

Pulham St Mary Parish Council

Clerk to the Parish Council

Lisa Shulver

59d High Road

Wortwell

Harleston

Norfolk

IP20 0HA

Tel: 01986 788048

Email: pulhamstmary.pc@outlook.com

Website: www.pulhamstmarypc.org.uk

Minutes of the Parish Council Meeting held at the Pennoyer Centre, on Tuesday 14th February 2023, commenced at 7.30pm

Present: Cllrs Scanlan (Chair), Cllr Ellam, Cllr Yaxley, Cllr Andersson Hewitt, Cllr Burridge and Cllr Freeman. Cllr Langshaw joined the meeting but left at 8.40pm. The Clerk, Phoebe Scoulding (a community-based student on voluntary placement with the Parish Council) and 7 members of the public.

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

The Chairman welcomed everyone to the meeting and apologies were received from Cllr McDaniel, District Cllr Hudson and County Cllr Wilby. The Chairman informed Council that Cllr Clarke had given her resignation. Council accepted her resignation and the Clerk will send a letter of thanks. She has been on the parish council since 2007 and her hard work is much appreciated. The Clerk will notify Elections at South Norfolk and Broadland Council.

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

Declaration of interests were accepted on matters relating to the Pennoyer Centre, from Cllr Scanlan.

3. To approve minutes of the last meetings of 9th January 2023.

The minutes of 9th January 2023 were ratified as a true record of the meeting and a copy signed by the Chairman.

The Open forum was brought forward

Interest was raised on the view of the Parish Council on the Village Cluster Housing Allocation Plan Submission – Reg 19. Cllr Scanlan and Freeman attended a briefing but did not feel their concerns were addressed. Concerns were raised on an increase in numbers of houses per hectare, potential water/flooding issues, green space and access. The Clerk confirmed the current consultation was on legal compliance and soundness of the document not on material planning matters. The Parish Council did support the preferred site in the Cluster Housing Consultation in 2021, and requested that if this site is used, that provision is made to manage surface and drainage water and consideration is given to the creation of an alternative drainage route. Cllr Freeman suggested that Council should be ready to raise concerns.

Representatives from the Pennoyers Trustees were attending to answer any questions on their letter to Council in regards to zero funding from the Parish Council for 2023/24. While it is appreciated that the Parish Council have made a decision to support other projects for 2023/24, should the Pennoyer Centre not be considered as a project but as an asset to the community. Should councillors consider the level of support provided by neighbouring Parish Councils to their Village Halls/facilities and also the level of reserves held by Pulham St Mary Parish Council in comparison to budgeted annual support for itemised costs/expenditure.

Councillors were disappointed with the tone of the letter received. For many years the Parish Council have allocated support of the centre at approximately 20% of their annual budget, which is paid for from Parishioners Council Tax. This support has always been intended to support subsidy of community provision and to assist with the setup of the centre but not as an indefinite/guaranteed supply of income.

Comments were raised by public in attendance and councillors, asking if the Centre was aware that not all parishioners felt the facility was catering for their needs. It was discussed that possibly the commercial element of the Centre sometimes mitigates the possibility for community use. Examples of historic refusal for some types of bookings and use of the kitchen were raised.

The representatives apologised if their letter was received in this way and confirmed it was not intended. Assurance was given that the Centre does want to support community use.

It is hoped that following full consideration by the Parish Council, further communication on this matter can help lead to a positive way forward.

The Open Forum Closes, representative for the Pennoyer Centre left the meeting.

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

Parish Website.

All news items and statutory records have been updated. Including the monthly Norfolk Constabulary Engagement Surgeries in Harleston and Information from Norfolk County Council on Help with Cost of Living.

Village/CIL Maintenance and Projects.

Repainting to cover graffiti (report 36/85093/22) by Crooks Power wash, ongoing.

Cllr Hudson has prepared an article for the village magazine, collating interest on a Shed project at South Green.

Ongoing response to the flooding 2020

Cllr Hudson has personally purchased and installed measuring equipment along the Beck to assist with monitoring as discussed at the January Meeting. Council is grateful for his work.

5. To receive the Chairman's Report.

The Chairman reported that he has now taken on the role of setting up the Pulham St Mary neighbourhood watch scheme. The Clerk will advertise his contact details and request volunteers to act as coordinators contact him direct. The Chairman advised he is working with John Collard, who leads on the Pulham Market neighbourhood watch scheme and he provided details of the benefits of being within a neighbourhood watch area.

Cllr Scanlan advised that a youth engagement open day has been scheduled for Saturday 15th April 2023. 11am – 3pm at Pulham Market Methodist Church and 4pm -7pm at The Pennoyer Centre.

6. To receive County and District Councillors Reports

No Reports

7. Public forum

No further forum required

8. Items for discussion and ratification

• Current Planning Applications

2022/0873 The Country Store – **Request to consider for approval submitted 15/6/22**

2022/1353 Land South of Norwich Rd – **Objection submitted 22/8/22 Amendments received January 2023, Objections confirmed 24/1/23**

2022/1630 & 1631 Barn at the Beeches, Station Rd – **Support submitted 29/9/22**

2022/2105 Listed Building Consent, Pennoyer Centre – **objection submitted 15/12/22**

2022/2394 Land South of Chestnut Rd. Erection of 9 dwellings – **objection submitted by 14/1/23**

New Planning Applications

2023/0092 Carousel, North Green Road – Proposed single storey side extension and front porch. First floor dormers to rear and various internal alterations and additional vehicular access onto highway. **No objections raised or received from parishioners; support submitted 13/2/22**

- **To consider correspondence from Pennoyers received 20/1/23**

Concerns were raised on correspondence received; the letter seems to imply the centre is not able to afford to provide any community services without funding from the Parish Council. When the Parish Council initially offered funding there were several community groups using the facility but this has now reduced. It is difficult to justify providing funding from the parish precept if the level of community services is not being provided or a majority of the community catered for.

