

# Pulham St Mary Parish Council

Clerk to the Parish Council

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## **Minutes of the Parish Council Meeting held at the Pennoyer Centre, on Tuesday 13<sup>th</sup> June 2023, commencing at 7.30pm.**

**Present:** Cllrs Mc Daniel (Vice Chair, Chaired the meeting), Cllr Yaxley, Cllr Freeman, Cllr Langshaw, Cllr Hudson, Cllr BurrIDGE and Cllr Andersson Hewitt. The Clerk, LF representing YEP and 3 members of the public.

### **1. Welcome, receive acceptance of office from councillor absent at the May meeting.**

Cllr McDaniel as Vice Chair, chaired the meeting and welcomed attendees. Council received Cllr BurrIDGE's acceptance of office, which was countersigned by the Clerk.

### **2. To consider apologies and reason for absence.**

Apologies were accepted from Cllr Scanlan and Cllr Boardman, County Cllr Wilby and District Cllr Thompson.

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

No further interests declared

### **4. To consider guidance on predetermination and councils' compliance with PSM code of conduct.**

Cllr McDaniel asked councillors if they had read the information from NALC on council business, law and procedure, if they had re acquainted themselves with councils code of conduct and standing orders. Council confirmed and no questions were raised.

### **5. To approve minutes of the last meetings of 9<sup>th</sup> May 2023.**

A spelling typo was corrected and the minutes of 9<sup>th</sup> May 2023 were ratified as a true record of the meeting, a copy was signed by Cllr McDaniel.

### **6. To discuss matters arising from the last meeting – for information only.**

#### **Parish Website.**

All news items and statutory records have been updated.

#### **Village/CIL Maintenance and Projects.**

The clerk has been contacted on a flooding issue in Doctors Lane / NCC Highways drainage system. The clerk advised that GO, Norfolk County Council Highways, is in direct contact with the parishioner, aiming to address all issues raised.

The defibrillator purchased by the Parish Council and sited at Pennoyers is currently out of action. The Pennoyers administration team have put a notice up and advised Circuit, the national defibrillator network. The clerk will continue to communicate/work with the admin team until this matter is resolved. The nearest available defibrillator is on the exterior wall at Pulham Market Memorial Hall.

There have been issues raised on social media, with regards to overgrown hedging in front of the post office. The clerk has included this work in the annual additional GM work, to be considered in item 10.

NALC councillor training dates have been circulated. Pending venue availability, training is anticipated to take place end of July.

**7. To receive the Chairman's Report.**

The chairman provided a report, copy attached.

**8. To receive County and District Councillors Reports**

Reports were received from County Cllr Wilby and District Cllr Thompson, copies attached.

District Cllr Hudson informed councillors that he attended South Norfolk and Broadland Annual District Council Meeting on 24/5/23 and updated councillors on the total cost of the aborted toilet replacement project in Harleston, following the disposal of the unused toilets.

Cllr Hudson has regained his position on the Local Drainage Board, the next meeting will be on the 14/6/23.

Councillor Hudson has provided a grant of £500 to the Pulham Market Music Day organisers, for the 32<sup>nd</sup> Annual Event on 27th June 2023, taking place on The Green, Pulham Market.

The District Councillor has been approached by residents of Furze Green, on speeding and a request for a reduction of speed limits. This is an issue that impacts Dickleburgh, Rushall and Pulham St Mary Parish Councils. Residents are in attendance and will present their case at the public forum.

Cllr Hudson updated councillors on a proposal for a revised planning application for Land South of Chestnut Road. The applicant is working with the district planning department and other interested parties.

**9. Public forum**

*The Meeting was adjourned for the public forum*

3 members of the public made representation for support from Council on their request to have the 60mph (national speed limit) through Furze Green reassessed. Over the last 10 years there has been an increase in traffic, there are 2 bends on this section of the road and limited places to get off the road in the event of meeting oncoming traffic. Councillors confirmed location, thanked members of the public for bringing this to their attention and confirmed they would be considering this matter later in the meeting. 3x members of the public left the meeting at 8pm

*The meeting reopened.*

**10. 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**

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

2023/0630 – 6 The Maltings – **Objection submitted 11/5/23**

**2023/0813 – 1 Furze Green – Support submitted 11/5/23 Approved with conditions 17/5/23**

**New Planning Applications**

**No new applications considered**

• **To confirm audit of the PSM Asset Register.**

The Clerk has carried out a physical audit of the Councils Asset Register, Council received copy of the current schedule. **ACTION** this will be made available on the parish website.

