

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 8th April 2025.

The meeting commenced at 7.30 pm.

Present: Cllr Scanlan, Cllr McDaniel, Cllr Yaxley, Cllr Burridge and Cllr Hudson (District and Parish Councillor). The Clerk, District Cllr Thompson and 4 members of the public were also in attendance.

1. **Welcome.**

The Chairman, Councillor Scanlan welcomed everyone to the meeting.

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

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

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

Cllr Scanlan declared interests on matters relating to Pennoyers and PYEP. Cllr Hudson, as a trustee of the Mens Shed declared an interest and advised he would leave the meeting when matters relating to the request for the Mens Shed is discussed.

4. **To approve minutes of the last meetings held on 11th March 2025**

The minutes of 11th March were ratified as a true record of the meeting and copy 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.

The Clerk has sent several emails to GO copying in County Cllr Wilby, on on-going highways issues relating to Church Close and Glebe Farm Close, but has received no response. **ACTION** She will ask the County Cllr to look into these matters on his return from holiday and hope responses will be available for the May meetings.

The meter at South Green has been reinstalled by EDF and an electrician will be reconnecting on 11th April.

ACTION following reconnection the Clerk will negotiate an improved contract for supply.

SSE have advised that unmetered streetlight supply, charging procedures will be migrating to a single meter system, by 31/10/25. It is not clear how this will impact on the current charge, yet to be invoiced to the Council. However, the Council are protected by a fixed price contract until the 30/9/26.

A complaint was received on overgrown grass and uncleared rubbish at the play park in North Green Road. The Clerk has responded, advising that this year's contract grass cutting has now commenced and volunteer Councillors has cleared rubbish, cleaned the play equipment by hand and installed the new picnic bench. Cllr McDaniel asked when the Councils contractor will pressure wash the play equipment **ACTION** the Clerk will request this work is completed.

A complaint has been received on hedge clippings not being cleared, following the hedge cutting in Poppys Lane. **ACTION** the clerk will ask for a price from the hedge cutting contractor and another advert will be included in the magazine for a handy man. (15/4/25 Following the meeting volunteers cleared the hedge clippings and the foot path is now clear)

PC Phillips has advised that the individuals responsible for the vandalism at North Green play park have taken part in a 'payback, village litter pick'

Ed King will be attending the May parish meeting to discuss the Waveney Trust consultation. On Councillors request **ACTION** the Clerk will ask him to attend at 6.30 so Councillors can carry out a site visit prior to the meeting at 7.30pm.

Nationwide interest rates are reducing from 16/4/25 – Instant Saver from 2% to 1.8% and 95 Day Saver from 3.95% to 3.75%

BT will be increasing their charges; this will increase the Councils call package by 59p and the broadband package by £2.84 per month. **Action** the Clerk will look to see if a better package price can be procured.

'No Dog' signs have been purchased for South Green **ACTION** Cllr Scanlan will organise for these to be installed.

6. To receive the Chairman's Report.

The Chairman reported that Cllr Freeman and a volunteer parishioner have now repaired broken footbridges on the platinum footpath. The replacement picnic bench has been installed and options of repurposing the damaged bench are being investigated. Cllr Scanlan, will be helping Cllr Freeman and the land owner to install the new kissing gate.

Volunteers in the village have carried out a litter pick organised by Pennoyers and the Chairman reported on other recent events organised by the centre.

The replacement bus shelter is now been installed along with reflectors and solar lighting, providing enhanced weather protection for parishioners using the improved bus service. (15/4/25 Following the meeting the solar panel was seen to be not lighting up, this matter will be investigated)

Pulham Gardening Club volunteers have taken on maintenance of the village planters, photos of the wonderful floral displays have been circulated and Council are grateful for the work carried out.

A note was made on the improved services offered by the new post office owners.

Inter-talent Football Club will be offering training sessions at South Green and details should soon be available in the parish magazine.

7. To receive County and District Councillors Reports

The County provided apologies as he is on holiday. Report provided.

