

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 12th December 2023.

The meeting commenced at 7.25pm as all attendees were present.

Present: Cllrs Scanlan, Cllr Boardman, Cllr Hudson (also attending as District Cllr), Burrige, Cllr Yaxley and Cllr Freeman. The Clerk, District Cllr Thompson and James Richards, Pennoyers Trustees.

1. Welcome.

Councillor Scanlan welcomed everyone to the meeting.

2. To consider apologies and reason for absence.

Apologies were accepted from Cllr McDaniel, Cllr Langshaw, Cllr Andersson Hewitt and County Cllr Wilby.

3. To consider declaration of interests and dispensation by Councillors

Declaration of interests were accepted from Cllr Scanlan on YEP and Pennoyers.

4. To approve minutes of the last meetings of 14th November 2023.

The minutes of 14th November 2023 were ratified as a true record of the meeting, a copy was signed by Cllr Scanlan

5. 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.

A submission for Parish Partnership funding was submitted on 22/11/23, for a bus shelter on Norwich Road, subject to permission to move the current bus stop. R Pratt, public development transport officer, NCC, is currently carrying out a feasibility assessment on re positioning of the bus stop.

The Clerk advised Councillors of Defibrillator training planned in Pulham Market in March 2024.

6. To receive the Chairman's Report.

The Chairman advised he had attended the meeting between residents impacted by flooding in the village and supporting agents on 24/11/23. He believes all parties are working towards a solution.

Cllr Scanlan held a Neighbourhood Watch meeting, which he hopes will encourage more volunteers to come forward to support the scheme. During the meeting Cllr Hudson also provided information on the proposed Mans Shed within the village. A Breakfast Meeting to further discuss this will be planned for January 2024.

The Chairman promoted awareness of SNC Help Hub and the Travel Car Scheme, reminding Council of their importance.

7. To receive County and District Councillors Reports

County Cllr Wilby had provided a report – copy attached.

District Cllr Thompson delivered his report, copy attached.

District Cllr Hudson updated Council on that South Norfolk's Village Clusters consultation is open between 9:00am on Monday 11 December 2023 and 5:00pm on Monday 5 February 2024.

Although this does not immediately impact on Pulham St Mary there is more information at <https://www.southnorfolkandbroadland.gov.uk/news/article/386/south-norfolk-s-village-clusters-consultation-opens> With a helpful virtual exhibition at <https://vchap.exhibition.app/reg19/>

Cllr Hudson reminded Council of the importance of thinking about the waste and recycling over Christmas and New Year. There are lots of things we can all do over the festive period to help reduce waste and the contamination of recycling. Households generate around 30% more waste during this time of year, but with a little bit of planning and by following our tips, we can significantly reduce that figure and still have a very merry Christmas. More information here <https://www.southnorfolkandbroadland.gov.uk/news/article/377/top-ten-tips-to-recycle-better-this-christmas> and Video here <https://www.southnorfolkandbroadland.gov.uk/news/article/382/beep-beep-bin-man-coming-through>

Every Saturday in December the District Council is giving shoppers an extra free hour in their Pay and Display car parks in the District's market towns (including Diss). That means instead of the usual one hour free, visitors will now have two. On all other days in December parking will be free after 4pm. <https://www.southnorfolkandbroadland.gov.uk/news/article/374/south-norfolk-shop-local-this-christmas-and-enjoy-more-free-parking>

Wet Autumn / Winter continues, all instances of flooding need to be reported to Water Management Team at Norfolk County Council by calling 0344 800 8013 or filling out the online form <https://online.norfolk.gov.uk/floodreport/>
In the meantime, those after practical advice visit Mary Long-Dhonau <https://floodmary.com/> helpful website.

Public Forum

The meeting was adjourned for the public forum

James Richards from the Pennoyer Trustees provided extra points for consideration, in addition to the letter to Council requesting funding for 2024/25 period, to be considered later in the meeting.