- **To receive a complaint from Parishioner on regrowth of lower limbs on the trees at St Marys Terrace, Grounds Maintenance (GM) issues in the car park to side of the properties and a suspected abandoned car.**

The Clerk has reported GM issues to Saffron Housing who are land owners of the carpark. The car has been reported to the police but they will not intervene as the car is currently legal. Feedback has been given to the parishioner.

The Clerk has spoken to the Councils GM Contractor with reference to the regrowth of lower limbs on the trees, they have advised the trees are healthy and regrowth in good order. Council carries out regular checks of the chestnut trees and completes all essential work recommended. **ACTION** The clerk will advise no further action will be taken at this time.

- **To receive North Green playpark reports.**

Council have carried out a play park inspection and have received the annual Rospa Report. Cllr Freeman advised he has repaired the gate latch, removed the protruding nail and tightened a loose bolt, identified on the Rospa report. Further work is required and he is currently looking into options. He is also considering installing an infill guard rails on the old climbing frame to mitigate entrapment issues. There remains an issue with eroding soil exposing concrete at the top of the bank slide but the main issues raised are in relation to and damaged and trip hazards with the surface matting. **ACTION** This will be included on the July Agenda.

Encroaching trees were identified on both reports, this work has been included in additional annual GM work to be considered.

- **To consider additional GM work**

A quote has been received for £480.00 from the councils GM contractor, to cut back near bus stop and recycle centre, the triangle at entrance to South Green and around posts edging the carpark. To cut back the overhanging brambles and hedging encroaching onto playground equipment and a heavy cutback of shrub area in- front of the post office. This amount is comparable to the charge for additional GM work carried out late 2021. Cllr Hudson proposed acceptance of the quote, this was seconded by Cllr Freeman and unanimously agreed.

Going forward, Council consider this additional adhoc GM work could be carried out by a local gardener. **ACTION** The Clerk will advertise this work.

- **To consider correspondence on Speed Limit – Furze Green.**

Councillors agreed to support the residents of Furze Green in their request to have the Speed Limit through the hamlet reassessed/reduced.

NCC Road Safety Community Fund – Eligible Safety Measures, has recently been opened. **ACTION** The Clerk will correspond with GO, NCC Highways.

this matter impacts on 3 parishes, the Clerk will contact Dickleburgh, as the largest of the parishes, to suggest Pulham St Mary would be happy to support their lead on this, should the scheme be considered acceptable.

- **To ratify expenditure to maintain the defibrillator.**

Council has previously ratified agreement to financially maintain the defibrillator. Council is happy for the Clerk to continue working with the admin team at Pennoyers and for future invoices for repair to be submitted to the Council.

#### **Presentation of income and expenditure for June 2023**

Cllr Yaxley proposed accepting the accounts report for June 2023, this was seconded by Cllr McDaniel and was unanimously agreed. Cllr Freeman inspected and signed approval of the Back reconciliation for 31/5/23.

The balance following presentation of the listed Income and expenditure will be £66,156.14

**ACTION** the Clerk will raise the bank transfers required for June payments and Cllr Andersson Hewitt will approve all payments.

## June – Income

| INCOME:             | Amount        | Description                           |
|---------------------|---------------|---------------------------------------|
| VAT                 | -£0.14        | Error posting reclaimed VAT in May 23 |
|                     |               |                                       |
|                     |               |                                       |
| <b>TOTAL INCOME</b> | <b>-£0.14</b> |                                       |

## Expenditure

| EXPENDITURE:             | Gross            | VAT           | Net              | Description                                 |
|--------------------------|------------------|---------------|------------------|---|
| Jon Nash                 | 300.00           | -             | 300.00           | Donation Lights and Slides Coronation Event |
| T Newby                  | 100.00           | -             | 100.00           | Internal Audit                              |
| N Power                  | 78.54            | 3.74          | 74.80            | Streetlights April                          |
| L Shulver                | 43.80            | -             | 43.80            | WFH/Mileage                                 |
| L Shulver                | 581.80           | -             | 581.80           | Salary                                      |
| L Shulver - Reimburse    | 14.39            | 2.40          | 11.99            | 123 Reg Domain Name Annual renewal          |
| L Shulver - Reimburse    | 6.00             | -             | 6.00             | Stamps                                      |
| V Freeman - reimburse    | 77.49            | -             | 77.49            | Material for allotment water tap            |
| HMRC                     | 1.80             | -             |                  | PAYE 1-3                                    |
| WAVE                     | 42.62            | -             |                  | Allotment Water                             |
| N Power                  | 73.43            | 3.50          |                  | Streetlights May                            |
| The Pennoyer Centre      | 45.00            | -             |                  | Room Hire June                              |
| BT                       | 25.18            | 4.19          |                  | BB and Call Pack to 23/6/23                 |
| Playsafety Ltd           | 153.00           | 25.50         |                  | Rospa Report                                |
| <b>TOTAL EXPENDITURE</b> | <b>£1,543.05</b> | <b>£39.33</b> | <b>£1,195.88</b> | <b>£1,235.21</b>                            |