Cllr Thompson provide a report, copy attached.

Cllr Hudson noted thanks to all who took part in the litter pick. All groups who registered and took part this year will receive £20 and be entered into the annual draw offered by the District Council.

Community Awards are open for voting.

2 recent fires in bin lorries have highlighted the importance of not disposing of batteries in general waste for collection.

The County Cllr advised that he was able to offer his support for the 2 unity model for devolution, recently voted on by the District Council. He noted that he was not able to support the 1 unity model also discussed.

8. Public Forum

AC attended the meeting as a representative for the Mens Shed. An application is on the parish agenda from the Mens Shed for financial support towards the cost of providing a Biodiversity net gain survey, a requirement of the current planning application for the new Shed at South Green. AC highlighted the positive community impact of the Mens Shed and the benefits to the village of the proposed building at South Green.

CH outlined the planning procedure for the proposed Shed with the requirement of providing an Ecologist report to show a 10% environmental improvement resulting from the proposed plan.

SM provided details of email application for financial support from the Pennoyers Centre. This matter is on the agenda for consideration.

1 member of the public and District Cllr Thompson left the meeting

9. 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 Street – 2 storey side extension - full planning permission – **Support submitted 18/2/25**

2025/0117 Crossingford Farm, Garlic Street – replace 2 windows – listed building consent – **Support submitted 13/2/25 – Approved with conditions 25/3/25**

2025/0335 Riverdale, Harleston Rd – Single storey side carport extension – **Support submitted 18/2/25 – Approved with conditions 14/3/25**

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.

New applications

2025/0701 Certificate of lawfulness proposed – North Green Farm – Erect 10kw wind turbine.

- **To further consider matters relating to South Green recreation ground – report from charities –** Cllr McDaniel raised a suggestion that the Parish Charities could procure valuations for South Green and the Parish Council could consider submitting an offer to purchase the asset. This matter will remain on the agenda for ongoing consideration as additional information is investigated.
- **To consider request from Pennoyers for support of maintenance and advertising projects.**
Council considered email received detailing details of requested funding. Cllr Yaxley proposed supporting the provision of a new speaker at £500.00, from the community support budget. The speaker is used by the film club, which is run by volunteers and provides monthly entertainment for audiences up to 65 people. This was seconded by Cllr Burridge and unanimously agreed.
- **To consider request from the Mens Shed towards the provision of a biodiversity net gains survey.**
Cllr Hudson declared an interest and left the room.
Cllr Burridge proposed providing £500.00 from the community support budget, this was seconded by Cllr Yaxley and unanimously agreed.
Cllr Hudson was invited back to join the meeting
- **To approve the cost of flowers for village planters and agree an annual budget** The Clerk has used her delegated powers to raise payment to reimburse volunteers for plants purchased for the village planters. The Volunteers have repaired damaged planters and enhanced planting in all the planters, providing a wonderful display. Cllr Yaxley proposed an annual budget of £150.00 to provide plants for the planters, this was seconded by Cllr McDaniel and unanimously agreed.
- **To receive information on Local Government review in Norfolk.** Council received information, and will continue to monitor progress on this matter, in particular the impact on parish council level.
- **To consider applying/nominating board membership on NALC** Council received information, but will not be applying or nominating on this matter.

10. Accounts

- **To receive annual accounts for 2024/25**

Council received final accounts for March 2025 to YE

INCOME:	Amount	Description
AVIVA	£605.00	Insurance Claim for Bench
Nation Wide	£464.61	Interest 90009921
Nation Wide	£227.24	Interest 90051408
TOTAL INCOME	£1,296.85	

EXPENDITURE:	Gross	VAT	Net	Description
Pennoyers	50.00	-	50.00	Room Hire March
Westotec	5,299.20	883.20	4,416.00	Replacement bus shelter
TOTAL EXPENDITURE	£5,349.20	£883.20	£4,466.00	£5,349.20

The balance following the above transactions is £65,171.04

The Bank reconciliation for 31/3/25 was ratified by council and approved and signed by Cllr Yaxley.

