

Pulham St Mary Parish Council

Clerk to the Parish Council
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Minutes of the Parish Council Meeting held by Zoom, on Tuesday 13th April 2021, which commence at 7.51 following completion of the Annual Parish Meeting.

Present: Cllrs Hudson (Chairman and District Cllr) Cllr Ellam, Scanlan, Clarke & McDaniel. The Clerk was also in attendance and 3 members of the public joined the meeting for the public forum.

The Chair had previously commenced the Annual Parish Meeting with a statement of condolence for HRH the Duke of Edinburgh 1921 -2021 and the meeting attendees observed a minutes' silence.

1. Welcome, consideration of apologies and reasons for absence.

The Chairman welcomed Council and apologies were accepted from Cllr Burridge and West. Cllr Langshaw provided apologies following the meeting.

The Chairman advised Council that Cllr Albon had served his resignation. Cllr Hudson acknowledged the support of Cllr Albon as his Vice Chair for the last three years. Although he will be stepping away from his Parish Council role he would like to continue as a volunteer, looking after the trees at South Green. Council requested that the Clerk send a letter accepting his offer and thanking him for all his work and support.

2. To consider declaration of interests and dispensation by Councillors.

No additional declarations received.

3. To approve minutes of the last meetings of 9th March 2021.

The minutes of 9th March 2021 were ratified as a true record of the meeting and a copy will be signed by the Chairman.

4. To discuss matters arising from the last meeting – for information only.

Parish Website.

News items and statutory records have been updated on the Parish Council website.

Village and CIL Maintenance and Projects.

Current projects at North and South Green remain pending or to be discussed in matters for consideration.

Ongoing response to the flooding, December 2020.

Reports received from LLFA, Anglian Water and 2 parishioners have been circulated to Council. To be discussed in Public Forum.

County Broadband Presentation.

Three Councillors and the Clerk attended. A brief report was provided to Council.

Planning Enforcement Training.

Two Councillors and the Clerk attended. Slides were circulated to Council and filed for future reference and planning policy consideration.

Kings Head.

Awaiting confirmation from the LPA, on date for the purchase notice hearing.

5. To receive the Chairman's Report.

The Chairman advised Council that he would be resigning his position of Chairman and standing down as a Parish Councillor at the conclusion of the meeting. He has enjoyed serving on the Parish Council but his priorities have now changed and he needs to prioritise how he spends his time. The Parish Council are on a sound footing financially and have an excellent Clerk. He hopes that new eyes, ears and ideas will continue to take the Parish Council forward in the coming months and years. The Parish Council will therefore elect a new Chairman at their Annual Parish Council Meeting in May.

Action The Clerk will advertise two casual vacancies

Cllr Ellam led the Council in thanking Cllr Hudson for work and support over the 9 years he has served as both a Councillor and Chairman for Pulham St Mary Parish Council.

6. To receive County & District Councillors Reports.

The County Cllr had provided his report at the APM, copy attached.

District Cllr Hudson reported on the Districts COVID support grants/assistance available for Hospitality and Businesses to help resume business or start up following the pandemic/lockdown. He also noted the re-opening of the Pennoyer Centre and the planned Evening Inn on 21st April 2021.

7. Public forum

PM addressed the Council on matters relating to the Beck/bridges in relation to the flooding in December. He provided a document for Councils' perusal, requested use of drone photographs taken by Cllr Hudson (granted) to support his findings. He will be submitting to the IDB to support the claim that obstruction of the Beck contributed to the flooding in December.

ST updated Council on progress of his highlighting of issues for investigation, following the flooding in December 2020. His report had been circulated to council and he continues to work with the LLFA.

A Parishioner spoke to Council on ideas for regenerating the pond area in North Green. There is a small group of volunteers interested in this environmental improvement. The Clerk will work with the parishioner/volunteers with an aim to presenting options to Council later in the year.

Correspondence was received on hedge overgrowth and parking on grass verges. The Clerk has responded and as appropriate provided details of how to report to the correct monitoring authority. Further correspondence was received on public not keeping to the PROW.

The Clerk will include in the parish report and on the website, highlighting these issues and requesting support from parishioners.

8. Items for discussion and ratification

• Current Planning Applications

2020/1865 Upper Vaunces Farm – Awaiting response from the LPA .

New Applications

2021/0584 The Bungalow Old Mill Lane – No objects raised **ACTION** The Clerk will submit a request to consider approval.

• To consider approval of the revised Policy Documents

The PSM Data Protection, Equal Opportunities, Grievance & Disciplinary, Health & Safety and Transparency Policies have been updated to meet current legislation and comply with accessibility regulations. Cllr Clarke

proposed adopting the new documents, this was seconded by Cllr McDaniel and was unanimously agreed.
ACTION The documents will be available on the parish website.

- **To consider signing of the Armed Forces Covenant**

Council requested the Clerk revert to the District Council, for advice of how the Parish Council can best support this initiative within their current resources. **ACTION** Clerk

- **To consider quotes for maintenance recommended on the 2020 Rospa report**

Cllr Hudson proposed accepting quotes from Crook Power washing and Excite to carry out remedial work required at the playground. Approximate total cost £450.00, this was seconded by Cllr Ellam and unanimously agreed.

- **To consider BT Broadband, calls and landline increase from 31/3/21**

Cllr Hudson proposed accepting the increase of 42p per month, seconded by Cllr Ellam and unanimously agreed.

- **To consider shared admin expenditure with Pulham Market Parish Council**

The Clerk confirmed her appointment at Clerk to Pulham Market Parish Council and their confirmation to change their parish contact number. Cllr Hudson proposed sharing the parish telephone and internet services with Pulham Market Parish Council, this was seconded by Cllr McDaniel and unanimously agreed. The anticipated saving will be between £150 to £200 pa per Council. **ACTION** The Clerk will invoice Pulham Market periodically.

- **To consider subscriptions for 2021/22**

Cllr Hudson proposed NALC annual subscription of £191.55, this was seconded by Cllr Ellam and unanimously agreed.

9. **Presentation of income and expenditure for April 2021**

Cllr McDaniel proposed receiving the accounts for April, this was seconded by Cllr Clarke and unanimously agreed. The balance following presentation of the following receipts and payments entered in the accounts for will be £46,066.19

Income

No Income

Expenditure

BT, Parish internet and calls to 23/4/21 - £18.50

TT Jones, repairs - £201.12

Streetlight Contract April, May and June 2021 - £47.26

NorfolkALC, Annual Subscription - £191.55

L Shulver, Salary and Admin - £454.95

Stamps and Stationery - £10.77

Padlock - £7.16

Crook Power Washing, Playground Clean - £150.00

PH Newby, Hedge cutting - £618.00

ACTION the Clerk will raise bank transfers required, to be approved by Cllr Ellam.

Council received the EOY Accounts for 2021/22. These will now be passed to the Internal Auditor.

10. **To receive other reports.**

Sports and Recreation Committee.

No further report

Tree and Footpath Wardens.

The Footpath Warden supports the promotion of the OS app in the parish magazine, to assist with negotiating PROW routes.

SAM.

Cllr Hudson will continue to volunteer on collecting data from the SAM, but requested Council consider alternative options.

11. To consider the date of next meeting

Current legislation requires face to face meetings to resume from 7th May 2021. The Annual Parish Council Meeting will therefore be brought forward to 4th May 2021 and held by Zoom, commencing at 7.30pm

Meeting Closed at 21.20

Signed

Date.....