

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 13th May 2025 commencing at 7.30pm

Present: Cllrs Scanlan, McDaniel, Cllr Yaxley, Cllr Freeman, Cllr Boardman, Cllr Burrridge, Cllr Langshaw and Cllr Hudson, who attended the meeting as a Parish Councillor and District Councillor. The Clerk, County Cllr Wilby and one member 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 Yaxley 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 Langshaw proposed Cllr McDaniel re-election to vice Chair, this was seconded by Cllr Yaxley and Cllr McDaniel was unanimously elected Vice Chair.

2. To consider apologies and reasons for absence.

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

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

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

4. To approve minutes of the last meetings of 8th April 2025.

The minutes of 8th April 2025 were amended for a typo and 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.

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

Council confirmed all current annually reviewed policies were carried out in Feb/March. The Clerk presented an internal control statement, prepared in response to a requirement highlighted during the 2024/25 internal review. Cllr McDaniel proposed adoption of the statement, this was seconded by Cllr Yaxley and unanimously agreed. Councillors have read and confirmed Council have an effective review of systems of internal control. The Chairman and the Clerk will sign the statement for YE 31/3/25 and a copy will be available on the parish website.

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 Cllr Langshaw proposed renewal of adoption of General Power of Competence, this was seconded by Cllr Burridge and unanimously agreed.

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.

The electricity meter at South Green was re energised on 11/4/25 and the Council automatically moved to deemed supply rates with their current supplier EDF. The Clerk confirmed, she has procured 3 quotes and following discussion with the Chairman, used her deferred powers to procure a 12 month contract with Eon Next for 30p per day standing charge and 26.8p per unit used. She has agreed a DD mandate with Eon Next for payment on invoice. Council agreed to formally ratify this action. The Clerks believes the transfer took place on the 12/5/25, invoices from both companies are pending.

County Cllr Wilby advised NCC are procuring quotes for work to be competed on paths/road in Church Close and the removal of the island in front of the Post Office. No update was available on marking of the entrance to Glebe Farm Close, to minimise parking and obscuring the visual splay.

Cllr Scanlan swept Poppys Lane to disperse thorns and cuttings. The council's contractor apologised as his machinery was not work working correctly at the last cut. If this happens again, he will ensure he sweeps following cutting.

Volunteers have cleaned the playground, Cllr Freeman and Scanlan will look to lay new matting and minimise risk of slipping over the next couple of weeks. The annual pressure wash will then be booked.

The fuse on the solar equipment on the bus shelter will be fitted this week.

Document on Local Government Reorganisation have been circulated to Councillor and this matter will be on the agenda for June.

Quotes have been procured for the cost to replace the speed awareness machine, that is now showing signs of deterioration. Details will be presented along with application documents for Parish Partnership funding, which should be available June/July.

11. Chairmans Report.

The Chairman provided his report; Copy attached.

12. To receive County and District Councillors Reports.

The County Cllr provided his report, copy attached.

District Cllr Dleme Thompson provided apologies but sent a report; Copy attached.

District Cllr Clayton Hudson congratulated everyone who took part or organised VE day events. Cllr Hudson and Thompson now have access to their annual members £1,000 funding for this year. Cllr Hudson has provided £500.00 of his to the Mens Shed.

Cllr Hudson provided brief details to Council on a proposed solar farm/ battery storage. Full details will be available when this matter is submitted for planning.

The District Council are continuing to provide information on Local Government re organisation; any decisions are likely to be published late Summer/Autumn.

CCTV is now live within the curtilage of the Pennoyers, with view over the new bus shelter.

The Mens Shed have submitted amendments to their planning application, including amendments to the fence and hedge. A shipping container has been sited, and regular meetings will commence, these will usually take place on Monday mornings, Thursday afternoons and Saturdays.

Cllr McDaniel raised an observation that other similar groups are using 'The Shed' as a formal name. It is understood that being part of The Mens Shed Association, is preferential for funding.

County Cllr Wilby left the meeting at 20.22

13. Public Forum.

A member of the public attended to observe. Cllr Burrige has received a complaint on dog mess on the field at South Green. Cllr Scanlan has No Dog signage, to be erected at South Green as the field is now used for regular football.

Cllr Boardman raised a concern as a parishioner, that the proposed removal of the island in front of the Post Office could result in more cars parking in the entrance to Glebe Farm Close. Cllr McDaniel raised concerns that the Parish Council have not been consulted on the proposed removal of the Island. **ACTION** The Clerk will contact Cllr Wilby and suggest a site visit to discuss this matter, the impact on parking in Glebe Farm Close entrance and response of the previous reports of need for signage to reduce risk of obstruction to the visual splay when accessing The Street.

Correspondence has been received raising objection to the tree preservation order and delayed work to the trees on St Marys Terrace.

14. Items for discussion and ratification

- **Current Planning Applications**

2022/2394 Amendment Land South of Chestnut Rd. Erection of 9 dwellings – Objection submitted by 14/1/23 – and objection to amendments on 4/10/23. Amendments to 2022/2394 Land South of Chestnut Rd, Erection of 11 properties including 3 x 2 bed social provision properties. **Support submitted 14/2/24**

2024/2922 Garlic Farm, Garlic Street – listed building consent to demolish block wall and rebuild and extend existing wall to north end of house to create first floor en=suite – **Support submitted 22/10/24**

2024/3020 Garlic Farm, Garlic Street – listed building consent to insulate loft space, repair/replace windows, demolition of reed dividing wall replace and alter external doors, replace first floor stair case, demolition of stud wall and the construction of new wall, expose moulded and stopped hall joists including removing a lathe and plaster ceiling and demolition of internal wall, internal lathes and plaster wall to expose the original frame. – **Support submitted 23/10/24**

2025/0029 Proposal: 2 no shed extension to existing 8 no shed poultry production facility Location: Upper Vaunces Farm Semere Lane Pulham St Mary Norfolk IP21 4Q – **Support submitted 3/2/25**

2024/3634 Garlic Farm, Garlic Streed – 2 storey side extension - full planning permission – **Support submitted 18/2/25**

2025/0482 Land North of Sports Ground Station Road - Removal of 2 Timber single storey buildings and replace with 2 single storey timber clad buildings. Cllr Hudson had declared an interest and left the room while the remaining councillors considered. No planning objections were raised, the parish council support this application as it will enhance community provision in the village. **Support will be submitted 13/3/25**

2025/0566 Kings Head Inn – Purchase Notice Received – The Local Planning Authority are considering; the Parish Council have not been consulted. Letter sent to LPA, raising concerns that the pc and close neighbours have not been notified of this notice. The Parish Council have advised that the applicant has not demonstrated or provided evidence that they have tried to sell or rent the property, or provided substantive reason why the

property can-not be brought back into use as a public house. Further-more the owner has failed to ensure the building is adequately maintained, thereby not meeting their obligations.

2025/0701 Certificate of lawfulness proposed – North Green Farm – Erect 10kw wind turbine. **Notice of retrospective permission is now available. Comment required by 3/6/25 Councillors will advise the clerk of any comments, and she will respond under deferred power.**

- **New planning applications**

2025/1059 Rose Cottages, North Green Road – New Link to attached existing studio outbuilding and new annex (retrospective) **Following consultation with the planning committee, the clerk submitted support of this application. Council ratified this action.**

2025/0830 Refusal for tree work in the conservation area. Issue of SN0745 Tree Preservation order – Land east of 1/5 St Mary Terrace.

- **To receive SN0745 Tree Preservation order and impact on work required to trees on land east of 1-5 St Marys Terrace.**

The Clerk has spoken to SNC and has been advised that an amended application to limit the reduction to the tree limbs to 2 meters will be acceptable. Council confirmed they have no objection to the issue of SN0745 Tree Preservation order and are acceptable of an amended application being submitted by Waveney Trees. Following approval, the work will not now be able to commence until after the bird nesting season. The contractor has confirmed the current quote will be honoured. **ACTION** The Clerk will contact the contractor and respond to the parishioner who has raised concerns.

- **To further consider matters relating to South Green recreation ground – report from the charities**

Moved to the June meeting, following the next charity meeting.

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

Cllr McDaniel proposed £981.86 for the second year of a 3 year contract for insurance provided by AVIVA. This was seconded by Cllr Yaxley and unanimously agreed. **ACTION** The Clerk will update the asset register and present at the June Meeting.

- **To receive CIL report for end of year 2024/25.**

Council received the Community Infrastructure Levy (CIL) report for 2024/25, prepared by the Clerk. This has been submitted to South Norfolk Council and confirmation has been received that information is correct. The balance of CIL held as at 31/3/25 was £9,484.68. **ACTION** the clerk will post the CIL report of the parish website.

- **To received notice of ROSPA inspection June 2025**

Council ratified expenditure for the inspection; Cllr Freeman will attend the inspection.

