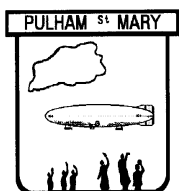


# PULHAM ST MARY PARISH COUNCIL



## Clerk to Parish Council

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## Minutes of the Annual Parish Council meeting held in the Pennoyer Centre, on Tuesday, 15<sup>th</sup> May 2019 at 7.30 pm.

**Present:** Cllrs Albon, Ellam, Clarke, Mc Daniel, Langshaw and Hudson

**Attendance:** Cllr Hudson attended as District Councillor and as the outgoing Chairman. The Parish Clerk and one member of the public were also in attendance.

- 1: **To elect a Chairman and receive declarations of acceptance of office, to elect a Vice Chairman:** Cllr Hudson lead the meeting as the outgoing Chairman, he has enjoyed the year and opportunity to represent the council. Going forward he invited nominations, Cllr Albon proposed re-election of Cllr Hudson as Chairman, seconded by Cllr Langshaw, this was unanimously agreed. Cllr Hudson was duly elected and signed his acceptance of office, which was countersigned by the Clerk. Cllr Ellam proposed re-election of Cllr Albon as Vice-Chairman, seconded by Cllr Clarke and this was unanimously agreed.
- 2: **To received declaration of acceptance of office from councillors elected, to accept apologies for absence & declaration of Interest:** Apologies were accepted from Cllr Burrridge and Scanlan. All members present signed their acceptance of office, which were countersigned by the Clerk. Apologies were accepted from Cllr Burrridge and Scanlan. Declaration on interests will be completed by councillors and submitted within 28 day, as a parish councillor Cllr Hudson will observe only during the consideration of planning matters. As the District Cllr he will be consulted independently
- 3: **To consider co-option to cover current casual vacancy:** Cllr Clarke proposed co-option of Giles West to fill the current casual vacancy, this was seconded by Cllr McDaniel and unanimously agreed.
- 4: **To approve minutes of the last meeting of 9<sup>th</sup> April 2019:** Council confirmed acceptance of the minutes and Cllr Hudson signed them as a correct record of the meeting of the 9<sup>th</sup> April 2019.
- 5: **To review and appoint representatives to existing Committees & Sub-committees and consideration new Committees**  
Council reviewed and unanimously agreed;  
Cllr Albon, Scanlan, Langshaw & Burrridge will remain on the Sports and Recreation Committee & Cllr West will join the committee  
Cllr Albon, Langshaw, Mc Daniel, Ellam, Scanlan and Clarke will remain on the Planning Committee and Cllr Burrridge and West will join the committee.  
Cllr Ellam, McDaniel, Scanlan and Hudson will remain on the Data Protection Committee
- 6: **To review and adopt amendments if required;**  
**Standing Orders** – reviewed  
**Financial Regulations** – Cllr Ellam proposed adoption of amendments, seconded by Cllr Langshaw and unanimously agreed  
**Procedure Policies** – reviewed, Council agreed to receive the Risk Management Policy, prepared by the Clerk, to replace the Risk and Financial Risk Assessment policies. Consideration of adoption will be moved to the June meeting.  
**Data Protection Committee, Terms of Reference and PSM Personal Data Control Schedule** - Approved by the DP committee, Cllr Ellam proposed adoption, seconded by Cllr McDaniel and unanimously agreed.  
**Information available under the Freedom of Information Act** - reviewed  
**2 x Privacy Notices** - reviewed  
**Contributions made for work completed by other authorities and bodies** – reviewed  
**Representation or work with other bodies** – reviewed  
**The inventory of assets and insurance cover** – moved to the June meeting following the insurance renewal  
**Memberships of other bodies** – will continue with membership of NALC, NPFA & ICO

**Dates of meetings for coming year** – whenever possible the monthly parish meetings will be held on the second Tuesday of the month, with the exception of August, when no meeting will be held

**7: To discuss matters arising from the minutes of the last meeting – for information only:**

a) **Parish Website:** The monthly reports have been updated

**8: To Receive the Chairman's Report:** The Chairman thanked council for electing him, he looks forward to the coming year. The Chairman expressed gratitude for work on refurbishing the parish sign and noted recent improvements in the village including the replacement of street signs in Dirty Lane and The Street.

**9: To Receive the County & District Councillors reports:**

**County Cllr Wilby** provided his report, Cllr Hudson presented to council and a copy is available on the parish website. **District Cllr Hudson** outlined the new ward boundaries, advised that District Cllr Wilby and he will share responsibilities, but the council will now benefit from having access to two district councillors. The first District Council meeting will take place Wednesday 22<sup>nd</sup> May 2019.

**10: Public Forum:** Grass cutting has not taken place in Station Rd or St Mary's Terrace, the Clerk has spoken to the contractor, who has apologised and advised cutting will commence the week of 20<sup>th</sup> May 2019.

