

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 14th May 2024 commencing at 7.30pm

Present: Cllrs Scanlan, McDaniel, Cllr Yaxley, Cllr Freeman, Cllr Boardman, Cllr Burrridge and Cllr Langshaw, who arrived during the meeting following attendance of another meeting. 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 Mc Daniel proposed re-election of Cllr Scanlan, this was seconded by Cllr Yaxley and unanimously agreed. Cllr Scanlan was duly elected Chair; he signed his acceptance of office which was countersigned by the Clerk. Cllr Yaxley proposed Cllr McDaniel re-election to vice Chair, this was seconded by Cllr Freeman and Cllr McDaniel was unanimously elected Vice Chair.

2. To consider apologies and reasons for absence.

Apologies were received from Cllr Hudson and Cllr Andersson-Hewitt and District Cllr Thompson.

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

Cllr Scanlan declared an interest in matters relating to Youth Engagement and Pennoyers.

4. To approve minutes of the last meetings of 9th April 2024.

The minutes of 9th April 2024 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, Boardman, Scanlan, Yaxley, Freeman and Andersson-Hewitt

Data Protection Committee Cllrs McDaniel and Scanlan

Semere Green Recreation Trust Cllr Langshaw.

As a member of the public was in attendance item 13 was brought forward and the meeting was adjourned for the public forum to take place

The meeting was attended by Paul Razey (PR) from inter talent football club. Paul organises and runs some grassroots football teams and attended the meeting to raise a proposal for consideration. He would like to relocate to South Green as a permanent area for his club teams and to offer youth football to the community. Paul provided hand outs with suggestions and ideas, covering facilities and car parking solutions. He advised that

as an accredited club he can procure funding via foot foundation and the Club also have their own funding available and volunteers onboard to help with bringing the area back into good use.

Council explained that the Mens Shed are also looking to locate their permanent home at South Green, but looking at Pauls proposals it may be possible to work collaboratively and for the facilities to support both parties, who will intern both bring benefits to the area and for the local community. **ACTION** Paul will organise an initial action plan outlining his requirements, identifying first steps and longer-term plans. The Clerk will organise a sub meeting to include PR, representative/s from Mens Shed, representative from the parish council/charities. This will allow all interested parties to discuss and consider if all requirements can be accommodated.

PR left the meeting

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

Council confirmed all annually reviewed policies were carried out in Feb/March. No further amendments required at this time but documents will be reviewed if required

7. To consider membership of other bodies.

Council agreed to continue membership of NALC and ICO.

8. To confirm General Power of Competence.

The Clerk confirmed eligibility and Council ratified renewal of adoption of 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. Council agreed not to hold a meeting in August.

10. Matters Arising.

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

All Village and Cil Projects are on the agenda for consideration.

Jemima Dean the Senior Planning Officer and SNC has advised that the LPA are awaiting revised plans for application 2022/1353 and she will organise full consultation when received.

11. Chairmans Report.

Cllr Scanlan reported on the past year. Council have undertaken a lot of maintenance work throughout the year and new seating has now been installed in the play park. In the coming year it is hoped the council will be able to deliver new play equipment and be able to support the regeneration of South Green and facilities. The Youth Club continues to do well, Pennoyers have extended their opening hours and the Church are currently organising several events to support fund raising.

Cllr McDaniel reported the bench in the village centre is looking weathered and may need attention. Cllr Scanlan advised he had inspected; he believes the appearance is because the bench has been power washed. Cllr Freeman will look at the condition and so long as the item is in good order he will look to treat the wood.

12. To receive County and District Councillors Reports.

The County Cllr provided his report, copy attached. Cllr Wilby provided updates on the Long Stratton by pass and the Western Link.

