

Pulham St Mary Parish Council

Clerk to the Parish Council

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Minutes of the Annual Parish Council Meeting held at the Pennoyer Centre, on Tuesday 10th May 2022 commencing at 7.30pm

Present: Cllrs Scanlan, Cllr Ellam, Cllr Clarke, Cllr Yaxley, Cllr Andersson-Hewitt, Cllr Freeman and Cllr Burrridge.
The Clerk and County Cllr Wilby were also in attendance.

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

Nominations were invited to elect a Chair for the coming year. Cllr Burrridge proposed re-election of Cllr Scanlan, this was seconded by Cllr Elam and unanimously agreed. Cllr Scanlan was duly elected Chair; he signed his acceptance of office which was countersigned by the Clerk.

2. To consider apologies and reasons for absence.

Apologies were received from Cllrs Langshaw, Cllr McDaniel and District Cllr Hudson.

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

No additional declarations were received for items to be considered.

4. To approve minutes of the last meetings of 12th April 2022.

The minutes of 12th April 2022 were ratified as a true record of the meeting and a hard copy signed by the Chairman.

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 and Freeman

Planning Sub-committee Cllrs Burrridge, Langshaw, McDaniel, Ellam, Scanlan, Clarke, Yaxley, Freeman and Andersson-Hewitt

Data Protection Committee Cllrs Ellam, McDaniel and Scanlan

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

Council reviewed all annual policies and policies due for renewal this year in February 2022.

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 to continue to use General Power of Competence.

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

Council agreed to continue meeting the second Tuesday of each month, with the exception of October which will be held on the first Tuesday 3rd October, to accommodate the Clerks annual leave. Council agreed not to hold a meeting in August.

10. Matters Arising.

Statutory records and news items have been updated on the parish website.

Bierton and Woods will try to complete the refurbishment of the war memorial prior to the QPJ weekend. But this work is dependent on continuous dry weather.

The Dog bin for Poppies Lane has been received and will be installed this month.

The Sports and recreation committee are continuing to consider options for partial/removal of the pavilion. The Clerk provided details and Council discussed wild flower planting at South Green Recreation Ground.

Work is progressing with repair of the nest swing, which is hoped to be installed prior to the scheduled Rospa Report in June.

Treecare Consultants have completed the second inspection of two horse chestnuts on St Marys Terrace. 'Tree one' requires ongoing monitoring, recommended next inspection at the end of the Summer. **ACTION** The Clerk will procure quotes for maintenance work recommended to the remaining 4 trees.

The LPA has responded to Councils concerns raised on the condition of the property, The Kings Head. The LPA will correspond with the owner.

11. Chairmans Report.

Cllr Scanlan advised Council that he is continuing to focus his attention on a youth engagement program within the village, planned events for the Jubilee weekend and inspecting/identifying general maintenance requirements around the village. **ACTION** The Clerk will order a replacement kerb indicator/marker for Station Road.

12. To receive County and District Councillors Reports.

The County Cllr provided his report, copy attached.

13. Public Forum.

No members of public were present, no forum was required.

14. Items for discussion and ratification

- **Current Planning Applications**

2021/1498 – footpath 10 – considered at meeting January 2021, no objections raised, application pending LPA decision.

2022/0393 – 31 Norwich Road, Request to consider for approval submitted, application pending LPA decision.

Repair to bridge near 'Riverdale' 25/7/22 anticipated road closure for 3 weeks.

- **Queens Platinum Jubilee**

Cllr Ellam proposed expenditure up to £100, to provide materials to mark out the route of the new platinum footpath route, this was seconded by Cllr Clarke and unanimously agreed. The footpath warden Cllr Freeman will continue this work.

Cllr Freeman proposed formally naming the platinum footpath route Goldspink Way, this was seconded by Cllr Burridge. Cllr Ellam proposed allowing parishioners and visitors over the Platinum weekend to submit suggestions to name the new footpath, this was seconded by Cllr Clarke. Council voted 4:2 in favour of allowing parishioners and visitor to submit suggestions to name the new footpath route.

ACTION the Clerk will speak to WP with regards to printing posters and flyers to advertise jubilee events and details of the new footpath route and how to submit name suggestions.

Cllr Clarke proposed procuring a cost to provide Jubilee commemorative mugs for children attending the Pulham School and will report back at the June meeting.

- **To consider feedback/actions from the Community Engagement Meeting.**

Cllr Scanlan advised that funding could be available from the police, Saffron and Hastoe Housing to help support youth engagement activities/program within the village. He is organising meetings with momentum, Pennoyers and the high school to discuss opportunities to deliver some activities during the summer holidays.

Neighbourhood Watch Norfolk are happy to support volunteers wishing to set up a scheme in the village. Council is not sure there are sufficient volunteers to support a scheme in the village.

- **To consider adequate cover provided and ratify parish insurance for 2022/23**

Council considered the asset register and insurance cover provided, Cllr Ellam proposed 2nd year of 3 year contract with BHIB Council Insurance at £812.08 pa, this was seconded by Cllr Yaxley and unanimously agreed.

