

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 9th May 2023 commencing at 7.30pm

Present: Cllrs Scanlan, McDaniel, Cllr Yaxley, Cllr Andersson-Hewitt, Cllr Freeman, Cllr Boardman, Cllr Langshaw and Cllr Hudson, who also attended as District Cllr. The Clerk, District Cllr Thompson, 3 members of the public 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 Hudson proposed re-election of Cllr Scanlan, this was seconded by Cllr Freeman and unanimously agreed. Cllr Scanlan was duly elected Chair; he signed his acceptance of office which was countersigned by the Clerk. Cllr Freeman proposed Cllr McDaniel re-election to vice Chair, this was seconded by Cllr Yaxley and Cllr McDaniel was unanimously elected Vice Chair.

2. To receive declaration of acceptance of office from councillors elected.

Declarations of acceptance of office, completed prior to commencement of the meeting were accepted from all councillors present.

3. To consider apologies and reasons for absence.

Apologies were received from Cllr Burrridge and County Cllr Wilby.

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

Councillors will complete declaration of interests document and these will be submitted to the monitoring officer. Cllr Hudson declared he will listen but not take part in matters relating to planning. He will make representation on all planning matters as District Cllr. Cllr Scanlan declared an interest in matters relating to Pennoyers as he is an employee.

No additional declarations were received for items to be considered.

5. To approve minutes of the last meetings of 11th April 2023.

The minutes of 11th April 2023 were ratified as a true record of the meeting and a hard copy signed by the Chairman. On recommendations of the Internal Auditor, all documents of the minutes will be initialled for continued transparency.

6. 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, Boardman, Scanlan, Yaxley, Freeman and Andersson-Hewitt

Data Protection Committee Cllrs McDaniel and Scanlan

Following the resignation of RC, who was appointed to represent the Parish Council on the Semere Green Recreation Trust, Cllr Hudson proposed Cllr Langshaw is appointed as the Parish Council representative, this was seconded by Cllr McDaniel and unanimously agreed. **ACTION** The Clerk will advise the Trusts Clerk and Trustees.

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

Council confirmed they have reviewed;

PSM Standing Orders

PSM Financial Regulations

PSM Freedom of Information and Publication Scheme

PSM Data Protection Policy

PSM General & Role Providers Privacy notices.

The PSM Members Code of conduct was last adopted Feb 23 and will be included in the annual review of documents for 2024. All Council policies are available on the parish website.

8. To consider membership of other bodies.

Council agreed to continue membership of NALC and ICO. Council will no longer continue membership with NPFA. Council engage Rospa to carry out annual inspections of the playground and have implemented a programme of regular reviews of the site.

9. To confirm General Power of Competence.

The Clerk confirmed eligibility and Cllr McDaniel proposed the renewal of adoption of General Power of Competence, this was seconded by Cllr Hudson and unanimously agreed.

10. 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.

11. Matters Arising.

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

Cllr Hudson reported on the installation by the Water Management Authority of leaking dams in Brockdish. It is understood funding may be available and Cllr Hudson will forward details to the Clerk to make an enquiry.

Council agreed to move reports on flood mitigation within the village to 'Other Reports'.

12. Chairmans Report.

Cllr Scanlan, congratulated Cllr Hudson and Thompson on their election as District Cllrs.

He reported on his continued work to inspect and identify village maintenance requirements and reminded Councillors to signpost any reports to him. Cllr Scanlan will also continue to promote and recruit volunteers for Pulham St Mary Neighbourhood Watch Scheme.

Cllr Scanlan attended coronation events held at the Pennoyers and Church and was proactive in supporting the lighting/projector image display at the Church. There were also street parties held in the village and a community walk of the platinum path.

13. To receive County and District Councillors Reports.

The County Cllr provided his report, copy attached.

District Cllr Dleme Thompson, introduced himself to Council. Cllr Thompson is currently establishing himself in his new role, he would like to identify key issues that impact on the ward/residents. He believes his role is a link between the local community and the District Council.

District Cllr Clayton Hudson, confirmed he has been elected as an Independent District Councillor and he will continue to act in this capacity for the next 4 years. South Norfolk Council now has 46 District Cllrs - 24

Conservative and 22 in opposition, thereby reducing the majority previously held by Conservative prior to the elections. Broadland Council is now under no overall control. The District Council AGM is scheduled for 24th May and will be available on youtube.

Cllr Hudson noted he was pleased that the Parish Council had procured the £200.00 grant from the District Council to help support Coronation events.

He reported that he has spoken to the mobile safety camera unit and they may be looking for a suitable site in Pulham St Mary. The Clerk confirmed she had given permission for the SAM administrator to share information with the police.

There have been a few reports of issues with the slow roll out of Fibre Broadband, by County Broadband. Cllr Hudson asked if the Clerk could note this in her report and ask anyone experiencing problems to provide details so an overall assessment of the situation can be considered.