Pennoyers is community run establishment that the trustees and volunteers are, and the parish can be proud of. It is a significant employer; it aims for social sustainability and ideally would like to work towards being able to provide no cost community use. James highlighted that they have secured funding to be able to provide a warm space initiative during the coming months. They are looking to provide services for mother/toddler provision and working with the local academy to consider viability of student provision/home work space.

To support the centres goals, there is a necessity to balance letting/business use, fundraising (the centre currently runs an average of 4 fund raising events per month) and procuring grant funding.

Council thanked James for attending, and he left the meeting along with, District Cllr Thompson – the meeting was re adjourned at 19.45

8. Items for discussion and ratification

• Current Planning Applications

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

2022/2394 Amendment Land South of Chestnut Rd. Erection of 9 dwellings – **Objection submitted by 14/1/23 – Clerk to submit objection to amendments on 4/10/23. There is no affordable housing; an alternative layout of**

the site could provide greater than 10 units and allow for an affordable housing element.

2023/2865 15 Norwich Road single storey rear extension. **Support submitted 4/10/23.**

2023/2884 Conversion of former mess hut to 3 x dwellings (retrospective) **Support submit 16/11/23**

No New Applications

- **To receive update from DRPC- Reference road safety community response**
Council received update
- **To receive Notice of Pride of Place and Clean up and bloom community grant.**
Council agreed to submit an application for £300.00 which could be used to further enhance bulb planting/floral displays in the village planters. **Action** the Clerk will submit application
- **To consider correspondence from NPFA, request for trustees.**
Action Item moved to January because of Cllr Langshaws absence.
- **To receive update on applications for day-to-day village maintenance work and consider actions**
The Chairman provided the Clerk with details of a possible applicant. **Action** the clerk will contact
- **To consider applications for funding for 2024 from PCC, Pennoyer Trustees and PYEP**
Considered in conjunction with next 2 items item.
- **To receive updated budget for 2023/24 & draft budget 2024/25, to consider action plans and projects for 2024/25.**
- **To consider precept for 2024/25**
Council received updated draft budget documents prepared by the Clerk. Council considered sufficient reserves are available to support planned projects for 2024/25 :- ongoing playground improvement, support of Man Shed/South Green and provision of bus shelter (if match funding is granted, and bus stop move permitted). Council holds a contingency fund for unexpected or emergency expenditure.

Council agreed to aim to limit expenditure for 2024/25 to a similar amount as the current year, thereby minimising impact on precept request and council tax charge to parishioners.

A discussion took place on the individual requests for funding from PCC, Pennoyers and PYEP and the provision of services they provide to parishioners. Council understands the limit of funds available to support these groups, and will further consider before ratifying a decision at the January meeting on 9/1/24

The precept request must be submitted by 12/1/24

9. Accounts

- **To ratify income and expenditure for December 2023**
Council unanimously agreed to ratify all income and expenditure for December 2023.

The balance following presentation of the listed Income and expenditure will be £67,156.88

December Income

INCOME:	Amount	Description
Allotment Rents	£198.72	Allotment Rent 7,9,11,16,17 &20
Allotment Rent	£5.52	Plot 13 part payment as change of tenancy
Beckval CC	£2,347.52	Refund
TOTAL INCOME	£2,551.76	

December Expenditure

EXPENDITURE:	Gross	VAT	Net	Description
BT	25.18	4.19	20.99	Broadband and call pack to 23/12/23
Wave	16.39	-	16.39	Water to Allotments
The Pennoyer Centre	45.00	-	45.00	Room Hire 14/11/23
Imon Sitr Ltd	180.00	-	180.00	Christmas Tree
L Shulver	609.60	-	609.60	Clerks Salary November
L Shulver	21.70	-	21.70	Admin
HMRC	58.60	-	58.60	PAYE 7-9
TOTAL EXPENDITURE	£956.47	£4.19	£952.28	£956.47

Council received the bank reconciliation to 30/11/23, prepared by the Clerk and Cllr Boadman approved the November reconciliation.

