

PULHAM ST MARY PARISH COUNCIL



Clerk to Parish Council

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

☎: 01986 7880/48

✉: pulhamstmary.pc@outlook.com

www.pulhamstmarypc.org.uk

Minutes of the Parish Council Meeting held by Zoom, on Tuesday, 14th July 2020 at 7.30 pm.

Attendance Cllrs Hudson, attending as Chairman and District Cllr, Cllr Burrridge, Albon, Ellam & Clarke. The Clerk was also in attendance.

- 1: **Welcome and to consider accepting apologies for absence:** Chairman welcomed Council apologies were accepted for Cllrs McDaniel, Langshaw, Scanlan & West.
- 2: **To consider declarations of Interest:** On-going declaration of interest were received.
- 3: **To approve minutes of the last meeting 9th June 2020** The minutes were received; these will be signed by the Chairman as a correct record.
- 4: **To discuss matters arising from the minutes of the last meeting – for information only:**
 - Parish website:** All statutory records have been updated on the parish website. All news items and records have been updated on the parish website and facebook page.
 - Village & CIL Projects:** The village signpost refurbishment project has now been completed within budget; the South Green pavilion project remains pending.
 - Kings Head PH:** No further, this item remains pending LPA response and date for purchase notice hearing.
- 5: **To receive the Chairman's Report:** The Chairman spoke on remote meetings and the Councils Successful transition to Zoom from this month. Council have continued business as normal by this method and anticipate continuing for the foreseeable future, while statute allows. Council continues to welcome parishioner attendance to remote meetings.
- 6: **To receive the County and District Councillor's Reports:**
 - County Cllr Wilby** The County Cllr provided a report which is available on the parish website.
 - The Chairman/District Cllr Hudson** District Cllr, Cllr Hudson reminded Council of his annual members grant, he invites local community groups to contact him for further information. A proportionate grant allowance for the Pulham St Mary area would be approximately £250.
 - The District Cllr provided an update on the South Norfolk Council Help Hub. Requests for assistance have now reduced as we continue to manage the current pandemic, however this facility continues to offer assistance/advice and if anyone is experiencing difficulties, including financial challenges, they can contact the Help Hub on 01508 533933 or by using the online form, available on the District Council Website www.south-norfolk.gov.uk
- 7: **The public forum**

No public were in attendance

8: Items for discussion and ratification

➤ **Planning application**

2020/0531 & 2020/0851 Approved with conditions.

An appeal has been made on the LPA's decision to refuse 2019/1568 - ACTION The council will confirm their original response and material reasons of concern, raised.

- **To consider appointment of the contract to upgrade the parish website** Council considered each of the three tenders received to upgrade the parish website. Cllr Hudson proposed acceptance of quotation from Broadland Digital, this was seconded by Cllr Albon and unanimously agreed. The cost of the upgrade will be £700.00 and an additional annual SSL license will be required at £129.00
- **To consider additional dog bin provision** Council considered requests from parishioners; Cllr Hudson proposed the purchase of a Fido 25 dog bin and installation in Station Rd, close to the public foot path entrance, this was seconded by Cllr Albon and unanimously agreed. The cost to provide a bin with extending pole will be £133.02
- **To consider South Green** Cllr Albon updated Council on the recent discovery of Bee Orchids at South Green and identified the advantages of changing the cutting regime to encourage spring meadow growth, but ensuring cutting continued to successfully hold back weed growth. Cllr Albon proposed working towards implementing this change during the 2021 season, this was seconded by Cllr Ellam and unanimously agreed. Cllr Clarke proposed expenditure of £500 for material to support the continued growth of the trees at the far end of South Green, this was seconded by Cllr BurrIDGE and unanimously agreed.
- **To consider use of online banking and amending financial regulations** Council considered amendments to the Councils Financial Regulations and procedure practice improvements to allow the Council to move towards online banking, remaining compliant with Accounts & Audit Regulations. Cllr Hudson proposed amendments 5.4 and 5.5 to PSM financial regulations and allowing online banking within regulation guidelines, this was seconded by Cllr BurrIDGE and unanimously agreed. **ACTION** The Clerk/RFO will update policies, providing copy on the parish website for transparency and submit authorised documents to the banks.
- **To consider renewal of electricity contract to the pavilion at South Green** Cllr Hudson proposed renewal of the electricity supply contract to the pavilion for 12 months at S/Chg 39.2p per day, Norm units 21.89p per kWh & Night/Weekend units 19.4p per kWh, this was seconded by Cllr Albon and unanimously agreed.
- **To consider opening of the playground, current risk assessment and action plan** Council agreed to open the playground in North Green following the installation of appropriate signage to manage the facility safely within government guidelines and with approval from the Councils insurance provider.

Presentation of income and expenditure for July – Cllr Hudson proposed receiving the accounts, as presented, for July, this was seconded by Cllr Clarke and unanimously agreed.

PULHAM ST MARY PARISH COUNCIL				
ACCOUNTS : MONTH : July				
INCOME:	Amount	Description		
Allotment Rent	£7.34	Allotment Plot 20		
HMRC	£2,047.40	Vat for 19/20		
TOTAL INCOME	£2,054.74			
<u>Cheques to be paid:</u>				
EXPENDITURE:	Gross	VAT	Net	Description
Eon	54.16	2.58	51.58	Streetlights May
Eon	26.26	1.25	25.01	Pavillion Supply
BT	13.47	2.24	11.23	BB & Calls to 23/7/20
Excite Solutions Ltd	384.00	64.00	320.00	Grass Cutting
GP Bedwell	685.00	-	685.00	Sign painting (Emarked project 20/21)
Eon	52.42	2.50	49.92	Streetlight June
L Shulver	445.35	-	445.35	Clerks Salary & Parish Admin
Bartlett Sign	295.20	49.20	246.00	Sign Refurbishment (EM project 20/21)
Wave	15.90	-	15.90	Supply to allotments
TOTAL EXPENDITURE	£1,971.76	£121.77	£1,849.99	£1,971.76

The balance following presentation of the above receipts and payments will be £46,373.06

10: Other Reports:

- i. **Sports & Recreation Committee** The playground inspection and report provided by Cllr Scanlan will be included on the next meeting agenda
- ii. **Tree & Footpath Wardens** No further reports
- iii. **Sam update** Report provided by Cllr Hudson

11: To consider the date of the next Parish Council meeting: As business is currently to date Council agreed to not set a meeting for August; the next Meeting will be held by Zoom on 9th Sept 2020 at 7.30 pm

The meeting closed at 20.30

Signed:

Date: