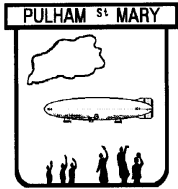


# PULHAM S<sup>t</sup> MARY PARISH COUNCIL



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## **Minutes of the Annual Parish Council meeting held in the Pennoyer Centre, on Tuesday, 8<sup>th</sup> May 2018 at 7.30 pm.**

**Present:** Cllrs Albon, Ellam, Scanlan, Mc Daniel.

**Attendance:** Cllr Hudson attended as both a parish and district Councillor. The Parish Clerk and 2 members of the public were also in attendance.

- 1: To consider accepting resignations, apologies for absence & declaration of Interest**  
Apologies were accepted from Cllr Langshaw, Burridge and Clarke. As a parish councillor Cllr Hudson will observe only during the consideration of planning matters. As the District Cllr he will be consulted independently.
- 2: To appoint the Chairman & Vice Chairman and to receive signed declarations of acceptance of office:** Cllr Ellam proposed election of Cllr Hudson as Chairman, seconded by Cllr Albon, this was unanimously agreed. Cllr Hudson was duly elected and signed his acceptance of office, which was countersigned by the Clerk. Cllr Scanlan proposed re-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 approve minutes of the last meeting of 10<sup>th</sup> April 2018:** The minutes were signed as correct.

***The Public Forum and consideration of planning applications were brought forward as both members of the public were in attendance to discuss Planning Application 2017/1929. Currently the LPA have not provided any further information for consideration so this matter will be moved to a future meeting.***

- 4: To review and appoint representatives to existing Committees & Sub-committees and consideration of formation of any new committees**  
Cllr Albon, Langshaw & Burridge will remain on the Sports and Recreation Committee & Cllr Scanlan will join the committee.  
Cllr Albon, Langshaw, Mc Daniel, Ellam and Clarke will remain on the Planning Committee and Cllr Scanlan will join the committee.  
Cllr Ellam proposed formation of a data protection policy, seconded by Cllr McDaniel and unanimously agreed. Cllr Ellam, McDaniel, Scanlan and Hudson were appointed members. A meeting will be held in due course to approve terms of reference.
- 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**  
Cllr Ellam proposed changes to the standing orders to comply with GDPR, this was seconded by Cllr Scanlan and unanimously agreed.  
Cllr Ellam proposed adoption of PSM Data Protection Policy, this was seconded by Cllr McDaniel and unanimously agreed.  
Cllr Ellam proposed the Clerk as interim Data Protection Officer, this was seconded by Cllr

McDaniel and unanimously agreed.

The Clerk will continue to monitor and update documents for ongoing compliance, copies are available on the parish website.

**Action** The Inventory of assets will be updated following renewal of the parish insurance.

The dates of meetings were approved for the coming year; the June meeting will be held on the first Tuesday of the month, the 5<sup>th</sup> June 18, to approve the final account for 17/18 before submission to the external auditors, the December meeting will be held on the first Tuesday of the month, the 4<sup>th</sup> December 18 & there will be no meeting in August 18. All other meetings will be held on 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) **Renewal & Maintenance of Playground Equipment:** The new playground equipment has been installed, the roundabout repaired and all the remaining equipment has been cleaned, painted/stained.  
A £100 donation received from AVIVA will be used towards installation cost of the multiplay equipment.  
Tesco Customers can now vote for the ongoing PSM playground project at Diss, Aldeburgh and Saxmundham branches, via the 'Tesco Bags of help' scheme.
  - c) **Update of Community Emergency Plan:** PSM emergency plan has been completed, copies will be held by SNC emergency planning unit, the Chairman, the Clerk and the emergency plan coordinator, Cllr Clarke
  - d) **Provision of Plaque and Tree for Village Green:** The former Horticultural Society have planted the new tree on the village green.
- 7: To Receive the Chairman's Report:** The Chairman thanked Council for appointing him; he would like to follow the same level of service delivery as the outgoing Chairman and will aim for a smooth handover. The Chairman Thanked Cllr Scanlan for cleaning the village sign.
- 8: To Receive the County & District Councillors reports:** The District Cllr advised that he would be giving £750 of his members grant to the Friends of Pulham Market Primary School for out-side play items.  
South Norfolk on Show is taking place on Sunday 1<sup>st</sup> July between 11am and 4pm, at the South Norfolk Council Offices in Long Stratton.  
The District Cllr updated Council on progress towards a proposed merge of some of Broadland and South Norfolk Council services and offices
- 9: Public Forum: No further forum required**
- 10: To Consider Items for Discussion/Ratification:**
- **To further consider refurbishment of the adopted BT phone box –** 2 quotations have been received, Cllr Albon Proposed up to a maximum of £1,000 to refurbish the adopted BT phone box and consideration will be given to providing a new parish notice board inside. This was seconded by Cllr Scanlan and unanimously agree. A quotation has been received for £480 for repair and painting, the balance will be used to provide materials and conversion.
  - **To further consider the village sign -** Council considered all responses received on the village sign consultation, the sign has been cleaned and the Clerk will look to procure a quotation for repainting to further enhance the current signs appearance. Council agreed no change to the sign will be considered at this time, in the build up to the centenary celebration of the double crossing of the Atlantic by the R3 airship.
  - **To further consider renewal & maintenance of playground equipment -** The outgoing chairman will install the new bench in the playground, Council approved the wording for the plaque and Cllr Albon proposed the cost to purchase, up to £100, this was seconded by Cllr McDaniel and unanimously agreed
  - **To ratify the cost ICO data protection registration fee –** Cllr Ellam proposed £35 for the ICO registration fee, this was seconded by Cllr McDaniel and unanimously agree.
  - **To further consider request for donation from Age Uk –** Age Uk have advised that there are currently 9 people from the village registered with them, Cllr Albon proposed a donation of £100, this was seconded by Cllr Ellam and unanimously agreed.
  - **To consider renewal of the parish insurance –** 3 quotations have been received. Cllr Albon



**2017/1929 Upper Vaunces Farm** – Council are awaiting further consultation on this application

**2018/0423 25 Norwich Rd** – Refused on design and scale

**2018/0561 Land west of Station Rd** – Withdrawn

**2018/0111 & 2018/0112** – Parish Council briefing sessions will be scheduled by the LPA (Date to be confirmed)

**New applications**

**2018/0879 Glebe Cottage, re roofing** – Council noted that the same tiles would be used on the front elevation to maintain appearance, Council have no objection to the application and a request to consider for approval will be submitted.

*The Meeting closed at 9.30pm*

**14: To consider the date of the next parish council meeting:** Tuesday 5<sup>th</sup> June 2018 at 7.30p.m at the Pennoyer Centre (this will be the first Tuesday in the month, to enable council to approve the EOY account for 2017/18 prior submitted for external audit.

**Signed:** .....

**Date:**.....