmere St Andrew lawn cemetery a maximum of 207 graves would be accommodated.

It was proposed and seconded and unanimously agreed that before the December meeting 4 foot, 5 foot and 4 foot 6 apart graves would be considered at the Burial ground and this to be concluded at the December meeting prior the any work being undertaking.

6. A review of all **regulations and administration** procedures including charges, size and design of headstones, consecration and additional memorial deeds will be undertaken by the Burial Ground committee and a further report to be provided to full council in due course.

It was proposed and seconded and unanimously agreed that this would be agreed at a future meeting.

2017/197 Members to consider the circulated final version of the village Emergency Plan and proposed costs to complete the project. Votes for resolutions will be held.

The clerk concluded the report and asked the members to consider the following;

In conclusion the Parish Council may wish to consider the following proposals:

1. To adopt the proposed emergency plan.

A vote took place on the proposal and it was unanimously agreed to adopt the plan. Resolution was carried.

2. To agree to the purchase of the items enlisted in the report.

Clarke IG2200 2.2 kw Inverter Generator (Machine Mart) £389 exc vat £466.80 inc vat
Super Ser Calor Gas heater (Various suppliers) approx £100 inc vat
2 rechargeable flood lights (B&Q) £35 inc vat each
1 stand for lights (B&Q) £13 inc vat

A vote took place on the proposal and it was unanimously agreed to purchase the items on the report. Resolution was carried.

3. The Clerk to pursue the addition funds that may be available in a previous bank account that was earmarked for Emergency Planning.

A vote took place on the proposal and it was unanimously agreed for the Clerk to continue to pursue the monies that are in a separate bank account that were previously earmarked for EP. Resolution was carried.

2017/198 Members to consider projects for the Parish Partnership Scheme for 2018-2019 and any other Highways issues that may be eligible for grant funding from Cllr Wilby. Votes for resolutions will be held.

Members agreed unanimously that there were no Highways projects connecting to the Parish Partnership Scheme that were to be considered further. Resolution carried.

2017/199 To receive and discuss finances of the Parish Council and to consider the payments presented for ratification.

1. October-November 2017

Members agreed unanimously that the finances were correct. Cllr Hewitt and Cllr Falvey agreed to authorise the transactions online.

2017/200 Members to consider maintenance requirements around the village including, the Pavilion, the Playing field and Lighting maintenance.

1. Norfolk County Council Highways Department Rangers defects list.

- Leaf clearance throughout the village
- Sign cleaning throughout the village

It was agreed unanimously for the Clerk to submit these tasks to the NCC Rangers team.

2017/201 Members to receive the SAM2 data reports provided by the Clerk

Members duly noted the SAM2 report. The Clerk confirmed the report will be put on the website.

2017/202 Members to note correspondence received and consider requests where necessary.

No correspondence was required to be considered.

2017/203 Members to confirm the details for inclusion in the diary.

It was agreed for the following to be included in the December diary;

- All details of the lighting of the Christmas Tree Ceremony.

It was agreed that in an early spring diary residents should be reminded that garden cuttings should not be dumped on the edge of fields, which can be a hazard to the Highway and residents should consider getting a brown bin for all their garden waste from SNC.

2017/204 The Clerk to receive items for the next agenda and confirm the date and time of the next Parish Council meeting as Monday 11th December 2017 at 7.30pm.

The Clerk was asked to complete the following requests prior to the December meeting.

- Email the members with the arrangements of the installation of the lights onto the Christmas tree.
- Email the members with the arrangements of the Christmas tree lighting ceremony.
- Arrange for the Burial Ground hedges to be bushwhacked.
- Arrange for an Electrician to look at the showers at the Pavilion.

Meeting closed 10.35pm

Action Points

The Clerk	Submit all planning comments.
The Clerk	2017/2508 planning application to be on the December agenda for consideration.
The Clerk	Reiterate submitted comments regarding Hannah's Barn application.
The Clerk	Liaise with the Jordon family regarding the removal of the crab apple tree at the Burial Ground.
The Clerk	Liaise with the James family regarding the northern hedge at the extension to the Burial Ground being cut back and topped.
The Clerk	Provide costings for 2 concrete plinths at the extension to the Burial Ground.
The Clerk	Organise a meeting at the extension to the burial ground to discuss best width apart for the head stones as part of the landscaping project.
Cllr Hewitt	To purchase all equipment relating to the Emergency Plan.
Cllr Hewitt & Cllr Falvey	Authorise the online payments.
The Clerk	Provide the Rangers with the defects list.
The Clerk	Email all councillors with the details of the putting up of the Christmas Tree lights.
The Clerk	Email all councillors with the details of the Christmas Tree light switching on ceremony.
The Clerk	To arrange the Burial Ground hedges to be bushwhacked
The Clerk	To arrange an electrician to visit the pavilion regarding the showers.

Appendix 1 – Cllr Wilby’s report.

