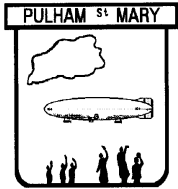


PULHAM ST MARY PARISH COUNCIL



Clerk to Parish Council

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Minutes of the Annual Parish Council meeting held in the Pennoyer Centre, on Tuesday, 10th May 2016 at 7.30 pm.

Present: Cllrs Glover, McDaniel, Ellam, Albon, Langshaw, Burridge and Clarke.

In Attendance: District Councillor Hudson attended as a Parish & the District Councillor, County Councillor Wilby, the Parish Clerk & one member of public

- 1: To consider accepting resignations, apologies for absence & declaration of Interest:** A resignation from Mrs Donnison was accepted and Council requested the Clerk send a letter to thank her for her commitment and work during the time she has stood as a councillor and prior to this, while she was the Parish Clerk. The Clerk will advertise the casual vacancy. Apologies were accepted from Cllr Burridge & Cllr Glover submitted a declaration of interest on matters concerning the Kings head and land at Glebe Farm.
- 2: To appoint the Chairman & Vice Chairman and to receive signed declarations of acceptance of office:** Cllr Langshaw proposed the setting aside of standing order determining the length of service of a Chairman, seconded by Cllr Clarke, this was unanimously agreed. Cllr McDaniel proposed re-election of Cllr Glover as Chairman, seconded by Cllr Clarke, this was unanimously agreed. Cllr Glover was duly elected and signed his acceptance of office, which was countersigned by the Clerk. Cllr Hudson proposed election of Cllr Albon as Vice-Chairman, seconded by Cllr Ellam and this was unanimously agreed. Cllr Albon signed his acceptance of office, which was countersigned by the Clerk.
- 3: To consider co-option of new councillors:** Not required
- 4: To approve minutes of the last meeting of 12th April 2016:** The minutes were signed as correct.
- 5: To review and appoint representatives to existing Committees & Sub-committees and consideration of formation of any new committees**
Cllr Glover & Burridge will remain on the Sports and Recreation Committee, they will be joined by Cllr Albon and Langshaw
Councillor Hudson and Donnison will be removed from the Planning Committee and Cllr Albon and Langshaw will be added
Mrs Surey remains as the footpath warden & Cllr Albon the tree warden
- 6: To review and adopt, if required, Standing Orders & Financial Regulations, Procedure policies, Risk assessments, to review arrangements for information available under the Freedom of Information Act, contributions made for work completed by other authorities and bodies, representation or work with other bodies, the inventory of assets and insurance cover, memberships of other bodies, policy for dealing with media/press & dates of meetings for coming year**
The Clerk had circulated a link to the location of all documents on the parish website for Councillor's perusal. **Action** The Inventory of assets will be updated following renewal of the parish insurance in June and the new dog bin will be added. The Clerk will continue to monitor the documents to ensure compliance. The parish meetings were set for the second Tuesday of each month.

- 7: To discuss matters arising from the minutes of the last meeting – for information only:**
- a) **Parish Website:** The monthly reports have been updated and the casual vacancy will be advertised
 - b) **Streetlight/Unmetered Supply to the BT Kiosk:** AMEY have been emailed for an update
 - c) **The ditch clearance in Station Rd:** Pending.
 - d) **Dog Bin in Mill Lane:** SNC have confirmed they are happy with the site of the new dog bin, no further complaints have been received this item will be removed and monitored over the next few months
- 8: To Receive the Chairman's Report:** The Chairman expressed his gratitude to Mrs Donnison, for all her work on parish matters and personally for her assistance while she was engaged as the Parish Clerk.
Cllr Glover reported on a recent straw fire on land between the Pulhams, he noted that the potholes had been addressed in Station Road but the damage in the Harleston Road was still outstanding. **Action** The Clerk will check her emails as she thought she had been advised that the Harleston Road had been repaired, so will need investigate further. The work at the corner approaching The Street will require time for highways to schedule. An additional pothole was identified in Poppys Lane 100 metres before Duck Foot Lane. **Action** The Clerk will report
- 9: To Receive the County & District Councillors reports:** A report was provided by County Cllr Wilby; attached Appendix May (i).
The District Councillor updated Council on the changes to refuse recycling collection. This change, commencing 6th June, will establish improved route planning and eliminate the requirement of two transfer sites, which will assist with the reduction of cost in provision of this service **Action** the Clerk will continue to provide up to date information on the website.
There will soon be a call for potential development sites and proposals for considerations should be submitted between 16th May and 8th July, this Item will be added to the June agenda.
A new full size 3G Football pitch has been given approval for Long Stratton.
The District Cllr advised that Starston and Pulham Market are currently considering the cost of funding the local Police with a speed gun. PSM pc do not currently wish to consider this matter.
An update was provided on potential funding available from the Community Fund for projects requiring funding in excess of £1,000.
- 10: Public Forum:** Mark Wood introduced himself as one of the group of people interested in the development land for sale known as Glebe Farm. The Clerk had circulated an email from Highways Boundaries requesting the Parish Councils assistance on clarifying ownership of a piece of land in the village centre crossing the entrance to Glebe Farm and Mr Wood provided further background information on this matter. Councillors perused the maps supplied and Cllr Albon proposed a motion for the Parish Clerk to reply to Highways Boundaries and confirmed that the Parish Council do not claim ownership or control of this land and have always believed it to be part of the public highway. The Clerk has always contacted Highways if repairs have been required to the posts or surface and to the best of Parish Councils knowledge Highways have always carried this work out. This was seconded by Cllr Hudson and unanimously agreed. **Action** The Clerk will send confirmation to Highways Boundaries
- 11: To Consider Items for Discussion/Ratification:**
- **To consider renewal cost of the Local Council Insurance –** The Clerk confirmed the renewal cost of £550.35 for this year's parish insurance, which is in line with the agreement set in place for 3 years commencing June 2015
 - **To consider payment to Beckvale Community Car Scheme –** A request has been received to provide the parish contribution for the Beckvale Community Car scheme in one payment at the beginning of each year. The Clerk has already raised the first ½ yearly payment of £293.25 in line with the current arrangements; Cllr McDaniel proposed a second payment to Beckvale Community Car Scheme for the remaining annual contribution of £293.25 is raised next month and from 2017 the annual contribution is made in a single payment. This was seconded by Cllr Clarke and unanimously agreed.