14. Public Forum.

One member of public attended to meet the newly elected District Councillors. Two members of the public attended to make representation on planning application 2023/0630. Reference was made to the original restrictions on this development. The current retrospective planning application is for replacement windows, including a full opening window that directly overlooks a neighbouring property. Council listened to points raised and will consider this matter in item 15.

2 members of the public left the meeting.

The Clerk invited a trustee from the Pennoyers Centre, who was waiting in an auxiliary room to join the public forum.

JR has recently been appointed as a trustee of the Pennoyer Centre and has volunteered to attend the parish meeting as a trustee representative to answer any questions Council may have.

Council explained that the Trustees did not submit an application for grant funding within the appropriate timeframe to be considered within the Council budget for 2023/24. Council had therefore made a decision to primarily support youth engagement this year; considering this to be a priority because of a lack of support for this age group and also to mitigate a level of unsocial behaviour within the Pulhams.

Concerns were raised by public at the APM, and supported by some Councillors that the Centre does not adequately provide for community use at an affordable level and that the business element of the facilities mitigates suitable space for community use.

There was a confirmation that the facility is an asset to the village and that there is a level of cost that needs supporting either by fundraising or commercial use, to supply this facility. JR confirmed his position as a trustee would support future community engagement.

JR left the meeting

15. 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**

- **New planning applications**

2023/0630 - 6 The Maltings – Replacement of windows (retrospective) – **Council confirmed objections to this application would be submitted on lost privacy, materials used and listed building consideration. Comment will be submitted by 11/5/23**

2023/0772 – Old Malsters Arms – Approval of details of condition 3 of 2022/1539 – new glazed door

2023/0813 – 1 Furze Green – Build Side enclosed porch and open front porch and 2 new first floor rooflights **No Objects made or received from parishioners**

A member of the public left the meeting

- **To further consider correspondence from the Pennoyers Trustees**

Council considered a request for financial support of the Pennoyers Centre, Cllr Scanlan abstained as he had declared an interest in this matter. The decision was deferred to enable further research on the matter.

ACTION The Clerk will communicate with the trustees to establish a collaborative plan of action to resolve this matter.

Cllr McDaniel proposed extending the parish meeting over 2 hour limit to complete business, this was seconded by Cllr Yaxley and unanimously agreed.

- **To consider adequate cover provided and ratify parish insurance for 2023/24**

Cllr Mc Daniel proposed 3rd year of 3 year contract with BHIB Council Insurance at £843.75 pa, this was seconded by Cllr Andersson-Hewitt and unanimously agreed. **ACTION** The Clerk confirmed the asset register had been updated but she will carry out an audit of the parish assets to confirm accuracy or items listed and present to Council at the June meeting.

- **To consider invite to Community Champions Tribute.**

Council agreed to nominate Cllr Scanlan for his work with the youth engagement project and Cllr McDaniel for her long service on the Council, to attend the Community Champions Tribute.

- **To consider comment on NALC response to Infrastructure Levy**

No comment required

- **To ratify Rospa report June 2023**

Cllr Hudson proposed £75.00 + £3.50 per item over five, +vat for the annual Rospa inspection and £42.00 +vat for Cllr Freeman to accompany the inspector. This was seconded by Cllr Boardman and unanimously agreed.

- **To consider Councillor training**

The Clerk confirmed NALC will be offering a free (small charge for travel) councillor training session to mitigate this year's increase in subscription. Council would like to take part in this training and will defer to the Clerk to organise details.

- **To consider repair to tap box at the allotments**

Cllr Freeman will look at the work required and potential cost of materials to repair/replace the tap box at the allotments. The Clerk will procure **quote/s** from local contractors.

- **To confirm removal of outgoing signatories**

Council signed to remove outgoing signatories from the current account, in accordance with council's bank mandate. Changes to the savings account remain pending – apologies for delay, confirmed by the bank.

- **To consider cost to provide the coronation light show from earmarked funds.**

Cllr Andersson-Hewitt noted funding for this project also covered the light display over the Jubilee celebrations in 2022, Councillors confirmed. Cllr Yaxley proposed a £300.00 payment to J Nash, towards the cost of providing slide/equipment to deliver the displays, this was seconded by Cllr Langshaw and unanimously agreed.

16. Accounts

The Clerk confirmed standing order arrangements, currently BT, N power, Wave and ICO

The Clerk confirmed the internal auditor appointed was unable carry out the work this year, she therefore used her deferred power to appoint an alternative auditor. Council confirmed retrospective approval TN to complete the internal audit for 2022/23.

Council considered the audit report and recommendation to be taken: -

All pages of the minutes will be initialled, when approved. This will mitigate the risk of documents being changed without approval and complies with transparency.

Although Council is presented with a bank statement which is approved at each meeting, this action will be included in the minutes and signed off each month.

There is now a requirement to carry out a physical Asset Register check.