### 11. To receive other reports.

Flood Mitigation within the village

The Clerk has spoken to Matthew Philpot, Area Manager for Broads and Norfolk Rivers, LDB, with regards to Leaky Dams. She has been informed a referral is required before the parish can be considered, and has been advised to contact Steve Halls. She has not yet received a reply but will follow up and request a response.

Cllr Hudson will be attending the LDB bi annual meeting on 15/6/23.

Council requested that the Clerk invite Anglian Water to another meeting to provide an update.

### Youth Engagement Programme

LF provided a report on progress with the YEP project. Copy Attached.

The project is actively seeking donation to assist with the continued delivery of this project. District Cllr Hudson noted District Cllr Thompson is looking to provide some funding from his members grant, it may be that District Councillor Hudson will be able to assist as well. The Parish Council has set funds aside to assist with delivery of the YEP project. **ACTION** a formal request will be submitted for consideration at the July meeting.

### Sports and Recreation Committee.

No further report.

### Footpath Warden.

Report attached.

### Tree Warden

No further report this month.

## **SAM**

No further SAM report this month

## **Armed Forces Champion.**

No further report

## **To consider the date of next meeting**

The July Meeting will be held on 11<sup>th</sup> July 2023 at the Pennoyer Centre, commencing at 7.30pm.

**Meeting Closed at 21.15**

Signed ..... Date.....

## **Pulham St Mary Parish Council Chairman's Report - June 2023**

### **Author: Mark Scanlan**

Apologies for not being able to attend today's meeting due to a family visit to Wales.

We have a strong committee of which will be able to cope with any absentees.

Maintenance of the village is up to spec any concerns will need to be brought to the attention of a Parish Councillor or through our website to the Parish Clerk.

Our village Neighbourhood Watch Scheme is active, a resident has offered their services as a volunteer, others are needed to make the scheme successful. I have already run a successful neighbourhood Watch Scheme in Kent where I received a recommendation from Kent police, I plan to arrange a meeting in the future with the village to explain the benefits of a strong neighbourhood watch scheme.

Saffron Housing have been informed of their responsibility for maintenance issues raised by a resident when I visited him.

The Pulhams Youth Engagement Project I have set up with the help of enthusiastic volunteers have been a revelation in the first 3 weeks it has been running. We will change the lives of many young people who come, bringing them hope and positivity. Lois our Team Leader will update you on our progress later in the agenda and I look forward to seeing you all next month.

## County Cllr Willby Report

An ambitious climate strategy, to support Norfolk's move to net zero has been agreed by Norfolk County Council. Retrofitting insulation in buildings, boosting sustainable transport, supporting green jobs and helping nature recover are among measures in the county council's climate strategy, to support Norfolk's move to become carbon neutral by 2030. The strategy follows the council's commitment, made in 2019, to achieve net zero on its own estate. It aims to reduce the county council's 2016/17 carbon emissions of 21,000 tonnes per year, which have already been halved, by 90% by 2030, with the remainder offset. Key proposals include, retrofitting council buildings to take out gas and oil heating and improve insulation – and encouraging businesses, residents and other organisations to do the same, support active and sustainable transport, including further bus improvements and developing the green economy, with support for green skills, sustainable tourism and businesses.

NCC has secured a £70 million funding boost for special needs education for children in Norfolk (SEND). Known as Local First inclusion, it will provide significantly more advice, support and funding for main stream schools and introduce 15 new school and community support teams to give early help and support to both parents and schools. It also means the council will develop dozens more special education classrooms, known as specialist resource bases (SRBs) and alternative provision at mainstream schools as well as building two more special schools.

New Gritting Technology. Thousands of pounds have already been saved by making sure salt is spread at the right rate for each location using detailed forecast and live data from roadside sensors. Next winter this new tech will be rolled out across the rest of the county following the success already seen in the north and west areas of the county. NCC has been proactive in adopting new technology, such as low-cost temperature sensors using the LoRaWAN wireless sensor network, and auto-salting. Auto-salting sees gritter drivers get live in-cab updates to spread rates and routes, and remote changes can be made allowing drivers to concentrate on the road ahead, without needing to make adjustments manually. This means salt spread rates are more efficient and are set to bring savings of up to £180,000 over the next three years.

