



**Minutes of Pulham Market Parish Council Meeting held in the Main Hall of the Memorial Hall, at 7.30 pm, Monday, 11 September 2017**

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

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

**Members of the Public-0**

**District Councillor- Cllr Clayton Hudson**

**County Councillor-Cllr Martin Wilby**

**AGENDA**

**2017/136 To consider accepting apologies for absence.**

Cllr Newby had sent his apologies in advance of the meeting due to holiday commitments.

**2017/137 To receive any declarations of personal or prejudicial interest from members on any item to be discussed.**

Nothing noted.

**2017/138 To consider any co options onto the Parish Council.**

Cllr Pietrzak offered to resign due to future ongoing working commitments, however members agreed at this stage to accept her apologies for any meetings she is unable to attend and she will continue to try to attend as many meetings as possible as her contribution at meetings is valued by the other members of the Parish Council.

**2017/139 To receive reports on matters of interest to the parish from District and County Councillors.**

Cllr Wilby confirmed that he has £1,000 left from his £6,000 Highways budget. He could allocate Pulham Market £1,000 this year or wait until next year for preferential treatment.

Cllr Hudson reported Norfolk recycling leaflet should now have been delivered to all households and the message is 'clean, dry and don't bag it'. Out of the 119 parishes there are 23 proposed changes on the boundary review. Harleston car park – parish poll had a 15% response which gave an indication 50% voted for free car parking in Harleston. There will continue to be further discussions on the car parking in the near future. There is an agenda item on new collaboration discussions between SNC and Broadland District Council to be discussed at Full Council meeting in due course. Concerns were raised from the members regarding the proposed new development at Long Stratton. Clarification on the design on the road was requested. Cllr Clayton concluded that there has been no master plan provided and it will only ever be a single carriageway bypass. It was confirmed that the A140 level will be raised at the Hempnall cross roads. Appendix1.

**2017/140 To approve and sign the Minutes of the last meeting held on 10<sup>th</sup> July 2017.**

The members unanimously agreed these to be a true and correct record of the meeting.

**2017/141 Parishioner open forum.**

Nothing was put forward.

**2017/142 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 had provided the members with the action document since the last meeting. All actions had been completed, any matters that had not been finalised were continued to be worked on by the Clerk.

**2017/143 To report on previous planning decisions, applications commented on since last meeting and to consider new planning applications.**

**a. 2017/1108 Location: Forge Cottage, The Green, Pulham Market IP21 4SU. Proposal: Replacement of single glazed bay window with double glazed bay window and associated flat roof repairs, Application Type: Listed Building Consent.**

The Parish Council agreed to support the application.

**b. 2017/2045 Applicant: Mrs D Dade, Location: Sycamore Farm Tattlepot Road Pulham Market IP21 4<sup>TH</sup>, Proposal: Works to existing timber / clay lump barn following demolition of outbuildings granted under permission 2015/2491.**

The Parish Council agreed to support the application.

A further application had been received after the agenda had been set but due to the comment date deadline it was agreed to review at this meeting.

**2017/2030 Location: Ashfield House, Mill Lane, Pulham Market, IP21 4XL. Proposal: First floor side extension. Application Type: Householder.** The Parish Council agreed to support the application.

**2017/144 Members to consider attending the 'Planning Course 2' in-conjunction with Dickleburgh & Rushall Parish Council at the cost of £25.**

The Parish Council considered this course to be useful and it was agreed that the Clerk and Cllr Pietrzak would be attending.

**2017/145 Members to consider the Clerk attending 'Social Media Training' on the 18<sup>th</sup> September 2017 at a cost of £25.**

The Parish Council considered this course to be useful and it was agreed that the Clerk attend.

**2017/146 Members to re-consider signing the CPRE Pledge.**

Further discussion and further information had been received regarding the CPRE pledge, it was proposed and agreed that the Parish Council will not be signing the pledge as per previous minutes and they will not consider this further.

**2017/147 Members to discuss the CPRE 'Vision for Norfolk' and consider whether they would like to sign up to the vision.**

As per the previous discussion it was proposed and agreed that the Parish Council will not be signing up to the CPRE pledge and they will not consider this further.

