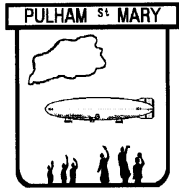


PULHAM ST MARY PARISH COUNCIL



Clerk to Parish Council

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Minutes of the Annual Parish Council meeting held in the Pennoyer Centre, on Tuesday, 9th May 2017 at 7.30 pm.

Present: Cllrs Glover, Ellam, Mc Daniel, Burrridge, Albon and Richards.

Attendance: Cllr Hudson attended as both a parish and district Councillor. County Cllr Wilby, the Parish Clerk and 2 parishioners were also in attendance.

- 1: To consider accepting resignations, apologies for absence & declaration of Interest**
Apologies were accepted from Cllr Langshaw and Clarke, 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:** McDaniel proposed the setting aside of standing order determining the length of service of a Chairman, seconded by Cllr Hudson, this was unanimously agreed. Cllr McDaniel proposed re-election of Cllr Glover as Chairman, seconded by Cllr Hudson, this was unanimously agreed. Cllr Glover was duly elected and signed his acceptance of office, which was countersigned by the Clerk. Cllr Ellam proposed re-election of Cllr Albon as Vice-Chairman, seconded by Cllr Hudson and this was unanimously agreed. Cllr Albon signed his acceptance of office, which was countersigned by the Clerk.
- 3: To approve minutes of the last meeting of 11th April 2017:** The minutes were signed as correct.
- 4: To review and appoint representatives to existing Committees & Sub-committees and consideration of formation of any new committees**
Cllr Glover, Albon, Langshaw & Burrridge will remain on the Sports and Recreation Committee
Cllr Glover, Albon, Langshaw, Mc Daniel, Ellam and Clarke will remain on the Planning Committee and Cllr Richards will join the committee.
Mrs Surey remains as the footpath warden & Cllr Albon the tree warden
- 5: 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. The Clerk will continue to monitor the documents to ensure compliance. The parish meetings were set for the second Tuesday of each month.
- 6: To discuss matters arising from the minutes of the last meeting – for information only:**
 - a) **Parish Website:** The monthly reports have been updated
 - b) **Speed Restriction and village gateway:** NCC are investigating
 - c) **Beckvale CC Scheem:** The Clerk advised that the subsidy change for Customers will commence 1st June; for clarity the contributions made by SNC and both parishes will remain the

same.

- 7: To Receive the Chairman's Report:** The Chairman congratulated the County Cllr on his re-election & reported that Morningthorpe recycle centre will be closed from 13/6/17 to 4/8/17 for essential repair, the next nearest centre is Ketteringham, Station Lane, near Hethersett and Mile Cross, Swanton Road, alternative sites are also located in Wymondham and Bergh Apton. The Chairman thanked Councilors and the Clerk for their help and support throughout the year and he updated Council on the repairs currently being made to the swings at North Green.
- 8: To Receive the County & District Councillors reports:** The County Cllr, congratulated the Chair and Vice Chair on their re-election and praised the Parish Council. A report was provided by County Cllr Wilby; attached Appendix May (i).
The District Councillor has made representation on planning applications 2017/ 0626 & 0098 to be discussed under planning. The £2 million upgrade for Long Stratton sports centre has been approved, the Wymondham centre has been identified as an example to support the cost, as this facility is now showing a substantial return on investment. The District Cllr asked Council to consider the Local Plan in relation to supply for 2026 -36, The Greater Norwich delivery of 12,000 homes, will require villages like PSM to consider between 20 – 50 new houses over this period. It is in the interest of the village/PC to be involved in these proposals at an early stage
- 9: Public Forum:**
A resident from Station Rd, advised that he had cut the grass in front of his property **ACTION** The Clerk will speak to the new contractor to ensure this area is being included.

