

## PULHAM ST MARY PARISH COUNCIL



### Clerk to Parish Council

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### Minutes of the Parish Council Meeting held at the Pennoyer Centre, On Tuesday, 14<sup>th</sup> January 2020 at 7.30 pm.

**Present** Cllrs Hudson, Ellam, McDaniel, Langshaw, Albon and West.

**Attendance** The Clerk and Anne Cleveland, Chair of the Pennoyer Trustees.

- 1: **To consider accepting apologies for absence:** Apologies were accepted from Cllrs Burridge, Clarke, Scanlan and the District/County Cllr Wilby
- 2: **To consider declarations of interest:** Declaration of interest were received on agenda items relating to the Pennoyer's from Cllrs Hudson and Albon and on the parish website from Cllr McDaniel. Cllr Scanlan submitted a declaration of interest on consideration of renewal of village of interest were Received from Cllr Scanlan and Albon on agenda item relating to the Pennoyer's and Cllr McDaniel on the parish website.
- 3: **To approve minutes of the last meeting 10<sup>th</sup> December 2019:** The minutes for the November parish council meeting were signed by the Vice Chairman as a correct record.
- 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.
  - b) **Village (finger post) Signs:** Costs of refurbishing the fingerposts have now been procured and will be considered at the February meeting
  - c) **Cil improvement projects:** Discussed in items for consideration
  - d) **Conservation area appraisal:** Approved in December
- 5: **To receive the Chairman's Report:**
- 6: **To receive the County and District Councillor's Reports:**

**The Chairman/District Cllr Hudson** welcomed council, gave best wishes for the new year. He updated Council on Greater Norfolk Local Plan, consultation 29<sup>th</sup> Jan – 16<sup>th</sup> Mar <http://www.gnlp.org.uk/> this item will be on the February agenda.

Cllr Hudson advised the consideration of the District Council tax increase will be Mid-February, the maximum limit is set at £5.00 for a Dband. The County Council increase is expected to be 1.99% plus 2% for social care.

**County Cllr Wilby** submitted a report – available on the parish web site.

## 7: The public forum

Anne Cleveland, Chair of the Pennoyers Trustees thanked Council for their support of Silver Sunday and provided a report on the past year's activities and the current financial position. Questions were taken from Councilors.

## 8: Items for Discussion/Ratification:

### New applications

**2019/2473** Harold Cottage -Demolition of asbestos Garage and Shed and erection of Cart Shed – No objections raised a request to approve will be submitted

- **To consider improvements to the parish website** Council agreed an improvement of the parish website is required and that this work should come from the precept as opposed to CIL. Councillor Ellam proposed setting aside funding of £750 in the 2020/21 budget to support this, the motion was seconded by Cllr Albon an unanimously agreed. If required this work will be funded over 2 years, to deliver a more interactive platform and to provide training for Councillors who are interested in supporting this project. Further funding will be considered in the 2021/22 budget if required. The Clerk will procure additional quotations so a contractor may be instructed early in the new financial year.
- **Update and consider ongoing CIL projects.** The roundabout has been installed and the clerk has included in news items on the website. The Clerk met with the contractor and because of the layout it was agreed a second kissing gate is required as opposed to the standard gate at FP15 Cllr Langshaw proposed the additional £190 required, this was seconded by Cllr Ellam an unanimously agreed.
- **To Consider North Green playground and village maintenance contract** Following notice being received on this contract, the Clerk will prepare tender information and procure quotes. Cllr Scanlan has declared an interest and will submit a tender.  
Immediate temporary cover is required to maintain the playground, recycle area and bus shelter. Cllr McDaniel proposed instructing Cllr Scanlan's company, Cranford Garden Maintenance to cover this work on an interim basis until the tender procedure can be completed, the motion was seconded by Cllr Albon and unanimously agreed, £250 was ratified from the village maintenance budget to cover this work until the beginning of the new of this financial year
- **To Consider request from the Pennoyer Centre trustees** Council discussed how the Centre continues to be a Village asset, partially trading on a commercial basis to help support its charitable interest in provision of facilities for the community. Cllr McDaniel proposed maintaining the same level of support for 2020/2021 of £4,250.00, Cllr West seconded and the motion was unanimously agreed.
- **Consideration/adoption of the Training/Development policy and Grievance/Disciplinary Policy**
- **Consideration of Action Plan, projects and Training for 2020/2021**  
Council considered Projects and Training for the new financial year. Cllr McDaniel proposes adoption of the policies, the motion was seconded by Cllr West and unanimously agreed. Cllr Ellam proposed accepting the action plan for 2020/2021, Cllr Mc Daniel seconded the motion and this was unanimously agreed. All documents will be available on the website, with the Training and Development schedules.
- **Ongoing consideration of the Draft Budget**
- **Ratification of the precept request for 2020/2021**  
The draft budget was agreed and Cllr Ellam proposed setting the parish precept for 2020/21 at £24,809.80 to cover anticipated expenditure for 2020/21, the motion was seconded by Cllr Langshaw and unanimously agreed. The Chairman and the Clerk authorised the precept request which will be submitted to SNC by the 20/01/2020.  
All documents will be made available on the parish website. The increase of £700.82 pa will increase the parish contribution of a Dband by £1.43 pa to £72.97 (an increase of 2%)

*The Chairman proposed extending the meeting and councillors unanimously agreed.*

**Presentation of the income and expenditure for December** – Cllr McDaniel signed and Cllr Ellam countersigned the receipts and payments, the accounts were unanimously agreed. The balance on the account will be £49,118.49 after the following transactions;

PULHAM ST MARY PARISH COUNCIL				
ACCOUNTS : MONTH : Jan				
INCOME:	Amount	Description		
Adopter Payment SNC	£250.00	Recycle centre		
<b>TOTAL INCOME</b>	<b>£250.00</b>			
<b>Cheques to be paid:</b>				
EXPENDITURE:	£294.24	VAT	Net	Description
Wave	11.93	-	11.93	Allotment Water Supply
BT	32.45	5.40	27.05	Parish Phone and Interent
Eon	26.52	1.26	25.26	Pavillion suppy
Eon	54.16	2.58	51.58	Streetlighting
SNC	1,025.28	170.88	854.40	Dog Bin Empty
Action,Play Leisure Ltd	5,604.00	934.00	4,670.00	Round about (CIL)
L Shulver	659.34	-	659.34	Salary/Parish Admin
<b>TOTAL EXPENDITURE</b>	<b>£7,413.68</b>	<b>£1,114.12</b>	<b>£6,299.56</b>	<b>£7,413.68</b>

**10: Other Reports:**

- i. **Sports & Recreation Committee** No further report.
- ii. **Tree & Footpath Wardens** 4 places have been booked on the parish paths seminar in February, this is a free event and will provide practical information on maintenance of the parish footpaths
- iii. **Sam update** No further report

**11: To consider the date of the next Parish Council meeting:** The next meeting will be held at the Pennoyer Centre on 11<sup>th</sup> February 2020, commencing at 7.30pm.

*The meeting closed at 8.50 pm*

Signed: .....

Date:.....