15. Accounts

The Clerk confirmed Standing Order arrangements, currently BT, SSE, Wave, ICO and EON

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

The clerk has drafted an internal control statement to be approved annually. The 2024/25 Statement was approved in item 6.

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

The CIL returns for the last 5 years will be displayed on the parish website

The Clerk will investigate Council moving to a gov.uk/org.uk email address.

Council considered and approved the Governance Statement for 2024/25 (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 2024/25 (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 2025 to 14th July 25

Cllr McDaniel approved the bank reconciliation to 30th April 25. Council received the accounts for May, the balance after presentation of the following receipts and payments will be £80,043.48

Income

INCOME:	Amount	Description
HMRC	£7,145.05	VAT reimbursement
SNC	£13,200.00	1st Precept Payment
TOTAL INCOME	£20,345.05	

Expenditure

EXPENDITURE:	Gross	VAT	Net	Description
The Mens Shed	500.00	-	500.00	Grant from community support budget
The Pennoyer Centre	500.00	-	500.00	Grant from community support budget
BT	59.81	9.96	49.85	Phone and BB Package to 23/5/25
The Pennoyer Centre	50.00	-	50.00	Room Hire 8/4/25
TBC	48.93	8.16	40.77	Middleton Farm Nurseries
Ulric Web Design	9.99	1.66	8.33	PC DVI HDMI Cable
Ulric Web Design	385.00	64.17	320.83	Balance PC upgrade
L Shulver	638.30	-	638.30	Salary April 25
HMRC	34.11	-	34.11	PAYE Mth 2
L Shulver	25.35	-	25.35	WFH and Mileage April 25
L Shulver	75.01	3.57	71.44	Reimbursement - SSE
L Shulver	21.16	3.52	17.64	Reimbursement - Amazon -Signs
TOTAL EXPENDITURE	£2,347.66	£91.04	£2,256.62	£2,347.66

Additional payments for Clear Insurance Mgt Ltd, for £981.86, £252.17 for NALC and £130.00 for the internal Audit, will be raised and included in June Accounts

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

16. To receive other reports.

Flood Mitigation

A meeting took place prior to the APCM, with Ed King from the Waveney Trust. Feedback will be reported in due course.

The Mens Shed

Update attached

Sports and Recreation Committee.

No further report

YEP

Cllr Scanlan reported on both youth groups which continue to be well attended. Cllr Scanlan updated councillors on the progress with the music activities. The groups will continue to meet during the summer holidays and

outdoor activities are to be organised.

Tree and Footpath Wardens.

No further report from the tree warden

The new kissing gate has been installed on FP17, letters of thanks will be sent to the volunteers. 2 new bridges have been installed on FP9 and posts replaced on FP18.

SAM

No further report

To consider the date of next meeting

Councillor considered the venue for the summer meeting; the vote was 4:4 for Church or Pennoyer Centre. The Chairmans vote carried, and the meetings will continue at the Pennoyer Centre. The June meeting will be on the 10th June 2025, commencing at 7.30pm

Meeting Closed at 9.25

Signed

Date.....

Chairmans Report May 2025

VE Day

This month we celebrate the 80th anniversary of V.E. Day. My Grandfather served in the 8th Army Division, a Desert Rat. I often look back at photos and imagine what a special time it would have been in London on V.E. Day.

There are many activities planned to celebrate V.E. Day please have a look and see what interests you.

Village Maintenance

A new kissing-gate has been installed by our Volunteers with the help of the Landowner at footpath 17. The new gate replaces an awkwardly high sty, access is now easier. Village maintenance is on-going.

Potholes are being addressed by South Norfolk Council.

Grass is being cut by our contractors. Hedge and tree maintenance will continue after the bird nesting season.

The bus shelter has been replaced and still hopefully standing, it has reflective strips to help prevent any further damage. Faulty solar lighting on the bus shelter is being assessed by the company that installed it.

Village flower boxes are being maintained by Pulham St Mary Gardening Club. A budget of £150 was agreed at last month's Parish Council Meeting.

Local businesses we have many thriving local businesses that employ local residents Bossy Boot's Post Office, St Mary's Garage, Parrot Furniture, Smurfit West Rock, The Pennoyer Centre plus many self-employed businesses.

If you think we are a sleepy village you are very much mistaken. We have so much going on:

The Man Shed project are now active with regular meet up events.

PYE project has 2 group for 5-10 year olds and 11-17 year olds.

