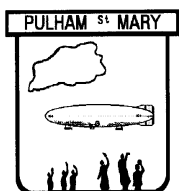


# PULHAM ST MARY PARISH COUNCIL



## Clerk to Parish Council

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## Minutes of the Annual Parish Council meeting held by conference call, due to restrictions imposed by national lockdown because of Covid-19 – Held on Tuesday, 12<sup>th</sup> May 2020 at 7.30 pm.

**Attendance:** Cllr Hudson attended as District Councillor and as Parish Councillor. County Cllr Wilby, Cllr Albon, Burrige, Langshaw, Scanlan, McDaniel, Ellam, Clarke, and the Parish Clerk 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 opportunity to represent the council, going forward he invited nominations for a chairman for the coming year. Cllr Ellam proposed re-election of Cllr Hudson as Chairman, seconded by Cllr McDaniel, this was unanimously agreed. Cllr Hudson was duly elected, he will sign his acceptance of office, which will be countersigned by the Clerk. Cllr Clarke proposed re-election of Cllr Albon as Vice-Chairman, seconded by Cllr Scanlan and this was unanimously agreed.
- 2: **To received apologies for absence & declaration of Interest:** Current Declaration of interests have not changed. Cllr Scanlan declared an interest on village maintenance and Cllr Hudson will observe only during the consideration of planning matters as he will be consulted independently as the District Cllr.
- 3: **To approve minutes of the last meeting of 14<sup>th</sup> April 2020:** Council confirmed acceptance of the minutes and Cllr Hudson signed them as a correct record of the meeting of the 14<sup>th</sup> April 2020.

County Cllr Wilby was invited to deliver his report, a copy will be available on the website. Eight of the County Council recycle centres opened 11/5/20, the nearest to Pulham is Ketteringham and it is hoped further sites, including Morningthorpe will be open within the next 2 weeks. The County Cllr left the meeting.

- 4: **To review and appoint representatives to existing Committees & Sub-committees and consideration new Committees**

Council reviewed and agreed to maintain current committees and membership;

Cllr Albon, Scanlan, Langshaw West & Burrige will remain on the Sports and Recreation Committee

Cllr Albon, Langshaw, Mc Daniel, Ellam, Scanlan, Burrige, West and Clarke will remain on the Planning

Cllr Ellam, McDaniel, Scanlan and Hudson will remain on the Data Protection Committee

- 5: **To review and adopt amendments if required;**

Council reviewed and agreed to accept current documents and policies;

### Standing Orders

### Financial Regulations

**Procedure Policies** PSM Complaints Policy, Media Policy, Health & Safety Policy, Equal Opportunities Policy, Grievance & Disciplinary Policy, Training & Development Policy, Data Protection Policy, Risk Management Policy and Schedule.

### Information available under the Freedom of Information Act

### 2 x Privacy Notices

### Contributions made for work completed by other authorities and bodies

### Representation or work with other bodies

**The inventory of assets and insurance cover** – moved to the June meeting following the insurance renewal

**Memberships of other bodies** – Council agreed to continue with membership of NALC, NPFA & ICO

**Dates of meetings for coming year** – All parish meetings will be held on the second Tuesday of the month. The Council agreed to provisionally re instate the August meeting for 2020, as business may be required during this period.