The Clerk will request copy of full accounts and budget for 2023/24 and a list of current hire charges and proposed increases for 2023/24. When the Parish Council originally provided to support the centre with funding, they were assured that the centre was working towards self-sufficiency. The Clerk will request copy of evidence of how the centre is working towards self-sufficiency and forecast of when they anticipate they will be in this position.

- **Ongoing consideration of improvement to the kissing gate on FP17.**

Cllr Freeman has gained permission to make improvements to the kissing gate, from the owner. **ACTION** Cllr Freeman will look to implement improvements and report back to Council.

- **To consider Village Cluster Housing Allocation Plan Submission – Reg19**

The current consultation is on legal compliance and soundness of the document. The Parish Council has been correctly consulted on the proposed site for Pulham St Mary, identified within the allocation plan. The Parish Council did support the site in the Cluster Housing Consultation in 2021, and requested that if this site is used, that provision is made to manage surface and drainage water and consideration is given to the creation of an alternative drainage route. The submission document does specify a developer of the site will be required meet standards on access, flood risk, open space and integrity within the rural landscape. The Clerk suggested to Council they may wish to consider a neighbourhood plan to help maintain control over the way the development is delivered. Consideration of this will be included on the March agenda.

- **To consider comment on Greater Norwich Plan, focused consultation on sites for Gypsies and Travellers.**

Council agreed no comment was required as the proposals will not directly impact on the village.

- **To consider celebration of Charles III Coronation and events for 2023.**

The Clerk advised she has just been informed that there will be grants available for events to celebrate the coronation, but no details have been provided. This matter will be moved to the March agenda.

- **To consider amendments to the bank signatories.**

The Clerk distributed documents for 3 newer councillors to be included as signatories on the Councils current account. ZC will be removed as a signatory. The documents were completed and authorised inline with the Councils mandate.

- **To consider policies due for review and renewal**

Cllr Ellam proposed adoption of the new PSM Code of Conduct, drafted in line with Local Government Association recommendations. This was seconded by Cllr Scanlan and unanimously agreed. The Clerk requested all councillors view the current policy document available on the parish website as these will need to be renewed at the APCM in May.

- **To adopt the action plan for 2023/24, considered at the January meeting**

Cllr Scanlan proposed adoption, this was seconded by Cllr Ellam and unanimously agreed.

9. **Presentation of income and expenditure for February 2023**

Cllr BurrIDGE proposed accepting the accounts report for February 2023, this was seconded by Cllr Scanlan and unanimously agreed. The balance following presentation of the listed Income and expenditure will be £53,798.43

ACTION the Clerk will raise the bank transfers required for February payments and a payment of an invoice received from Excite Ltd for £290.40, which will be on the March accounts. Cllr Ellam will approve payments.

February – Income

PULHAM ST MARY PARISH COUNCIL		
ACCOUNTS : MONTH : February 2023		
INCOME:	Amount	Description
Alotment Rent	31.44	Plot 19
Alotment Rent	117.90	Plots 3,5,15,16
TOTAL INCOME	£149.34	

Expenditure

EXPENDITURE:	Gross	VAT	Net	Description
BT	8.54	38.06	- 29.52	BB & Call pk to 23/2/23 inc credit for line rental adj and vat adjustment for line rental payment by Clerk and reimbursed in January
L Shulver	572.20	-	572.20	Salary
L Shulver	25.60	-	25.60	WFH and Mileage Jan
Reimburse Clerk for Admin Exp	2.72	-	2.72	Stamps
TOTAL EXPENDITURE	£609.06	£38.06	£571.00	£609.06

10. To receive other reports.

Youth Engagement Programme

Cllr Scanlan and PS updated Council on progress. A visit had been made to Long Stratton High School to inform of the Youth Engagement Open Day, and a student from Pulham Market who attends the school, is keen to promote and participate.

The project now has an email pulhamsyouthengagementproject@aol.com a website pulhamsyouthengagementproject.com and the setting up of a bank account should be complete this month. Job descriptions are currently being drafted for volunteers and a safe guarding officer.

Pulham Market Parish Council have been approached with regards to use/loan of football posts for South Green.

Sports and Recreation Committee.

Consideration could be given to installing smaller goal post at North Green. Cllr Freeman/Scanlan will look at repairing the pitch markers stored at South Green.

Footpath Warden.

The bin removed from Kemps Rd has not been found. No replacement will be made at this time.

Tree Warden

No further report this month.

SAM

No further SAM report this month

Armed Forces Champion.

Adrian Marfleet has received details of the Armed Forces Covenant from the Clerk and further paperwork from Sarah Oldfield, the Policy and Partnership Officer at South Norfolk and Broadland Council. He has communicated with the previous Armed Forces Champion and been provided with contacts and details of previously held events. Adrian's contact details will be updated on the parish website.

To consider the date of next meeting

The Annual Parish Meeting – A meeting of parishioners, will be held on 14th March 2023, commencing at 7.15, this will be followed by the March monthly meeting.

Meeting Closed at 21.30 Signed Date.....