

Pulham St Mary Parish Council

Clerk to the Parish Council
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Minutes of the Annual Parish Council Meeting held by Zoom, on Tuesday 4th May 2021 commencing at 7.30pm

Present: Cllrs Hudson (District Cllr) Cllr Ellam, Scanlan, Langshaw, Clarke & West. The Clerk was also in attendance and 2 representatives for the PCC joined the meeting.

1. To elect a Chair and receive declaration of acceptance of office, to elect a Vice Chair.

District Cllr Hudson lead the meeting in the election of a Chair. Cllr Ellam proposed Cllr Scanlan, this was seconded by Cllr Clarke and unanimously agreed. Cllr Scanlan was duly elected Chair, he will sign his acceptance of office which will be countersigned by the Clerk. Cllr Ellam proposed Cllr Clarke as Vice Chair, this was seconded by Cllr West and unanimously agreed. Cllr Clarke was duly elected Vice Chair.

2. To consider apologies and reasons for absence.

Apologies were received from Cllrs Burrridge and McDaniel.

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

Cllrs have reviewed their declarations of interest and no additional declarations were received.

4. To approve minutes of the last meetings of 13th April 2021.

The minutes of 13th April 2021 were ratified as a true record of the meeting and a copy will be signed by the Chairman.

The Public forum was brought forward

District Cllr Hudson congratulated the new Chair and Vice Chair. He reminded Council of the County Cllr and Police Crime Commissioner Elections on Thursday 6th May 2021. *The District Cllr left the meeting.*

RW and MW noted that the PCC are keen to continue collaborative work with the Parish Council and provided an update report. They have procured a small grant to allow for some temporary work to the church but this project is ongoing and will require far more funding. The area at the back of the church is currently being designed as a wild area but individuals who wish to trim around graves are welcome do so. The PCC invite suggestions from the Parish Council for projects/improvements and continued opportunities to work together within the community.

5. To review and appoint representatives to existing Committees/Sub-committees and consideration of new Committees.

Council reviewed and agreed to continue current committees, membership as follows;

Sports & Recreation Sub-committee Cllrs Burrridge, Scanlan & Langshaw

Planning Sub-committee Cllrs Burrridge, Langshaw, McDaniel, Ellam, Scanlan, Clarke and West

Data Protection Committee Cllrs Ellam, McDaniel and Scanlan

6. To review, recommend revisions to annually reviewed policies and notices.

Council have been reviewing current documents over the last 3 months and are happy they meet requirements.

7. To consider membership of other bodies.

Council agreed to continue membership of NALC, NPFA and ICO

8. To confirm General Power of Competence

The Clerk confirmed eligibility and Council agreed continued use of General Power of Competence but to also consider legislative powers when making decisions and carrying out parish business.

9. To confirm dates for parish meetings for the coming year

Council agreed to continue meeting the second Tuesday of each month but to confirm this on a rolling basis at the end of each meeting. Council agreed not to meet during August.

10. Matters Arising

Notice has been displayed for the two casual vacancies, inviting request for election by the 6th May 2021. Following this date if a request has not been received the Council may consider co-option to fill the vacancies.

Recent news and statutory records have been updated on the website and the Clerk has included information to assist with locating PROW's.

The GM contractor has completed returfing at the playground. Further improvement work at North and South Green recreation areas remaining ongoing.

The Clerk is continuing conversation with Anglian Water to procure attendance of a representative at a Parish Meeting. Council received email reports from ST and PMcD on matters relating to the flooding Dec 2020.

No date has been confirmed for the Kings Head purchase notice hearing.

11. Chairman's Report

Cllr Scanlan thanked Council for electing him, he is looking forward to the coming year and hopes to welcome new membership in due course. He has ideas for new projects and looks forward to sharing these suggestions with Council.

12. To receive County & District Councillors Reports.

The County Cllr had provided his report prior to the meeting, copy attached.

13. Public forum

No further forum required

14. Items for discussion and ratification

• **Current Planning Applications**

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

2021/0584 The Bungalow Old Mill Lane – Request to consider for approval submitted.

New Applications

2021/0640 Crossingford Barn, Garlic Street – Retrospective permission for the construction of safety fencing. Application circulated to planning committee, no objections raised and the Clerk has submitted a request to consider for approval.

2021/0841 Post Office Stores, The Street – Erection of a summer house and gazebo. Council noted no dimensions have been included in the application and further information is required on the 'storage use' listed.

ACTION The Clerk will submit a request to consider refusal, requesting further information.