**11: To Consider Items for Discussion/Ratification:**

**Planning Applications;**

**2019/0485 Orchard Barn – Application withdrawn**

**2019/0761 1West View – Approval requested**

**2019/0774 Crossingford Barn – Approval requested**

**New Applications**

**2019/0802 Grange Farm**

**2019/0910 Barn at kemps field**

**No objections raise by councillors or submitted by parishioners, ACTION the clerk will submit requests to consider for approval.**

- **To ratify cost to repair SAM** – Cllr Ellam proposed acceptance of the £414.50 +vat to repair the SAM, this was seconded by Cllr McDaniel and unanimously agreed. 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 agreed.
- **To further consider the village sign, notice boards and planters** - Council are happy with progress to date on the refurbishment of the Village Sign, the sign will be taken down this month **ACTION** the Clerk will put up a temporary notice. The Clerk has a meeting arrange to further discuss the re painting of the street finger posts. Cllr Scanlan has advised that due to work commitments he will not be able to carry out work to the village noticeboards, Council agreed to accept the quote of £350 plus material from G Bedwell. Cllr Albon has completed the planter for the entrance to the village near Doctors Lane, which he will plant and maintain. He will investigate the possibility of a similar provision at the village entrance along the Norwich Road. Cllr McDaniel proposed up to £500 for Village Signs £500 for Noticeboard maintenance and £250 for materials for planters, seconded by Cllr West and unanimously agreed.
- **To further discuss Cil funding/consultation/community projects** – The Clerk presented a report on suggested projects from the consultation. (Copy attached) Cllr Clarke proposed concentrating on three priorities, this was seconded by Cllr McDaniel and unanimously agreed; replacement of the roundabout at North Green play area, demolition of the dilapidated pavilion at South Green and install of Kissing gates on the village footpaths. **ACTION** The Clerk will investigate further and report back at future meetings.
- **To consider subscriptions for 2019/20** – Cllr McDaniel proposed acceptance of the 1.9% increase on NALC annual subscription, this was seconded by Cllr Albon and unanimously agreed.
- **To consider request from Scope** – Cllr McDaniel proposed Council declined request to install clothing bank, this was seconded by Cllr Ellam and unanimously agreed.

**12: Accounts:**

**To consider the Income and Expenditure for May** – The bank reconciliation for 30/4/19 and accounts for May were presented by the RFO and council approved. Cllr McDaniel signed and Cllr Clarke countersigned the Cheques, Cheque stubs and approved the invoices raised

**PULHAM ST MARY PARISH COUNCIL**

**ACCOUNTS : MONTH : May**

<b>INCOME:</b>	<b>Amount</b>	<b>Description</b>
SNC	£12,054.49	2019/20 Precept - 1st Payment
SNC	£13,772.73	CIL 2017/1929
HMRC	£1,173.88	VAT claimed to 31/3/19
<b>TOTAL INCOME</b>	<b>£27,001.10</b>	

**Cheques to be paid:**

<b>EXPENDITURE:</b>	<b>Gross</b>	<b>VAT</b>	<b>Net</b>	<b>Description</b>
Eon	54.16	2.58	51.58	Streetlights March
BT	21.49	3.58	17.91	Phone/internet to 23/5/19
Eon	52.42	2.50	49.92	Streetlights April
ICO	35.00	-	35.00	Annual subscription
Mrs M Wilkinson	40.00	-	40.00	Internal Audit
G Albon	99.57	-	99.57	Materials village planter
L Shulver	434.40	-	434.40	Clerks Salary/Parish Admin
Westcotec Ltd	497.40	82.90	414.50	SAM Repair and service
<b>TOTAL EXPENDITURE</b>	<b>£1,234.44</b>	<b>£91.56</b>	<b>£1,142.88</b>	<b>£1,234.44</b>

Balance after presentation of the above cheques will be £61,397.14

A cheque was raised for £193.77 for NALC. This transaction will be included in the June accounts.

**To review standing order mandates for Eon, BT, Wave and ICO** – Cllr McDaniel proposed continuing with the current mandates, this was seconded by Cllr Ellam and unanimously agreed.

**The internal audit for the 2018/19 accounts has been completed and was presented to Council**  
**Council considered and approved AGAR part 3, sections 2 & 3, the Chairman and Clerk/RFO completed and signed both documents. Action** The Clerk will submit accounts for external audit. A notice to exercise public rights will be displayed, advising that the accounts will be available for inspection from 17<sup>th</sup> June 2019.

**13: Other Reports:**

- i. **Sports & Recreation Committee** - No further report
- ii. **Tree or Footpath Wardens** - No further report
- iii. **SAM** – Cllr Hudson updated council

- 14: To consider the date of next meeting:** The APM will be held on Tuesday 21<sup>st</sup> May 2019 at 7.00p.m and the next council meeting will be on Tuesday 14<sup>th</sup> June 2019, at 7.30pm, both at the Pennoyer Centre.

**The Meeting closed at 8.45pm**

**Signed:** .....

**Date:**.....