

Monthly Report for Pulham St Mary Parish Council Meeting

The Councillors of Pulham St Mary Parish Council met for the Annual Parish Council Meeting on the 10th April 2018 at The Pennoyer Centre. The meeting commenced at 7.30 pm
Report as follows;

- The meeting was attended by Cllrs Albon, Ellam, Scanlan, & McDaniel. Cllr Hudson attend as both District and Parish Cllr. The Clerk & 2 members of the public were also present.
- Apologies and declared interests were noted, the minutes of the April meeting were approved, all details are available on the parish website.
- Cllr Hudson was elected Chairman and Cllr Albon Vice Chairman

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.

- Representation on existing committees, the councils standing orders, regulations and policies were reviewed and updates ratified. The Council approved the formation of a data protection committee, adopted PSMpc Data protection policy and appointed the Parish Clerk as the interim Data Protection Officer. 2 privacy notices were adopted for employees/volunteers and for general use, these are available on the parish website and copies can be provided by the parish clerk/ interim DPO.
- Membership of NALC, NPFA and ICO were approved
- The Inventory of assets and insurance cover will be updated on the website following acceptance of the current years policy.
- Dates of meetings were approved for the coming year; the June meeting will be held on the first Tuesday the 5th June 18 to approve the final account for 17/18 before submission to the auditors, the December meeting will be held on the first Tuesday 4th December 18 & there will be no meeting in August 18. All other meetings will be held on the second Tuesday of each month.

Matters Arising

- The monthly reports have been updated on the parish website
- The new playground equipment has been installed, the roundabout repaired and all the remaining equipment has been cleaned, painted/stained.
- 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.
- The former Horticultural Society have planted the new tree on the village green.

Reports

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. 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 1st 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.

No further Public Forum Required

Items for consideration

- Council ratified 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. A quotation has been received for £480 for repair and painting, the balance will be used to provide materials and conversion.
- Council considered all responses received on the village sign consultation, the sign has been cleaned and **the Clerk will try 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.
- The outgoing chairman will install the new bench in the playground, Council approved the wording for the plaque and ratified the cost to purchase, up to £100
- Council ratified £35 for ICO Data protection Fee
- Council ratified £100 donation to Age uk.
- 3 Quotations have been received for renewal of the parish insurance, Council ratified £617.48 for the coming year, committing to a 3 year contract with inspire.
- Council ratified the LGA payscale increase for the parish clerk of 2% 1/4/18 and a further 2% increase from 1/4/19
- Council agreed to accept the Draft Norfolk Improvement Plan and no comment will be submitted.

Other Reports

- Cllr Hudson updated council on the SAM

Planning

New Application 2018/0879 Glebe Cottage, re-roofing. Council noted that the same tiles would be used at the front to maintain the appearance, A request to consider for approval will be submitted.

**Full draft minutes will be available on the parish website and displayed at the post office prior to the meeting;
The June Meeting will be held on the First Tuesday of the month on 5th June 2018 at 7.30pm
Report prepared by Lisa Shulver 9/5/18**