- **To ratify expenditure to repair the nest swing at North Green Playground.**

Cllr Andersson-Hewitt proposed up to £150.00 to provide materials to repair the damage to nest swing, this was seconded by Cllr Yaxley and unanimously agreed. The Sports and Recreation Committee hope to complete the repair prior to the Rospa Inspection.

- **To consider recommendation from TT Jones on streetlight in Mill Lane**

Council Andersson-Hewitt proposed accepting expenditure of £98.29 +vat to provide and install a bespoke shield for the lamp in Mill Lane, to replace broken shield and mitigate against light pollution to neighbouring properties. This was seconded by Cllr Clarke and unanimously agreed.

15. Accounts

Council confirmed standing order arrangements, currently BT, N power, EDF, Wave and ICO

The internal audit for the 2021/22 accounts has been completed, Council considered recommendation and actions to be taken: -

Council confirmed no action would be taken to recover 21p underclaim of vat for 21/22 as the Clerk has already submitted the VAT return.

The Clerk confirmed additional information was requested during the internal audit process, on bank mandate signatories, this information will be included the standard submission documents going forward.

Council confirmed that rotation for bank draft approval will be extended to include more councillors.

The Clerk confirmed that when contracts are agreed, 3 quotes are sourced when ever possible. Details of this will be included in the minutes when awarding future contracts.

The internal auditor recommended encouraging a higher percentage of payment of allotment invoices by BACs rather than cheque. The Clerk confirmed the wording on future invoices would be changed to encourage this.

Council confirmed a playground schedule of inspection will be completed quarterly. This document will then be kept of file for inclusion in the internal audit documents for submission.

Council considered and approved the Governance Statement for 2021/22 (AGAR part 3, sections 1) the Chairman and Clerk/RFO completed and signed.

Council Considered and approved the Accounting Statement for 2021/22 (AGAR part3, Section 2) which had /been prepared and signed by the Clerk, the Chairman signed.

Action The Clerk will submit the accounts for external audit 30th June 2022. A notice to exercise public rights will be displayed, advising that the accounts will be available for inspection from 13th June 2022 to 11th August 22

Cllr BurrIDGE proposed receiving the accounts for May, this was seconded by Cllr Freeman and unanimously agreed. The balance after presentation of the following receipts and payments will be £55,360.71

Additional payment for materials for PROW route markers and nest swing repair will be raised and included in the June accounts.

Income

May		2022
03/05/2022	SNC - 1st Precept payment	12,800.00
	MAY TOTAL	£12,800.00
	CUMULATIVE TOTAL	£12,992.60

Expenditure

May				2022
03/05/2022	DD	BT	Broadband and call package to 23/5/22	22.98
10/05/2022	B/Trf	The Pennoyer Centre	Support for community provision	4,250.00
10/05/2022	B/Trf	Harleston TC	Support for provision of parking in local market town	750.00
10/05/2022	B/Trf	BHIB Ltd	Parish Insurance 2022/23	812.08
10/05/2022	B/Trf	PH Newby	Hedge Cutting	618.00
10/05/2022	B/Trf	S Lain	Internal Audit	100.00
10/05/2022	B/trf	L shulver	Clerks WFH and Mileage	33.40
10/05/2022	B/trf	L shulver	Clerks Salary	444.20
10/05/2022	B/trf	L shulver	Stationery A4 paper	2.95
10/05/2022	B/Trf	Treecare consultants	Second inspection - 2 horsechestunt trees	87.60
13/05/2022	DD	ICO	Data protection renewal fee	35.00
MAY TOTAL				£7,156.21
CUMULATIVE TOTAL				£8,503.28

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

16. To receive other reports.

Sports and Recreation Committee.

No further report

Tree and Footpath Wardens.

Cllr Yaxley confirmed the 30 trees provided in the spring had been planted at South Green. Council will consider purchasing a second-hand water storage bin to install at the far end of South Green.

Cllr Freeman updated council on PROW, report attached

SAM.

No further report

Armed Forces Champion

D Cave confirmed he wishes to continue as AF Champion for a further year.

To consider the date of next meeting

The June meeting will be held in the Pennoyer Centre, the meeting will take place on the 14th June 2022, commencing at 7.30pm

Meeting Closed at 21.10

Signed

Date.....

Cllr M Wilby - Report

There are 84 councillors representing all of Norfolk on the County Council. The numbers are made up of 57 Conservatives, 12 Labour, 9 Liberals and 3 Independent and 3 Greens. I am currently the Cabinet member for Highways, Transport and Infrastructure.

NCC has been working with all districts and agencies to help with bringing Ukrainian refugees to Norfolk, many of our residents have come forward in offering homes and accommodation to meet their need. So far over 200 refugees have come to Norfolk, there will be many more and we will continue to support them over the coming years. We are proudly flying the Ukrainian Flag in solidarity with the people of Ukraine and our thoughts and prayers are with them at this time.

We seem to be getting back to some sort of normal after the last two years of Covid, with its lockdowns and restrictions being lifted. I would like to thank all of the volunteers that have helped others and continue to do so over these difficult times. At NCC we are having more face-to-face meetings but there will always be certain meetings that can be done online, this saves a lot of journeys, travelling time and also helps the environment. We have spare office space at County Hall because of different working behaviours so we have let the top floor to the NHS which brings in an income for us.