Every year, more than 55,000 children in England are placed into the care of a foster family. This number accounts for 70% of children in the care system - a statistic that is not dissimilar in Norfolk. As a result, thousands more foster families are needed. NCC fostering service are calling on anyone and everyone who has ever contemplated becoming a foster carer to come forward. If you think you have the patience, understanding and skills to become a foster carer, contact the team on 01603 306649 or visit [www.norfolk.gov.uk](http://www.norfolk.gov.uk) and search for fostering.

Nominations are now open for the first FLOURISH Awards, hosted by the Children and Young People Strategic Alliance (CYPSA). These awards will celebrate the most outstanding contributions made towards enabling children and young people to live their best lives in the county. Any project, team or organisation can be nominated by members of the public, or a professional with the winners being decided by a panel of CYP made up of members of Norfolk Youth Advisory Boards and other CYP groups. Visit [www.norfolk.gov.uk/flourishawards2023](http://www.norfolk.gov.uk/flourishawards2023) to make a nomination. Nominations are open until 31<sup>st</sup> July 2023.

Best Wishes

Martin

**Pulham Youth Project – Financial Support**

- It was a pleasure to be able to call in to the Youth Project last Monday and see the team in action. What a fabulous initiative!
- As mentioned to the project team previously, It'll be a pleasure to support the project via the member ward grant programme. We are finalising the details required and I hope to have good news by the time of the next council meeting.

**Council AGM 24 May and new Committee Structures.**

- Following approval at the Council AGM on 24 May, the structure and member contact details for each committee are now available on the website  
<https://southnorfolkandbroadland.moderngov.co.uk/ieDocHome.aspx?bcr=1&Categories=13171>
- I will be serving as Vice Chair of Development Management (planning), Vice Chair of Finance, as a member of the Scrutiny committee and a member of Licensing.
- All meetings that are open to the public are live streamed via YouTube, and available for viewing afterwards, here: [South Norfolk and Broadland - YouTube](#)

**Town & Parish Council Forum and Grants Update**

A Town & Parish Council Forum call was held on Wednesday 7<sup>th</sup> June. The agenda included updates on:

- Nutrient Neutrality and introduction to Tom Sayer, Norfolk Environmental Credits, General Manager
- Pride in Place Community Grants
- Community Ownership Fund

I have asked whether the call was recorded for those unable to attend, and if so, I will circulate the recording ASAP. In the meantime, I am forwarding the info sheets on the Pride in Place Community Grant and Community Ownership Fund for the Parish Council's review.

I would like to draw your attention to two aspects in particular:

1) Pride in Place - Capital funding:

There is a limited amount (a total of £35,520) in round 2, but a further funding round will open in November 2023, for 2024-2025 funding.

Grants are available to cover 50% of the total cost of a project, up to £25,000. Funding is available towards the cost of new or improved community facilities – such as:

- o *Funding towards the Improvement work to an existing village hall.*
- o *Funding towards a new community sports pitch.*
- o Funding towards a green infrastructure project.

For grants awarded in the next round that opens in November, projects will be expected to commence on 1st April 2024.

2) The Community Ownership Fund

Community asset or space is determined as buildings **or land** which are used for the well-being or social interest of the local community.

You can apply for up to £250,000 to purchase or lease an asset. You are required to contribute 20% 'match' funding towards the total capital required.

I have received several enquiries from across the ward about possible support for larger scales community projects and would encourage Pulham Mary Council to consider if there are initiatives locally that they may wish to explore one of these routes for.

#### **Road safety concerns – Furze Green**

- Further to concerns raised by residents lately about cars speeding through the Furze Green area, I have confirmed with Councillor Hudson, and Dickleburgh & Rushall Parish Council that I strongly support calls to have the speed limit reduced in that area, and for a meeting to be held with County Council officers ASAP.
- As this is a county council and Highways Agency matter, I have raised the issue with Tony Holden as he seeks to represent the residents at county level.

#### **County Councillor by-election 13 July.**

- Following the sad passing of Barry Duffin at Easter, a by election will be held for the West Depwade Ward on 13 July. As mentioned above, the Conservative candidate will be **Tony Holden**. Tony was born and raised in the area, lives in Wymondham and previously served as a district councillor. Further details can be found here: [By-Election Candidate Selected – SNCA](#)

#### **Update on service access following council office move:**

Following some concerns raised ahead of the move to Broadland business park, (completed on 26 May) , I requested an update on visitor engagement at the new facility in Diss Vs previous engagement at Long Stratton. I received the following information:

- Post Covid, the vast majority of engagement with residents has been either online or by telephone.
- South Norfolk Council received an average of 5 visitors a day in Long Stratton – predominantly taxi license renewals, as these need to be made in person.
- In the 32 working days of April and May 2023, the Diss office received 181 visitors, averaging 6 a day.
- I also received assurances from a member of Cabinet that should a member of the public wish to book an appointment to meet with a council officer in Diss rather than travelling to Broadland, such appointments can be requested by calling **01508 533701 in the first instance**.