Council considered the balance in the bank accounts at year end. All earmarked expenditure was identified and used to differentiate between earmarked reserves and general reserves. It is good practice to keep general reserves equivalent to 6 month's expenditure. Cllr McDaniel proposed the YE reserves as follows:-

£9,484.68 CIL (Community infrastructure Levy, awarded as part of planning development within the village)

£5,000.00	Reserves for legal costs (ie KHph, to fund application for community grant to compulsory purchase, should this be required)
£7,000.00	Tree/Pond Maintenance – increased by surplus 24/25 to allow for £1,850 approved work pending
£12,000.00	Provision of additional burial ground/space
£5,600.00	Streetlight Replacement/Maintenance including un-invoiced contract commitment – increased unused surplus 2024/25
£5,000.00	Replacement Playground equipment
£1,847.52	BCC refund (balance) set aside for access to community provision
£605.00	Insurance payment for bench, TB inv in April 2025

£46,537.20

£18,633.84 General Reserves

£65,171.04 Current balance

This was seconded by Cllr Yaxley and unanimously agreed.

To receive the AGAR part 3 for 2024/25

Council received the AGAR Part 3 for 2024/25, presented by the clerk **ACTION** The Clerk will forward end of year documents for 2024/25 to the internal auditor.

- To ratify income and expenditure for April 2025**

Council ratified all income and expenditure for April 2025

The balance following presentation of the listed Income and expenditure will be £62,046.09

INCOME:	Amount	Description
TOTAL INCOME	£0.00	

Cheques to be paid:

EXPENDITURE:	Gross	VAT	Net	Description
SSE	-	52.77	- 52.77	Missed vat on £1,108.08
BT	-	8.95	- 8.95	Missed vat on £53.73
BT	53.73	8.95	44.78	Phone and BB Package to 23/4/25
L Shulver	638.90	-	638.90	Salary March 25
L Shulver	25.60	-	25.60	WFH and Mileage March 25
L Shulver	67.78	3.23	64.55	Reimburse exp - SSE
HMRC	33.51	-	33.51	PAYE Mth 1
PH Newby	720.00	120.00	600.00	Hedge Cutting
PCC	500.00	-	500.00	Support for Churchyard upkeep
NBB	1,026.00	171.00	855.00	Replacement Picnic Bench - (Ins covered 605)
TBC	59.43	9.93	49.50	Cherry Lane -Reimburse for plants in planters
TOTAL EXPENDITURE	£3,124.95	£374.83	£2,750.12	£3,124.95

Cllr Scanlan approved the payments for April 2025, these were seconded by Cllr Burridge and unanimously agreed. ACTION the clerk will contact Cllr Freeman to approve payments.

11. To receive other reports.

Flood Mitigation No further report

Mens Shed Cllr Hudson highlighted Sports Englands response to the current planning application for the new build unit at South Green. **Action** The clerk will respond, clarifying there will be no loss to provision and benefits to facilities of the proposed application.

Youth Engagement Programme Cllr Scanlan provided a report on current attendance numbers and support being provided locally.

Footpath Warden no further report

Tree Warden no further report

SAM No further report

Sports and Recreation Committee No further report

To consider the date of next meeting The next parish meeting will be on **13/5/2025, 7.30pm at Pennoyers.**

Meeting Closed at 21.10

Signed Date.....

Cllr M Wilby Report

Norfolk County Council's annual spring and summer road surface dressing programme has started on April 7th and will see Norfolk's roads get a new seal to help prevent potholes forming and extending the life of roads with a new skid-resistant surface to reduce the risk of accidents. The work will continue through until September, to take advantage of the warmer weather. This year 320 miles of Norfolk roads will be dressed, up from 280 miles last year thanks to extra funding from the Department for Transport for highways maintenance this year. The programme will target high tourism areas and main roads first, so they are complete before the start of the busy summer season. The total programme will cost around £12 million and is a proven pro-active approach to highways maintenance. People are urged to drive slowly and considerably across the new surface until it is bedded in, and Highway Teams return to sweep up the loose chippings.