District Cllr Dleme Thompson and District Cllr Clayton Hudson gave apologies. A report from Cllr Hudson attached

13. Public Forum.

No further forum was required

14. Items for discussion and ratification

- **Current Planning Applications**

2022/1353 Land South of Norwich Rd – **Objection submitted 24/1/23 – LPA awaiting revised plans**

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

Amendments to 11 properties including 3 affordable properties – **Support submitted 14/2/24**

2024/0814 Kings Head demolition of main building, listed building consent – **requested consideration for refusal submitted 10/4/24**

- **No new planning applications**

- **To receive confirmation of division order PSMfp10**

Council received confirmation

- **To consider style and design of planter from Clean up and Bloom Grant £300.00**

Council considered the planters the clerk had sourced information on and reflected on the overall cost to fill. Council unanimously ratified expenditure from CIL funds to purchase a new planter to replace the damaged planter near Doctors lane at £378.92 + vat and delivery. Council unanimously agreed to utilise the Clean up and Bloom grant on plants for all three planters located within the village. **ACTION** The clerk will order the planter, Cllr Freeman will install and Cllr Scanlan will organise plants and planting.

- **To consider adequate cover and ratify renewal of the parish insurance.**

BHIB have now been taken over by Clear Insurance Management Ltd, who still provide competitive insurance for parish councils from AVIVA. Council approved the Asset Register and Cllr McDaniel proposed acceptance of the 3 year agreement with Clear Insurance, for £909.93 for 2024/25, this was seconded by Cllr Yaxley and unanimously agreed.

- **To receive CIL payment and 2023/24 end of year report.**

Council received receipt of £4,049.57 CIL payment for 2023/2884. Council approved the annual CIL report for 2023/24, showing CIL receipts of £5,273.20 and expenditure of £775.00 on seating for the playground. Council have already identified expenditure on 3 projects to be funded from CIL during the current financial year. Partial funding towards a bus shelter, support of the regeneration of South Green, moving the power supply to an external box to allow for development of the existing building and partial funding towards playground equipment. **ACTION** The CIL report will now be submitted the SNC.

- **To ratify Rospa report June 2024**

Council ratified expenditure on the annual Rospa inspection in June **ACTION** Cllr Freeman and Cllr Scanlan will relay the final area of loose fitting matting during May in time for the inspection.

- **Ongoing consideration of provision of additional play equipment.**

Cllr Yaxley has procured quotes for a zip wire and trampoline. This item will be moved to the June meeting as Cllr Cllr Andersson- Hewitt is currently procuring comparative quotes.

- **Ongoing consideration of bus shelter provision**

NCC Public transport development officer has provided details of contractors and a street furniture licence application form. A renewed quote for a cantilever bus shelter, that will sit on the back of the public highway to the side of the current seat has been provided by Westcotec at £3,996 +vat **ACTION** the Clerk will procure a second quote and submit a street furniture licence.

- **Ongoing consideration of moving the power supply at South Green.**

Council ratified expenditure of £2,532.00 from CIL funding, to UK power network to proceed with moving power supply to an external supply box. **ACTION** the Clerk will proceed with acceptance and payment to UK Power. She will advise Cllr Hudson who will project manage the excavation and install of the meter cabinet by the Mens Shed volunteers.

- **To consider requests to use South Green**

A request from Inter Talent FC – was discussed during the public forum and Council have already agreed a plan of action.

A request was approved from the Friends of PSM (Church) to hold a boot sale on South Green.

- **Ongoing consideration of the 2024/25 action plan.**

Council approved the action plan for 2024/25. This document remain fluid and can be amended if required.

- **Feedback and consideration of removal of a water tank at the allotment**

The Clerk confirmed the water tank has been identified as low risk asbestos. The item has been on the allotment for many years and ownership is unknown. A quote has been received £325.00 plus vat for a national removal company to remove from Parish Council land. Cllr Burrige approved in principle payment for this service, this was seconded by Cllr Boardman and unanimously agreed. **ACTION** The Clerk will contact Eastern Demolitions, located in Starston for a quote and will organise removal as soon as possible

- **To consider transfer of parish meetings to the Church.**

Council considered the relocation of parish meeting to the Church. Following 2 supported proposals, council voted 4:2 in favour of using the Church, initially for June, July and September meetings, at a cost of £12.50 per session.

15. Accounts

The Clerk confirmed Standing Order arrangements, currently BT, SSE, (although this agreement has still not commenced because of migration of the SSE platform) Wave and ICO

Council considered the audit report provided by the internal auditor TN and recommendation to be taken: -

The Clerk will update Councils current standing orders and Financial Regulations to include the increase of procurement levels to £30,000.00.

The Clerk has now received a draft of NALC review of the Financial Regulation, and will consider these in due course.