**2017/148 Members to consider the proposals put forward by Cllr Hewitt relating to the village Emergency Plan.**

Cllr Hewitt had circulated the plan and what proposals need to be considered to finalise the plan by the end of the year. It was agreed that Cllr Hewitt will speak with Mr Crisp regarding the disposal of the generator and look into the costings for a small generator that would assist with mobile phone charging in the Brewhouse in an emergency. Cllr Hewitt also agreed to speak with the Brewhouse committee regarding the additional gas cylinders.

A discussion took place on how the plan should be published to the residents of the village, and how the Parish Council can get a group of volunteers to put the plan into action in the event of an emergency and being available during an event of using the single plan based on using the Brewhouse.

It was acknowledged and noted by the Clerk that there is a possible £680.82 emergency plan working fund. The Clerk was asked to contact Mr Bell to discuss this matter further.

Sincere thanks to Cllr Hewitt for all his hard work.

**2017/149 Members to consider if they want to make representation on the draft Norfolk Strategic Framework document and public consultation.**

It was agreed that no further representation would be made on behalf of the Parish Council.

**2017/150 Members to complete the second phase of the consultation relating to the Community Governance Review.**

The Clerk was asked to check with Cllr Hudson that there have been no further changes relating to the Community Governance Review, if this is the case the Clerk will fill out the survey on behalf of the members to confirm they are happy with the proposals.

**2017/151 Members to consider the renewal of the Clerks SLCC membership of £121.**

A discussion took place regarding the benefits on the renewal of the SLCC membership for the Clerk. It was agreed this is an informative membership and supports the Clerk. The Clerk was asked to ask Starston Parish Council to consider paying 1/3 of the costs as this is a Clerking benefit. It was agreed for Pulham Market to pay 2/3 of the cost.

**2017/152 Members to discuss and decide on dates for the lighting of the Christmas tree.**

The date for the Christmas tree lighting ceremony was agreed as Thursday 7<sup>th</sup> December the Clerk was asked to ensure that TOPs will deliver the tree on 1<sup>st</sup> December; the lights will be placed on the tree on the weekend of 2nd December.

**2017/153 Members to ratify the mini recycling centre agreement and adopter payment of £200 for the year 2017/2018 for the maintenance of the mini recycling centre area.**

The members agreed to the guidelines set out and the Clerk will complete and send off the agreement to SNC.

**2017/154 Members to consider a grant request of £25 for the 'Silver Sunday' that has been organised at The Pennoyer Centre - 8th October 2017.**

After a lengthy discussion and consultation to the Parish councils grant awarding policy, it was agreed to not provide any form of grant for this event. The Clerk would advise of this decision.

**2017/155 Members to discuss reports provided by the Clerk**

**a. Memberships and Subscriptions-** this will be rescheduled to the next agenda to consider the memberships and subscriptions on an annual basis to assist with budget setting and to reduce the need to keep adding these individual items to the agendas.

**b. Report on the condition of the village benches-**Cllr Schwier agreed to speak with Mr Peter Blackburn to see who owns the dilapidated bench at the back/end of the burial ground. If we have no further details on who owns the bench it was agreed for it to be removed.

- c. **Report on the condition of the village litter bins**-The Clerk was asked to check of the schedule for the playing field rubbish collection dates and times and provide a solution for the lack of emptying.
- d. **Report on the condition of the village dog bins**-It was agreed to reschedule this item to the October meeting.
- e. **Report on the condition of the village noticeboard**-It was agreed to reschedule this item to the October meeting.
- f. **Report on the condition of the village post boxes and telephone box**-It was agreed to reschedule this item to the October meeting.
- g. **CIL Money expenditure**-It was agreed for all the members to consider the expenditure of CIL money and if the £1000 Highways grant that Cllr Wilby has offered is required this year.
- h. **Sam2 Data**-Concerns were raised on the recent reports these will continued to be monitored. See the village website for the all reports.
- i. **Mazars LLP, External Finance Auditors report and certificate for year ending 2016/17**-The Clerk confirmed that the report had been returned with no comments of recommendations from the external auditor.

**2017/156 To receive and discuss finances of the Parish Council and to consider the payments presented.**

**July-August 2017-** All members agreed to the payments presented. Appendix 2

**August-September 2017-**All members agreed to the payments presented. Appendix3.

Cllr Falvey and Cllr Ford agreed complete the authorisation of the online payments.