- **To consider signatories on the parish bank accounts** – with the resignation of Mrs Donnison a second signatory is required on the Nationwide Savings Accounts, it was agreed that as the incoming Vice Chair, Cllr Albon will become the second signatory **Action** the clerk will organise the paperwork. Mrs Donnison will be removed from both the Nationwide and the Co op Accounts; It was not considered necessary for addition signatories to be added to the Co op account.
- **To consider ongoing use of the South Green Recreation Ground** – Cllr McDaniel advised that it had been necessary to inform youths at South Green Recreation Ground of the danger of climbing on the pavilion. Cllr Ellam proposed 'Fragile roof use crawling boards' signs are purchased to erect on the two buildings at South Green, this was seconded by Cllr Clarke and unanimously agreed **Action** the Clerk will purchase 2 signs. Cllr Albon raised concern over the justification of funding South Green Recreation Ground, when it was not being used to full potential. As there has been no recent requirement of a football pitch, other options were discussed, including; dividing the area allowing part to be maintained for sport/game play use, part to be allowed to meadow suitable for dog walking & general recreational use and the remainder being allowed to develop a more natural habitat around the new trees. Opening the gate to allow parking was also considered and precautions for security explored. **Action** the Clerk will prepare a plan & procure quotations/costs for further consideration and this item will be moved to the June meeting.
- **To further consider the Kings Head PH** – An offer has been submitted to the owner, via TW Gaze for the freehold interest of the Kings Head PH, the owner has received this and is believed to have spoken to SNC on the matter. A response has been requested by the 31/5/16 and this item will be forwarded to the June meeting to discuss further, pending any response received.

12: Accounts:

- i. **To consider the EOY accounts for 2015/16** - The Clerk had distributed the EOY balance sheet and a copy of the explanation of variance required for the annual audit to explain and differences in excess of 15%. The Clerk advised that she has now set aside a streetlight fund as expenditure over the last 2 years has been minimal because the current lamps are still under guarantee but money needs to be set aside to allow for periodic servicing/repair every 5 – 6 years. Councillors will peruse documents and forward any comments. The Accounts are currently with the Internal Auditor for inspection.
- ii. **To consider the Income and Expenditure for May** – The bank reconciliation for 30/4/16 and accounts for May were presented by the RFO and council approved. Cllr Ellam signed and Cllr Clarke countersigned the Cheques, Cheque stubs and approved the invoices raised

PULHAM ST MARY PARISH COUNCIL		
ACCOUNTS : MONTH : May		
INCOME:	Amount	Description
SNC	£10,539.57	Precept, first payment
SNC	£1,282.00	Grant
TOTAL INCOME	£11,821.57	

Cheques to be paid:

EXPENDITURE:	Gross	VAT	Net	Description
BT	13.74	2.29	11.45	Broadband and calls
Eon	31.28	1.49	29.79	Streetlighting for April
L Aston	418.76		418.76	Clerks Salary & Parish Admin
C Musk	40.00		40.00	Village Maint
Came & Co	550.35		550.35	Parish Insurance
Beckvale CC Scheme	293.25		293.25	1/2 yearly payment
			-	
TOTAL EXPENDITURE	£1,347.38	£3.78	£1,343.60	£1,347.38

Balance after presentation of the above cheques will be £42,137.62

13: Other Reports:

- i. **Sports & Recreation Committee** - No further report
- ii. **Tree or Footpath Wardens** - No further report
- iii. **SAM** – Cllr Hudson gave a report on movement of the SAM

14: Planning Applications

Previously listed for information only

- a) **2015/0816 Tubbys Barn North Green** - Application for prior determination on change of use of agricultural to 1 dwellings – no material objections can be raised on this application
Action The Clerk will request that, should this application be considered for approval, any development is designed, to best ability, to avoid disturbance by light, overlooking or visible impact to neighbouring property.

The Meeting closed at 9.30pm

15: To consider the date of the next parish council meeting: Tuesday 14th June 2016 at 7.30p.m at the Pennoyer Centre

Signed:

Date:.....