**If members of the Parish Council receive any feedback regarding responses to such requests and/or wider service levels, I would be very interested to hear.**

As ever, should Councillors or residents have any questions or matters you wish to raise, please do not hesitate to contact me by email at [Delme.Thompson@southnorfolkandbroadland.gov.uk](mailto:Delme.Thompson@southnorfolkandbroadland.gov.uk), or by telephone on 07866 368 655.

Kind Regards

**Cllr Delme Thompson**

South Norfolk Council

Member for Beck Vale, Dickleburgh and Scole

## **Pulham's Youth Engagement Project**

### **Youth Leader Report - June 2023**

**Author: Mark Scanlan**

All of the hard work for the Youth Club has paid off with all the networking, advertising and website done. 3 weeks since the start of our Youth Club we now have over 30 members and 10 volunteers.

Monday evenings at The Pulham Market Memorial Hall plus a monthly gaming event at The Pennoyer Centre, Pulham St Mary has been welcomed with open arms.

We will have many issues to overcome no doubt, our trained volunteers will meet all the challenges as the main objection is to give young people hope of a brighter future.

We offer many different activities for a diverse group of young people in our Youth Club, this has been welcomed by many authorities who are taking a strong interest in our progress.

Apart from regular Youth Club meetings, in the school holidays we plan to offer outside activities and trips which will be funded by grants, donations and fundraising. Many local businesses and individuals have already donated refreshments and money to our cause but we still need funding to progress the Youth Club to keep the young people interested.

Pulham's Youth Engagement Project has been liaising with the local schools and partnering with Pulham St Mary Trailblazers with the intention to help year 6 pupils with their integration into senior school this has been greatly received.

Our website is updated regularly with information on all the current events and activities we provide.

[Pulhamsyouthengagementproject.com](http://Pulhamsyouthengagementproject.com)

Any further information can be given by using the contact form on the website.

## PARISH OF PULHAM St MARY, Footpath's

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

**Footpath No. 2** (North Green to Parish Boundary). **Checked OK.** Finger post will need replacing soon.

**Footpath No. 3** (Slipshoe Lane to road leading to North Green) **Checked OK.** Finger post will need replacing soon.

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

**Footpath No. 5** (Road leading to Bush Green to Footpath No. 9). **Checked OK.**

**Footpath No. 6** (North Green Road to Parish Boundary). **Checked Bridge Repair Required. ENQ900232650.**

**Junction FP6 to North green Road.**

**Footpath No. 7** (North Green Road to Parish Boundary). **Checked OK. Bridge Repair Required. ENQ900232659.**

**FP7 North Green Road to FP6,**

**Footpath No. 8** (North Green Road to Footpath No. 6). **Checked OK.**

**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**

**FP9 Double Bridge across drainage Ditch Rotted. ENQ900232651**

**Footpath No. 10** (Lonely Road to Footpath No. 9). **Checked. Bridge Repair Required**

**Footpath No. 11** (Kemps Road to Footpath No. 13). **Checked OK. Crops ?**

**Footpath No. 12** **Not found**

**Footpath No. 13** (Road leading to Old Hall to Parish Boundary). **Checked ok. Crops ?**

**Footpath No. 14** (Footpath No. 13 to Parish Boundary). **Checked OK. Crops ?**

**Footpath No. 15** (Village Street to Kemp's Road). **Checked OK. Kemps road post loose. Crops ?**

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

**Footpath No. 17** (Station Road to Parish Boundary) **Checked OK.** Stile too high, new kissing gate requested. NCC **ENQ900205655.**

**Footpath No. 18** (Station Road to road leading to Upper Vauncer's Farm. **Checked OK.**

**Footpath No. 19** (The Beeches to Doctor's Lane). **New post beeches road end now missing ??**

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

**Footpath No. 21** (South Green to Parish Boundary). **Checked OK. Post loose. Will need replacing soon.**

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

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

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

**Footpath No. 25** (Footpath No. 17 to Semere Lane) **Checked OK.**

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



**Figure 1, FP9. Bridge rotted and path blocked by fencing.**

**22/06/2023**