ACTION the Clerk will raise the bank transfers listed for December payments and Cllr Freeman will approve all payments.

10. To receive other reports.

Flood Mitigation – Council received the draft minutes of the meeting of the 24/11/23. It is hoped that funding will now be provided to fund modelling and a resolution found to the issues experienced. Copy of Minutes from NCC Community and Environmental Services attached (residents details retracted)

Youth Engagement Programme

The youth club's current membership is over 60, with an average of between 20/25 attending Monday night youth club sessions, and 10 volunteers. A Christmas party is planned for December and outdoor equipment has been procured for use going forward. DBS enhances plus safeguarding certification has been prioritised for early 2024.

Sports and Recreation Committee.

Cllr Hudson advised a Mens Shed initial meeting has been scheduled for Saturday 27/1/24 10-12 at the Pennoyer Centre – Side (old School Room) Door.

Footpath Warden.

No further reports.

Tree Warden

No further report.

SAM

No SAM report this month.

Armed Forces Champion.

No further reports.

To consider the date of next meeting

the next meeting will be held on 9th January 2024 at the Pennoyer Centre, commencing at 7.30pm.

Meeting Closed at 21.25

Signed Date.....

On 8th December 2022, Norfolk County Council signed an “in-principal” Level 3 Devolution County Deal for Norfolk which, if agreed, will provide Norfolk with new powers, devolved funding and additional investment to help us boost our economy through jobs, training and development, improve our transport network and support our environment. One of the first of its kind, Norfolk’s County Deal will bring greater independence to local decision-making and priority setting. The Investment Fund, available through a Level 3 Deal will bring an additional £600m over 30 years. To secure Level 3 Deal, the council must change its governance model from a ‘leader and cabinet model’ to a ‘Directly Elected Leader and Cabinet model’. Key elements of the Deal such as the investment Fund, the Brownfield Housing Fund, the Integrated Transport Settlement and negotiated enhancements are only available at Level 3. The proposal is to have the election of the Directly Elected Leader in May 2025 so that it is the same time as the Norfolk County Council Election.

Twenty-seven brand new gritters will be taking to the roads this winter in a £3,238,000 boost to the annual push to help keep Norfolk moving safely during the winter months. Norfolk’s fleet of 58 vehicles treat 2,200 miles of road on each full 3-hour gritting run. All A and B-class roads and some C-class roads are treated with focus on commuter and major bus routes and as far as possible one route into all villages. The A11 and A47 are gritted by National Highways. In addition to the 49 gritting routes there are more than 2000 grit bins that are available around the county for people to use on roads, pavements and cycle paths. Thankyou to all of the volunteers that use these grit bins and also thanks to all of the farmers across the County who are on standby to help with snow clearance when needed. NCC spends an average of £3.2m keeping highways moving over the winter and the average cost of each full gritting run is around £49,000. To find out more visit www.norfolk.gov.uk/winter

It’s just been over a year since NCC received £49.55m of funding from the Department for Transport (DfT) to improve bus services across the county. There have been huge numbers of improvements already made across the county and the latest figures show that passenger numbers have increased throughout the year with the number of fare-paying passengers now exceeding pre-covid levels. Passenger numbers across the UK fell dramatically during the covid-19 pandemic with an average drop across the UK of 50.3% but in many cases even more. Latest figures for Norfolk show that overall bus passenger numbers have increased by 18% in the last year with the number of fare-paying passengers now at 107% compared to pre-pandemic baseline figures. Norfolk is bucking the trend as nationally bus usage figures are at between 89% to 98% of pre-pandemic levels. Approximately £12m of our funding was allocated to providing new or expanded bus routes and increased service frequencies on key routes, including more evening and weekend services and this has been very much the focus of the spend in this first year of funding.