Another major milestone in the construction of Long Stratton Bypass was reached with installation of the pre-cast concrete beams to create a new road bridge on Hall Lane. Each of the 10 beams, weighing up to 33 tonnes each and measuring over 17 meters, were carefully lifted into place using a 300 tonne crane. The bridge deck will now be formed using reinforced concrete before surfacing is laid to link the approaches being constructed on either side. This milestone follows the recent successful installation of the new footbridge at Church Lane. The Hall lane bridge is a single-carriageway road bridge which will carry traffic on Hall Lane over the new bypass, with a footway for pedestrians. Both bridges will come into use later this summer with the bypass open to traffic by the end of the year.

Norfolk County Council's Trading Standards service plan for 2025-2026 has been approved by NCCs cabinet. The plan provides an update what the service achieved over the last year and sets out key areas for the year ahead. Last years achievements included, Tackling tobacco and alcohol sales to children, Removing from sale counterfeit vapes, dangerous electrical items, unroadworthy cars and children's toys which failed consumer safety checks. Protecting people from fraud, scams and rogue traders by raising awareness. Dealing with recent animal disease outbreaks, including blue tongue virus and avian flue.

The Spring edition of Your Norfolk magazine has been delivered to every household across the county with all the usual information and contact details for NCCs services, plus an update on Devolution and Local Government Reorganisation.

Cllr Delme Thompson: Parish Update April 2025 Pulham St Mary

Local Government Reorganisation South Norfolk Council recommendation.

The Government began a [public consultation on devolution](#) in February 2025, which will remain open for comments until 13 April 2025.

At a full council meeting on Tuesday 18 March, South Norfolk Council voted overwhelmingly in favour of doing further work to develop a two unitary model for Norfolk, one serving Norwich and East Norfolk including Great Yarmouth, and the other encompassing West Norfolk.

David Elmer, Leader of the Council said 'This structure, driven by governments criteria to improve service delivery, offers the optimal balance between cost-effectiveness and preserving local identities. By aligning with economic geographies, we can unlock the potential of Greater Norwich and Great Yarmouth, while ensuring rural communities remain connected to vital services. This model avoids disruptive boundary changes, and allows for rapid, cost-effective implementation without disrupting existing communities.'

Use the following link to view [South Norfolk Council's response](#) to the Norfolk and Suffolk devolution consultation, agreed on 18 March 2025.

Homelessness and Rough Sleeper Strategy consultation

We invite you to join our Homelessness and Rough Sleeper Strategy consultation and share your insights on tackling homelessness and rough sleeping in our community.

We are in the process of drafting the [Broadland and South Norfolk Homelessness and Rough Sleeper Strategy for 2025-2030](#). This new strategy represents a shift from our previous approaches, outlining our proposed priorities and actions for the next five years in a unified document. Our strategy aims to:

Prevent homelessness and rough sleeping at an earlier stage

Ensure the availability of appropriate accommodation when needed

Provide a diverse range of long-term housing options

Enhance our services and foster collaborative efforts

[View the South Norfolk and Broadland Homelessness Strategy here.](#)

By completing this brief survey, you will help us gather essential information and feedback to ensure our strategy aligns with the community's needs. You can also be entered in to our prize draw to WIN one of two £25 local shopping vouchers for a local shop of your choice in the Broadland or South Norfolk area. The consultation closes on Monday 28th April at 11.59pm.

South Norfolk Community Awards Nominations Open.

Now in their 13th year, these awards celebrate the extraordinary individuals and groups who give their time, energy, and passion to make South Norfolk a better place to live, work, and visit. This could be through organising community events, supporting vulnerable people, or helping to protect the environment.

Award categories

We are looking for nominations in 9 categories, each designed to recognise different different contributions to 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.

[Nominate here!](#)