It's great to see the Co-op open their new store in Harleston with all of the staff that were employed by Bugdens. They have invested £1m in their new shop, supported the Free Car Parking and I along with everyone else wish them all the success that they deserve.

Update on Ash Die Back

It is estimated that up to 95% of the regions ash trees could fall victim to Ash Die Back. These findings are in a progress report after a second year of a three-year investigation by Norfolk County Council. Our 20 year strategy will be looking at how best to deal with the trees as they decline and how to recover the landscape. Data gathered will be analysed by the Food and Environment Research Agency (Fera) to see if any trends or correlations could be identified. We estimate that there is 196,000 ash trees lining Norfolk's roads so we have to know where they are, monitor their health and carry out any work that needs doing so they are safe.

The first part of the Norwich Northern Distributor Road (NDR) has been opened on November 11th, four months ahead of schedule and the whole road opening. The NDR is a 20 km dual carriageway under construction since January 2016. It runs from the A47 at Postwick, south-east of Norwich, to the A1067 Fakenham Road north-west of the city. The route (excluding the Postwick Hub, already complete) includes nine main roundabouts, four roundabouts on side roads, eight bridges (six over, two under), and 25 drainage lagoons.

The project has been developed by NCC with the backing of the Greater Norwich Growth Board district authorities - Norwich City, Broadland and South Norfolk – and New Anglia LEP. It is a key infrastructure project for Norfolk.

Norfolk's recycling rate continues to increase, we are now over 46% following our recent campaign of LOVE YOUR RECYCLING which highlighted what can and cannot go into your green recycling bin. Look out for your Christmas Bin Collection Dates as they might change over the Christmas Holiday period. You can find out all the dates for your bin collection by visiting www.south-norfolk.gov.uk or find it in the LINK magazine which is delivered to every household in South Norfolk.

NCC budget consultation is now taking place so look out for that on our website. The consultation finishes in early January and the budget for the next financial year (2018/19) will be set at the February council meeting.

I am looking forward to all of the Christmas Festivities and events that are being held in our Town and surrounding villages. The Harleston Lights switch-on is Saturday December 2nd. The Thoroughfare will be packed with local food and craft stalls, entertainment, rides and much more.

May I wish everyone a very Happy Christmas and a Healthy New Year.

Martin Wilby martin.wilby.cllr@norfolk.gov.uk 01379 741504

Appendix 2- November finances

PULHAM MARKET PARISH COUNCIL
FINANCIAL STATEMENT FOR NOVEMBER 2017

INCOME:	Amount	
Bierton and Woods	£35.00	Inscription change - Late George and Rita Quick
HL Pefitt	£35.00	Late - Elizabeth Hilton added to late Raymond Jack Hilton Inscription change
Burial - Susan Whymark Funeral Services	£180.00	Late - Peter Gunton
SNC	£200.00	Adopter payment for the mini recycling unit.
TOTAL INCOME	£450.00	

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)
Clare Crane -Bacs	£79.12	£0.00	£ 79.12	Expenses - (BT monthly unlimited calls £8.99) (Petrol expenses £70.13)
Starston Parish Council	£8.33	£0.00	£ 8.33	Paid to Starston Parish Council 2/3 of the £25 SLCC Autumn Conference - £12.50 bursary = £4.16 *2/3 = £8.33
Starston Parish Council	£8.33	£0.00	£ 8.33	Paid back to Starston Parish Council as received in error 1/3 of the SLCC Autumn Conference.
Mr Jeff Brown (Cheque Raised 300006)	£67.00	£0.00	£ 67.00	Work to the fence way near to the Old Bakery and the Memorial Hall.
TOP Garden Services	£2,183.25	£0.00	£ 2,183.25	Second half of the year charges for grass cutting.
Buildbase	£7.08	£1.42	£ 8.50	Teak Oil for the staining of the bench and the noticeboard.
NorfolkALC	£110.00	£22.00	£ 132.00	2 x Burial ground Training 24/10/17
E-ON	£19.33	£0.97	£ 20.30	Street Lighting Pulham Market 01/10/17-31/10/17
Mr Steve Hewitt	£17.13	£0.00	£ 17.13	Bin and bin liners for the playing field.
TOTAL EXPENDITURE	£3,111.05	£24.39	£3,135.44	

BALANCES: (After presentation of above)	Unity Trust - Tailored Account	Unity Trust - Tailored Deposit Account	TOTAL AT BANK	NOTES
Brt Fwd previous month	£30,445.84	£15,300.91	£45,746.75	
income	£450.00			
TOTAL	£30,895.84			
Less Expend	-£3,135.44			
transfer				
Carry Fwd	£27,760.40	£15,300.91	£43,061.31	

£3,135.44 Not cleared as yet due to be paid 15/11/17
-£180.00 Not cleared as yet due to be paid in 8/11/17

£30,715.84	£15,300.91	£46,016.75	Held at the Bank REAL TIME
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C Crane
Clerk to Parish Council
13-Nov-17