



## A guide to Pulham Market Parish Council

The Parish Council is made up of 9 elected unpaid members who all live in Pulham Market and represent the village on various matters. It is the third tier of local government, the other two being the County Council and the District Council.

We usually meet on the second Monday of every month at 7.30pm at the Pulham Market Memorial Hall. We discuss a variety of issues which affect the community. The public is very welcome to attend and we encourage comments to be made during the open session, part of every meeting.

### We are responsible for

- Providing general maintenance in the village.
- Village Green maintenance.
- The Playing Field and Pavilion.
- Some recycling bins; litter bins; dog fouling bins; grit bins; benches and some sign posts.
- The children's play area
- Maintenance of some street lighting.
- The Memorial Hall car park
- Grass Cutting and the maintenance of some verges and hedges.
- It owns, manages and maintains the Pulham Market Burial Ground for use by parishioners
- The council also owns the Memorial Hall, although the building is managed by the Memorial Hall trustees, a registered charity.

The Council makes comments on all **planning applications** and although South Norfolk District Council makes the final decision, they take the Parish Council's views into account.

The Council regularly discusses local issues such as local roads.

The Council works with other principal authorities and can report issues such as flooding, planning concerns, overgrown trees, footpaths, drainage, roads, street signage, and speeding to the relevant authority on your behalf.

### How to contact your Council

Contact the Clerk in the first instance:

#### **Mrs Clare Crane-Parish Clerk to Pulham Market Parish Council**

Sixmill Green  
Pulham Market  
Diss

Norfolk  
IP21 4XG

Email: [clerk@pulham-market.co.uk](mailto:clerk@pulham-market.co.uk)

Tel: 01379 608590

There is also the opportunity to contact individual councillors.

You are entitled to share your views with your Parish Council so that we can represent you well.

You are welcome to let your Council know if anything in the village is of concern so that action can be considered on your behalf.

This leaflet gives you advice on taking the opportunity to speak at Parish Council meetings.

**Q1 At which meetings may I speak?**

All public meetings of the Council will give an opportunity for members of the public to speak.

**Q2 How will I know when to speak?**

The Chairman will adjourn the meeting and invite public comments.

**Q3 Are there items I may not discuss?**

Matters that are confidential or commercially sensitive may not be addressed in public.

**Q4 How do I know what is on the agenda?**

The agenda is published on the website (see address on contacts page) and the Council's notice board. A copy will be available at the meeting.

**Q5 How do I arrange to speak?**

It is preferred that you contact the Clerk prior to the meeting, or raise your hand when the Chairman invites the public to speak.

**Q6 What should I say?**

The Council prefers you to identify yourself and to state your concern briefly and clearly.

**Q7 For how long may I speak?**

You will be allowed 5 minutes per subject point. At the discretion of the Chairman you may be allowed slightly longer but only in exceptional circumstances.

**Q8 May several people present a comment together?**

Yes.

**Q9 May I raise an issue that is not on the agenda?**

Yes.

**Q10 Can I provide written information?**

Yes, material of this sort must be given to the Clerk well before the meeting for circulation.

**Q11 Will the Council respond to my concerns?**

Yes, however if an item is not on the agenda no decision can be made at that meeting. The Council may not be able to respond to your question immediately, perhaps some additional research is required, so please leave us with your contact details.

**Q12 When will a decision be made?**

There is no given timescale for decisions but please feel free to contact the Clerk some time after the meeting if you wish to have an update.

**Q13 Am I allowed to film, photograph or record parish council meetings?**

Yes. The law changed in August 2014 and you are now permitted to do so. It is preferred that you inform the Clerk prior to the start of the meeting.