

PULHAM ST MARY PARISH COUNCIL



Clerk to Parish Council

Lisa Shulver
59d High Road
Wortwell
Harleston
Norfolk
IP20 0HA

☎: 01986 788048

✉: pulhamstmary.pc@outlook.com

www.pulhamstmarypc.org.uk

Minutes of the Parish Council Meeting held at the Pennoyer Centre, On Tuesday, 12th November 2019 at 7.30 pm.

Present Cllrs Clarke and Ellam. Cllr Hudson attended as Chairman and the District Councillor.

Attendance The Clerk and Anne Cleveland, representative for the Pennoyer Centre.

- 1: **To consider accepting apologies for absence:** Apologies were accepted from County Cllr Wilby, Cllrs Albon, Scanlan, Buridge, West, McDaniel and Langshaw.
- 2: **To consider declarations of Interest:** No further interest declared on matters for consideration.
- 3: **To approve minutes of the last meeting 8th Oct 2019:** The minutes for the October parish council meeting were signed by the Chairman as a correct record.

The public forum (Item 7) was brought forward – Anne Cleveland provided an update on the Pennoyer Centre;

Café use, private and business bookings have all increased and 18/19 income is expected to exceed budget, with Grants and fundraising continuing to contribute a large percentage towards the overall income. The Centre's costs have also increased due to inflation and increased minimum wage and a loss is therefore anticipated. The Centre remains a good community asset for the local area and appreciation was expressed for staff and volunteers.

Coming event include the Winter Beer and Gin Event and Xmas lights over the weekend of 29th November and the family film, Lion King on 20th December.

Anne, left the meeting

- 4: **To discuss matters arising from the minutes of the last meeting – for information only:**
 - a) **Parish website:** All news items and records have been updated on the parish website. The Clerk has been contacted by the developer of the parish website, providing options for improvement of the current site. **ACTION** Details will be included on the December Agenda.
 - b) **Village (finger post) Signs:** The Clerk has procured a contractor to quote for refurbishment of the finger post signs in the street, an estimate for work required is anticipated early in 2020.
 - c) **Cil improvement projects:** Included in items for consideration.
 - d) **Conservation area appraisal:** The report is available on the district councils website <https://www.south-norfolk.gov.uk/residents/planning-and-building/conservation-and-listed-buildings/conservation-area-appraisals>
A conclusion is anticipated in December
- 5: **To receive the Chairman's Report:**

The Chairman thanked councillors for the additional work they have undertaken within working groups assisting with maintenance around the village. The Chairman also expressed disappointment at the level

of antisocial behaviour and criminal damage in the village over the past months. **ACTION** The Clerk will invite inspector Symonds, Diss safer neighbourhood team, to meet council and discuss management of the situation.

6: To receive the County and District Councillor's Reports:

County Cllr Wilby Report provided (copy attached)

District Cllr Hudson reported on the completion of the Hempnall roundabout project, which is now fully open. A new Fibre optic cabinet in North green Road, extending coverage in the village.

7: The public forum

No further forum required

8: Items for Discussion/Ratification:

2019/1692 change of use agricultural to equestrian – Approved with conditions

2019/1775 replace conservatory – Approved with conditions

New applications

2019/1827 Kings head – Purchase notice received, LPA to consider by 10/12/19

2019/2136 Barn at Kemps Farm, notification of prior approval for proposed conversion to dwelling

2019/2175 & 6 Oak Cottage Garlic Street, demolition of single storey flat roof extension, erection of single storey pitched roof extension, including extension of existing rear lean to.

No objections raised to either application **ACTION** the Clerk will submit requests to consider approval.

- **To ratify cost of streetlight repair** Cllr Ellam proposed £772.99 + vat to supply and install PVC weatherproof box, with additional work required to repair the streetlight by Pump Cottage on The Street this was seconded by Cllr Clarke an unanimously agreed. The Clerk has already scheduled the work with AMEY as the lead time is approximately 12 weeks for UK power network to attend and disconnect power for completion of work.
- **Update and ratification of materials for maintenance work at the playground.** The roundabout has been removed and the area was left fenced, awaiting installation of new equipment. Anticipated date of install prior to the end of the year. The equipment has been cleaned and the older units scheduled for re vanish. The new waste bin has been ordered. Further discussion on this item will be moved to the December meeting, when members of the sports and recreation committee are present.
- **To further consider CIL funded projects** Cllr Clarke proposed a £500 limit to provide a metal gate on public foot path 17, leading from Station Road and a £1750 limit to upgrade stile and/or replace with a kissing gate on public foot path 15 accessed from the side of the church, this was seconded by Cllr Ellam and unanimously agreed. These projects will be funded by Community Infrastructure levy awarded to the parish to support development. **ACTION** the Clerk will speak to land owners, where required and work with the contractor to deliver the project within budget.
Consideration of the demolition of the pavilion will be moved to the January meeting, when council is expected to be in full attendance.
- **To consider quality status working party** Cllrs Ellam, Clarke and Langshaw were appointed as members of a working party to consider appropriate documents, for submission as part of the councils Local council award scheme application. All approved documents will be ratified by full council prior to submission.

Presentation of the income and expenditure for November – Cllr Ellam signed and Cllr Clarke countersigned the receipts and payments, the accounts were unanimously agreed. The balance on the account will be £59,841.74 after the following transactions;

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ACCOUNTS : MONTH : Nov

INCOME:	Amount	Description
Allotments 13,10,9,7,11 &17	£176.16	Rent
Cil Payment	£1,012.37	
	£0.00	
TOTAL INCOME	£1,188.53	

Cheques to be paid:

EXPENDITURE:	Gross	VAT	Net	Description
A Tulloch	75.00	12.45	62.55	Village Maint/Sign
Amey LG Ltd	927.59	154.60	772.99	Streetlight Repair
Glasdon	211.84	35.31	176.53	Replacement Bin & Fixings
The Pennoyer Centre	100.00	-	100.00	Donation Silver Sunday
G Albon	16.97	2.83	14.14	Plants/Village maintenance
L Shulver	459.44	-	459.44	salary/admin
BT	21.49	3.58	17.91	Phone calls and internet to 24/10
Eon	54.16	2.58	51.58	Streelights Oct
TOTAL EXPENDITURE	£1,866.49	£211.35	£1,655.14	£1,866.49

Three further cheques were raised for invoices submitted post completion of the accounts; R Collins £2,537.00 for village maintenance, Norse Eastern Ltd £300 for additional grass cutting at South Green and Crook Powerwash £190.00 for clean/maintenance at North Green Play area. These payments will be accounted for in the December Accounts

10: Other Reports:

- i. **Sports & Recreation Committee** No further report.
- ii. **Tree & Footpath Wardens** No further report
- iii. **Sam update** Cllr Hudson will relocate the SAM, to capture new data..

11: To consider the date of the next Parish Council meeting: The next meeting will be held at the Pennoyer Centre on 10th December, commencing at 7.30pm.

The meeting closed at 8.25 pm

Signed:

Date:.....