



PULHAM MARKET PARISH COUNCIL

Mrs W Alcock email clerk@pulham-market.co.uk Tel: 07352 165326

TO MEMBERS OF THE COUNCIL - You are hereby summoned to the Annual Parish Council Meeting (AGM)

On Monday 12th May 2025, commencing at 7.00pm in Pulham Market Memorial Hall.

(Members of the public and press are welcome to join the meeting, please let the Clerk know in advance.)

AGENDA

1. Appointment of Chairman and receive declarations of acceptance of office.
2. To consider appointment of a Vice Chair
3. To consider accepting apologies for absence
4. To receive any declarations of personal or prejudicial interest from members on any item to be discussed and consider any dispensations.
5. To approve and sign the Minutes of the last meeting held on 14th April 2024.
6. To consider co-optation of parish councillor (if required)
7. **Confirmation / Appointment of Representatives to the following:-**
 - a. Semere Recreation Ground Trustees: Currently Mrs J Fumero
 - b. Town Estate: Currently Cllr Schwier & Cllr Alexander
 - c. Tenec Trust: Currently Mrs J Thorp & Ms G Franklin
 - d. Planning working party: Full Council.
 - e. Burial Ground working party: Currently Cllrs Schwier, Alexander & Ford. Mr P Schwier with Full Council assisting as required.
 - f. Footpath Warden: Currently vacant
 - g. Tree Warden: Currently vacant
 - h. Action Plan: Full Council
8. To receive reports on matters of interest to the parish from District and County Councillors
9. **Parishioner public forum** – when-ever possible, please advise the Clerk in advance of the meeting if you will be raising any points.
10. To consider correspondence from parishioner/s
 - a. Concerns from resident about footpaths disappearing under crops.
 - b. Concerns from resident about grass cutting in the cemetery and on the banks outside the church

To receive reports and ratify further action if required

11. The Clerk (and Councillors where necessary) to provide an update on the matters arising from the minutes of the last meeting and provide any other information on actions that had been undertaken since the last meeting.
12. To receive report from the Chairman
13. To receive report on SAM data

Planning

14. Planning working party to provide recommendations on each new planning application presented, full council to consider and ratify comments and verdicts to each application.

- a) 2025/1210 – 1 Falcon Rd, Pulham Market – Works to trees in conservation area.
- b) 2025/1290 – Walnut Tree Cottage, Bush Green – Non-material amendment.

Governance

15. To consider asset register.

16. To consider recommended revisions to annually reviewed policies.

- a. Standing Orders
- b. Financial Regulations
- c. Burial Policies

17. To approve the Action Plan for 2025/26.

Finance

18. Presentation of the 2024/25 end of year finance report

- a) To receive the Annual Governance and Accountability Return 2024/25 Part 3
 - i. To approve the Annual Governance Statement 2024/25
 - ii. To approve the Accounting Statements 2024/25
 - iii. To receive the Internal Audit Report from for 2024/25
- b) To receive the Internal Auditors summary report on action arising of the Internal Audit Report 2024/25

19. To receive Financial Statements, to approve bank reconciliation for April 25 and authorise payments and note receipts.

20. To agree two Councillors to authorise payments and note receipts for the next month.

21. To ratify the banking mandate for direct debit payments to Valda Energy, Wave, SSE and ICO

22. To receive and approve the Council's insurance for 2025/26.

Other considerations

23. Consultation from SNC regarding Public Spaces Protection order for considering and comment if appropriate.

24. Investigation report into the Flooding across Norfolk in Storm Babet – for consideration and comment if Council wishes.

25. To consider details for inclusion in the Parish Diary and Parish Magazine.

26. The Clerk to provide and receive items for the next agenda and confirm the date and time of the June meeting.

Signed: W Alcock

Date: 2nd May 2025