Going forward audit and accounts records will be held on website for 5 years and minutes as long as possible.

Council considered and approved the Governance Statement for 2023/24 (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 2023/24 (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 3rd June 2024 to 12th July 24

Cllr McDaniel proposed approving the bank reconciliation to 30th April 24 and to receive the accounts for May, this was seconded by Cllr Yaxley and unanimously agreed. The balance after presentation of the following receipts and payments will be £79,132.43

Additional payments for Clear Insurance Mgt Ltd, for £909.93 and £2,532.00 for UK Power Network will be raised and included in June Accounts

Income

INCOME:	Amount	Description
HMRC	£1,832.11	VAT
SNC	£4,049.57	CIL
SNC	£12,724.01	1st Precept Payment
TOTAL INCOME	£18,605.69	

Expenditure

EXPENDITURE:	Gross	VAT	Net	Description
BT	55.66	9.27	46.39	Phone/Internet Package to 23/5/24
L Shulver	624.00	-	624.00	Salary April
L Shulver	24.30	-	24.30	Admin Exenses
ICO	35.00	-	35.00	Data Protection Fee
T Newby	130.00	-	130.00	Internal Audit
Excite	337.72	56.29	281.43	GM Contract
Pennoyers	50.00	-	50.00	Room Hire
TOTAL EXPENDITURE	£1,256.68	£65.56	£1,191.12	£1,256.68

Cllr Yaxley approved the bank reconciliation for 30/4/24

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

16. To receive other reports.

Flood Mitigation

A meeting will be scheduled in June

Neighbourhood Watch

No further report

Sports and Recreation Committee.

No further report

YEP

Cllr Scanlan reported on the Youth group which continues to be well attended.

Tree and Footpath Wardens.

No further report from the tree warden

Cllr Freeman provided an updated footpath report, copy attached.

SAM.

No further report

Armed Forces Champion

No further report

To consider the date of next meeting

The June meeting will be held in the church, the meeting will take place on the 11th June 2024, commencing at 7.30pm

Meeting Closed at 9.30

Signed

Date.....

Cllr M Wilby - Report

At the Annual General Meeting of Norfolk County Council, Councillor Stuart Dark was elected as Chairman of the Council for the coming year and Cllr Tom FitzPatrick was elected vice Chairman. Stuart has dedicated his year in office to celebrating the achievements of volunteers. He said "I look forward to celebrating the remarkable contributions of our volunteers and organisations over the next twelve months, and to doing my bit to encourage more people to get involved and lend a hand. At the same meeting Kay Mason Billig was elected as leader of the council for the coming year and Andrew Jamieson deputy leader.

At the meeting on the 8th May. Cabinet agreed Norfolk County Council's Annual Review report for 23-4 as well as the new Council delivery Plan for 24-5 which sets out the priorities for this coming year. Highlights of the council's performance over the last year include. Agreeing a £600 million-plus devolution deal to bring powers and funding from Westminster to Norfolk. Spending £1.5 million per day on adult social care, including help for 11,000 people to return home from hospital. Securing £49.5 million of Government funding to improve bus services, with an 18% rise in passenger numbers. Delivering ultra-fast broadband to more than 6,900 premises, with superfast broadband now covering 97.3 % of properties. Serving more than 1.8 million library customers. Key priorities for this year include, delivering of the devolution deal and an economic strategy for Norfolk, to boost jobs and skills. Delivering better quality, local and affordable care for children, including foster carers. Continuing to deliver supported living housing programmes for adults. Delivery of library hubs. Completing the roll-out of LED streetlighting to cut costs and carbon emissions.

Preparations for a devolution deal to bring more powers and funding to Norfolk are to be considered at the next Infrastructure and Development committee meeting. There are three reports that will pave the way for major investment in infrastructure, skills, housing and transport, subject to a vote in July on introducing a leader, elected by the public. A report to enable transfer of the Government's £12.8 million per year adult skills budget to Norfolk. A report on how the county and district councils have worked on a pipeline of brownfield site regeneration projects, to develop up to 500 homes using £7 million of devolution funding. A report on how the £20 million investment fund will be administered, with involvement of district councils and other partners in advising the directly elected leader and cabinet on funding decisions.