- 6: **To discuss matters arising from the minutes of the last meeting – for information only:**
- a) **Parish Website:** The monthly reports have been updated and a news item has been included to promote the Pulham Allotment Community Group
  - b) **Replacement of defibrillator:** Current lead time has been extended due to delay from supplier because of Covid – 19 restrictions.
  - c) **Current Village Projects** – Pending relaxation of current national lockdown regulations.
- 7: **To Receive the Chairman's Report:** The Chairman thanked Councillors, the Clerk and all volunteers for their continued work during this this period. Gratitude was again expressed for the local businesses, delivering additional services because of the current Covid – 19 restrictions.
- 8: **To Receive the County & District Councillors reports:**  
**County Cllr Wilby:** report received  
**District Cllr Hudson:** The District Cllr updated Council on the continued service being offered by the South Norfolk Help Hub. 82% of the available business support grants and the current council tax support has been distributed. He provided details of recent work addressing housing issues, exacerbated by the current crisis and invited Councillors to contact him if they become aware of housing need within the local area.  
 The refuse collection has adopted additional safety measures, this may slow collection but all services are being carried out.
- 9: **Public Forum:** Not required
- 10: **To Consider Items for Discussion/Ratification:**
- Planning Applications;**  
**New Applications**  
**2020/0531 3 Church Close**  
**2020/0740 Fourways, Station Road**  
**No objections raise by councillors or submitted by parishioners, ACTION the clerk will submit requests to consider for approval.**
- **To discuss formal register of interest on the Kings Head** – The Clerk extended an invite by email, on 24/2/20, to the owner and his agent, to meet and discuss a potential purchase of the premises. No response has been received. ACTION the Clerk will send a letter to the agent, owner and the local planning authority formally registering their interest and requesting a response.
  - **To consider requests from NARS and Pricilla Bacon Hospice** – Council agreed to again support Norfolk Accident Rescue Services with a donation of £250 because of the importance of this service, provided to rural locations like Pulham St Mary. This motion was proposed by Cllr Hudson, seconded by Cllr Scanlan and unanimously agreed. Council considered the request from Pricilla Bacon Hospice, a new hospice which will replace Pricilla Bacon Lodge. Because of the location and the service offered to the local area council are willing to consider this request. Cllr Clarke proposed £250, this was seconded by Cllr Langshaw and the motion was carried by 6 in favour, 1 not in favour and 1 abstention ACTION the Clerk will organise payment of these donations, a request will also be made for further information on level of local support provided by Pricilla Bacon Norfolk Hospice Care Limited.
  - **To consider renewal of Parish Insurance Policy** – The Clerk proposed amendments to the current renewal policy, reducing the cover for the pavilion at South Green, increasing cover for the play equipment and covering gates/fencing recently installed. It is anticipated that this will have minimum impact on the current quote of £686.61. This motion was proposed by Cllr McDaniel, seconded by Cllr Albon and unanimously agreed.
  - **To consider increase BT 1.3% from 31/3/20 – update on downtime and credit provided** – Cllr Ellam proposed acceptance of the 1.3% increase from BT, this was seconded by Cllr Hudson and unanimously agreed. The Clerk advised Council that a credit for one month's services has been given in compensation for reduced telephone service received in April.
  - **To consider vacant plot at allotments – update on face book community group** – The Clerk updated Council on progress of the recently formed community group set up by some of the allotment tenants, this group is all inclusive but is currently restricted to email, face book and use of the allotment notice board, because of current restrictions. Working within current restrictions the group are actively promoting collection of surplus produce to be given to the local food bank. Council are fully supportive of this initiative and it is hoped that the group will grow and strengthen as restrictions are lifted.  
 The group have identified a potential use of the current vacant plot at the allotments to grow produce for those in need, for the local food bank or to generate a charitable facility to promote exercise and healthy lifestyle. The Council agreed they would be agreeable for the plot to rented on these terms. ACTION The Clerk will work with the group and sign post them to the Village Charity for financial support.
  - **To Consider recommendations from the Internal Audit Report 2019/20** The Internal Audit identified an incorrect

amendment of date on the July 2019 minutes (2019/20 page 20), the clerk has corrected this error. Missed recoverable VAT has been identified during the 2019/20 period, the Clerk has amended the accounts and reflected this in the EOY Balance sheet, this change does not impact the figures on the annual audit AGAR. The Claim for VAT for 2019/20 has now been submitted.

**12: Accounts:**

**To consider the Income and Expenditure for May** – The bank reconciliation for 30/4/20 and accounts for May were presented by the RFO and council approved. Cllr McDaniel, Cllr Ellam and Albon will sign the Cheques, Cheque stubs and approved the invoices raised

PULHAM ST MARY PARISH COUNCIL				
ACCOUNTS : MONTH : May				
INCOME:	Amount	Description		
SNC	£12,404.90	1st Precept payment		
TOTAL INCOME	£12,404.90			
Cheques to be paid:				
EXPENDITURE:	Gross	VAT	Net	Description
BT -	21.59	3.59	18.00	Credit for fault on line
BT	22.99	3.83	19.16	Broadbank and calls to 24/5/20
Excite Solutions Ltd	678.00	113.00	565.00	Grass Cutting
Cancelled	-	-	-	
M Scanlan	180.00	-	180.00	Village Maint/Allotment clear
M Wilkinson	45.00	-	45.00	Internal Audit
L Shulver	443.40	-	443.40	Clerks Salary and parish Admin
TOTAL EXPENDITURE	£1,347.80	£113.24	£1,234.56	£1,347.80

Balance after presentation of the above cheques will be £55,024.81

Cheques will be raised for Came & Company, NARS & Pricilla Bacon Norfolk Care Hospice Ltd. A cheque is also raised for the contribution due to the Pennoyer Centre dated the 1<sup>st</sup> June 2020, to enable this payment to be banked prior to their financial EOY. All transactions will be included in the June accounts

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

**The internal audit for the 2019/20 accounts has been completed and was presented to Council**

**Council considered and approved the Governance Statement for 2019/20 (AGAR part 3, sections 2)** the Chairman and Clerk/RFO will complete and sign.

**Council Considered and approved the Accounting Statement for 2019/20 (AGAR part3, Section 3) which had been prepared and signed by the Clerk** the Chairman will sign.

**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 15<sup>th</sup> June 2020.

**13: Other Reports:**

- i. **Sports & Recreation Committee** - No further report
- ii. **Tree or Footpath Wardens** – Cllr Albon requires additional tree supports and plants for the village planters. Council agreed to support this. Cllr Scanlan updated Council on footpaths and positive reports from neighbouring village users. There have been several good reports on the new Kissing Gates.
- iii. **SAM** – Cllr Hudson updated council

**14: To consider the date of next meeting:** The next council meeting will be on Tuesday 9th June 2020, at 7.30pm. It is anticipated that this meeting will again be held by conference call.

**The Meeting closed at 8.55pm**

**Signed:** .....

**Date:**.....