**2017/157 The Burial Ground subcommittee to update all the members on Burial Ground landscaping meeting.**

The members who attended a site meeting at Redenhall and Harleston Burial Ground fed-back their thoughts from the meeting and of the landscaping idea for the new piece of Burial Ground. It was agreed that the Clerk will speak with the local grave digger for clarity on the best way the land should be laid out in the grave digger's opinion and to arrange a visit to the Rushmere St Andrew Lawn cemetery in Suffolk to provide further ideas and advice.

**2017/158 The Clerk to clarify to the members of the Transferring the Grant of the Exclusive Rights of Burial for Mrs Stokes and to consider additional administrative charges for this service.**

The Clerk explained the lengthy process of the transferring the Grant of the Exclusive Rights of Burial. It was agreed as per the Burial Ground regulations stating that P.O.A that an Interim payment to cover the accruing costs should be charged with a further final settlement at the end of the process.

**2017/159 The members to consider maintenance requirements around the village including, the Pavilion, the Playing field, the Burial Ground and Lighting maintenance.**

**a. See Saw refurbishment completion.**

The members sincerely thanked Cllr S Hewitt for taking on the project of the refurbishment of the See-Saw and the Clerk was asked to send thank you letters to Mr Robert Hewitt, Mr Derek Ibbott and Mr Ray Chapman.

Concerns were raised on the untidiness of the Burial Ground including hedge cutting and general litter. It was agreed for the Clerk to arrange a meeting at the Burial Ground to create a list of defects for the Clerk to arrange the work to be carried out.

The football club had requested the reconnection of the pipes in the pavilion for the showers to now be used. Concerns were raised as the disconnection was originally

done to be compliant with health and safety. It was agreed for the Clerk to contact a plumber and discuss the matter further.

**b. Barrier in-between The Old Bakery and the Memorial Hall Quotation for the restoration and Buildbase contribution to the project.**

It was agreed for Mr Jeff Brown to start work on this project ASAP.

**2017/160 Members to discuss the Parish Partnership Scheme for 2018-2019 after the site meeting with Highways engineer.**

The Clerk outlined the details of the site meeting that had taken place with Cllr Hewitt, Mrs Hewitt, Cllr Newby and herself. Highways would not support a footpath of any description from Tattlepot Road towards the top of Guildhall Lane as this would not be considered a safe walking option and walkers should not be encouraged to use this verge. Other traffic safety calming measures were also discussed with regards to 'gates' on verges at the entrances of the village. The Clerk is waiting on costing from the NCC Highways team and this item to be discussed at the October meeting.

**2017/161 To notice correspondence received and consider requests where necessary**

**a. Saffron Housing – Is there a need for affordable homes in your village?**

The correspondence was circulated and it was agreed by the members that at this stage this should not be taken any further.

**2017/162 To confirm the details for inclusion in the diary.**

- Christmas Trees lighting ceremony
- Hazardous waste days
- Thanks to the carnival committee.

**2017/163 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> October 2017 at 7.30pm.**

The members asked the Clerk to include further discussions on the Memorial Hall repairs and its finances and for an update from CAN on the Trust Deed and obligations of the trustees.