Improvements at Norfolk Fire and Rescue Service (NFRS) are evident with positive progress in many areas, according to a recent report. His Majesty's Inspectorate of Constabularies and Fire and Rescue Services (HMICFRS) found NFRS had improved in five key areas since its last inspection. The report recognised the service's sound financial management, positive working culture, and the high priority it gives fire prevention. Particular praise was given for 'promising practice' in significant incident and multi-agency fatal fire reviews, which are improving outcomes both locally and nationally.

A date for your diaries is the next Open Mill day at Billingford on Saturday June 8th 12am – 4pm

My next surgery is on Saturday June 1st at HIP 10am

Best Wishes

Martin

Good evening, Chair, Cllrs

Couple of brief updates

South Norfolk in No Overall Control - Following By-Election Bunwell on 2 May

The ruling Conservative group have lost their majority on SNC after the recent by-election saw them lose to the Greens by just 10 votes. Suzanne Wateridge's victory in the Bunwell ward has given her party its first seat on South Norfolk Council and means the Conservatives no longer have overall control of the authority.

The election was called following the death of Conservative councillor Stephen Ridley, who passed away in March following a short illness.

With the general election approaching, whichever way you want to vote, you can't vote without first being registered as an elector. If you are not already registered, it only takes five minutes online at

<http://www.gov.uk/register-to-vote>

Nominations for the South Norfolk Community Awards 2024 are open!

Nominate your community heroes (South Norfolk Community Awards 13th year)

This year, there are three new categories, including Town or Parish Councillor of the Year, Connecting Communities Award and the Healthy and Active Award.

<https://www.southnorfolkandbroadland.gov.uk/news/article/440/south-norfolk-nominate-your-community-heroes>

Nominate here

<https://www.southnorfolkandbroadland.gov.uk/communityawards>

Nominations close on 22 May 2024.

CPRE Norfolk has organised a one-day conference on 22nd May at Dereham Memorial Hall to give advice and guidance on steps parish councils can take to reduce the risk of flooding in their local area. Free tickets available right now <https://www.cprenorfolk.org.uk/news/flood-management-conference-2024/>

Best Wishes

Clayton Hudson

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PARISH OF PULHAM St MARY,

Footpath's No:16

Footpath No. 1 (Bush Green to North Green). **Checked Rapeseed crops blocking path. ENQ900266411**

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 (Junction Footpath No. 9 to Lonely Rd). **Checked OK. New Bridge in Place**

Footpath No. 6 (North Green Road to Parish Boundary). **Checked Bridge Repair Required. ENQ900232650. FP6 to North green Road. Rapeseed crops blocking path, ENQ900266412**

Footpath No. 7 (North Green Road to Parish Boundary). **Checked. Bridge Repair Required. FP7 North Green Road 300m towards FP6. ENQ900232659. Rapeseed crops blocking path. ENQ900266413/14**

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. Finger Post, Way marker discs and additional posts required. NCC ENQ900200914**

FP9 Double Bridge across drainage Ditch Rotted. ENQ900232651. New Bridge in place 200m before FP13.

Footpath No. 10 (Lonely Road to Footpath No. 9). **Checked OK. New Bridge in Place.**

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

Footpath No. 12 Not found

Footpath No. 13 (Road leading to Old Hall to Parish Boundary). **Checked OK.**

Footpath No. 14 (Footpath No. 13 to Parish Boundary). **Checked Rapeseed crops blocking path. ENQ900266418**

Footpath No. 15 (Village Street to Kemp's Road). **Checked OK. No access to Kemps Rd, follow FP16 to Kemps Rd.**

Footpath No. 16 (Kemp's Road to Footpath No. 15). **Checked OK. Kemps road post loose.**

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

Footpath No. 18 (Station Road to Semere Lane). **Checked OK.**

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

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

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. ENQ900200914

Figure 2, FP6. Bridge rotted at junction with North Green Rd. ENQ900232650

Figure 3, FP7 Bridge Rotted North Green Road 300m towards FP6. ENQ900232659

Figure 4, FP9 Double Bridge across drainage Ditch Rotted. ENQ900232651.

Figure 5, FP17 Stile too high, new kissing gate requested. Barbed wire fence cut? ENQ900205655.