New infrastructure to cut congestion. The Norwich Western Link has been given Government backing by approving the business case and committing to funding the road. This much needed new road will connect the A47 to the NDR and some of the benefits are, cutting traffic congestion, reducing journey times, improving air quality in communities and unlocking opportunities for economic growth. www.norfolk.gov/nwl

Your Norfolk magazine has been delivered to all households across the county with an update of what is happening in our county and has information of contact details for our services.

Looking forward to 2024

Best Wishes

Martin

Cllr Delme Thompson:

Report for Pulham St Mary Parish Council, December 2023.

Business Awards Last chance to nominate a local business! **Nominations close on Friday 15th.** Members of the public can nominate and vote for their favourite 'Retailer of the Year' and 'Pub of the Year' and have the chance to win £100 of shopping and pub vouchers in prize draws. The celebratory showcase will take place on 5 March 2024 at Norwich City Football Club.

Flooding

Ongoing encouragement for residents to log all issues via the County Council website.

<https://apps.norfolk.gov.uk/highwaysdefect/?s=road&t=flood> to ensure the true scale of local issues is registered – and kept front of mind.

Nature Recovery – Local Model

Redenhall with Harleston Town Council developed a localised 'ground up' community model which has the support of Natural England. Their approach has been recognised nationally and is currently being considered for inclusion as part of Norfolk County Council's Nature Recover strategy.

On 11 December a motion was passed at SNC to support the local nature recovery model by engaging with Parish Councils who wish to replicate the Harleston approach in their locations and assigning responsibility to an appropriate portfolio holder. Further details of the support and engagement routes to follow, and full details of the Harleston approach can be found here: [Environment | Nature Recovery In Harleston](#)

Clean Up & Bloom Grant of £300 available to all Parish Councils

This can be used to purchase flowers, shrubs, trees or pay for landscaping, to hold litter picks or in fact, anything that helps the district to 'Clean Up & Bloom.' This could also help villages to compete in the prestigious Anglia in Bloom, which forms part of the RHS Britain in Bloom campaign. [Helping communities bloom – Broadland and South Norfolk \(southnorfolkandbroadland.gov.uk\)](#)

Winter Pressures Funding is now live, for community groups to access. Grants can be used in a variety of ways, including energy bills (for warm spaces), provision of free warm food/drinks, providing new events or activities, provision of Christmas food hampers and gifts. Full details: [Winter Pressures Grant – Broadland and South Norfolk \(southnorfolkandbroadland.gov.uk\)](#)

Customer Service Survey

All residents are invited to share their views on council services, via a 2min survey, available here: [Customer Satisfaction Survey \(office.com\)](#)

Christmas Holiday Information on:

- Council office opening times
- Leisure Centre opening times
- Bin collection schedules, and more, can be found here: [Christmas information – Broadland and South Norfolk \(southnorfolkandbroadland.gov.uk\)](#)

I look forward to seeing members of the council at the upcoming village events, and wish you all a Merry Christmas and a Happy New Year.

Kind Regards

Cllr Delme Thompson

Community and Environmental Services
Minutes of Meeting
Pulham St Mary - Station Rd Flooding - S.19 Progress Meeting
Held on: 24/11/2023 **Time:** 10-12.30pm

Venue: Pennoyer Centre, PSM + Site Walkover

Present:	Post Title
Retracted	Resident
Retracted	Resident
Retracted	Resident
Henry Cator	Chair of Norfolk Strategic Flood Alliance
Mark Scanlan	Parish Clerk
Steve Halls	NCC – Senior Flood Risk Engineer
Tom Hunter	Water Management Alliance (WMA)
Greg Hall	Anglian Water