I am involved in major infrastructure projects which are the priorities for NCC. We are making good progress on the Gt Yarmouth 3rd River Crossing, being halfway through the construction and planning to open to traffic in the spring of 2023. Long Stratton Bypass is progressing well, we have secured the major part of the funding from the Department of Transport with an aim to start construction early 2024 with completion in 2025, this new road will improve journey times for the A140 users and improve the environment for the residents of Long Stratton. The Norwich Western Link will join up the Broadland Northway (NDR) north of Norwich to the A47 in the south which will deliver an orbital route around the city. This new road will bring many benefits to Norfolk's economy, improve journey times, improve safety and improve the quality of life for those living to the west of Norwich. We are currently waiting to hear on our funding bid to DfT.

It's not only about major infrastructure as we support many local projects through our popular Parish Partnership schemes where projects are funded 50 – 50 by NCC and Town and Parish Councils. We also spend around £40m per year on maintaining our 6,200 miles of roads by resurfacing, repairing potholes, improved signage and of course our Winter maintenance programme of gritting the roads in frosty conditions.

The County Council's environmental policy agreed by full council commits the authority to an ambitious target of achieving net zero carbon by 2030. We have been working on a wide range of carbon cutting and environmentally friendly improvements including progress towards decarbonising council owned buildings, installation of a further 44 electric vehicle charge-points at County Hall and developing strategies countywide to boost cycling and walking. Also, more roadside nature reserves will be created and a Pollinator Action Plan has seen a new pollinator-friendly verge cutting approach adopted as part of the countywide Natural Norfolk programme. Good progress has been made with our planting of 1 million trees and many of our local towns and villages have been involved with planting a wide variety of trees. Our Norfolk Fire and Rescue service is planning to move parts of its fleet across to electric and hybrid vehicles this year as part of NCC's commitment to reduce carbon emissions. They will be leasing 35 plug-in hybrid vehicles for officer emergency response vehicles and they are planning for 6 full electric vehicles and 15 fully electric vans to their fleet.

I'm sure that we are all looking forward to the Jubilee celebrations coming up.
Best Wishes Martin

PARISH OF PULHAM St MARY, Footpath's

Footpath No. 1 (Bush Green to North Green). **Checked. No issues found**

Footpath No. 2 (North Green to Parish Boundary). **Checked. No issues found.**

Footpath No. 3 (Slipshoe Lane to road leading to North Green) **Checked. No issues found. Post cemented back in.**

Footpath No. 4 (Bush Green to Footpath No. 6). **Checked. No issues found.**

Footpath No. 5 (Road leading to Bush Green to Footpath No. 9). **Checked no issues found**

Footpath No. 6 (North Green Road to Parish Boundary). **Checked. No issues found**

Footpath No. 7 (North Green Road to Parish Boundary). **Post cemented back in**

Footpath No. 8 (North Green Road to Footpath No. 6). **Post cemented back in**

Footpath No. 9 (Kemp's Corner to Footpath No. 13). **Checked. Drainage ditch bridge rotted. Footpath blocked by paddock fencing. Way marker discs and additional posts required. NCC (ENQ900200914)**

Footpath No. 10 (Lonely Road to Footpath No. 9). **Checked. No issues found.**

Footpath No. 11 (Kemps Road to Footpath No. 13). **Checked. No issues found.**

Footpath No. 12 **Not found**

Footpath No. 13 (Road leading to Old Hall to Parish Boundary). **Checked, Post loose in ground and pointed slightly in wrong direction.**

Footpath No. 14 (Footpath No. 13 to Parish Boundary). **Checked. No issues found.**

Footpath No. 15 (Village Street to Kemp's Road). **New Post supplied and fitted by NCC**

Footpath No. 16 (Kemp's Road to Footpath No. 15). **Checked. No issues,**

Footpath No. 17 (Station Road to Parish Boundary) **Way Marker post required NCC (ENQ900195491) NCC, Response, action to be taken.**

Footpath No. 18 (Station Road to road leading to Upper Vauncer's Farm. **Post cemented back in.**

Footpath No. 19 (The Beeches to Doctor's Lane). **New Posts supplied and fitted at both ends of footpath by NCC.**

Footpath No. 20 (Norwich - Harleston Road to Doctor's Lane). **Checked. No issues,**

Footpath No. 21 (South Green to Parish Boundary). **Checked. No issues,**

Footpath No. 22 (South Green to Parish Boundary). **OK to boundary. No Action**

Footpath No. 23 (Garlic Street to road leading to South Green). **Checked. No issues,**

Footpath No. 24 (Garlic Street to Parish Boundary). **Checked. No issues found**

Footpath No. 25 (Footpath No. 17 to Semere Lane) **Post cemented back in.**

Footpath No. 26 (Pulham Market Footpath No. 12 to Footpath No. 17) **Checked. No issues.**



Figure 1, FP9. Bridge rotted and path blocked by fencing.
09/05/2022