The Pennoyer Centre hold regular events including various Talks, Book Club, Knitting Club, Gardening Club, Art Workshops, Quiz Night, Film Nights, Evening Inn/Pub Nigh and Meet up Monday's.

The Monthly Pulham's Parish Magazine has all the information you need.

Kind Regards Mark Scanlan

Cllr M Wilby – Monthly Report

It was good to attend many VE celebration events over the recent days seeing all of the bunting and flags that have been decorating our streets and homes. A very big thankyou to all of the volunteers involved with the organising these events and a very big thankyou to all of the volunteers who give up their time to make our towns and villages the special places they are. As with the VE events there will be no charge for road closures for the VJ Day celebrations on August 15th, deadline date for applications is Friday 18th July.

People and organisations in Norfolk are being invited to give their views to help shape the future of local government in the County. NCC is posing a series of questions and will help it draw up plans for a future council structure. The feedback form is available at www.norfolk.gov.uk/LGRfeedback and people can answer as many or as few questions as they wis to. You can find out more about local government reorganization at www.norfolk.gov.uk/LGR and by subscribing to the county councils email bulletin. Your Norfolk Extra.

NCC is inviting residents, landowners, conservation specialists and local communities to participate in the public consultation for Norfolk's draft Local Nature Recovery Strategy (LNRS). Running from 16th April to the 11th June, this consultation offers an opportunity to provide feedback on the priorities and actions for restoring and enhancing nature across the county. While Norfolk is home to a rich variety of species and natural spaces, many of these are isolated and fragmented. The LNRS aims to reverse biodiversity loss, support climate adaption and encourage sustainable land use to benefit both people and wildlife. People are encouraged to review the Local Habitat Map, draft LNRS and FAQs available at www.norfolk.gov.uk/naturerecovery

Norfolk Fire and Rescue Service (NFRS) recently played its part in supporting Ukraine by sending a convoy of volunteer firefighters to deliver essential fire equipment to the war-torn region. A group of 15 NFRS firefighters drove five retired fire vehicles across Europe to Ukraine bringing vital equipment such as ladders, generators, hydraulic rescue tools, light portable pumps and positive pressure ventilation fans. These vehicles and equipment are part of a larger humanitarian initiative coordinated by FIRE Aid and the National Fire Chiefs Council (NFCC) The five vehicles from Norfolk were part of a UK convoy of 30 fire appliances, carrying over 15,000 items of essential firefighting equipment to help replace resources lost in the ongoing conflict.

NCC is encouraging people who are interested in home composting to give it a try. Discounted 220 litre compost bins are available at all of Norfolk's recycling centres at the price of just £15 and from June this year, for the first time ever, discounted 330 litre compost bins will also be available to purchase at the seven larger recycling centres. There is lots of advice on how to get started on www.norfolkrecycles.com/home-compost including information about our new, free introduction to Composting Course.

My next surgery will be on Saturday 7th June 10am at HIP

Best Wishes Martin

Cllr M Wilby – Annual Report

At Norfolk County Council we have 84 councillors who cover and represent the whole of Norfolk. The political make up is 53 conservative, 10 liberals, 9 labour, 4 greens, 2 reform and 6 independents. I am vice chairman of the Infrastructure and Development committee and also a member of the Norfolk Local access Forum. We have 47 libraries and 42 fire stations across the county.

Update on major infrastructure projects, are the building of the Long Stratton Bypass which is progressing well with two bridges in place which will open up for public use during the summer, tarmac being laid and completion of the whole bypass is on schedule to be opened towards the end of this year. We have three major projects being built on the A47, Blofield to Burlingham, Thickthorn Roundabout and North Tuddenham to Easton. All of these projects will much improve the safety on our roads, improve journey times and cut congestion when completed. We also support local infrastructure projects through our popular Parish Partnership schemes and my local member's

budget. This year we have supported 97 projects through our PP such as, village gateways, SAM 2 speed reduction machines and improved footways. Through my local members budget, I have supported schemes in Pulham Market, Pulham St Mary, Scole, Needham, Harleston, Starston and Brockdish.

Local government reform update. At the moment, Norfolk is what's known as a two-tier area with eight councils. A county council, which is responsible for key services such as highways and transport, adult social care and children's services. Seven district councils, which provide services such as bin collection, leisure and housing. The Government wants to see all eight councils replaced with fewer, unitary councils – which are responsible for all services. The proposal from Government is to have elections for the new unitary councils in May 2027. NCC currently have a consultation on this which is asking for your views. www.norfolk.gov.uk/lgr

Devolution update. The proposal from Government to have a combined authority of Norfolk and Suffolk with an elected mayor. The mayor would be elected in May 2026 to lead the combined authority which would cover the big strategic services such as housing, regeneration and local transport.