2021/0853 Norwich Road – Erection of rear extension. No objections raised **ACTION** The Clerk will submit a request to consider for approval

- **To re-consider signing the Armed Forces Covenant.**

Following discussion with the District Council on level of support required, Council agreed to sign up to the Armed Forces Covenant. The Clerk will act as the interim Champion but this position will be available upon discussion should a councillor or volunteer parishioner be interested in applying. **ACTION** The Clerk will include promotional and appropriate information on the parish website and advise council of initiatives and events that the Council can support.

- **To ratify permission for Saffron Community Foundation to organise a working group to clean the pond area in North Green Road.**

The foundation is aware of the Parish Councils plans to improve this area and the Clerk is currently communicating with the Community Foundation Manager on this project. An initial site visit is planned for June with the clean-up event anticipated August/Sept. Cllr Ellam proposed allowing Saffron Community Foundation to work on the parish land, this was seconded by Cllr Clarke and unanimously agreed **ACTION** the Clerk will involve voluntary groups from within the village who have already expressed an interest in taking part in this project. The Clerk will continue to work with Saffron Community Foundation and will ensure any event/work is risk assessed and adequately insured.

- **To consider refurbishment/replanting of the planter in the village centre.**

A quote has not yet been received for repair/replacement of the planter **ACTION** the Clerk will contact JS and request the planter is not re-planted.

- **To consider cutting of hedge/shurbs in front of the Post Office**

A quote has been received from the GM contractor but a voluntary working group has offered to cutback the area in late summer. **ACTION** The Clerk will thank and accept the offer from the voluntary working group and check if planning approval is required as the site is in the conservation area. Cllrs will cut back the brambles through the summer to ensure the area remains safe.

- **To ratify expenditure on replacement SAM Batteries**

Cllr Ellam proposed £157.00 to replace SAM batteries, this was seconded by Cllr Clarke and unanimously agreed.

- **To consider recommendation for upgrade of the parish laptop**

Consideration was given to replacement vs upgrade. Cllr Ellam proposed £235.00 to upgrade the hard drive, RAM and labour. This was seconded by Cllr Clarke and unanimously agreed.

15. Accounts

The internal audit for the 2020/21 accounts has been completed, no recommendation made and the report was presented to Council

Council considered and approved the Governance Statement for 2020/21 (AGAR part 3, sections 2) the Chairman and Clerk/RFO will complete and sign.

Council Considered and approved the Accounting Statement for 2020/21 (AGAR part3, Section 3) which had been prepared and signed by the Clerk, the Chairman will sign.

Action The Clerk will submit the accounts for external audit. A notice to exercise public rights will be displayed, advising that the accounts will be available for inspection from 14th June 2021 to 23rd July 2021

The current standing orders for BT, Eon, EDF, Wave and ICO were agreed.

Cllr Ellam proposed receiving the accounts for May, this was seconded by Cllr Langshaw and unanimously agreed. The balance after presentation of the following receipts and payments will be £57,260.74

Income

1st Precept payment £12,615.78

Expenditure

Eon Streetlighting March - £54.16

BT, Parish internet and calls to 23/5/21 - £19.75

CH/GM Autotech, SAM Batteries - £157.00

MW, Internal Audit - £45.00

Excite Solutions, 3 cuts in village - £666.36

L Shulver, Salary and Admin - £454.75

External Hard drive for back up storage - £24.21

ACTION the Clerk will raise bank transfers required and these will be approved by Cllr Ellam.

The Clerk will raise a bank transfer for £516.00 for the ratified expenditure on repair work at the playground, Cllr Ellam will approve and this expenditure will be included in the June Accounts.

Cllr Ellam proposed expenditure of £954.75 for the best value insurance quote provided by Came & Co insurance Brokers, this was seconded by Cllr Clarke and unanimously agreed. The Clerk will speak to the broker and ensure the increase for the coming year can be verified before raising the bank transfer by 1st June 2021. The Insurance payment will be included in the June Accounts.

16. To receive other reports.

Sports and Recreation Committee.

No further report

Tree and Footpath Wardens.

GA has confirmed he will continue to act as tree warden and continue with the tree project at South Green.

Cllr Scanlan continues to work with other local footpath wardens and provided a report to Council.

SAM.

The Clerk will add traffic data analysis to the parish website.

Beckvale Community Car Scheme

Cllr Clarke advised drivers are required to support the scheme. **ACTION** the Council will include notice on the website and face book page.

17. To consider the date of next meeting

The June meeting will be held in the Pennoyer Centre, the Clerk will request use of the Guild Hall to enable social distancing - the meeting will take place on the 8th June 2021, commencing at 7.30pm

Meeting Closed at 20.45

Signed

Date.....