Item	Minute	Action by
	Apologies	
	Lisa Shulver Martin Wilby Jonathan Glerum Nick Tupper Retracted	
1.0	Intros	
2.0	Recap on past flooding and recent Storm Babet (20th Oct)	
2.1	Overview provided by PM <ol style="list-style-type: none"> 1) Flooded externally 6 times in 27yrs. Dec 2020 impacted 4 properties internally (reported) and two other properties externally (not reported). (NB see 3.5) 2) Dec 2020 all three bridges were surcharged. Drone footage showing head loss at Harleston Rd Bridge was quite severe. Station road culvert was surcharged, water escaped around the sides of the structure. AW culvert was surcharged, water escaped around the sides of the structure via a gap between parapet and perimeter bund. WRc flooded as a result. No visual 	

	<p>confirmation of escape route around the sides at Harleston Rd bridge.</p> <p>3) PM explained there used to be a different access route to the sewage works pre 1990s. The culvert was introduced to reduce AW tankers and other traffic movements through the centre of the village.</p> <p>4) Observations on the 20th Oct (Storm Babet) – Harleston Rd Bridge had spare capacity but the AW and Station Rd bridges were surcharged. External flooding but no internals this time – near miss.</p> <p>Flow was backing up this time from the sewage works first and then Station Rd slightly later.</p> <p>SH described the rainfall estimated at around 65-75mm but will be verified at a later time once LLFA receive data from EA.</p>	
3.0	Recap on works to date	
3.1	<p>SH submitted a bid to EA in early 23 for Surface Water modelling grant for £40k. Unfortunately, was refused. SH reiterated that LLFA/WMA have no capital works budgets and all projects rely on government funding and/or local levy for majority of all our projects, also known as partnership funding. This is the case for study money and/or capital works. (Maintenance is different for the WMA - funded via drainage tax on landowners, LLFA have no maintenance obligations just regulate ordinary watercourses).</p> <p>SH explained that due to the rules around government funding & local levy that a cost benefit ratio of 1 has be achieved, which is very difficult for us at the minute as only have 3 reports of internal flooding.</p>	
3.2	<p>WMA – have now taken on maintenance for this stretch of the Beck. Jurisdiction extends to approx. 0.8km upstream of Station Rd Bridge. WMA have removed several constrictions as recently as Storm Babet and will continue to undertake active maintenance on 3-5 year rotation. They do not own the land and can still require riparian owner to undertake riparian maintenance works.</p>	
3.3	<p>WMA had undertaken a survey to identify spot heights (metres above sea level) for all three bridges to determine road heights, stream bed heights and parapet heights and to compared to Sunnyside House's door patio level in 2021. Showcased top of the parapet is above door threshold of Sunnyside but the bridge deck isn't. So may alleviate some flooding depth if removed and proportion of flood flows allow to overtop more effectively. However this is all hypothetical.</p> <p>NB WMA haven't surveyed other properties affected by flooding in Station Rd or in the wider river corridor yet.</p>	
3.4	<p>AW have been asked by residents to remove the end of the bund, the fence and the bridge parapet anyway as it shouldn't make things worse. Generally, always been supported by LLFA/WMA following the topo surveys but AW funds haven't allowed this to occur and as per 3.3 not all property thresholds have been checked.</p>	

