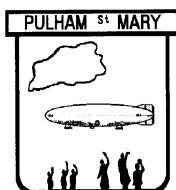


PULHAM S^t MARY PARISH COUNCIL



Clerk to Parish Council

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Minutes of the Parish Council Meeting held in the Pennoyer Centre, On Tuesday, 10th April 2018 at 7.50 pm, following the APM

Present: Cllrs Ellam, Scanlan, Langshaw, McDaniel & Burridge. Cllr Hudson attend as both District and Parish Cllr.

Attendance: The Parish Clerk was in attendance. County Cllr Willby and Anne Cleveland left the meeting as they had been in attendance for the APM and both provided reports (Details available on the parish website)

- 1: **To consider accepting apologies for absence:** Apologies were received and accepted from Cllr, Clarke and Albon.
A resignation was accepted from the Cllr Glover, the clerk will display the notice of the casual vacancy. In the absence of the Vice Chair, Cllr Ellam proposed Cllr Hudson chair the meeting, this was seconded by Cllr Burridge and unanimously agreed.
- 2: **To consider declarations of Interest:** Cllr Hudson advised that he would not take part in any consideration of planning applications as he would be making representation as District Cllr. Cllr Burridge declared an interest in planning application 2018/0561 Land West of Station Rd
- 3: **To approve minutes of the last meeting of 13th March 2018:** The March minutes were signed as correct
- 4: **To discuss matters arising from the minutes of the last meeting – for information only:**
 - a) **Parish Website:** The monthly reports have been updated on the parish website and the 40 mile speed limit order for Beeches Lane and Station Road has been displayed.
 - b) **Renewal and maintenance of the playground equipment and bench:** The Playground equipment is currently on order, the bench has been purchased **ACTION** the Clerk will look at options to install The Parish Council have been successful in their application to Tesco bags of help – The PSM playarea improvement project will be put forward for Tesco Customers to vote on in May and June 2018, at Diss, Aldeburgh and Saxmundham. Council will discuss the next stage of the improvement program at the May Meeting.
 - c) **Update of the Community Emergency Plan:** South Norfolk Council have completed **ACTION** the Clerk will proof read and report back at the May meeting.
 - d) **Provision of tree and plaque for the village centre:** This matter is ongoing
- 5: **To receive the Chairman's Report:**
Cllr Hudson had provided a report at the annual meeting. No further report was available and **ACTION** a letter of sincere gratitude will be forward to the outgoing Chairman for his dedicated commitment to the parish over the last 15 years.
- 6: **To receive the County and District Councillor's Reports:**
The County Cllr and District Cllrs both provided reports at the annual meeting.
The District Cllr reported on the ongoing Anglian Water repair program, work has currently moved out of the village but is expected to return with work being completed around June. There have been reports of damage to verges, paths and roadways. **ACTION** The Clerk will contact Anglian Water to organise a meeting/site visit to address the damage caused before completion.

7: The meeting was not adjourned as a public forum was not required.

8: Items for Discussion/Ratification:

- **To further consider request from PSM PCC** Three tenders have been received for the ground maintenance work at the church yard. Cllr Hudson proposed acceptance of the tender from TOPS at £80 +vat per visit. Council agreed a maximum cost of £500, (+vat) which will allow for 6 visits to carry out this work during 2018, this was seconded by Cllr McDaniel and agreed by a majority. This matter will be monitored and reconsidered again for future years.
- **To consider Cost of GDPR training Cllr** The cost of £75 - £100 for GDPR training was proposed by Cllr Hudson, seconded by Cllr Langshaw and unanimously agreed.
- **To consider renewal of subscriptions** Annual subscription cost of £20 for NPFA and £190.15 for NALC were proposed by Cllr Burridge, seconded by Cllr McDaniel and unanimously agreed
- **To consider request from Norfolk Age Uk ACTION** The Clerk will request details on numbers of calls for advice/assistance provided for PSM
- **To consider request from Redenhall with Harleston TC** Cllr Ellam proposed, again giving £750 for the continued support of the provision of free parking in Harleston, this was seconded by Cllr McDaniel and unanimously agreed.
- **To consider Eon Change to energy prices** Cllr Hudson proposed acceptance of an increase of 2.15p per kWh for the unmetered supply of electricity for the streetlighting, this was seconded by Cllr Scanlan and unanimously agreed. This will increase the total cost per year by approximately £60.
- **To consider continued support of Beckvale CC Scheme** Cllr Ellam proposed the continued support of the scheme of providing 50% match funding of SNC, giving £586.50, this was seconded by Cllr Burridge and unanimously agreed
- **To consider appointment of internal auditor** Cllr Langshaw proposed appointment of Mrs Wilkinson as the parish internal auditor, this was seconded by Cllr McDaniel and unanimously agreed **ACTION** the clerk will complete the statutory documents and forward by the end of April.
- **To Consider parish policies and notices** The Clerk has forwarded copies of the new data protection policies and notices documents, Council will consider adoption at the May APCM.
- **Ongoing consideration of the Village Sign** There has been a small response on the village sign consultation, **ACTION** this will be expanded and options will be considered on the production and cost of carrying out this work.
- **To re consider refurbishment of the phone box** The Clerk has had no response from her initial email to company providing this service the matter will be forwarded to the May Meeting
- **To consider 100 year anniversary of the RAF and the end of WW1** Notice has been received that the old RAF Pulham Airfield will be commemorated during the RAF 100 year commemorations this year. **ACTION** The Clerk will work with the organisers and Pennoyers to ensure we maximise coverage of this historic recognition.
- **To consider comment on Draft Norfolk Access Improvement Plan 2019 – 2018** Moved to the May meeting

9: **Accounts: Presentation of the income and expenditure for April** - Cllr McDaniel Signed and Cllr Burridge countersigned the April receipts and payments.

The balance on the account will be £44,255.74 following the presentation of the following transactions;

PULHAM ST MARY PARISH COUNCIL				
ACCOUNTS : MONTH : April				
INCOME:	Amount:	Description:		
HMRC	£444.83	VAT		
S Garrett	£305.00	Donation for Bench		
TOTAL INCOME	£749.83			
<u>Cheques to be paid:</u>				
EXPENDITURE:	Gross	VAT	Net	Description
BT	20.90	3.45	17.42	BB and Call to 23/4/18
Eon	38.60	1.84	36.76	March Streetlights
Wave	15.74		15.74	Allotment Water
L Shulver	776.25	61.00	715.25	Clerk Salary/ Parish Expenditure
NPFA	20.00		20.00	Subscription
NALC	190.15		190.15	Subscription
Beckvale CC Scheme	586.50		586.50	Annual contribution
TOTAL EXPENDITURE	£1,648.14	£66.32	£1,581.82	£1,648.14

10: Other Reports:

- i. **Sports & Recreation Committee** No further reports.
- ii. **Tree & Footpath Wardens** No further reports
- iii. **Sam update** Cllr Hudson Updated Council on the SAM

11: Planning Applications

2017/1929 Upper Vances Farm – Proposed poultry unit – **The planning officer has confirmed that the parish will be re consulted on this application following amendments and new documents. Council anticipate that this application will be considered at the May Parish Meeting**

2018/0423 25 Norwich Road – Request for approval submitted

New Applications

2018/0561 Land West of Station Rd – Change of use from agricultural to empty waste skip storage (Cllr Burrige declared an interest and left the meeting) Council considered Noise and Highway implications, Cllrs present will take the opportunity to visit the site and submit comment to the Clerk, for a response to be submitted by the 18/4/18

12: To consider the date of the next Parish Council meetings: The Annual Parish Council Meeting will be on 8th May 2018 at the Pennoyer Centre and will commence at 7.30pm.

The meeting closed at 9.00 pm

Signed:

Date:.....