Meeting closed 22.04pm

## Action Points

The Clerk	Book onto the 'Social Media Training' on the 18 <sup>th</sup> September 2017 at a cost of £25.
The Clerk	Book onto the 'Planning Course 2' in-conjunction with Dickleburgh & Rushall Parish Council at the cost of £25.
Cllr Hewitt	To speak with Mr Crisp regarding the disposal of the generator and look into the costings for a small generator and to speak with the Brewhouse committee regarding the additional gas cylinders.
The Clerk	Check with Cllr Hudson that there have been no further changes relating to the Community Governance Review and then complete the survey
The Clerk	Ask Starston Parish Council to contribute 1/3 to the renewal of the Clerks SLCC membership and to renew the membership.
The Clerk	Clerk was asked to ensure that TOP's will deliver the tree on the 1 <sup>st</sup> December.
The Clerk	Complete the mini recycling centre adopter payment agreement and send to SNC.
The Clerk	Confirm that the grant request of £25 for the 'Silver Sunday' at The Pennoyer Centre - 8th October 2017 has been declined.
Cllr Schwier	To speak with Mr Peter Blackburn to see who owns the dilapidated bench at the back/end of the burial ground.
The Clerk	Check of the schedule for the playing field rubbish collection dates and times and provide a solution for the lack of emptying.
The Clerk	SAM2 data on to the website
The Clerk	Planning applications- provide support status online.
Members	Consider the expenditure of CIL money and if the £1000 Highways grant that Cllr Wilby has offered is required this year.
The Clerk	<ul style="list-style-type: none"> <li>a. Memberships and Subscriptions</li> <li>b. Report on the condition of the village benches-</li> <li>c. Report on the condition of the village litter bins</li> <li>d. Report on the condition of the village dog bins</li> <li>e. Report on the condition of the village noticeboard</li> <li>f. Report on the condition of the village post boxes and telephone box. All to be included on the October agenda.</li> </ul>
Cllr Falvey & Cllr Ford	Complete the authorisation of the online payments.
The Clerk	Speak with the local grave digger for clarity on the best way the new BG land should be laid out.
The Clerk	To arrange a visit to the Rushmere St Andrew Lawn cemetery in Suffolk to provide further ideas and advice.
The Clerk	Confirm to Mrs Stokes that an interim payment to cover the costs of transferring the exclusive rights of burial will be charged with a further final settlement at the end of the process.
The Clerk	Send thank you letters to Mr Robert Hewitt, Mr Derek Ibbott and Mr Ray Chapman.
The Clerk	To arrange a meeting at the Burial Ground to create a list of defects for the Clerk to arrange the work to be carried out.
The Clerk	To contact a plumber and discuss the matter of reconnecting the showers at the pavilion.
The Clerk	Ask Mr Jeff Brown to carry out the work on the barrier in-between The Old Bakery and the Memorial Hall
The Clerk	Receive the costings for traffic calming solutions for the village from the NCC Highways team in line with the Parish Partnership Scheme.
The Clerk	Diary-Christmas Trees lighting ceremony, Hazardous waste days, Thanks to the carnival committee.
The Clerk	Include the Memorial Hall repairs and its finances and for an update from CAN on the Trust Deed and obligations of the trustees.

## Appendix 1 – Cllr Wilby’s Report.

Congratulations to all of the students and staff at Archbishop Sancroft High School on their recent Outstanding GCSE results. Sixty five percent of students gained at least a grade 4 in both maths and english which are some of the best results ever for the School. We are very fortunate to have such a high performing school here in Harleston, which gives our youngsters the very best start in life.

The Norfolk and Norwich Eco Awards is open for entries and celebrates its 10<sup>th</sup> anniversary this year. The scheme is hosted by Norwich City Council and Norfolk County Council and is dedicated to championing extraordinary achievements in eco-sustainability. There are six entry categories to choose from and all details of them and how to enter can be found at [www.eco-awards.co.uk](http://www.eco-awards.co.uk)

At our re-cycling centres we get all sorts of items brought in, so when the discovery of a WW1 Victory medal awarded posthumously to World War Soldier Private William George Starling of Lakenham was found amongst some coins we thought it only right to find the relatives of William and get it back to them. News of the find was posted on social media, we worked with the Royal Norfolk Regiment and Pro-Gen Research, contact was made with 89 year old Joan Balls, the neice of Private William Starling. I was priveleged to present the medal to Joan and her family who were so pleased to have it back with the family.

A reminder that NCC’s Harzardous Waste Days continue during October, to find out where and when they are and what can be taken in, please go to [www.norfolk.gov.uk/hazardouswaste](http://www.norfolk.gov.uk/hazardouswaste) or call 03448008020 Also on Recycling, every household across the county has received a pink leaflet called Give Your Recycling A Little Bit Of Love, which is aimed at giving information about re-cycling which in-turn will lead to an increase across Norfolk. For more information about recycling visit [www.recyclefornorfolk.com](http://www.recyclefornorfolk.com)

I was pleased to meet along with many others the East of England COOP at their community meeting held at Archbishop Sancroft School to hear about their plans and investment at their new store (old Bugdens) They are hoping to open, late October.