A report was given on the increase in monk Jacks and general deer, within the village. **ACTION** The Parish Council will contact Defra for guidance.
- 10: To Consider Items for Discussion/Ratification:**
- **To consider renewal cost of the Local Council Insurance** – The Parish annual insurance increase is capped at 2% although the IPT tax has increased to 12% this year. The cost to the parish is £574.17 and the current contract ends May 2018.
 - **To Further consider path at Station Rd** - Confirmation on ownership of the path in Station Rd is being sort, this will be discussed at the next meeting
 - **To Discuss Clearance of the pond at North Green** - The pond was cleared of debris by volunteers during the village litter pick, Council are pleased to see this support from within the village; the Clerk will pass thanks on.
 - **To ratify the cost for repair of swings in North Green** – Cllr Ellam proposed £100.70 for the bolts to repair the swings at North Green play area, this was seconded by Cllr Hudson and unanimously agreed. Thanks was given to Cllr Glover for carrying out this work.
 - **To consider Donation to PCC towards roof repair** - Council considered a donation towards roof repairs at the village church. Cllr Ellam Proposed £500 was provided from this year's budget towards the repair of this and Cllr McDaniel supported this as it is a community asset of heritage importance. This action could not be supported by all Councillors present a vote was taken and the motion was passed 4:3
- 11: Accounts:**
- i. **To consider the EOY accounts for 2016/17** - 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 internal audit has been completed and approved; the Chairman and the Clerk signed the audit documents at the approval of the Council.
 - ii. **To consider the Income and Expenditure for May** – The bank reconciliation for 30/4/17 and accounts for May were presented by the RFO and council approved. Cllr Ellam signed and Cllr McDaniel countersigned the Cheques, Cheque stubs and approved the invoices raised

| PULHAM ST MARY PARISH COUNCIL | | | | |
|-------------------------------|------------|-------------------------------|-----------|------------------------------|
| ACCOUNTS : MONTH : May | | | | |
| INCOME: | Amount | Description | | |
| SNC | £11,683.02 | 1st precept pay and SNC Grant | | |
| | | | | |
| | | | | |
| TOTAL INCOME | £11,683.02 | | | |
| | | | | |
| <u>Cheques to be paid:</u> | | | | |
| EXPENDITURE: | Gross | VAT | Net | Description |
| BT | 19.41 | 3.23 | 16.18 | BB and Calls to 23/5/17 |
| Eon | 37.35 | 1.78 | 35.57 | Streetlighting |
| L Aston | 528.97 | 17.30 | 511.67 | Clerks Salary, Admin and Exp |
| C Musk | 40.00 | | 40.00 | Village Maint |
| M Wilkinson | 40.00 | | 40.00 | Internal Audit |
| P Newby | 618.00 | 103.00 | 515.00 | Grass/Hedge Cutting |
| Came & Co | 574.17 | | 574.17 | Insurance |
| Beckvale CC Scheme | 586.50 | | 586.50 | Annual contribution |
| | | | | |
| TOTAL EXPENDITURE | £2,444.40 | £125.31 | £2,319.09 | £2,444.40 |

Balance after presentation of the above cheques will be £43,699.69

12: Other Reports:

- i. **Sports & Recreation Committee** - No further report
- ii. **Tree or Footpath Wardens** - No further report
- iii. **SAM** – Updated data will be circulated

13: Planning Applications

Previously listed

2016/2762 siting of a shipping container, The Pennoyer Centre – Extended date for consideration pending agreement of further details of amended application.

2017/0107 Church of St Mary – Long term temporary repair to porch roof – request approval

2017/0522 The Old Maltsters Station Road – proposed fencing retention of field shelter and shed – Approved with conditions

2017/0626 March Cottage Hall Road – semi detached cottage attached to dwelling – Request refusal

2017/0098 The Kings Head Inn – proposed alteration to garage – Request refusal (Council agreed that if an informative note not to grant change of use was included in a decision notice, they were happy for the District Cllr not to request this application is taken to committee)

New applications

2017/0802 3 Norwich Road - removal of sand cement render, lime render, works to timber frame - no object request to approve will be submitted

2017/0951 Land at Glebe Farm - Change of use agricultural to residential - no object request to approve will be submitted

2017/0975 Orchard Barn, Garlic St- Proposed double garage - no object request to approve will be submitted

The Meeting closed at 9.40pm

14: To consider the date of the next parish council meeting: Tuesday 13th June 2016 at 7.30p.m at the Pennoyer Centre

Signed:

Date:.....