Your Norfolk magazine is delivered to every household across the county 3 times a year and keeps you up to date what is going on across the county, but you do not have to miss out on updates between editions. Your Norfolk Extra is our digital newsletter that keeps you up to date with the latest news from NCC every month, straight to your inbox. Subscribe to Your Norfolk Extra at www.norfolk.gov.uk/newsletters Information and access to all our customer services is also available at all our libraries.

Our local schools all provide an excellent education to all of our youngsters, giving them the best possible start in life.

It's been good to attend many VE celebration events over the recent days, seeing all of the bunting and flags that have been decorating our streets and homes. A big thankyou to all the volunteers involved with organising these events and to all of the volunteers who give up their time to make our towns and villages the special places they are.

Best Wishes

Martin

Cllr Delme Thompson: Parish Update May 2025 – Pulham St Mary

Local Government Reorganisation – South Norfolk Council - High level timeline

- Friday 21 March 2025 – submission of LGR interim plan to Government (completed)
- Friday 26 September 2025 – submission of LGR full business case to Government
- New unitary councils up and running in Norfolk by 2028

The latest updates and FAQs can be found here: [South Norfolk Council: Local Government Reorganisation \(LGR\) in Norfolk | Broadland and South Norfolk](#)

South Norfolk Community Awards – Nominations Close 30 May There are nine categories, designed to recognise different contributions to our community:

- Healthy & Active Award – Celebrating those who encourage health, wellbeing, and active lifestyles.
- Young Achiever of the Year – Honouring an inspiring young person making a positive impact.
- Volunteer of the Year – Recognising a dedicated volunteer who selflessly gives their time.
- Connecting Communities Award – For those who bring people together and strengthen community bonds.
- Environmental Champion Award – Rewarding environmental champions who help protect our planet.
- Business in the Community Award – Showcasing businesses that go above and beyond for their community.
- Community Organisation of the Year – Recognising groups that make a meaningful impact.
- Lifetime Achievement Award – Celebrating someone who has devoted a lifetime to helping others.
- Town or Parish Councillor of the Year – Recognising an exceptional Town or Parish Councillor who has gone above and beyond to support their local community.

Shortlisted nominees will be invited to a special awards night on 4th July 2025 at Bawburgh Golf Club, where the winners will be announced in front of family, friends, and community leaders.

Nominate here -

<https://forms.office.com/pages/responsepage.aspx?id=ikQbvZ9SBEqklb1K4febslrTqE6BOr9ClwzSbOMqq-tURVdEQjZHMUpTSzBRTU9QRlgzUFFSQjBPRI4u&route=shorturl>

Community Action Fund

This years Community Action Fund is now open. for considering applications between £1,000 and £15,000. The deadline for applications is Monday 30 June 2025 at 5pm.

Full details here: <https://www.southnorfolkandbroadland.gov.uk/communities/community-funding/community-action-fund>

Update on The Pulhams Men's Shed Charity - 1st May 2025

Dear Members,

Firstly, we would like to thank you on behalf of all of our members for the recent grant of £500 towards the costs of the BNG survey to support our planning application to build our 'Shed' at South Green. We very much welcome your support and look forward to receiving the draft lease for the proposed site at South Green in the near future.

In the meantime, the initial BNG survey is booked for 22nd May 2025 and we hope that this will enable the planning authorities to progress our application – we understand that the Planning Officer is minded to approve the application subject to satisfying the BNG requirements.

Until then, we are proposing to put a temporary container or 'site office' nearby the current derelict building so that our members can meet up and participate in some community projects both on site and around the villages. There will be two opportunities for members and others who are interested in getting involved to get together at South Green in May in readiness for the delivery of the temporary container on 14th and 31st May between 10am-12 noon. One job will be to prepare the grounds around the proposed building site and tidy the adjacent areas. We will be launching our 'Shed' membership on 1st June and we anticipate that there will be significant interest from people living in and around the local villages. We will be putting out more information in the local magazines and on social media to ensure everyone can keep up to date with our progress.

We will continue to update you on our progress over the coming months

Kind regards

Clayton Hudson

Chair

The Pulham Men's Shed Steering Committee