My next surgery is at HIP on Saturday 21<sup>st</sup> October 10am

Martin Wilby [martin.wilby.cllr@norfolk.gov.uk](mailto:martin.wilby.cllr@norfolk.gov.uk) 01379 741504

## Appendix 2- August finances

PULHAM MARKET PARISH COUNCIL  
FINANCIAL STATEMENT FOR AUGUST 2017

INCOME:	Amount	
South Norfolk Council	£20.00	Litter Pick
Bierton and Woods	£35.00	Late M and P Cullum inscription change.
UK Power Networks	£25.86	Wayleaves for the Playing Field
<b>TOTAL INCOME</b>	<b>£80.86</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)
Clare Crane -Bacs	£183.19	£30.13	£ 213.32	Signs Express - £150.65+30.13 Vat=£180.78//Instantprint £32.54
Online playgrounds	£69.46	£13.89	£ 83.35	Various material for the see-saw
E-ON - Street lighting	£18.71	£0.94	£ 19.65	01-6-17 - 30-6-17
E-ON - Street lighting	£19.33	£0.97	£ 20.30	01-7-17 - 31-7-17
Crook Power washing	£450.00	£0.00	£ 450.00	£300 tennis court + £150 for the cleaning of the play
TOP	£2,363.25	£0.00	£ 2,363.25	Grass Cutting including extra cuts.
<b>TOTAL EXPENDITURE</b>	<b>£3,715.42</b>	<b>£45.93</b>	<b>£3,761.35</b>	

BALANCES: (After presentation of above)	Unity Trust - Tailored Account	Unity Trust - Tailored Deposit Account	TOTAL AT BANK	NOTES
Brf Fwd previous month	£22,219.60	£15,298.98	£37,518.58	
Income	£80.86			
TOTAL	£22,300.46			
Less Expend	-£3,761.35			
transfer				
Carry Fwd	£18,539.11	£15,298.98	£33,838.09	

£3,741.70 Not cleared as yet due to be paid 16/8/17  
-£25.86 Not cleared paid in 7/8/17

£22,254.95	£15,298.98	£37,553.93	Held at the Bank REAL TIME
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C Crane  
Clerk to Parish Council  
16-Aug-17



## Appendix 3 – September Finances

PULHAM MARKET PARISH COUNCIL  
FINANCIAL STATEMENT FOR SEPTEMBER 2017

INCOME:	Amount	
HMRC	£2,236.23	VAT reclaim
Pulham St Mary Parish Council	£16.27	Half the cost of the publicity material for the Beckvale Community Car Scheme
<b>TOTAL INCOME</b>	<b>£2,252.50</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)
Mr S Hewitt	£96.11	£0.00	£ 96.11	Refurbishment of the See Saw at the Playing Field
Mr S Hewitt	£26.29	£0.00	£ 26.29	Bird spike strips and post concrete to reset the slide
Mr S Hewitt	£12.80	£0.00	£ 12.80	Pavilion key cutting
Anglian Water	£10.85	£0.00	£ 10.85	08/6/17-08/08/17 Pavilion Water
Pulham St Mary PC	£20.00	£0.00	£ 20.00	Printing of flyers for the village diary
Mazars LLP	£200.00	£40.00	£ 240.00	External Financial Audit fees
SLCC	£121.00	£0.00	£ 121.00	Clerk Membership Annual Subscription
<b>TOTAL EXPENDITURE</b>	<b>£1,098.53</b>	<b>£40.00</b>	<b>£1,138.53</b>	

BALANCES: (After presentation of above)	Unity Trust- Tailored Account	Unity Trust - Tailored Deposit Account	TOTAL AT BANK	NOTES
Brt Fwd previous month	£18,539.11	£15,298.98	£33,838.09	
income	£2,252.50			
TOTAL	£20,791.61			
Less Expend	-£1,138.53			
transfer				
Carry Fwd	£19,653.08	£15,298.98	£34,952.06	

£1,138.53 Not cleared as yet due to be paid 13/9/17

£20,791.61	£15,298.98	£36,090.59	Held at the Bank REAL TIME
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C Crane  
Clerk to Parish Council  
11-Sep-17