Council considered and approved the Governance Statement for 2022/23 (AGAR part 3, sections 1) Councillors confirmed the internal and external controls of Councils accounting practises. The Chairman and Clerk/RFO completed and signed the Governance Statement.

Council Considered and approved the Accounting Statement for 2022/23 (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. A notice to exercise public rights will be displayed, advising that the accounts will be available for inspection from 5th June 2023 to 14th July 23

Cllr Hudson proposed approving the bank reconciliation to 28th April 2023 and to receive the accounts for May, this was seconded by Cllr McDaniel and unanimously agreed. The balance after presentation of the following receipts and payments will be £67,699.33

Additional payments for internal audit of £100.00 and contribution towards the provision of slides and materials for the light displays of £300.00 will be raised and included in the June accounts

Income

INCOME:	Amount	Description
SNC	£200.00	Coronation Grant
SNC	£5,273.20	CIL
HMRC	£1,527.20	Vat 22/23
SNC	£12,836.95	Precept 1st Payment
TOTAL INCOME	£19,837.35	

Expenditure

EXPENDITURE:	Gross	VAT	Net	Description
Pulhams Youth Engagement Project	684.63	114.10	570.53	Equip Purchased from approved budget 23/24
ICO	35.00	-	35.00	Data Protection Annual Fee
BT	29.57	4.92	24.65	BB and call Pack to 23/5/23 inc increase
Norfolk ALC	236.76	-	236.76	Annual Subscription
PCC	200.00	-	200.00	Re distribution of Coronation Grant
The Pennoyer Centre	45.00	-	45.00	Room Hire May & reallocated Aprils pay
L Shulver	581.80	-	581.80	Salary
L Shulver	29.50	-	29.50	WFH and Mileage
BHIB	843.75	-	843.75	Parish Insurance
TOTAL EXPENDITURE	£2,686.01	£119.02	£2,566.99	£2,686.01

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

17. To receive other reports.

Sports and Recreation Committee.

No further report

YEP

The next Youth Group will be on Monday 15th May 2023 at Pulham Market Memorial Hall

Tree and Footpath Wardens.

No further report from the tree warden

Cllr Freeman updated council on PROW, report attached. The Community & Environmental Services have now advised him that orders have now been raised for several replacement or bridge repairs. FP 5, 9 and 10.

SAM.

No further report

Armed Forces Champion

Cllr Scanlan reported that the Armed Forces Champion is working on preparations for Armistice Day.

To consider the date of next meeting

The June meeting will be held in the Pennoyer Centre, the meeting will take place on the 13th June 2023, commencing at 7.30pm

Meeting Closed at 22.30

Signed

Date.....

Cllr M Wilby - Report

The Coronation Day and Weekend in May was a very historical and enjoyable event which will be remembered by everyone forever. The crowning of King Charles 111 and Queen Camille brought the whole country and local communities together to celebrate this wonderful occasion. The weather turned warm and Sunny over the weekend for people to enjoy their street parties and celebrations.

At the Annual General meeting of Norfolk County Council held on May 9th a new leader of the council was elected. Cllr Kay Mason-Billig who represents Loddon is the new leader and has taken over from Andrew Proctor who has stood down. Also, the new chairman of the council was elected for the coming year, this is Cllr Barry Stone who represents Hempsal at NCC.

Work is now underway across Norfolk on the annual spring and summer surface dressing project. The work is carried out between April and September every year while the weather is warmer. This year 280 miles of Norfolk's roads will get a new seal to help prevent potholes opening up, extend the life of the road, and provide a new skid-resistant surface to reduce the risk of accidents. The team aims to get the holiday areas and main roads treated first so they are complete before the start of the summer season. People are urged to drive slowly and considerably across the new surface until it is bedded in and highways teams return to sweep up the loose stones. The action of vehicles passing over the new surface plays an important part in helping the new road surface to settle in. For more information visit www.norfolk.gov.uk/surfacedressing

An urgent warning has been issued after two "devastating fires" in Norfolk homes sparked by vacuum cleaners exploding while charging up. NCC's Trading Standards team issued a warning about the dangers of non-manufacturer-approved replacement batteries and chargers following these fires. It is important that people always check for the required safety marks on items and follow the advice from the fire service. You should only purchase products from genuine suppliers, and only use replacement parts which are from a manufacturer-approved supplier. If you are concerned about the safety of an item, stop using it and call the Citizens Advice Consumer Helpline on 0808 223 1133 to report concerns. If you are concerned about fire safety in the home, visit www.norfolk.gov.uk/fire for online advice and to see if you are eligible for a free home fire safety visit. In an emergency always call 999

Congratulations to all of the councillors that were elected in the recent South Norfolk District Council elections, I look forward to working closely with them over the next few years,

Best Wishes Martin

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**

Footpath No. 7 (North Green Road to Parish Boundary). Checked OK.

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)**

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.
09/05/2023