	<p>AW/LLFA/WMA position was that modelling is needed to obtain facts before investment is made in removing the parapet as could possibly worsen flood risk to others.</p> <p>RMA's would need to consult downstream properties for any changes to the structures in long term and including the parapet alteration in the short term. Most notably Riverdale (believed to be Mr Clayton Hudson).</p>	
3.5	<p>SH noted that not all properties affected from 2020 have reported it to the LLFA. Parish to ask residents to submit reports of flooding as the more the LLFA and other Risk Management Authorities know about the potential funding we get – LLFA don't have reports for Willow Barn and Brook Cottage. Plus two properties on Station road nor Riverdale on Harleston Rd.</p>	MS/SH to action
3.6	<p>NCC Highways have just begun installing 4x new gullies in Station Rd south to reduce flooding to homes in this area.</p> <p>SH explained this has been undertaken to intercept runoff that flows down the road at speed into residents' properties and redirect this into local ditches. Which according to local residents in 2020 were not full. As ditches have more vegetation and roughness compared to hardstanding (friction losses), the additional roughness would reduce velocity at which this water gets into the Beck.</p> <p>PM expressed a concern that there was no data provided to support this work. He and Claire are both concerned that this will increase the flow of water getting down to the beck and increasing the rate of flood build up. Maps provided shows that the original flow of water was to the west of station road but these ditches have been removed by residents to the west of station road.</p> <p>SH - very different scale and flow regime compared to the Beck issues (have a 0.8km² catchment versus a 28km² catchment)</p>	SH to share catchment map
4.0	Site Visit	
4.1	Modelling	
4.1.1	<p>PM took the group around the three main constrictions, in this case the three bridges. PM relayed his observations from historic events and how the bridges behave hydraulically during flood flow conditions.</p>	
4.1.2	<p>SH – explained that removing or altering any of bridges is very unlikely to occur from a cost and feasibility perspective. But if funding was available then any recommendations for change would need to be justified using formal evidence. Hence modelling the Beck with all three structures included as part of a 1d/2d modelling exercise is vital.</p> <p>SH - need to look at all three simultaneously not independently due to how close they all are.</p> <p>This was fully supported by all parties.</p> <p>PM asked to extend the reach of the Beck being modelled downstream to the Crossingford Bridge near Starston. Appears to be more floodplain available downstream of Harleston Rd Bridge, so could release some flood volume</p>	<p>AW/WMA to obtain revised modelling quote using amended brief/scope of modelling.</p> <p>No timescale agreed but</p>

	<p>safely into this cell via a second similar sized conduit under the Harleston Rd bridge. To be tested as part of the optioneering.</p> <p>Action – WMA and AW to go away and obtain revised quotes for the modelling with extended scope, with sensible number of optioneering runs.</p> <p>GH to speak to Matt Moore and Jonathan Glerum about private funding.</p> <p>HC to ask NSFA if any spare budget from Flood Reserve or other pots of local government funding.</p> <p>SH/TH to ask EA if any spare local levy but need the additional properties to report their internal flooding to help justify this ask.</p>	<p>aim for early 2024</p> <p>Actions for HC, TH, GH and SH for seeking study money</p>
4.2	Maintenance	
4.2.1	<p>GH – to check ownership details around the perimeter of the WRc</p> <p>WMA have undertaken some minor clearance works this year to remove several trees that concerned the residents. WMA to continue routine maintenance rota</p>	GH to check land registry
4.3	Parapet Removal	
4.3.1	<p>Still viewed as a potential quick win by residents. However, SH pointed out that although its removal may reduce some flood risk to Sunnyside it may not have any extra benefit on other properties in Station Rd. SH suggested further GPS survey of all property thresholds to confirm if Parapet removal would be beneficial for all properties, this includes those upstream and downstream (see 3.4 regarding Riverdale).</p>	<p>TM to book a date for GPS survey (with or without LLFA).</p> <p>Aim for December 2023</p>
4.4	NFM	
4.4.1	<p>SH explained that due to the size of the catchment (28km²), using Natural Flood Management along the main channel would likely to be drowned out in flood events. NFM is largely suited to headwater catchments.</p> <p>PM noted that arterial drain from Pulham Market (subcatchment of the Beck) has been unmaintained over the years and does work well to hold peak flows back.</p> <p>SH suggested that exploring NFM upstream of A140 would be more achievable and viable at that scale and location in the catchment. SH suggested liaising with Martha Meek at Waveney River Trust to undertake engagement with local landowners in this area (i.e. Tivetshall St Margaret to Gissing). Suggested that Parish also are involved due to their local knowledge.</p> <p>PM undertook to make initial contact with local farmers, Matt Baker, Richard Cole and Paul Schwier regarding possible involvement in these schemes.</p>	SH to liaise with WRT regarding upstream NFM
5.0	Date, time and venue of future meetings	

	MS suggested group are invited to update at a suitable Parish Council meeting in 2024, date to be TBC	
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Copy for information: